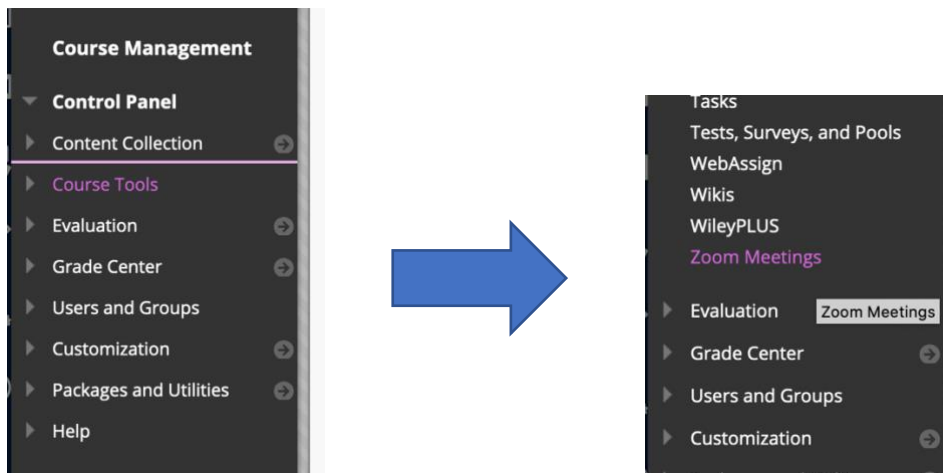




Setting Up Zoom in Your Blackboard Shell

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



2. If this is 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 have to check your UTEP email

We have sent an email to
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=DUw7OghO5BnjKIPDu4H2wF5uZPx

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](#)



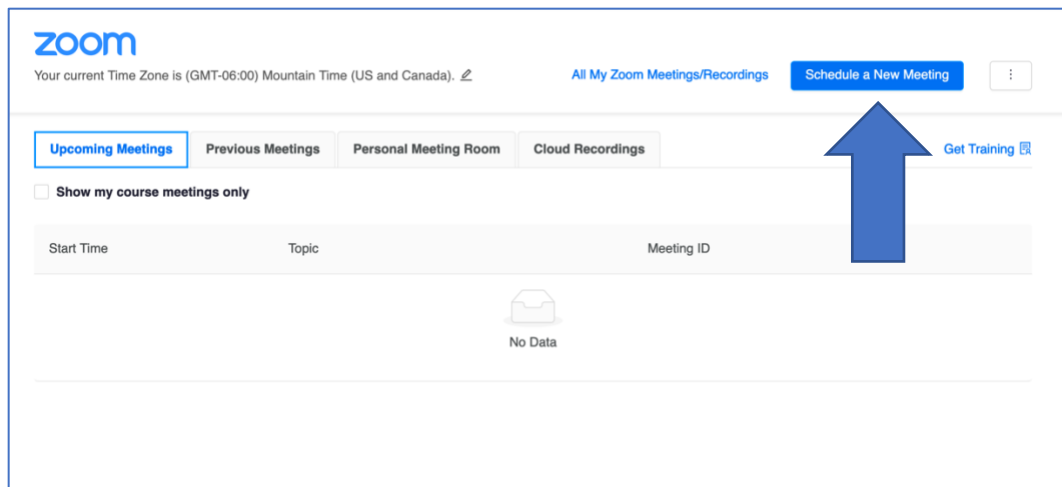
5. Return to your Blackboard shell, follow step 1 again. Now you will be able to create and schedule meetings

A screenshot of the Zoom web interface. At the top left is the Zoom logo. Below it, the text reads "Your current Time Zone is (GMT-06:00) Mountain Time (US and Canada)." followed by a small edit icon. To the right, there is a link "All My Zoom Meetings/Recordings" and a blue button "Schedule a New Meeting" next to a three-dot menu icon. Below this is a navigation bar with four tabs: "Upcoming Meetings" (which is highlighted with a blue border), "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". To the right of these tabs is a link "Get Training" with an external link icon. Below the navigation bar is a checkbox labeled "Show my course meetings only". Underneath is a table with three columns: "Start Time", "Topic", and "Meeting ID". The table is currently empty, displaying a "No Data" message with a folder icon in the center.

