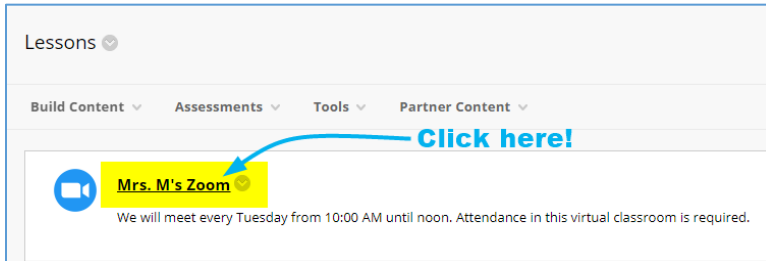


Scheduling a New Meeting in Zoom

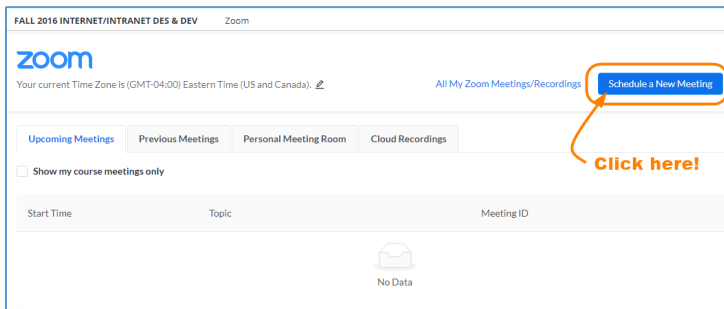
Once Zoom has been added to Blackboard, you can schedule meetings.

Directions:

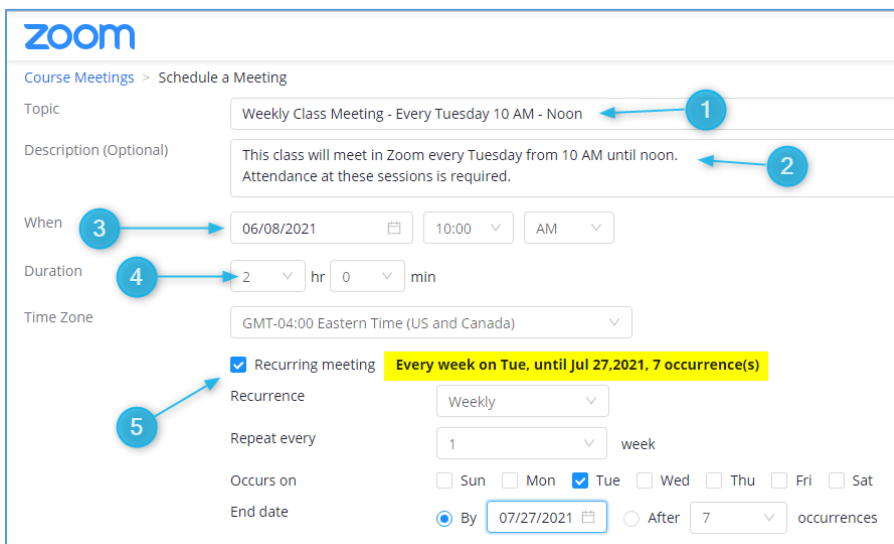
1. Open Blackboard and navigate to the **Lessons** page of the course and click on your **Zoom** link.



2. Clicking the link above will launch Zoom. If you've been using Zoom, this screen will look familiar. To add a meeting, click the **Schedule a New Meeting** button, located in the upper right corner of the screen.



3. This screen focuses on the details of the meeting. You will fill out the **Topic**, or Name, add a description, choose the day/date/time and whether or not this is a recurring meeting.



4. Because Zoom is loaded in a Blackboard class, **registration isn't required and should not be used**. You also don't need to set a Passcode.

If you want to use the **Waiting Room**, that is your call. This just means the meeting host must be in the meeting first to admit students.

IMPORTANT: By logging into Blackboard, students are already authenticated, so further authentication is not required. **Do NOT choose this option.**

The screenshot shows the Zoom meeting settings interface. Under the 'Registration' section, the 'Required' checkbox is checked and highlighted in yellow. An orange arrow points from the text 'Never check' to this checkbox. Under the 'Security' section, the 'Passcode' checkbox is checked, and the 'Waiting Room' checkbox is unchecked. The 'Require authentication to join' checkbox is also highlighted in yellow, with an orange arrow pointing to it from the text 'Never check'.

