

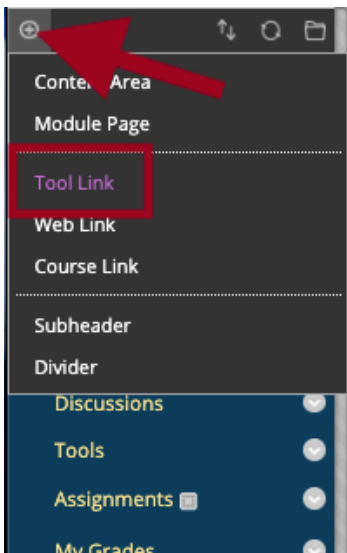
## Blackboard: Schedule and Join Zoom Meetings

With Zoom's Blackboard integration, instructors can schedule, start, and manage meetings from their Blackboard courses. Students can join meetings and access cloud recordings from Blackboard as well.

### Add Zoom to the Blackboard Course Menu

In Blackboard, students can access Zoom from the Tools link on the Course Menu. However, if you are frequently utilizing Zoom in your course, you may want to add a direct link for easy access to the tool.

1. Open your Blackboard course.
2. Click the **+** symbol in the top left corner of the course menu and select **Tool Link**.



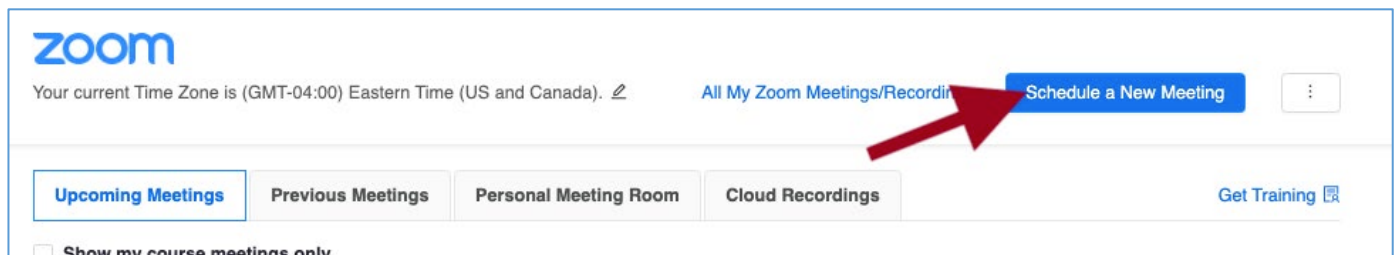
3. Enter a **Name** for the link like *Zoom Meetings* or *Virtual Sessions*, for example.
4. From the **Type** drop-down menu, select **Zoom Meeting**.
5. Check the box to make it **Available to Users**.
6. Click **Submit**. You and your students can now access Zoom course meetings and recordings using this link.

A screenshot of the 'Add Tool Link' form in Blackboard. The form has a white background and a dark header. It contains the following fields and controls:

- Name:** A text input field containing the text 'Zoom Meetings'.
- Type:** A dropdown menu with 'Zoom Meeting' selected.
- Available to Users:** A checked checkbox.
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom right.


## Schedule a Course Meeting

1. Click the **Zoom Meeting** link in your Blackboard course. Zoom will open in a new tab.
2. Click **Schedule a New Meeting**. (*Students cannot access your Personal meeting room in Blackboard.*)



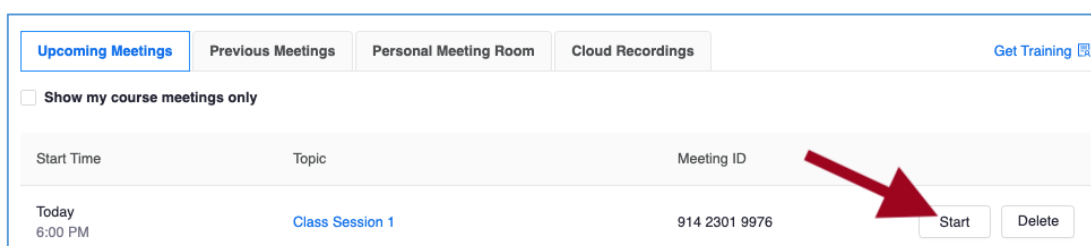
3. Enter a meeting **Topic**, set your class meeting's **date** and **time**, and select any additional meeting options as needed.

The screenshot shows the "Schedule a Meeting" form in Zoom. The "Topic" field contains "Class Session 1". The "Description (Optional)" field is empty. The "When" section shows the date "09/28/2020", the time "11:00", and "AM".

4. Click **Save**  **Save** at the bottom of the page. The new class meeting is then added to the Zoom course meetings page. Click on the name of a meeting to edit or delete it.

## Start a Scheduled Course Meeting

1. Click the **Zoom Meeting** link in your Blackboard course. Zoom will open in a new tab.
2. Click the **Start** button next to the meeting. Students will see a join button next to a meeting to enter it.



## Access Course Meeting Attendance and Poll Reports

1. Click the **Zoom Meeting** link in your Blackboard course. Zoom will open in a new tab.
2. Click on **Previous Meetings** to view the listing of all completed meetings.
3. Find the meeting and click on **Report**.

