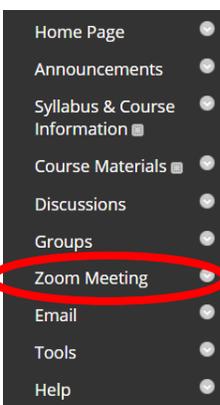
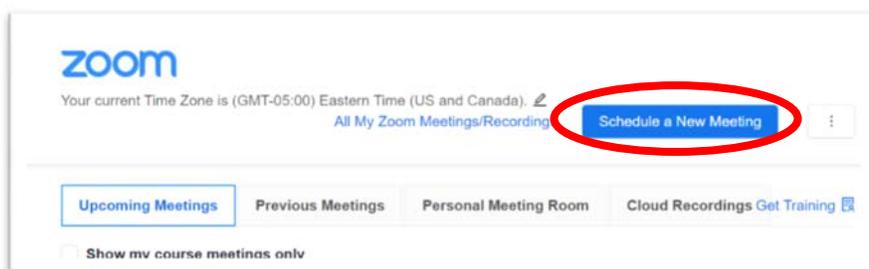


Setting Up and Using Zoom in Blackboard



When getting ready to use or access your web conference course room, navigate to your Blackboard page, look to the course menu/toolbar at the left and click on 'Zoom Meeting'.

You will be redirected to the Zoom setup page for your course, where you will select 'Schedule a New Meeting'.



From here you will begin entering the meeting information and criteria:

- The meeting name will self-populate with your course name and number, so there is no need to change this.
- Enter the starting date of your course, the beginning time, and length of duration.

A screenshot of the Zoom "Schedule a Meeting" form. The form has the following fields:

- Topic: Spring 2021 GPLS 790 Advanced Cancer Biology
- Description (Optional): Enter your meeting description
- When: 01/25/2021, 10:30 AM
- Duration: 1 hr 30 min

The date, time, and duration fields are circled in red.

- Check the box for 'Recurring meeting' as this will allow for each session to have a zoom meeting link setup and available for students and faculty to access from within Blackboard.

The screenshot shows the Zoom meeting configuration interface. At the top, the Time Zone is set to 'GMT-05:00 Eastern Time (US and Canada)'. The 'Recurring meeting' checkbox is checked, with the text 'Every week on Wed,Fri, until May 13,2021, 31 occurrence(s)'. Below this, the 'Recurrence' is set to 'Weekly', 'Repeat every' is '1 week', and 'Occurs on' is set to 'Wed' and 'Fri'. The 'End date' is set to 'By 05/13/2021'. At the bottom left, the 'Registration' dropdown menu is set to 'Required', which is circled in red with an arrow pointing to it.

- Registration must be changed to 'Required' as this is a security requirement for UMB Zoom licenses to use.
- Additional security options are:

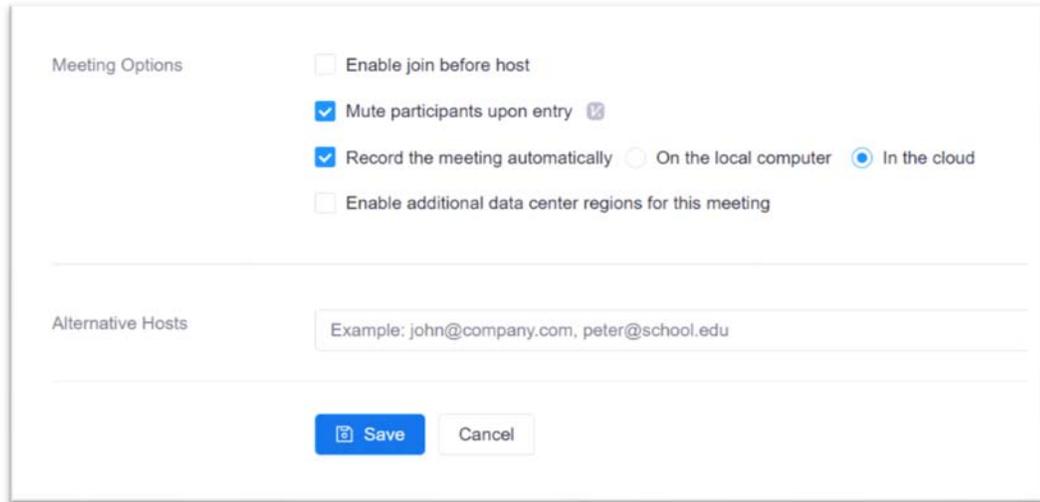
- o Passcode – **Must be required** (it will be autogenerated), and when students access Zoom directly from Blackboard they are able to enter the meeting without manually typing in the passcode.
- o Waiting Room – Is optional, though some faculty have found this as a nice feature that allows you to setup your slides prior to allowing the students to access the web meeting.
- o Require authentication to Join – is optional if you have Passcode selected.

