Quinsigamond Community College
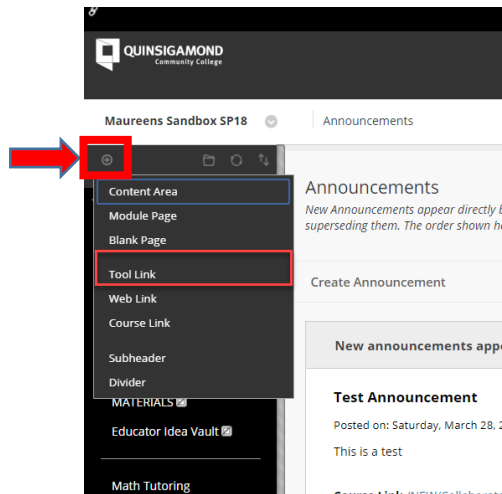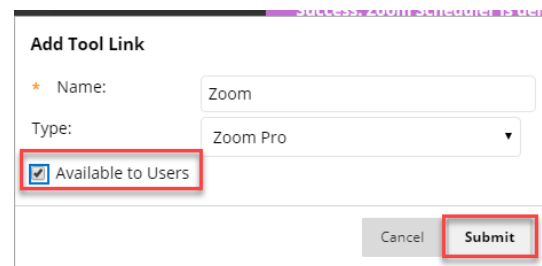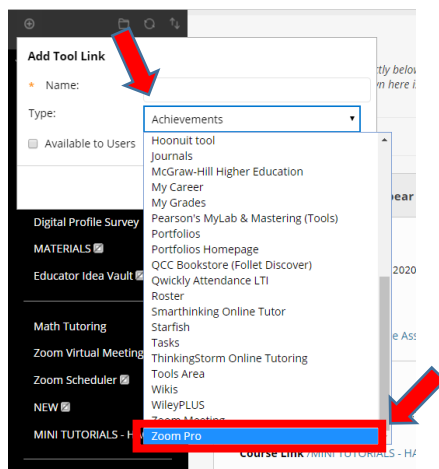Distance Learning & Center for Academic Excellence

Adding the Zoom tool link to your Blackboard Course & Session Settings

We have recently acquired Zoom, a virtual meeting tool, which can be integrated into your Blackboard course. This job aid will show you how to add the Tool to your course and review the session settings.

1. Log into Blackboard and navigate to your course. Once there, click on the **Add Menu Item** icon ⊕ at the top of the left side navigation menu.
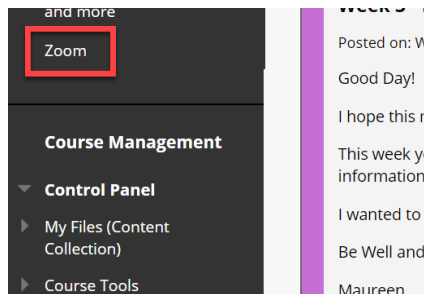2. This will open a drop-down list of options; click on the **Tool Link**.