Upcoming Meetings **Previous Meetings** Personal Meeting Room Cloud Recordings [Get Training](#)

Show my course meetings

Start Time	Topic	Meeting ID	
Mon, Sep 28 6:00 PM	Class Session 1	914 2301 9976	<b>Report</b> <input type="button" value="Delete"/>

4. A list of meeting attendees displays including when they joined and left the session.

**Class Session 1**  
Sep 28, 2020 6:10 PM ID: 914 2301 9976

**Meeting Report** Poll Report

Name	Email	Join time	Leave time	Duration (Minutes)
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5. If you used polling in the meeting, click **Poll Report** to view the polling data.

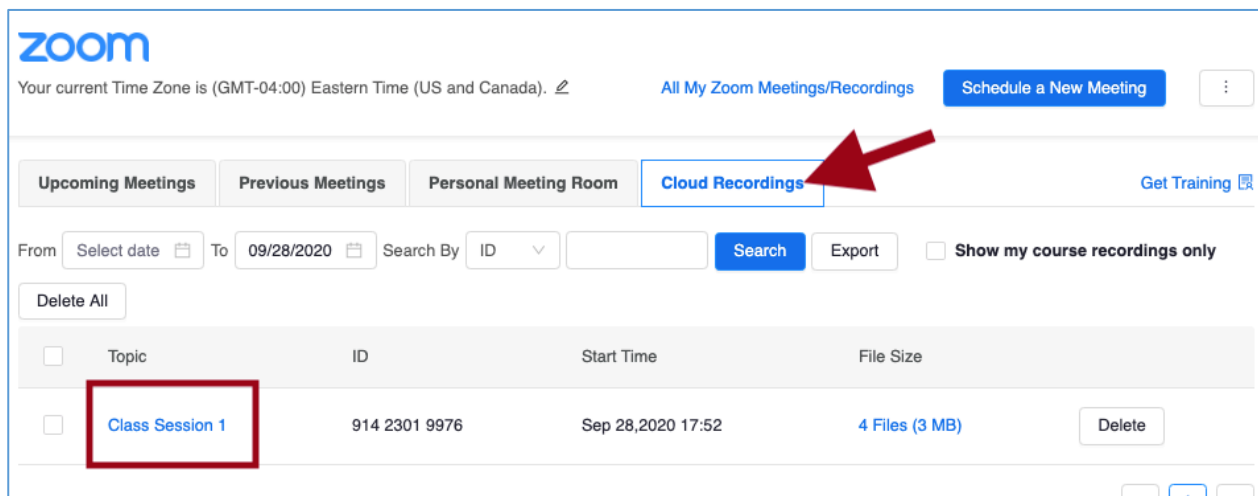
**Class Session 1**  
Sep 28, 2020 6:10 PM ID: 914 2301 9976

Meeting Report **Poll Report**

Name

## Access Course Meeting Cloud Recordings

1. Click the **Zoom Meeting** link in your Blackboard course. Zoom will open in a new tab.
2. Click on **Cloud Recordings** and click the name of the recording that you want to play.



zoom

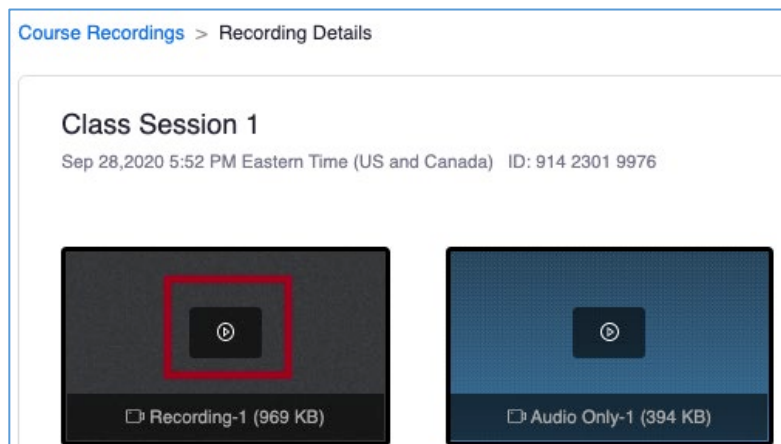
Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#)

**Upcoming Meetings** **Previous Meetings** **Personal Meeting Room** **Cloud Recordings** [Get Training](#)

From  To  Search By     Show my course recordings only

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Class Session 1	914 2301 9976	Sep 28,2020 17:52	4 Files (3 MB)	<input type="button" value="Delete"/>

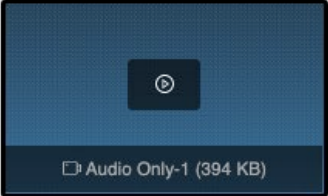

3. Click on the video's thumbnail to open it.



Course Recordings > Recording Details

### Class Session 1

Sep 28,2020 5:52 PM Eastern Time (US and Canada) ID: 914 2301 9976



For resources on using Zoom, visit [it.gwu.edu/zoom](https://it.gwu.edu/zoom).