The screenshot shows the 'Security' settings for a Zoom meeting. The 'Passcode' checkbox is checked, and the passcode '8i795o' is displayed in a text box, both circled in red. Below this, the 'Waiting Room' and 'Require authentication to join' checkboxes are also checked. A 'Sign in to Zoom' button is visible. Under the 'Video' section, 'Host' and 'Participant' video options are both set to 'on'. Under the 'Audio' section, the 'Both' option (for Telephone and Computer Audio) is selected and circled in red.

- For Audio options, please ensure to click that both telephone and computer audio are allowed. This will ensure that participants can hear by dialing in if their computer sound is giving them issue.

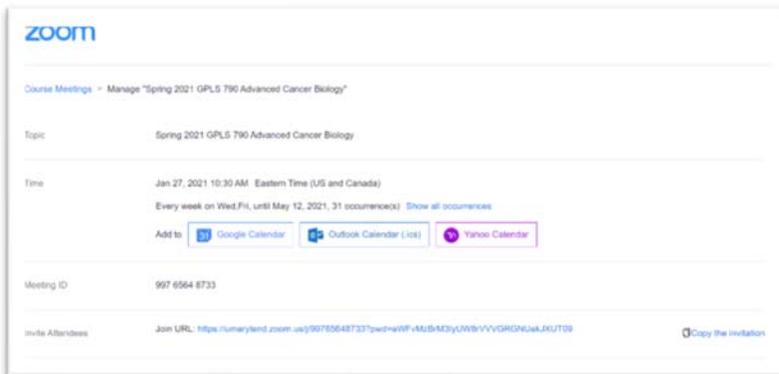
- Recording meetings – It is optional to set the course sessions to record automatically, but it is helpful to those that may have connectivity issues (i.e. internet goes out) so that they can view the lecture/content later.

Be sure to select that recordings are saved ‘In the cloud’ as this will make the videos accessible for students, and it keeps you from having to manually upload the videos to Blackboard after the fact.



The screenshot shows the 'Meeting Options' dialog box in Zoom. Under 'Meeting Options', there are four settings: 'Enable join before host' (unchecked), 'Mute participants upon entry' (checked), 'Record the meeting automatically' (checked), and 'Enable additional data center regions for this meeting' (unchecked). The 'Record the meeting automatically' section has three radio buttons: 'On the local computer' (unselected), 'In the cloud' (selected), and 'On the local computer' (unselected). Below this is an 'Alternative Hosts' field with the example text 'john@company.com, peter@school.edu'. At the bottom are 'Save' and 'Cancel' buttons.

- Alternative hosts are good for those courses that have multiple course directors, though it is not required.

