

# Using Zoom in Blackboard Courses

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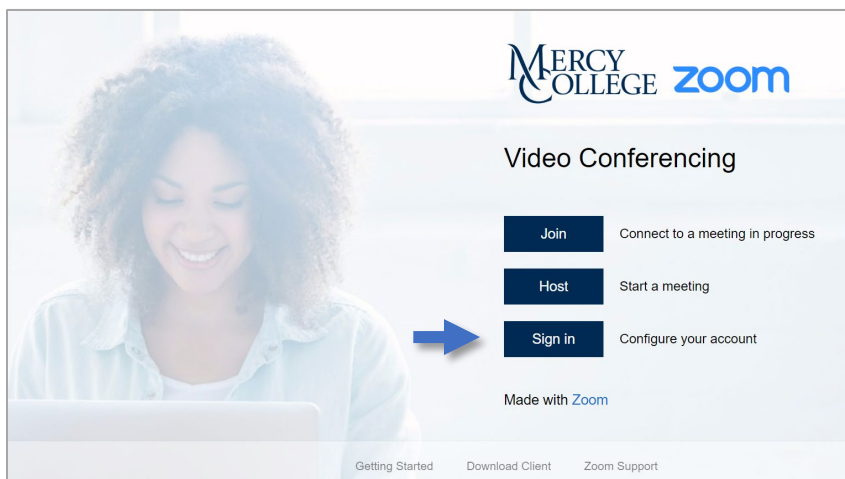
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## Creating a Zoom Account with Mercy College

1. To start using Zoom in your Blackboard course, you need to create an account by clicking on the following link:

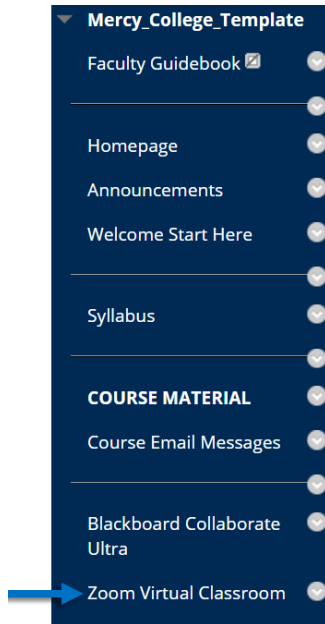
<https://mercy.zoom.us/>

2. Click the **Sign in** button to finish the registration.



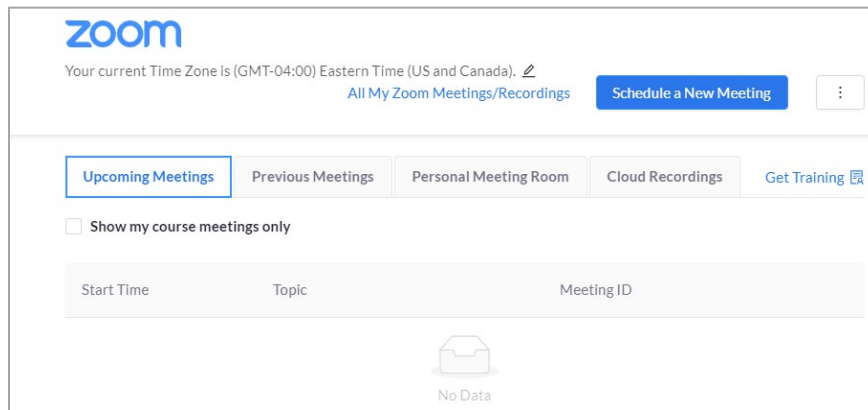
## Accessing Zoom Link in Blackboard Course

1. Your **Blackboard Course** should have a Zoom Link on the **Side Menu**. This was implemented in the new Spring 2021 Courses by Default.

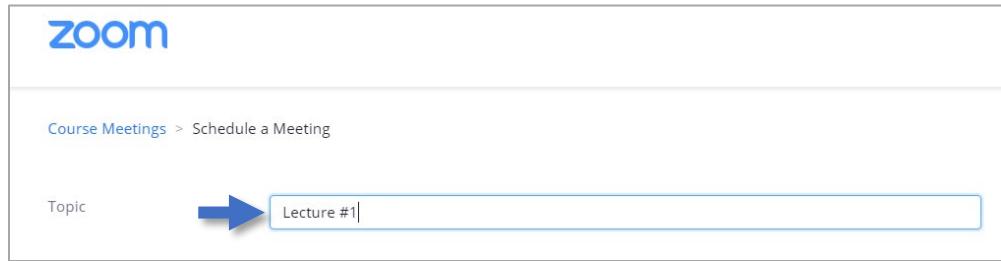


## Setting Up a Session

1. Once you click on Zoom Virtual Classroom you will get to a page to start setting up the sessions.
2. Click on **Schedule a New Meeting**.



