

## Create a Zoom Meeting in Blackboard

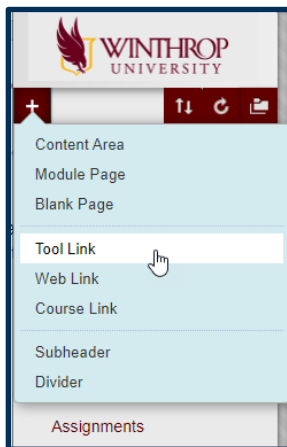
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### Overview

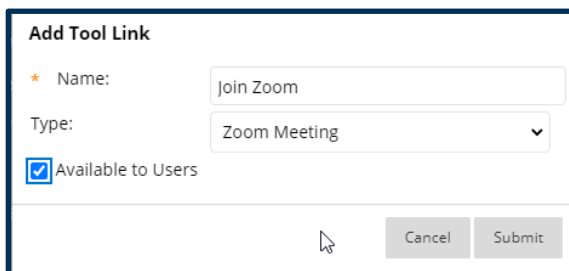
This tutorial will explain how to create a Zoom meeting using the Zoom integration for Blackboard, how to record the meeting, and where to access those recordings.

### Step 1

Navigate to your course in Blackboard. You will need to add the Zoom integration link to your course menu first. Click on the + icon at the top of the course menu and select Tool Link.

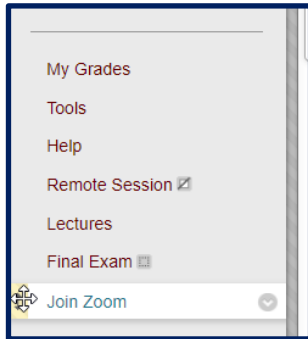


Type in the name you want to see for the link, then select Zoom Meeting from the Type dropdown list. Make sure to select the box next to Available to Users before you click the Submit button.

A screenshot of the 'Add Tool Link' form. It has a title 'Add Tool Link' at the top. Below the title are three fields: 'Name:' with a text input containing 'Join Zoom', 'Type:' with a dropdown menu showing 'Zoom Meeting', and a checkbox labeled 'Available to Users' which is checked. At the bottom right are two buttons: 'Cancel' and 'Submit'.

You can move the new menu item up and down in the course menu by hovering over the menu item until you see the double-sided arrows. Then, click and hold your mouse on the double-

sided arrows while moving the menu item up or down.

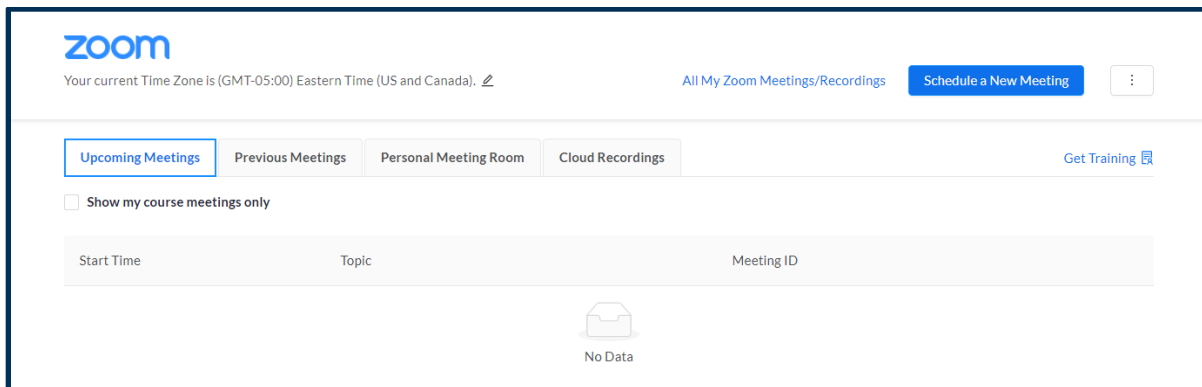


## Step 2

Click on the Zoom link you just created in your course menu. When prompted, click the Launch button. This will take you to the Zoom page outside of Blackboard.

## Step 3

You are now in a Zoom account that is connected to this course. From this page you will be able to see Upcoming Meetings in this course. You can also use the tabs at the top of the page to view your Previous Meetings and Recordings.