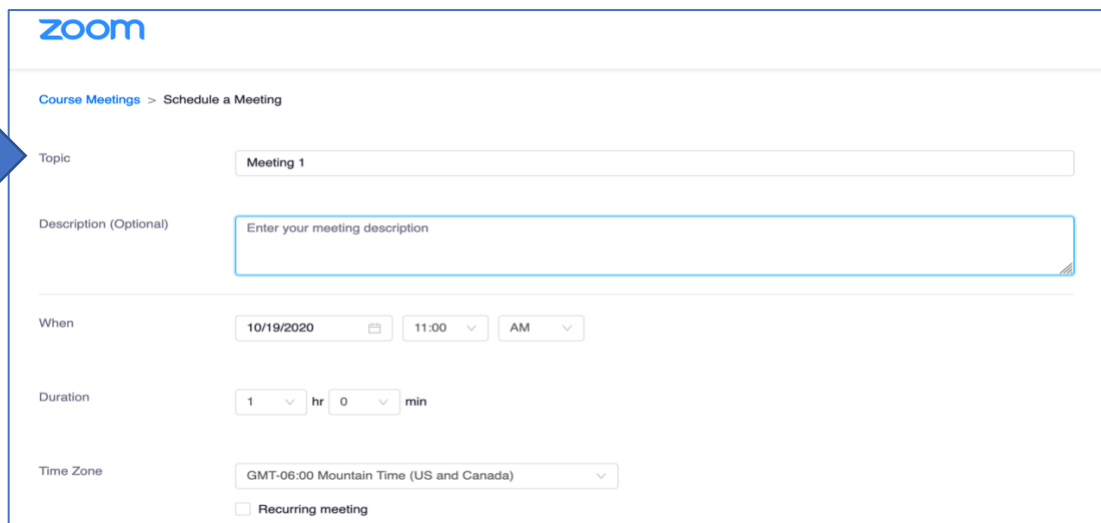


Scheduling a New Meeting with Zoom

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

When: 10/19/2020 11:00 AM

Duration: 1 hr 0 min

Time Zone: GMT-06:00 Mountain Time (US and Canada)

Recurring meeting

A blue arrow points to the "Recurring meeting" checkbox.

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

Recurring meeting **Every day, until Oct 23,2020, 5 occurrence(s)**

Recurrence: Daily

Repeat every: 1 day

End date: By 10/23/2020 After 7 occurrences

5. Under recurrence, you can choose whether it occurs daily, weekly, or monthly

Recurring meeting **Every day, until Oct 23,2020, 5 occurrence(s)**

Recurrence: Daily

Repeat every: 1 day

End date: After 7 occurrences

Recurrence dropdown menu options: Daily, Weekly, Monthly, NoFixed Time



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 **Every 2 weeks on Mon, until Jan 09,2021, 6 occurrence(s)**

Recurrence: Weekly

Repeat every: 2 week

Occurs on: Sun Mon Tue Wed Thu Fri Sat

End date: By 01/09/2021 After 7 occurrences

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 **Every 2 weeks on Mon, until Jan 09,2021, 6 occurrence(s)**

Recurrence: Weekly

Repeat every: 2 week

Occurs on: Sun Mon Tue Wed Thu Fri Sat

End date: By 01/09/2021 After 7 occurrences



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

Required

- Attendees register once and can attend any of the occurrences
- Attendees need to register for each occurrence to attend
- Attendees register once and can choose one or more occurrences to attend

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

The setting is locked and cannot be changed. All of your meetings will use this setting.

Security

Passcode

Waiting Room

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

Video

Host on off

Participant on off


Audio

Telephone Computer Audio Both



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


Meeting Options

- Enable join before host
- Mute participants upon entry 
- Use Personal Meeting ID 4595604597
- Only authenticated users can join
- Record the meeting automatically on the local computer

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

Alternative Hosts

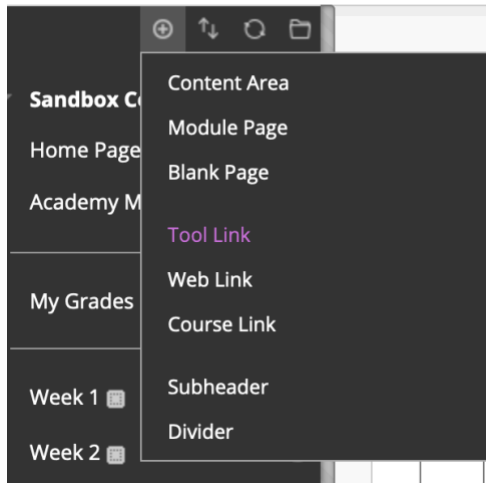
Example: john@company.com, peter@school.edu