3. This will open a pop-up window as shown below. In the Name text box, type **Zoom**.
4. From the Type drop down menu, scroll to the bottom of the list and click on **Zoom Pro**. When done, be sure to click **Available to Users** (for students) and then click the **Submit** button.
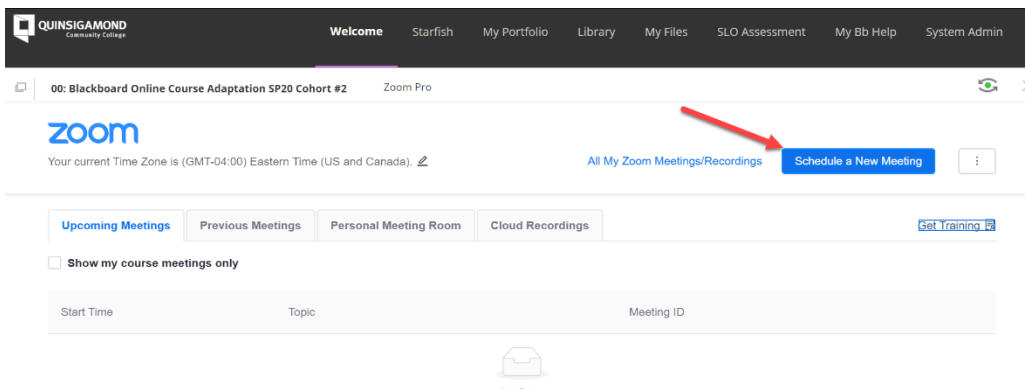
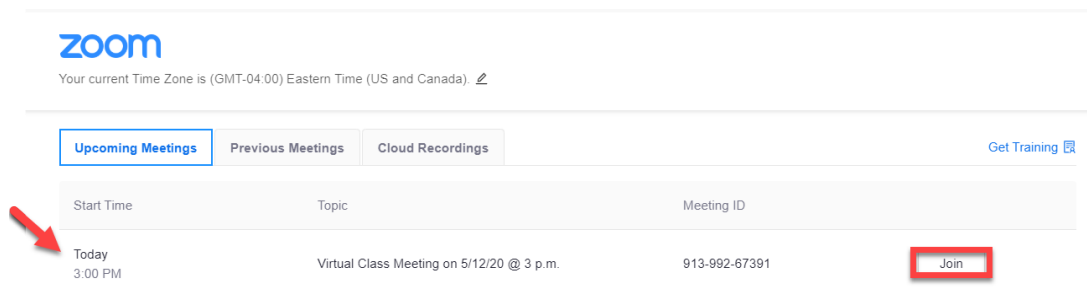## Adding the Zoom tool link to your Blackboard Course (cont.)

5. The link will be added to the bottom of your left side navigation menu, typically right above the **Course Management** section. You can move the link if you want.

6. When you click on the link, it will open the Zoom scheduling page; click on **Schedule a New Meeting**. To find out more about the meeting session options, see the next page.

7. Once you have scheduled a meeting, the students can click on the **Zoom** link, and then find the correct meeting and click **Join**. From there, they should follow the steps as prompted.

Creating a Zoom Session – review of settings & tips

Text in the Topic field allows students to find sessions easily.

Optional, but adding intended learning goals helps students begin to build connections to background knowledge.

As the host, you can opt in or out for email notifications when someone registers. You also can not allow registration after the scheduled meeting time has passed.

Allowing video for both host and participants helps to promote a social environment; however, video can impact bandwidth.

If you enable "join before host," note that the session will be unsupervised, so recommend muting participants upon entry.

Mute participants on entry: if join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.

Using a password is strongly recommended. Joining participants will be required to input this before joining your scheduled 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.

The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once.

Do **NOT** check the Authentication box as it will require students to create a Zoom account before entering.

Alternative hosts: Enter the email address of another Zoom user (QCC faculty, staff, or admin.) to allow them to start the meeting in your absence.

Automatically records session once launched. You can store the video locally or in the Cloud and download, share, delete, or edit.

Form fields shown:
Topic: Class Discussion, 5/12/20 @ 7pm
Description (Optional): Enter your meeting description
When: 05/12/2020 7:00 PM
Duration: 1 hr 0 min
Time Zone: GMT-04:00 Eastern Time (US and Canada)
Recurring meeting
Registration: Required
Video: Host on/off Participant on/off
Audio: Telephone / Computer Audio / Both
Require meeting password 4o89f7
Enable join before host
Mute participants upon entry
Use Personal Meeting ID 7974545678
Enable waiting room
Only authenticated users can join
Record the meeting automatically
Alternative Hosts: Example: john@company.com, peter@school.edu
Save Cancel

Tips & Best Practices

- If your video quality is poor, turn off your video and rely on your computer audio. You may also use your cell phone (without video) to participate in a Zoom session.
- Ask students to "mute" themselves as a default setting to avoid distracting background noises. Have students "unmute" themselves when they want to talk.
- In order to facilitate discussion with groups larger than 8-10 students, consider using Zoom's "raise hand" or Chat functionality. This will help to ensure that students don't talk over each other and that everyone has equal chance to participate.
- Do you typically use the whiteboard, chalkboard, or document camera when facilitating full group discussion? Consider creating a Google Drawing or Google Slides presentation at the start of your session for recording notes on the class discussion.