3. By default, the **Topic** will show your **Course Name**. You can change this to the relevant topic of the week.



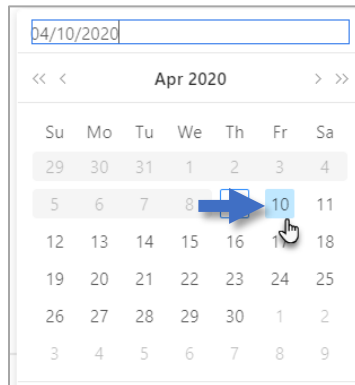
The image shows the Zoom 'Schedule a Meeting' interface. At the top left is the Zoom logo. Below it, the breadcrumb 'Course Meetings > Schedule a Meeting' is visible. The 'Topic' field is highlighted with a blue arrow pointing to the text 'Lecture #1'.

4. Click on the **Date** to set the **Meeting Date**.



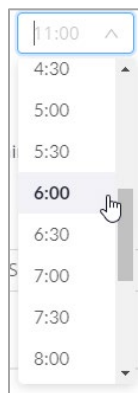
The image shows the 'When' section of the Zoom interface. A blue arrow points to the date field '04/09/2020'. To the right of the date are two dropdown menus: one for the time '11:00' and another for the period 'PM'.

5. Choose the **Date** on the **Calendar** that pops up.



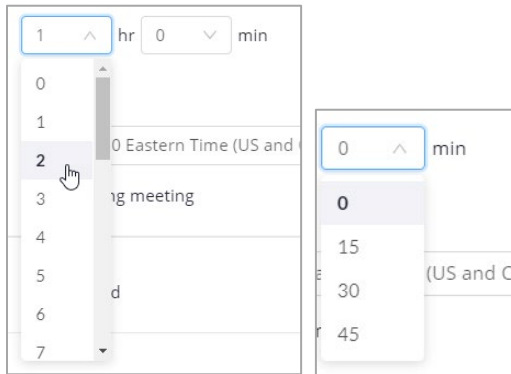
The image shows a calendar pop-up for April 2020. The date '04/10/2020' is entered in the top input field. A blue arrow points to the number '10' in the calendar grid, which is highlighted in blue. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 30.

6. Click the **Time**.

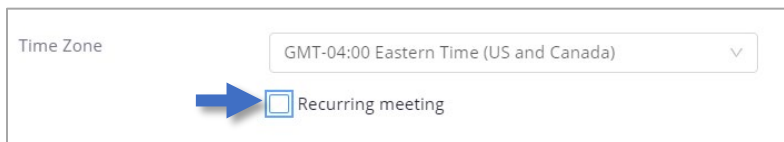


The image shows a time selection dropdown menu. The current time is '1:00'. A blue arrow points to the '6:00' option, which is highlighted in blue. Other visible options include 4:30, 5:00, 5:30, 6:30, 7:00, 7:30, and 8:00.

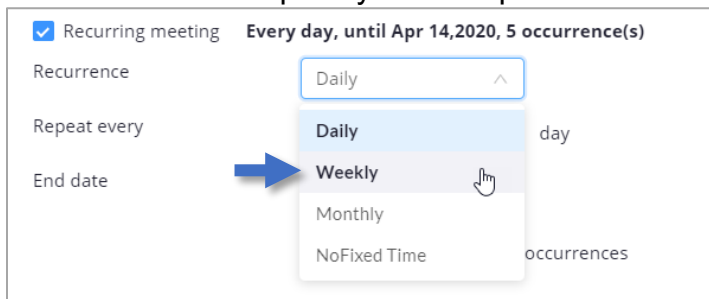
7. Choose the **Duration** of the meeting.



8. If this is a one time meeting you don't need to change anything.



9. If this meeting is going to repeat, then check the **Box** next to **Recurring Meeting** and choose the frequency of the repetition.




10. The **Registration Box** is typically left unchecked if you are having the whole class attend a session.



11. Check the box next to **Waiting Room**, which allows you to review your attendees before admitting them into the Zoom meeting.

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Security  Passcode    Waiting Room

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12. The **Video** settings refer to whether the **Camera** is on at the start of the meeting. Keep the **Camera** off if you want to allow the students to turn it on in the beginning of the session.

