Using Zoom in Blackboard Courses

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Creating a Zoom Account with Mercy University

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

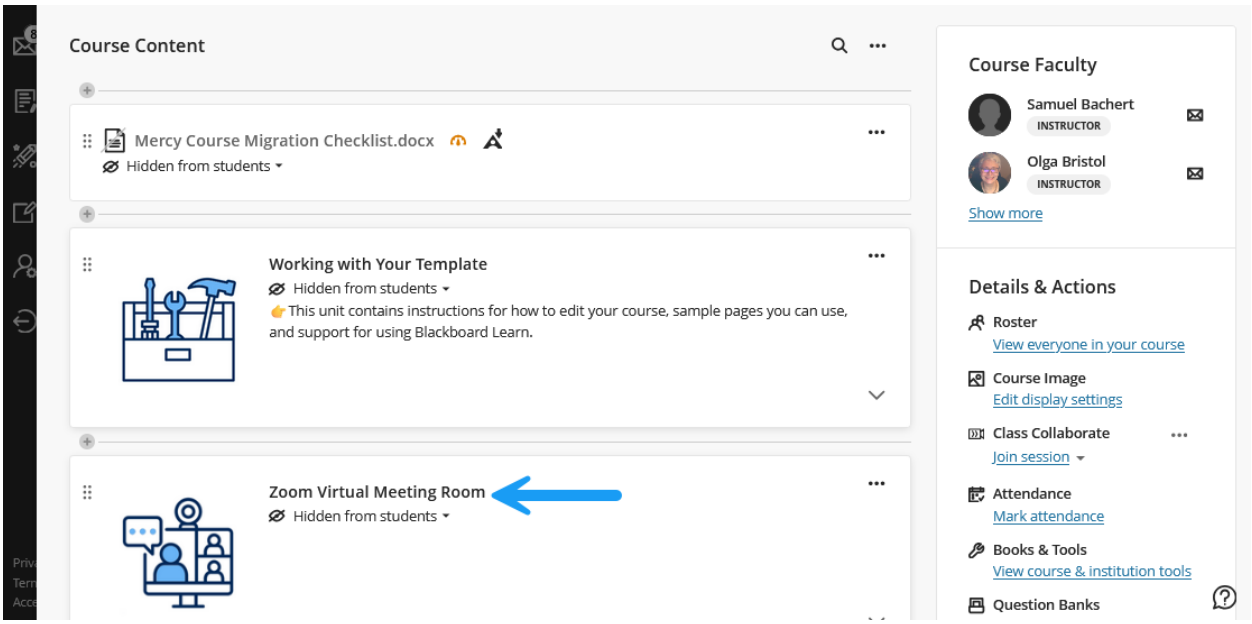
https://mercy.zoom.us/

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

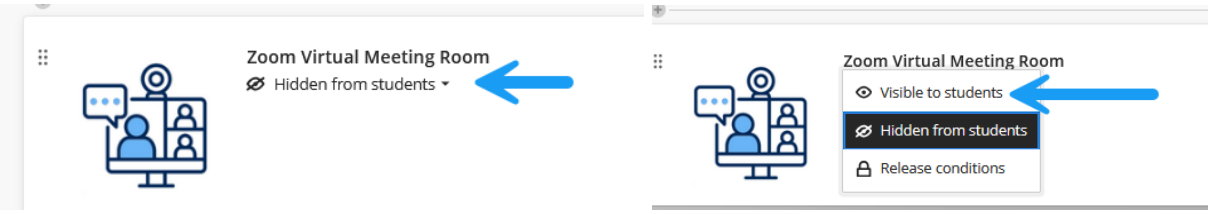


Accessing Zoom Link in Blackboard Course

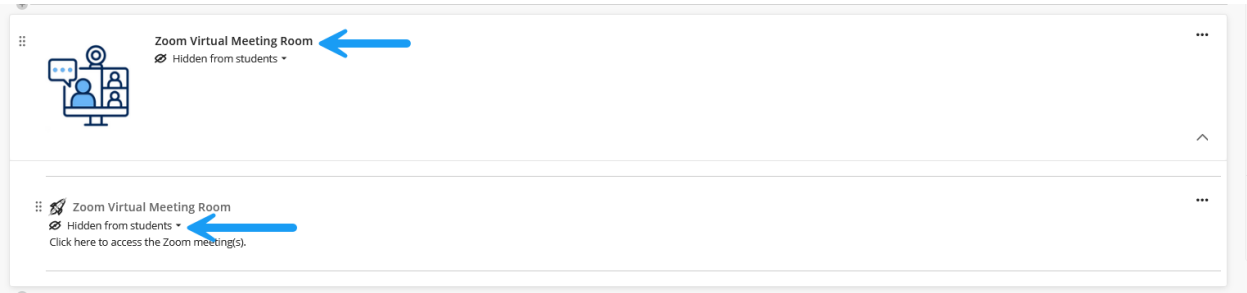
1. Your **Blackboard Ultra Course** should have a Zoom Virtual Meeting Room Folder with a Zoom Link in it towards the top of the **Content Page.**



