Zoom Blackboard Integration

Using Zoom

The Zoom integration with Blackboard has a simple interface and allows faculty to schedule, start and manage meetings and allows students to join Zoom meetings and access cloud recordings directly from Blackboard.

To begin using Zoom in Blackboard, click on **Tools** in the course menu.

Then in the right tool list, click on **Zoom**.

**Note:** Alternatively, to access the Zoom tool click the Zoom link in the course menu if the Zoom course menu link was previously setup (see below).
Adding Zoom Tool link to course menu

1. Open the course where you would like to add Zoom.
2. Hover over + and choose Tool Link.

3. Complete the Tool Link options, which include:
   - **Name**: Enter the title you would like displayed for the Zoom link in your course menu.
   - **Type**: Select Zoom.
   - **Available to users**: Check this option so that students can see the link to the Zoom meetings as well.

4. Click Submit.
Scheduling a Meeting

1. To schedule a meeting, access Zoom’s interface and then click on **Schedule a Meeting**.
2. Select the desired settings for the meeting:
   - **Topic**: Choose a topic/name for your meeting.
   - **Description**: Enter an optional meeting description.
   - **When**: Select a date and time for your meeting.
   - **Duration**: Choose the approximate duration of the meeting. Note that this is only for scheduling purposes. The meeting will not end after this length of time.
   - **Time Zone**: By default, Zoom will use the time zone that you set in your Profile. Click on the drop down to select a different time zone. *(Note: you can also edit the time zone from the main page of the tool)*.
   - **Recurring meeting**: Check if you would like a recurring meeting, i.e. the meeting ID will remain the same for each session. This will open up additional recurrence options.
   - **Recurrence**: Select how often you need the meeting to recur: Daily, Weekly, Monthly, or No Fixed Time. It can recur up to 50 times. If you need more than 50 recurrences, use the No Fixed Time option. The other recurrence options will depend on how often the meeting recurs. You can configure the meeting to end after a set amount of occurrences or have the recurring meeting end on a specific date.
   - **Registration**: Check this option if your meeting will require registration. Instead of a join link for your participants, you will be provided with a registration link.
   - **Host Video**: Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
   - **Participant Video**: Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
   - **Audio Options**: Choose whether to allow users to call in via Telephone only, Computer Audio only, Telephone and Computer Audio (both).
   - **Dial in From**: If Telephone only is enabled for this meeting, click Edit to select the dial-in countries that you would like included in the invitation. By default, this includes your Global Dial-In Countries listed in My Meeting Settings.
   - **Require Meeting Password**: You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.
• **Enable join before host**: Allow participants to join the meeting without you or before you join.

• **Mute Participants Upon Entry**: If join before host is not enabled, this will mute all participants as they join the meeting.

• **Use Personal Meeting ID**: Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.

• **Enable Waiting Room**: Check this if you want to enable Waiting Room for your meeting to manually admit attendees.

• **Record the meeting automatically**: Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud (odu.zoom.us/recording).

• **Alternative Hosts**: Enter the email address of another Zoom user to allow them to start the meeting in your absence.

3. Click **Save**.

**Note:** only instructors can schedule meetings within Blackboard. Students that wish to schedule meetings should go directly to the ODU Zoom instance and log in with their Midas ID and password.

To edit meeting information such as Topic, Description, When, etc. for any currently scheduled meeting, you will need to log directly into ODU’s Zoom instance outside of Blackboard.

Viewing Scheduled Meetings via Blackboard

When instructors access Zoom via Blackboard, they will see any meetings that they have scheduled regardless of which course it may be used for. However, they will not see any meetings for that course scheduled by other instructors (multiple instructors, TA’s etc.).

When students access Zoom via Blackboard, they will be able to see any meetings scheduled only for that course regardless of instructor.
Starting or Joining a Meeting

When it is time for the scheduled meeting, students and instructors can access the Zoom meeting the same way – either through the **Menu Link** (if created) or through the **Zoom tool**.