 Save

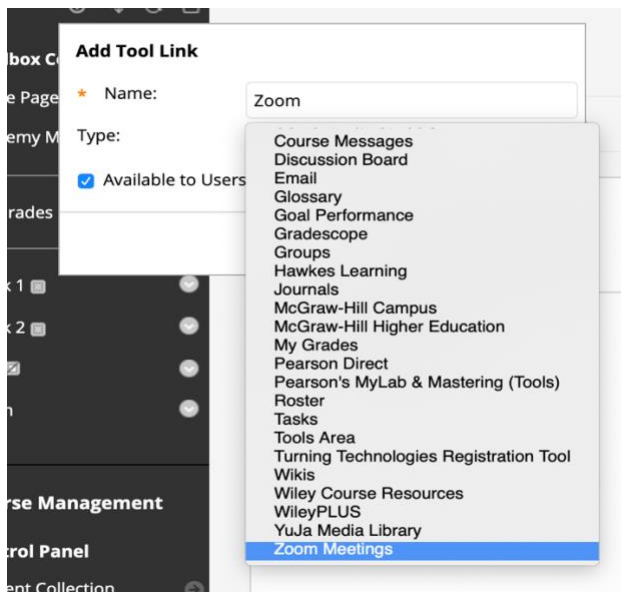


Adding Zoom to Your Course Menu

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



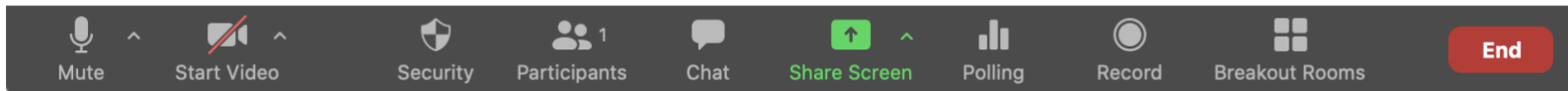
2. Select Zoom meetings from the drop-down menu



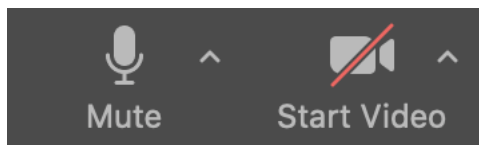


Using Zoom

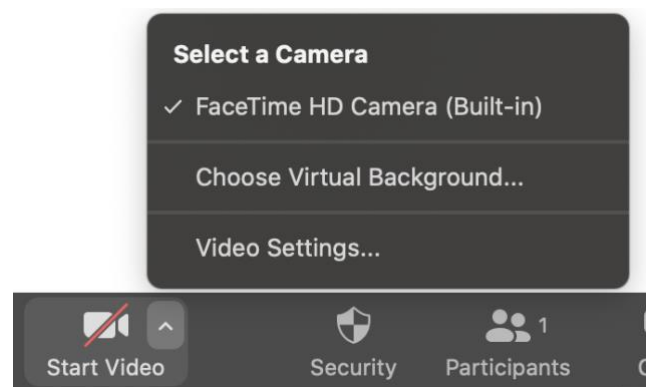
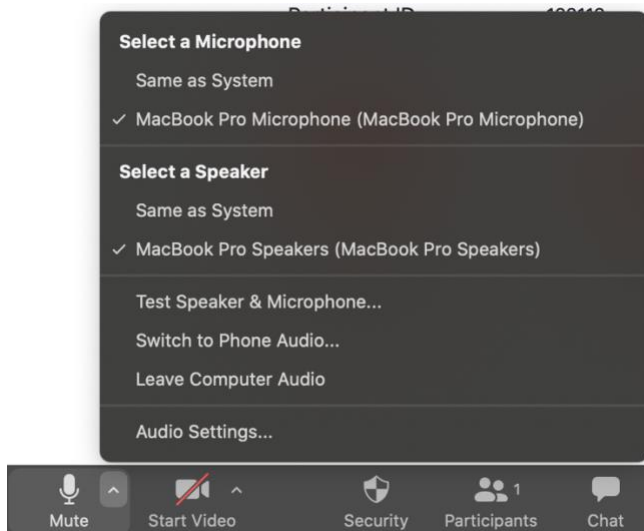
1. Below is the tool menu bar that you can see in any Zoom session



