Setting Up Zoom in Your Blackboard Shell

1. Navigate to the course tools section in your Blackboard shell, scroll down and select Zoom Meetings.

2. If this is the first time you have accessed this tool in your Blackboard shell, it will automatically create an account for you with your UTEP information. You will need to check your UTEP email.

We have sent an email to [email_address].
Please check your inbox for more information and next steps.
3. Once you navigate to your email account it will ask you to activate your account

Hello

Francisco Poblano (fpoblano@utep.edu) has created a Zoom account for you. Please click the button below to activate your account within 30 days.

Activate Your Zoom Account

If the above button does not work for you. Copy and paste the link to your browser address bar and try again.

https://utep-edu.zoom.us/activate_help?code=DUw7OghO5BrjKtFDu4H2wF5uZPx

Thank you for choosing Zoom.
- The Zoom Team

4. Choose sign in with SSO

Activate your Zoom Account
Choose the following sign in methods, and use your email address spgarcia@utep.edu to continue

Sign In With SSO

Sign In With Google

Sign In With Facebook

Or

Sign Up with a Password
5. Return to your Blackboard shell, follow step 1 again. Now you will be able to create and schedule meetings.
Scheduling a New Meeting with Zoom

1. Navigate to Zoom in your Blackboard shell under Course Tools and Zoom Meetings. Select schedule a new meeting in the upper right-hand corner.

2. This will take you to the main menu where you can select the options for your meeting, you can begin by giving the meeting a title under topic, and a description.
3. Next, you can select the time, date, duration of the meeting, and the time zone. If you would like to make it a recurring meeting select check box for recurring meeting

4. It will automatically set a number of occurrences, but you can change all of the options

5. Under recurrence, you can choose whether it occurs daily, weekly, or monthly
6. Under repeat every, you will be able to choose how often it repeats, once a week, once every two weeks and so on

![Recurring meeting example]

7. You can choose to end by a certain date, for example, the end of the semester, or after a set number of occurrences

![Recurring meeting example]
8. Next you will be able to choose whether or not you would like participants to register prior to the meeting or not. Please note that if you require participants to register prior to the meeting, they will have to use the desktop client or mobile app. They will not be able to join using their web browser. If the meeting is recurring, then you must choose if they need to register before every meeting, or just the first.

![Registration options](image)

9. Note that a passcode is required, this option cannot be changed. You can also select whether or not you would like to set up a waiting room. A waiting room allows you to prepare before people join the meeting by giving you the option of letting them into the meeting or not, before they can join the room.

![Security options](image)

10. Next you can select the audio and video options. It is suggested that you choose for participants to join with their video off, this way they can choose whether or not they would like to share their video.

![Audio and video options](image)
11. Next you can select your meeting options, for educational purposes it is suggested that you select mute participants upon entry and record meeting automatically.

<table>
<thead>
<tr>
<th>Meeting Options</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable join before host</td>
<td>☐</td>
</tr>
<tr>
<td>Mute participants upon entry</td>
<td>☑</td>
</tr>
<tr>
<td>Use Personal Meeting ID 4595604597</td>
<td>☐</td>
</tr>
<tr>
<td>Only authenticated users can join</td>
<td>☐</td>
</tr>
<tr>
<td>Record the meeting automatically on the local computer</td>
<td>☑</td>
</tr>
</tbody>
</table>

12. Finally, you can choose if you would like to add anyone else as a host to the meeting, then click save and your meeting will have been scheduled. Now you will be able to see the meeting on your meetings list on the Zoom homepage in your Blackboard shell.

<table>
<thead>
<tr>
<th>Alternative Hosts</th>
<th>Example: <a href="mailto:john@company.com">john@company.com</a>, <a href="mailto:peter@school.edu">peter@school.edu</a></th>
</tr>
</thead>
</table>

Save | Cancel
Adding Zoom to Your Course Menu

1. Navigate to your course menu and select add content, represented by a plus sign inside of a circle. Then select add tool link

2. Select Zoom meetings from the drop-down menu
Using Zoom

1. Below is the tool menu bar that you can see in any Zoom session

2. From left to right, your first options are for audio and video, by clicking these buttons you will be able to mute yourself and turn your camera on and off. In this example the audio is enabled but the video is not

3. You can also click the arrows next to the buttons to bring up the options for each
4. Next is the security settings for the session. From here you can change what participants are allowed to do as well as lock the meeting, and turn the waiting room on and off.

5. Next is the participants option, by clicking this a window will appear to the right that shows all of the participants in the room.
6. Next is the chat button that brings up the chat function, you can chat with everyone or send and individual participant a message

7. Next is the screen sharing option. From here you will be able to share your screen, or specific windows open on your desktop. When you click the option it will take you to a window that will ask you what it is you want to share
8. Next is the polling option. This allows you to create a poll during the meeting. Poll results are saved for later access

![Poll Example](image)

9. Next is the record option. By clicking this you will be able to record your session. Recording will be saved on the cloud and you will be able to access them later from your main menu on Blackboard

![Record Button](image)
10. Finally is the breakout rooms button. Here you will be able to break the session into groups, you can set it to do this automatically, or manually assign groups yourself.