Using Zoom with Blackboard

With Zoom’s Blackboard integration, faculty can schedule, start and manage meetings directly from Blackboard. Students can join meetings and access cloud recordings from within the course as well.

Before you can use Zoom in Blackboard, your Zoom account must be activated. If you haven’t already, go to [odu.zoom.us](odu.zoom.us) and sign in with your MIDAS ID and password to activate your account.

Note: You cannot access Zoom from the Blackboard mobile app. On a mobile device, either log in to Blackboard through your mobile browser, or use the Zoom app.

Open Zoom within Blackboard

1. From inside your Blackboard course, click **Tools** in the course menu.

2. Scroll down the tools list and click **Zoom**.

Alternatively, you can click the Zoom link in the course menu if the Zoom course menu link has been set up (see below).
Add Zoom Tool to Course Menu

1. From inside your course, hover over the icon and click **Tool Link**.

2. Enter the **Name** (displayed in the course menu), **Type** (Zoom), and check the box next to **Available to Users** (so students can see the link as well). Click **Submit**.

Schedule a Meeting

Zoom meetings will only show up in Blackboard if they are scheduled from Blackboard. Meetings scheduled outside of Blackboard (directly through the Zoom app, for example) will not appear in Blackboard.

1. From the Zoom interface, click **Schedule a New Meeting**.

2. Enter your settings and click **Save**. We recommend the following settings:
   - Set up a **Recurring meeting** for each course section you’re teaching (rather than scheduling each class time in an individual meeting).
   - Check **Mute participants upon entry**
   - Check **Record the meeting automatically (in the cloud)**.

To edit any information for a currently scheduled meeting, log in to Zoom at **odu.zoom.us** with your MIDAS ID and password.
Start a Meeting
Access a scheduled Zoom meeting through the Zoom tool or the menu link (if created). Instructors will see all meetings that they scheduled through Blackboard in the main Zoom tool. (Students will only see the Zoom meetings related to each of their courses in Blackboard.)

In the Upcoming Meetings tab, click Start next to the scheduled meeting to launch Zoom and begin the meeting.

Using Zoom
You can access the meeting controls located at the bottom of the meeting window to share your screen, mute yourself or all participants, view the chat window, participants and more.

When screen-sharing, meeting controls move to the top of the screen.
Record a Meeting

1. Start a meeting as the host.
2. Click the **Record** button in the Zoom toolbar.
3. Select **Record to the Cloud**. 
   
   *Cloud recordings are automatically transferred to Kaltura, transcoded, and available to instructors in the Kaltura My Media tool.*

4. To stop recording, click **Pause/Stop Recording** or **End Meeting**.
5. Zoom processes cloud recordings immediately after the meeting ends and sends an email to the host when the recording is ready. The recording is then transferred to Kaltura within 24 hours.

View and Share Recordings

1. Share recordings in your Blackboard courses from **My Media**, found under **Tools**. (Recordings stored in Kaltura are available for up to 3 years.)

Additional Help

Click on the **Get Training** icon to register for Live Training Webinars and access other Zoom documentation.