2. If you are planning on using Zoom in your class, the first thing you want to do is make sure that is **Visible to Students.** To do this, click on **Hidden from Students** and select **Visible to Students** on the drop down menu.



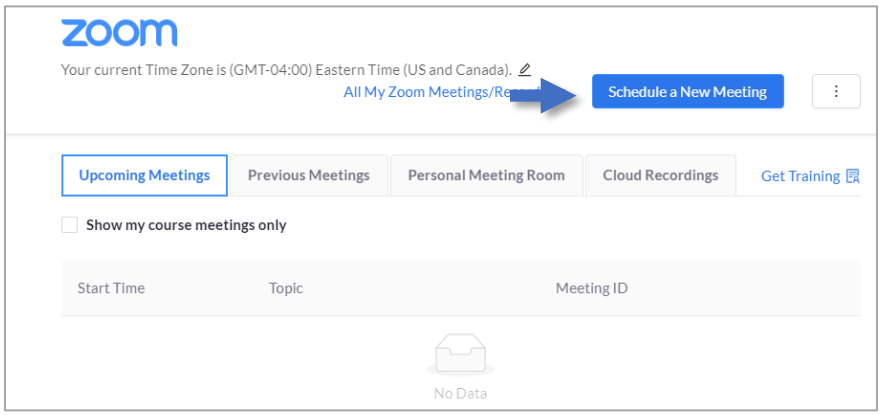
3. Click on **Zoom Virtual Meeting Room** to open up the module. That should show a Zoom link inside. Make that **visible to students** as well.



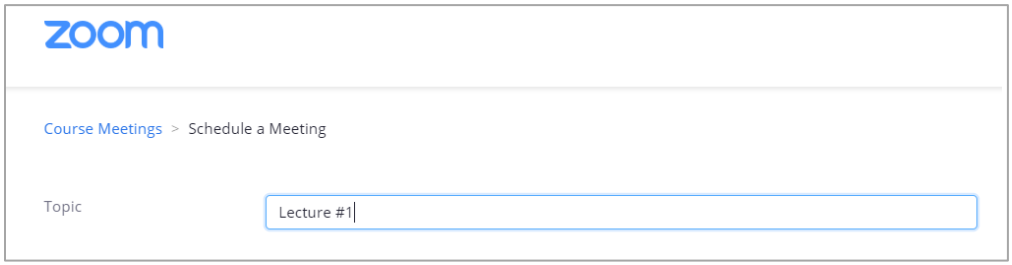
4. Click on the link to Schedule the Zoom meetings.