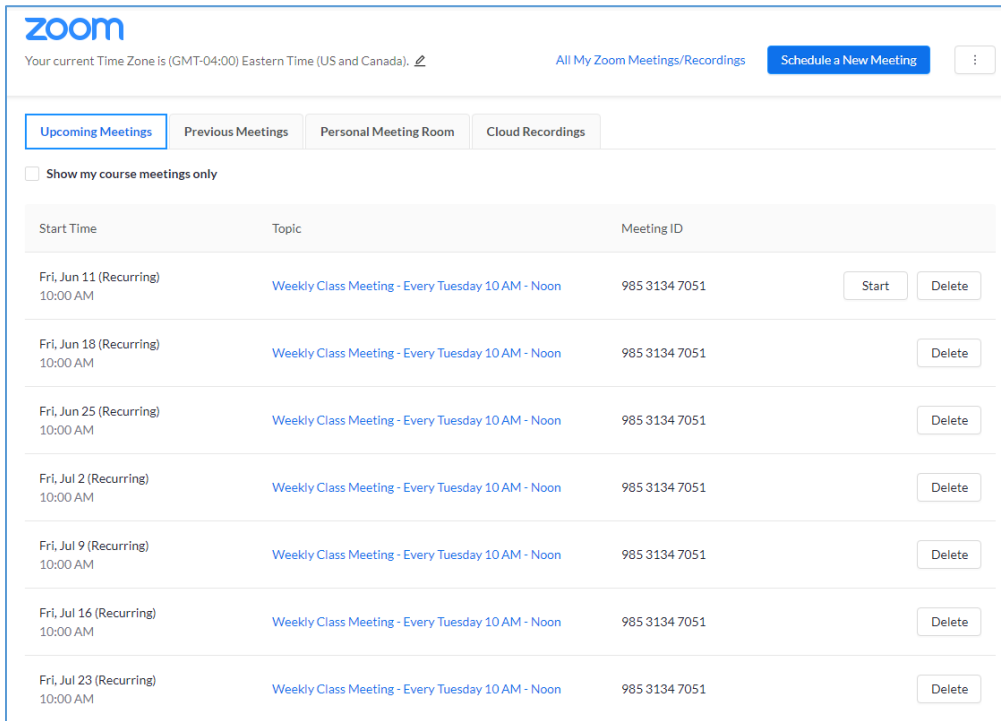
5. The final section has settings that are optional. It's probably best if you don't force users to have their cameras set to "On." There might be things you can never unsee. This would be a great place to check the box to **Record the Meeting Automatically**. You'll be able to provide the recording to students for review after class.

The screenshot shows the Zoom meeting settings interface. Under the 'Video' section, the 'Host' and 'Participant' video settings are both set to 'off', with the 'off' radio buttons highlighted in yellow. Under the 'Audio' section, the 'Both' radio button is selected. Under the 'Meeting Options' section, the 'Record the meeting automatically' checkbox is checked and circled in blue.

6. Once the page is done, click **Save**.


The screenshot shows the 'Alternative Hosts' section of the Zoom meeting settings. A text input field contains the example email addresses 'john@company.com, peter@school.edu'. Below the input field, the 'Save' button is highlighted in blue with an orange arrow pointing to it, and the 'Cancel' button is visible next to it.

7. From the main Zoom page all of the class meetings are listed and easy to access and start.



The screenshot shows the Zoom interface for managing meetings. At the top, it displays the Zoom logo, the current time zone (GMT-04:00 Eastern Time), and a 'Schedule a New Meeting' button. Below this are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A checkbox labeled 'Show my course meetings only' is present. The main content is a table listing recurring meetings with columns for Start Time, Topic, and Meeting ID. Each row includes a 'Start' button for the first meeting and 'Delete' buttons for subsequent ones.

Start Time	Topic	Meeting ID	Start	Delete
Fri, Jun 11 (Recurring) 10:00 AM	Weekly Class Meeting - Every Tuesday 10 AM - Noon	985 3134 7051	Start	Delete
Fri, Jun 18 (Recurring) 10:00 AM	Weekly Class Meeting - Every Tuesday 10 AM - Noon	985 3134 7051		Delete
Fri, Jun 25 (Recurring) 10:00 AM	Weekly Class Meeting - Every Tuesday 10 AM - Noon	985 3134 7051		Delete
Fri, Jul 2 (Recurring) 10:00 AM	Weekly Class Meeting - Every Tuesday 10 AM - Noon	985 3134 7051		Delete
Fri, Jul 9 (Recurring) 10:00 AM	Weekly Class Meeting - Every Tuesday 10 AM - Noon	985 3134 7051		Delete
Fri, Jul 16 (Recurring) 10:00 AM	Weekly Class Meeting - Every Tuesday 10 AM - Noon	985 3134 7051		Delete
Fri, Jul 23 (Recurring) 10:00 AM	Weekly Class Meeting - Every Tuesday 10 AM - Noon	985 3134 7051		Delete

 End of Scheduling a New Meeting - Zoom.