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

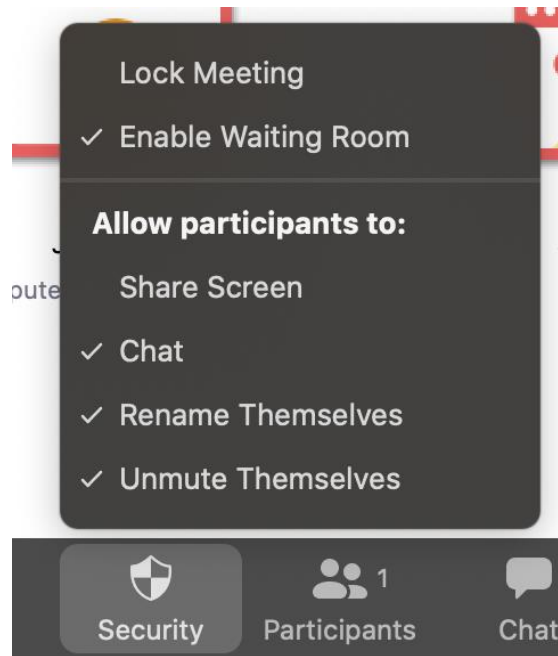


3. You can also click the arrows next to the buttons to bring up the options for each

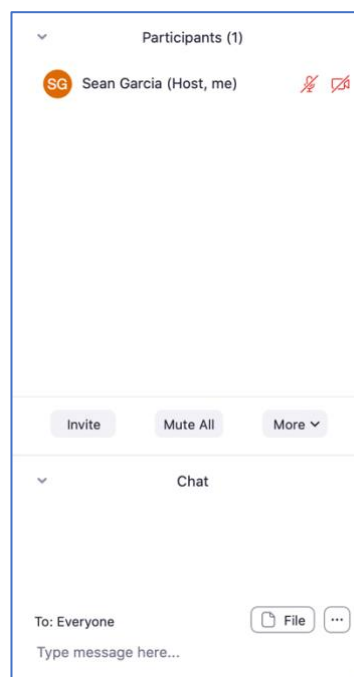
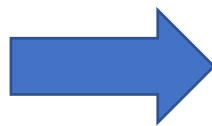
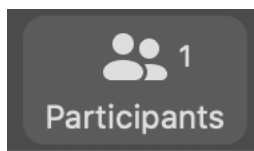




4. Next is the security settings for the session. From here you can change what participants are allowed to do as well as lock the meeting, and turn the waiting room on and off

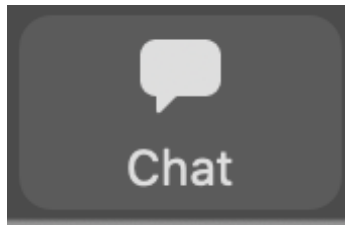


5. Next is the participants option, by clicking this a window will appear to the right that shows all of the participants in the room

