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

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.