Setting Up a Session

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



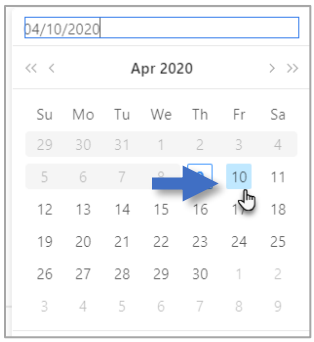
3. By default, the **Topic** will show your **Course Name.** You can change this to the relevant topic of the week.



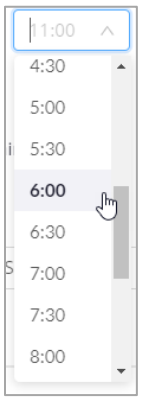
4. Click on the **Date** to set the **Meeting Date.**



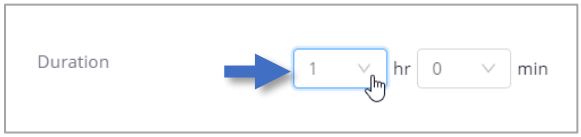
5. Choose the **Date** on the **Calendar** that pops up.

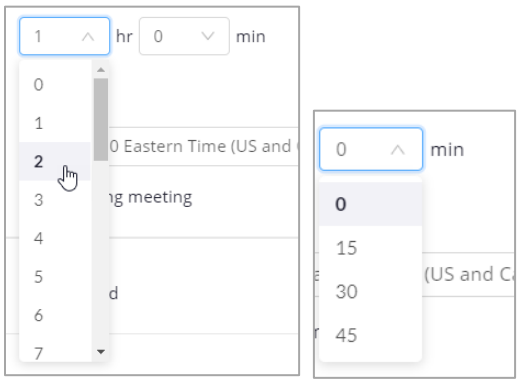


6. Click the **Time.**

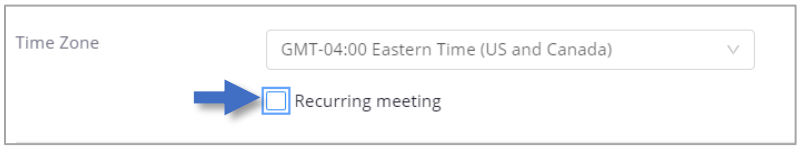


7. Choose the **Duration** of the meeting.

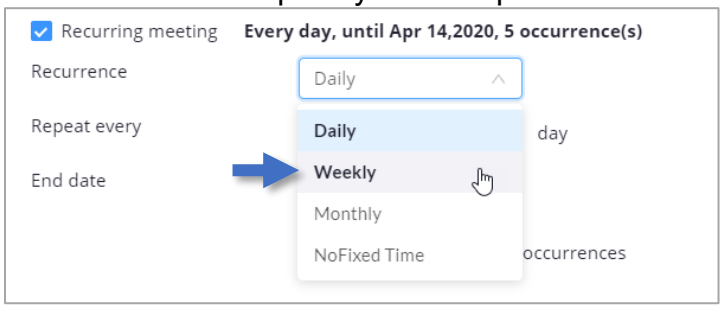




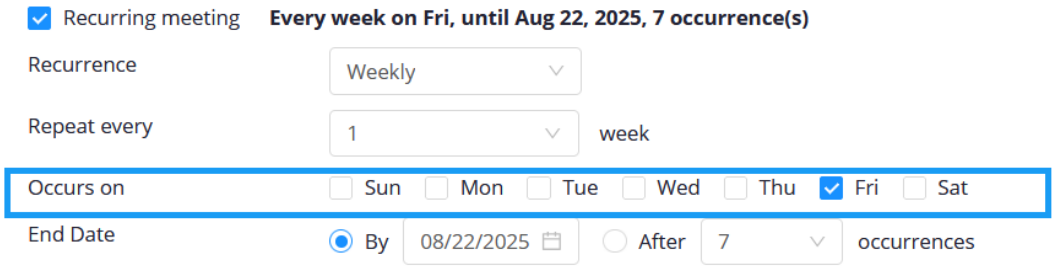
8. If this is a one time meeting you don't need to change anything.