Video Host  on  off  
Participant  on  off


13. Leaving the **Audio** selection on **Both**, allows students to use either their **Telephone** or **Computer Audio/Microphone** for the session.

Audio  Telephone  Computer Audio  Both 

14. Under **Meeting Options**, you can select the **Meeting Details**. A default **Meeting Password** has been issued to you.

Meeting Options  Require meeting password   
 Enable join before host  
 Mute participants upon entry   
 Enable waiting room  
 Only authenticated users can join  
 Record the meeting automatically in the cloud

15. Click **Save**.



16. Zoom provides a **Confirmation Page** with a summary of your selection.

The screenshot shows the Zoom Confirmation Page for a course meeting. The page is titled "MERCY COLLEGE" and "202012 Spring ORGL-575-DLA (CRN-307-202012) Zoom Meeting". The meeting details are as follows:

- Topic: Lecture #1
- Time: Apr 10, 2020 6:00 PM Eastern Time (US and Canada). Recurrence: Every week on Fri, until May 15, 2020, 6 occurrence(s). A link "Show all occurrences" is provided.
- Add to: Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar.
- Meeting ID: 997-801-702
- Invite Attendees: Join URL: <https://mercy.zoom.us/j/997801702?pwd=T2FNVTJudlBPY1lFS1VlS0FFVGJaQT09>. A "Copy the invitation" button is available.

Security settings:

- Passcode: \*\*\*\*\* (with a "Show" button)
- Waiting Room:

Video settings:

- Host: off
- Participant: off

Audio settings:

- Telephone and Computer Audio

Meeting Options:

- Enable join before host:
- Mute participants upon entry:
- Require authentication to join:
- Record the meeting automatically in the cloud:

Buttons at the bottom:

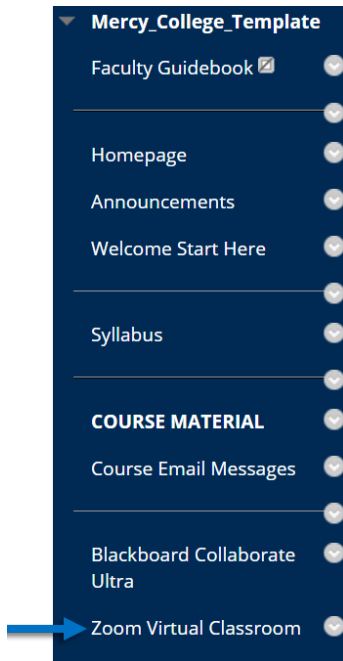
- Delete this Meeting
- Edit this Meeting
- Start this Meeting

17. Click on the **Course Name** to get back to your Blackboard **Course**.

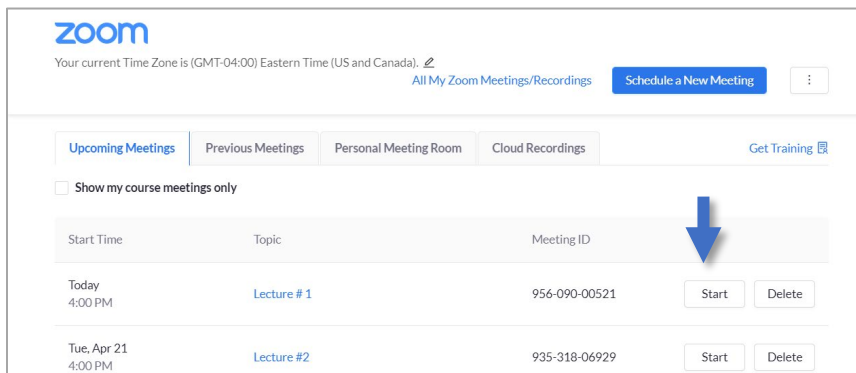
This screenshot is identical to the one above, but it includes a blue arrow pointing to the breadcrumb "202012 Spring ORGL-575-DLA (CRN-307-202012)" in the top navigation bar, indicating where to click to return to the Blackboard course.

# Starting a Zoom Session from Course

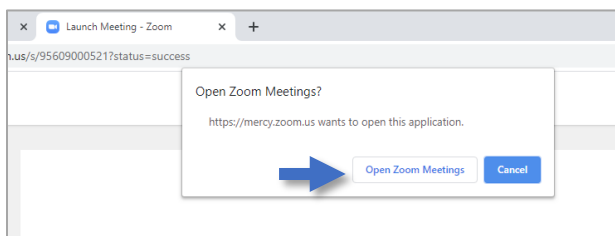
1. Click on Zoom Virtual Classroom.