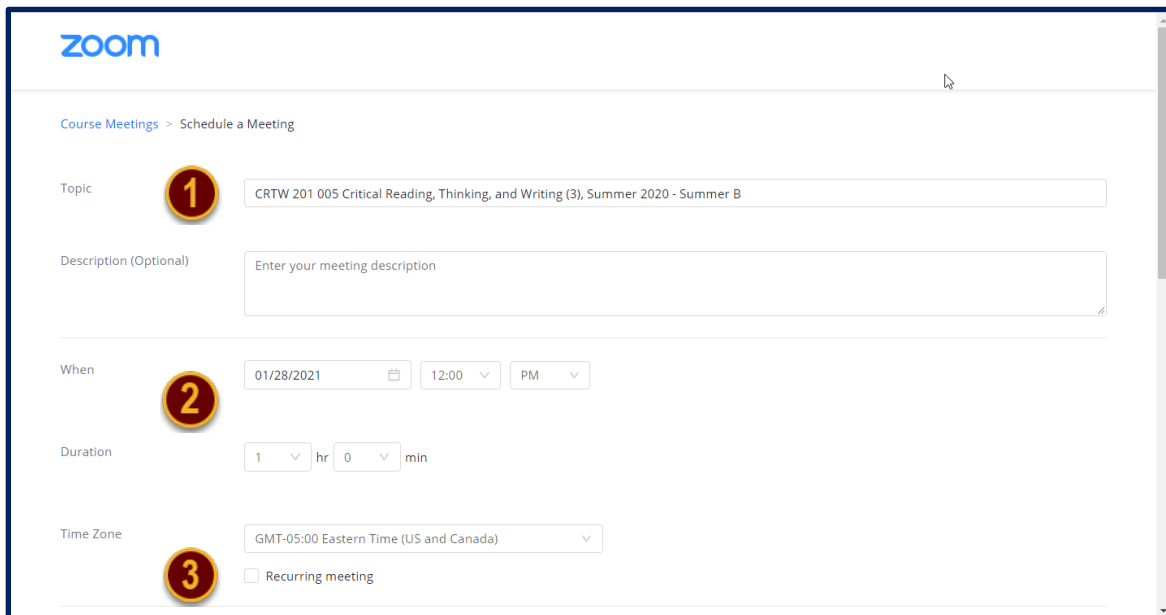
*The Zoom page you are opening is linked to the specific course and section you accessed it from. Only students in that course and section will be able to access the meetings you create there. Click on “All My Zoom Meetings/Recordings” in the top right to view a list of all meetings you have created using your Winthrop Zoom account.*

## Step 4

Click on the Schedule a New Meeting button at the top right. In the Topic field [1], enter a name for your meeting. Set the date, time, and duration of the meeting [2]. You may select the Recurring meeting box [3] if you plan to hold this session on a regular basis (i.e. weekly).



*In the Topic box [1], we recommend keeping the course name and adding the meeting date or topic directly after the course name to easily identify the recording later. Example: CRTW 201 005 Critical Reading, Thinking, and Writing (3), Summer 2020 - Summer B – 1/28/2021 Guest Speaker*



zoom

Course Meetings > Schedule a Meeting

Topic **1** CRTW 201 005 Critical Reading, Thinking, and Writing (3), Summer 2020 - Summer B

Description (Optional) Enter your meeting description

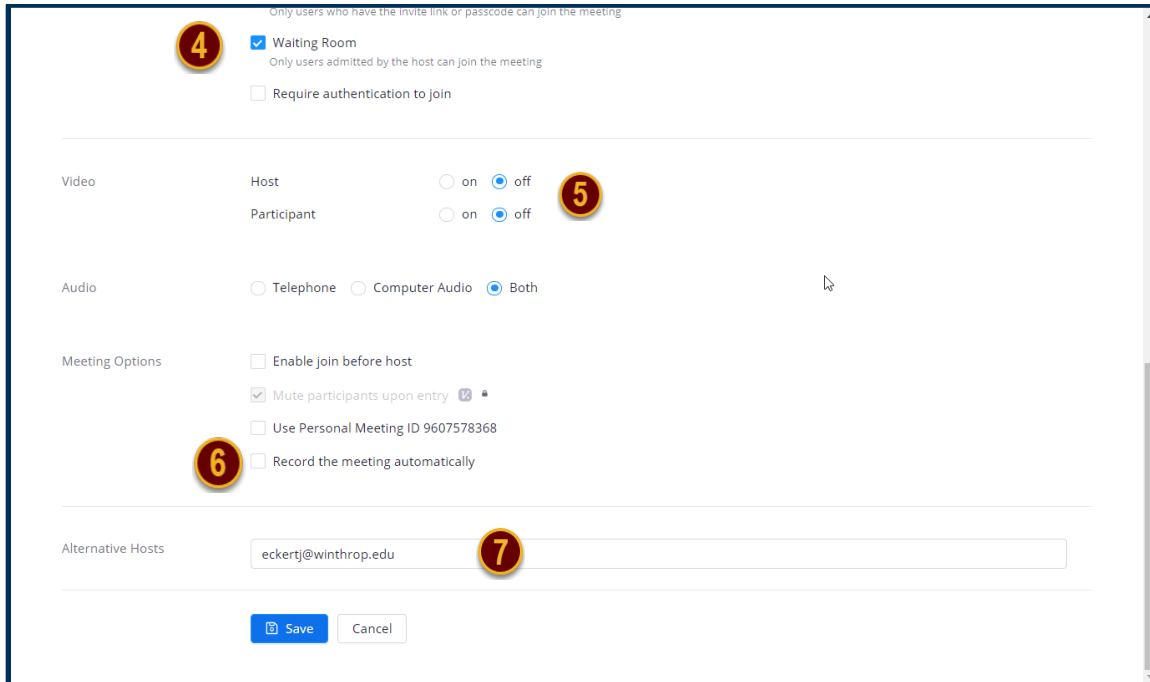
When **2** 01/28/2021 12:00 PM

Duration 1 hr 0 min

Time Zone GMT-05:00 Eastern Time (US and Canada)