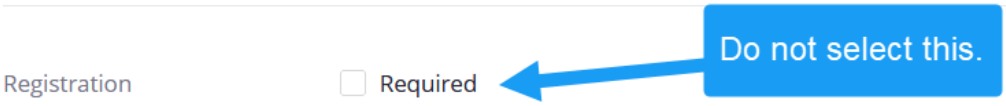
9. If this meeting is going to repeat, then check the **Box** next to **Recurring Meeting** and choose the frequency of the repetition.



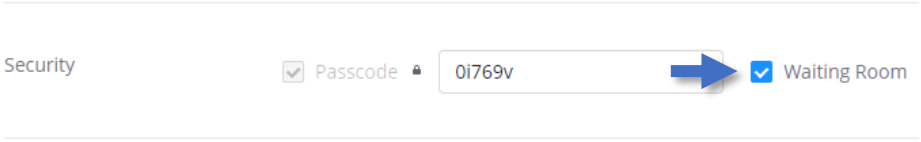
10. Make sure to review and check the correct date it occurs every week. It usually defaults to the day of the week you are creating the meeting, instead of the actual day of the week it should be occurring. You will likely need to adjust this to the correct day of the week. **Make sure you only select the day(s) that the meetings are on.**



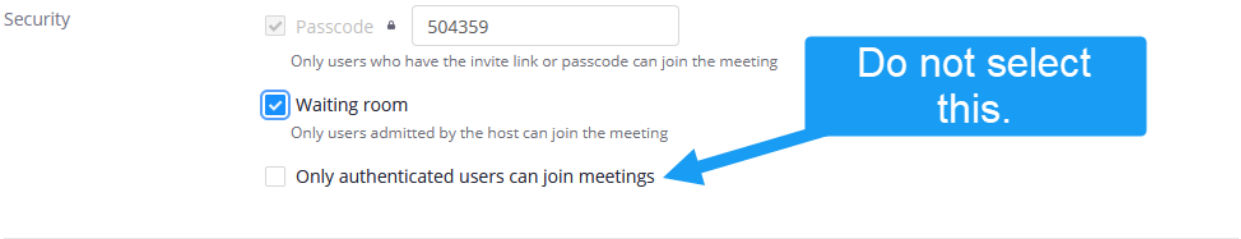
11. You must leave the **Registration Box** unchecked. Do not check this or your students might have issues entering the Zoom.



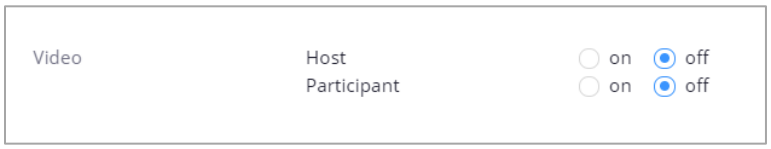
12. Check the box next to **Waiting Room,** which allows you to review your attendees before admitting them into the Zoom meeting.



13. Also do **not** check, only authenticated users can join meetings.If you do your students will be unable to join the meeting.



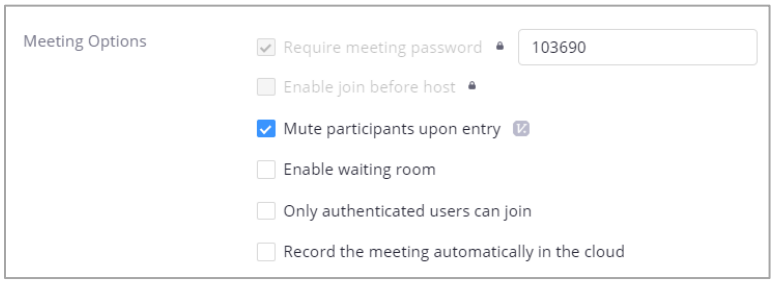
14. The **Video** settings refer to whether the **Camera** is on at the start of the meeting. Keep the **Camera** off if you want to allow the students to turn it on in the beginning of the session.