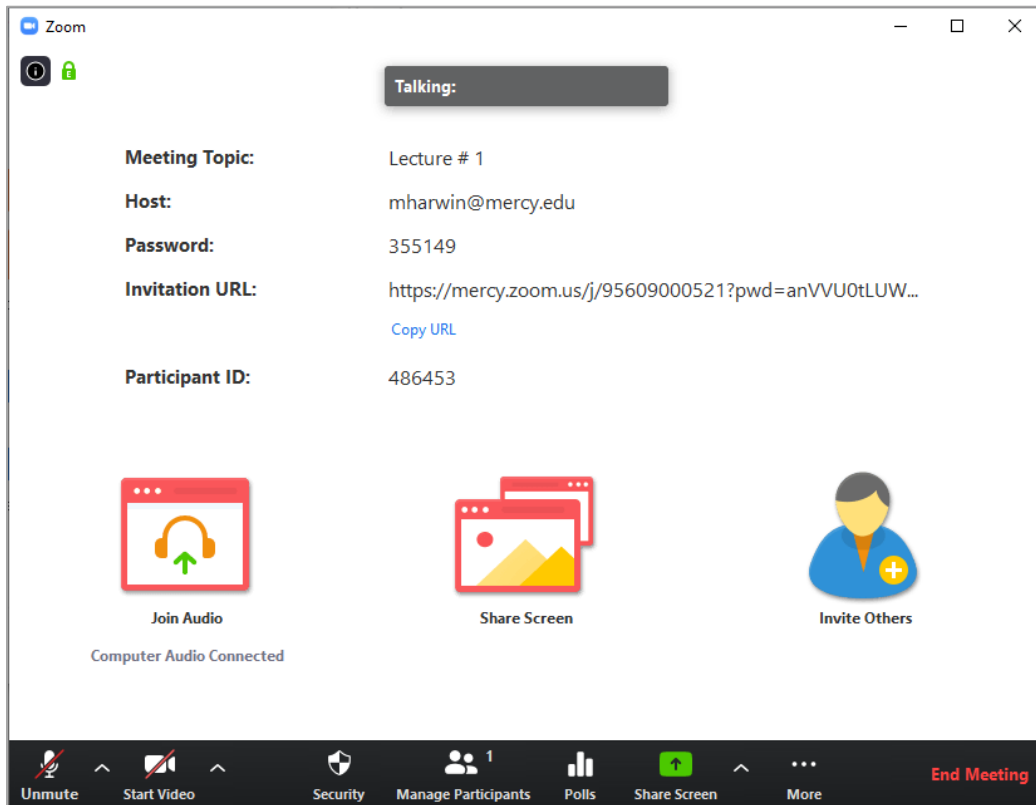
2. Click **Start** next to the **Zoom Meeting** with the appropriate **Start Time**.



3. Click **Open Zoom Meetings** on the **Pop-Up-Window**.



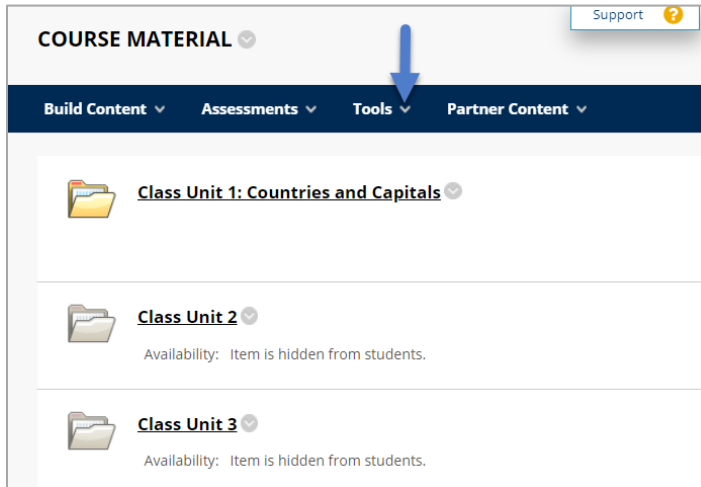
4. The **Zoom Meeting** page is now open.