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

In the Upcoming Meetings tab next to the scheduled meeting, the students can click **Join** to launch Zoom and join the meeting.
Deleting Meetings

Click on **Delete** next to the scheduled meeting to delete an upcoming or a previous meeting.
Polling

Creating a Poll

1. Click on a meeting where you want to deploy a poll.
2. Scroll to the bottom to find the Poll option. Click Add to begin creating the poll.

3. Enter a Title for the poll and your first question.
   • (Optional) Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.
   • Select whether you want the question to be single choice (participants can only choose one answer) or multiple-choice question (participants can choose multiple answers).
4. Type in the answers to your question and click Save at the bottom.
5. If you would like to add a new question, click Add a Question to create a new question for that particular poll.

6. You can add more polls by repeating Step 2.
You can also create a poll while in a meeting by clicking **Polling** during the meeting. This will open up your default web browser where you can add additional polls or questions.

**Note:** You can only create a **max of 25 polls** for a single meeting.

### Launching a Poll

1. Start the scheduled Zoom meeting that has polling enabled.
2. Select the Polling option in the menu bar.
3. Select the poll you would like to launch.
4. Click **Launch Polling**.
5. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.
6. Once you would like to stop the poll, click **End Poll**.
7. If you would like to share the results to the participants in the meeting, click **Share Results**. Participants will then see the results of the polling questions.
Cloud or Local Recordings

Local recordings allow users to record meetings locally to a computer. The recorded files can be uploaded to a file storage service like Dropbox, Google Drive, or a streaming service like YouTube or Vimeo. They can also be uploaded to Kaltura and shared throughout courses.

Cloud recordings allow users to record meetings in the Zoom cloud. The recording files can be downloaded to a computer or streamed from a browser. Zoom cloud recordings are automatically transferred to the Kaltura Video Management system and transcoded for use. Transfer and transcoding can take up to 24 hours depending on the length of the recording.

Note: Only hosts and co-hosts can start a cloud recording. If you want a participant to start a recording, you can make them a co-host or use local recording.

Instructors will be able to see their Zoom recordings in Kaltura’s My Media tool in Blackboard regardless of where a meeting was originally launched – through Zoom’s interface in Blackboard or directly from Zoom as long as the recording was done in the Zoom cloud.

Starting and saving recordings

To 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 or Record on this Computer to begin recording.
4. To stop recording, click Pause/Stop Recording or End Meeting.
5. Once the recording has been stopped, the recording must be processed before viewing. Zoom will send an email to the host's email address when the process is completed. For local recordings, Zoom will convert the recording and open a popup window to select a folder where to save the recording.

Note: Zoom will start processing recordings immediately after the meeting has ended.
Viewing Cloud Recordings

In the Zoom tool, instructors can find recordings in the **Cloud Recordings** tab. Cloud recordings are stored for **30 days in the Zoom cloud after which they will be deleted automatically**. After processing is done, Zoom cloud recordings will be transferred to and be available in **Kaltura’s My Media Tool** so they can be added to Media Gallery inside Blackboard courses. Recordings in Kaltura Video Management may be available for up to 3 years after they are last accessed.

Students can access recordings through **Recording Details** of each meeting.
Personal Meeting Room

A Personal Meeting Room is a meeting room that is permanently reserved for you. You can start it at any time through the Zoom tools.

Additional Help

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

Instant Meeting Invite

During a meeting, you can invite people to join the conference by clicking on *Invite tab* in your meeting controls.

Once you click invite, you can choose the option to Invite by Email.

**Invite by Email**

After clicking on Invite in the meeting controls, click on one of the three email options.

Default Email will open up your default email application (ex. Outlook, iCal, etc.)

Gmail or Yahoo Mail will open a web browser and will prompt you to log you in with your Yahoo or Gmail account. If you are already logged in, a new email will be composed automatically with the meeting information included in the body of the email.
Copy URL or Copy Invitation

Click **Copy URL** or **Copy Invitation** if you want to send your instant meeting information elsewhere. **Copy URL** will copy the meeting join link and **Copy Invitation** will copy the full invitation text.

You can also copy the meeting URL and the invitation from inside of meeting details by clicking the text that says **Copy the invitation**. If you click on Copy the Invitation, another window will open with the meeting invitation text. Click Select All.

Click here to access meetings details

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You can send out copied information through email or elsewhere.