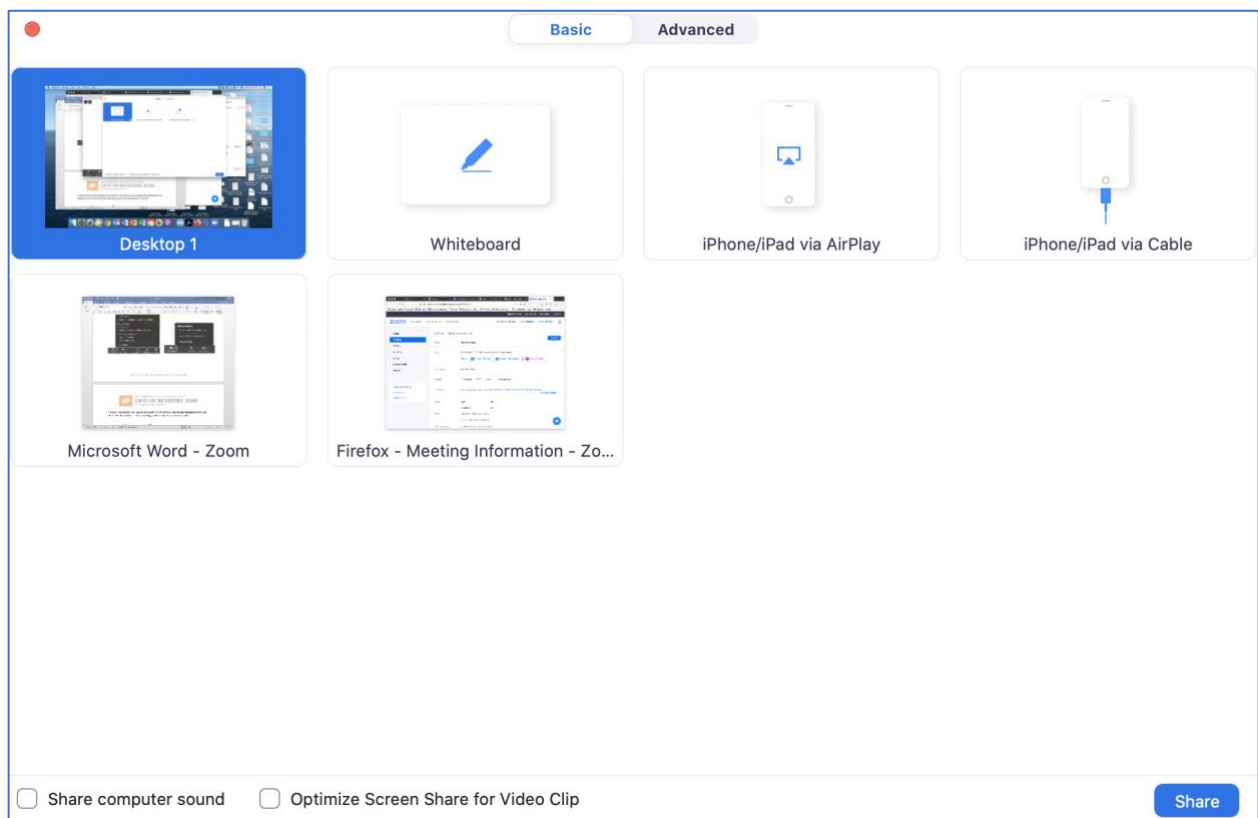




6. Next is the chat button that brings up the chat function, you can chat with everyone or send and individual participant a message

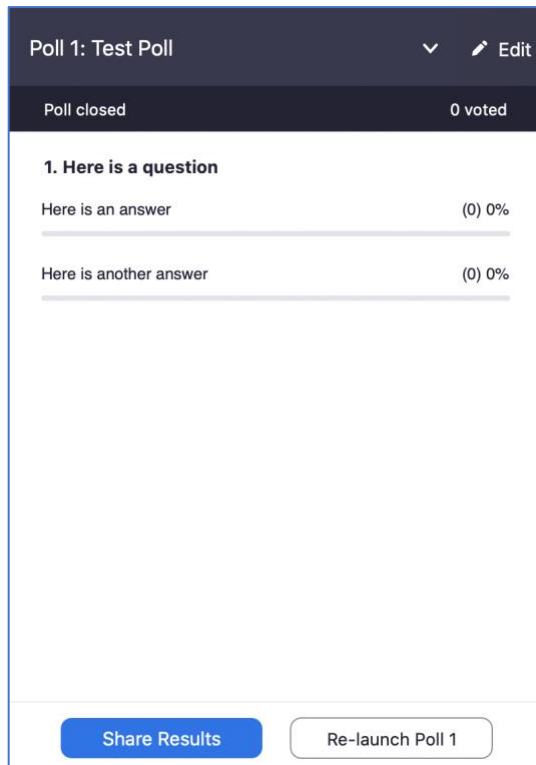


7. Next is the screen sharing option. From here you will be able to share your screen, or specific windows open on your desktop. When you click the option it will take you to a window that will ask you what it is you want to share

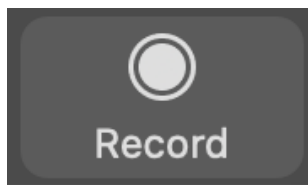




8. Next is the polling option. This allows you to create a poll during the meeting. Poll results are saved for later access



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





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

A screenshot of a web application window titled "Breakout Rooms". The window has a grey title bar with three window control buttons (red, yellow, grey) on the left. The main content area is white and contains the following elements: the text "Assign 0 participants into" followed by a dropdown menu showing the number "1" and up/down arrows, and the text "Rooms:" to the right. Below this, there are two radio button options: "Automatically" (which is selected with a blue dot) and "Manually" (which is unselected). Underneath the radio buttons, the text "0 participants per room" is displayed. At the bottom of the window, there is a prominent blue button with the text "Create Breakout Rooms" in white.