**3**  Recurring meeting

If the Waiting Room [4] option is selected, you will have to admit students to the room once the session has started. You can select whether you (the Host) and/or your students (Participants) will have the option to turn on their video cameras [5]. You can also set the meeting to record automatically on the local computer or in the cloud [6]. If you have an additional host [7] (another Instructor or a Teaching Assistant) you can add them by typing their Winthrop email in the space at the bottom.



Only users who have the invite link or passcode can join the meeting

**4**  **Waiting Room**  
Only users admitted by the host can join the meeting

**Require authentication to join**

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**Video**

Host  on  off **5**



Participant  on  off

**Audio**

Telephone  Computer Audio  Both

**Meeting Options**

**Enable join before host**

**Mute participants upon entry**  

**Use Personal Meeting ID 9607578368**

**6**  **Record the meeting automatically**

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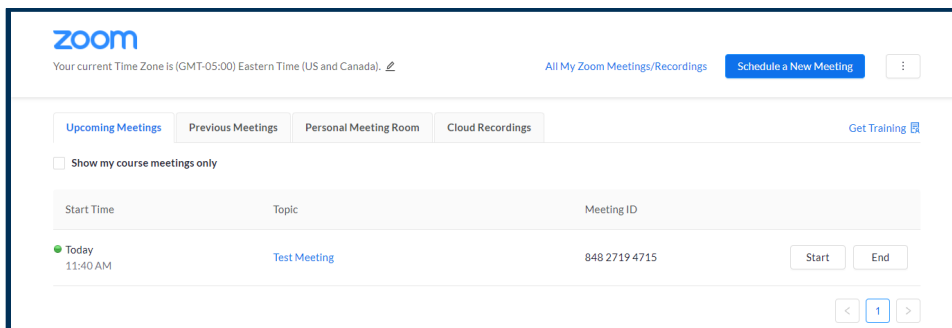
**Alternative Hosts**

**7**


When you are finished selecting your options, click the blue Save button at the bottom of the page.


## Step 5


Your meeting will now be listed on your Zoom page for that course. You can view the details and edit the meeting by clicking on the hyperlinked Topic of the meeting. To start the meeting, click on the Start button to the right of the meeting you want to begin.



**zoom**

Your current Time Zone is (GMT-05:00) Eastern Time (US and Canada). 

All My Zoom Meetings/Recordings  

**Upcoming Meetings** Previous Meetings Personal Meeting Room Cloud Recordings [Get Training](#) 

Show my course meetings only

Start Time	Topic	Meeting ID	
Today 11:40 AM	<a href="#">Test Meeting</a>	848 2719 4715	<input type="button" value="Start"/> <input type="button" value="End"/>

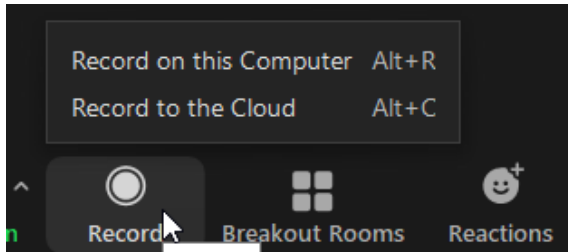
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## Step 6

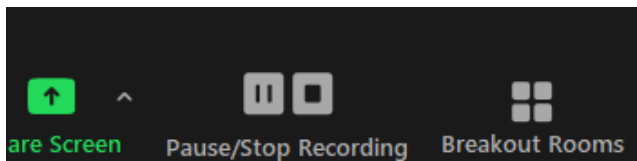
Once you have launched the meeting, you will see your menu options at the bottom of the meeting screen. For more information on facilitating a Zoom meeting, please see the [Video Conferencing Resources](#) page.

## Step 7

To record the meeting, select Record and then Record to Cloud. **Please note that your recording will automatically be saved in the Zoom Cloud and in your TechSmith Library and must be deleted from both accounts if you do not wish to save the recording.** If you do not see the Record button, click on More to get to it.



When you are finished recording, click on Stop Recording.



The system may take some time to process your recording. When it is ready, you will receive an email in your Winthrop email account from both Zoom and Tech Smith. You can access the recording in your Winthrop Zoom account or in your TechSmith Library. In your [TechSmith Library](#), you will have a folder titled Zoom Recordings where all of your recorded meetings will automatically be available. If you do not already have a TechSmith account, one will be created. For more information on accessing and using TechSmith, please visit the [WOOL Instructor Training & Resources](#) page.