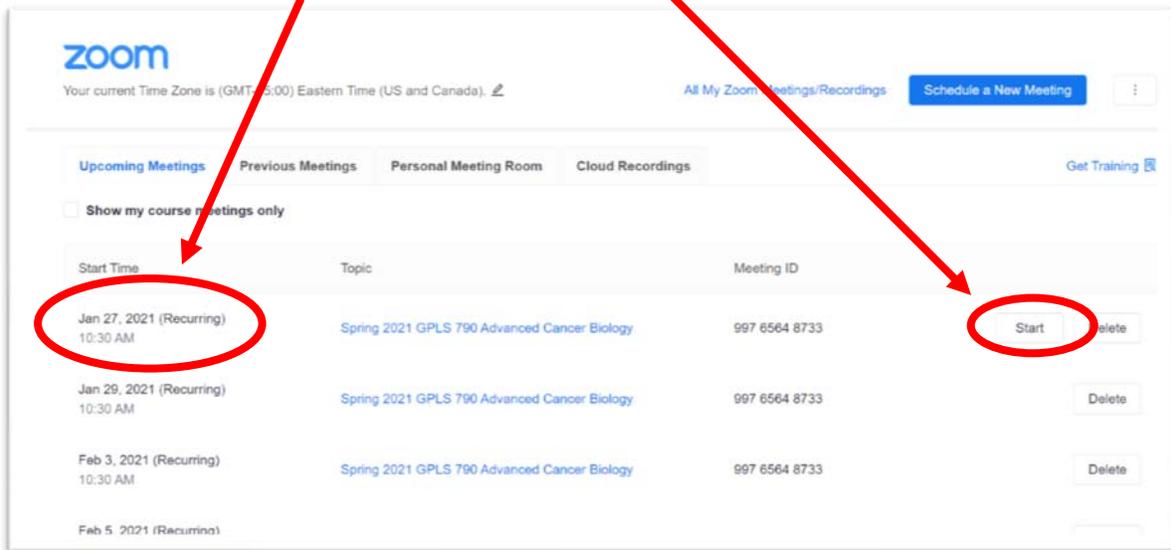


The screenshot shows the Zoom meeting invitation page. The title is 'Course Meetings - Manage "Spring 2021 GPLS 790 Advanced Cancer Biology"'. The meeting type is 'Spring 2021 GPLS 790 Advanced Cancer Biology'. The time is 'Jan 27, 2021 10:30 AM Eastern Time (US and Canada)'. The recurrence is 'Every week on Wed.Fri, until May 12, 2021, 31 occurrences'. There are buttons to 'Add to' Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar. The meeting ID is 997 6564 8733. The 'Invite Attendees' section shows a 'Join URL' and a 'Copy the invitation' button.

After entering the necessary information, click ‘Save’ and you will see your meeting invitation.

Lecturers Accessing the Zoom Meeting

For lecturing faculty accessing the Zoom meeting, it is recommended that you have the lecturing faculty login to Blackboard the day of the lecture and clicking the 'Start' button



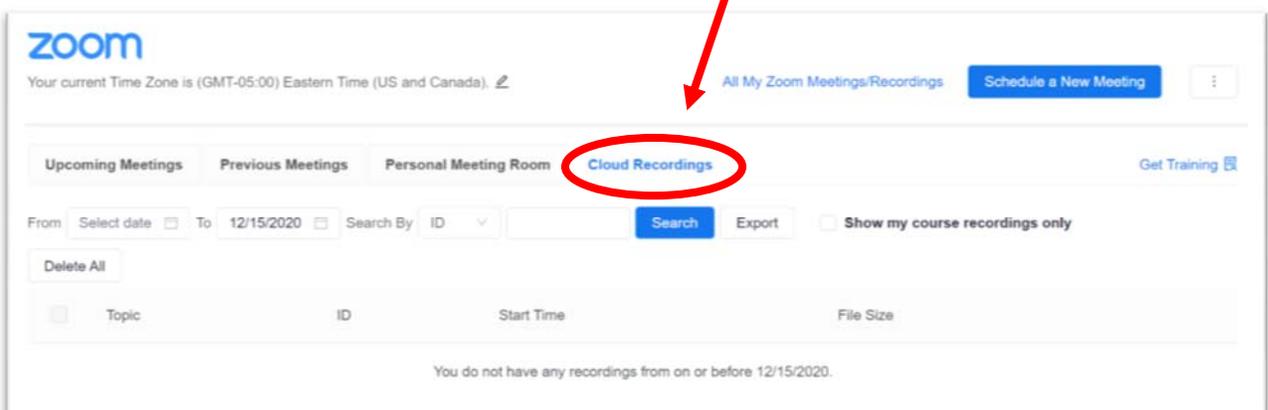
The screenshot shows the Zoom web interface with the following data:

Start Time	Topic	Meeting ID	Start	Delete
Jan 27, 2021 (Recurring) 10:30 AM	Spring 2021 GPLS 790 Advanced Cancer Biology	997 6564 8733	Start	Delete
Jan 29, 2021 (Recurring) 10:30 AM	Spring 2021 GPLS 790 Advanced Cancer Biology	997 6564 8733		Delete
Feb 3, 2021 (Recurring) 10:30 AM	Spring 2021 GPLS 790 Advanced Cancer Biology	997 6564 8733		Delete
Feb 5, 2021 (Recurring)				

However, if you would prefer to send an invite link to your lecturing faculty, simply click on the topic title for your session and you will be redirected to the meeting invitation.

Accessing Zoom Meeting Recordings

To view the Zoom meeting recordings after class, click on 'Cloud Recordings' from the course Zoom page. Students will also have availability to click on this tab to view lecture recordings after the session(s).



The screenshot shows the Zoom web interface with the following data:

Topic	ID	Start Time	File Size
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You do not have any recordings from on or before 12/15/2020.