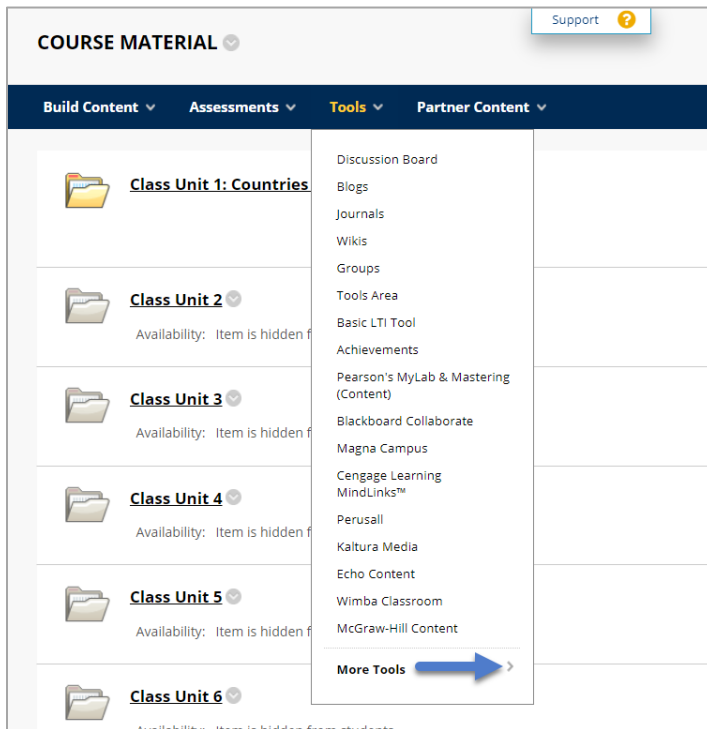


## Creating a Zoom Link in Course Material for Students

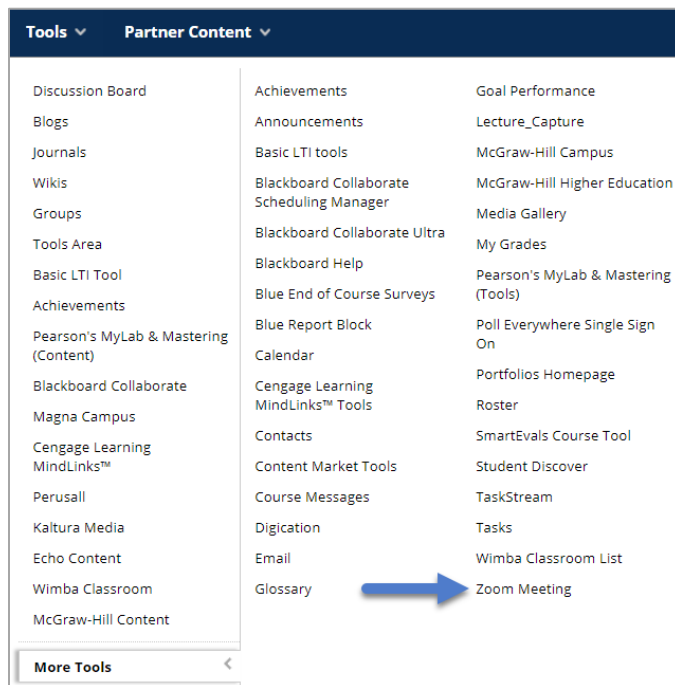
1. Go to your **Blackboard Course** and open the **Course Material** page.
2. In the **Course Material Area**, click on **Tools**.



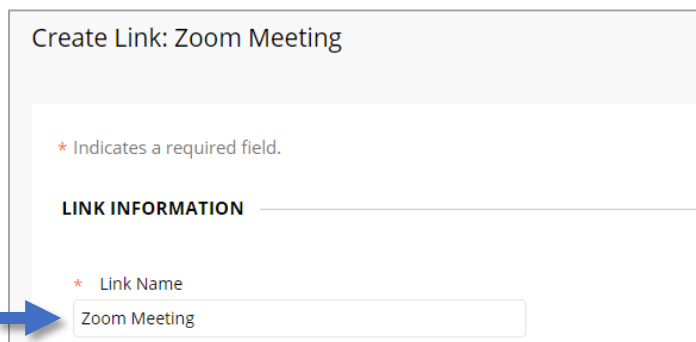
3. Within the **Tools Menu**, click on **More Tools**.



#### 4. Select **Zoom Meeting**.



#### 5. By default, the name of the **Meeting Link** will be “Zoom Meeting”. You can change this if you would like.



#### 6. Under options, change **Track Number of Views** to **Yes**.



#### 7. Click **Submit**.