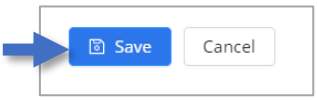
15. Leaving the **Audio** selection on **Both**, allows students to use either their **Telephone** or **Computer Audio**/**Microphone** for the session.



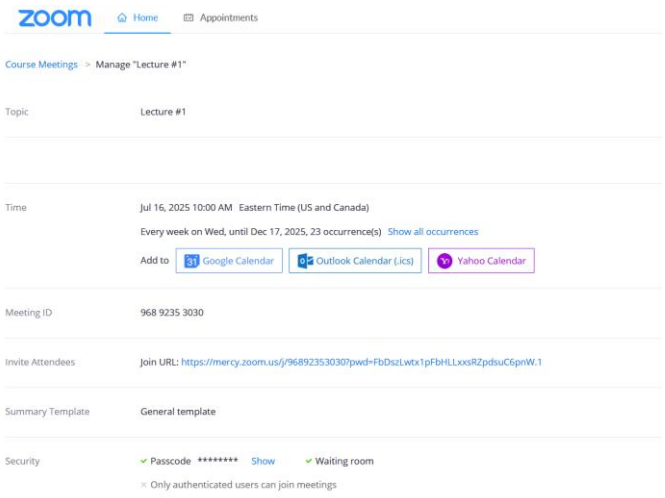
16. Under **Meeting Options**, you can select the **Meeting Details.** A default **Meeting Password** has been issued to you.



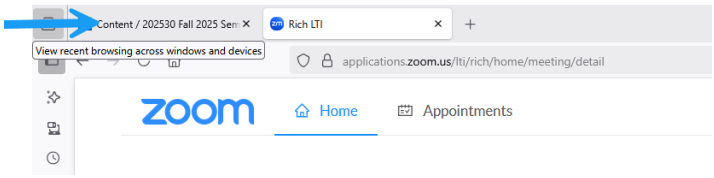
17. Click **Save**.



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

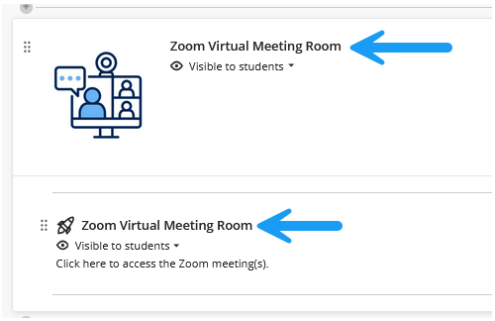


19. Return to the browser tab that your course is on. Clicking that tab will bring you back to the course.

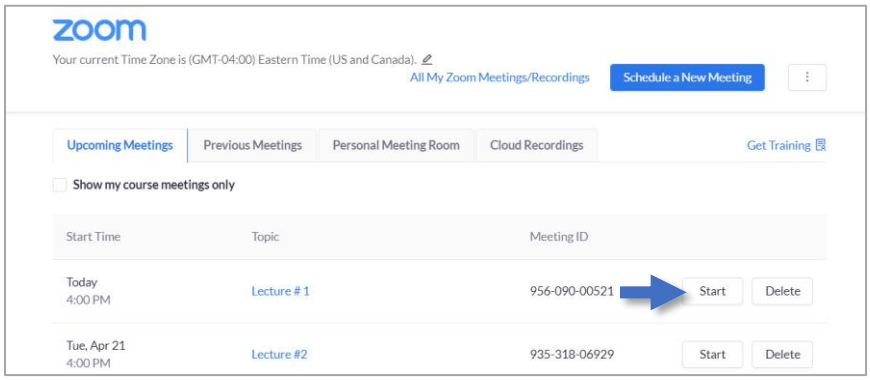


Starting a Zoom Session from Course

1. Click on Zoom Virtual Meeting Room.



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



3. Click **Always allow,** on the **Pop-Up-Window** and then click **Open Link.** This should then open the Zoom.

