



Blackboard: Get Started with 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.

To use Zoom in Blackboard, you must first [activate your GW Zoom account](#).

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Activate Your GW Zoom Account

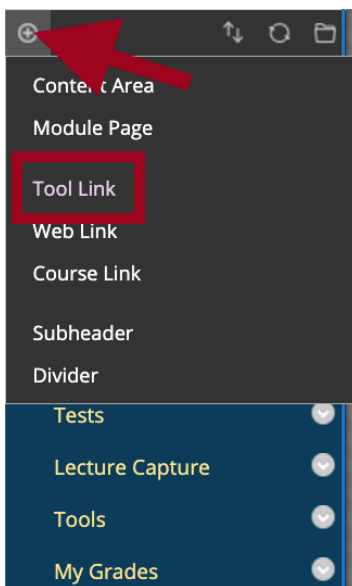
To use Zoom in Blackboard, you must first sign in to your GW Zoom account to activate it. Once logged in, you can review and modify your default settings. Settings are applied to all future meetings, so reviewing them before using Zoom can create a smoother experience for your class sessions.

1. Go to <https://gwu-edu.zoom.us> and click **Sign in**.
2. Click **Settings** in the navigation menu on the left to review your default meeting and recordings settings.

Add Zoom to the Blackboard Course Menu

In Blackboard, you and the students can access Zoom from the Tools link on the Course Menu. However, if you are frequently using Zoom in your course, you can add a link to Zoom on the menu for easy access.

1. Open your course, click the **+** symbol in the Course Menu's top left corner, and select **Tool Link**.



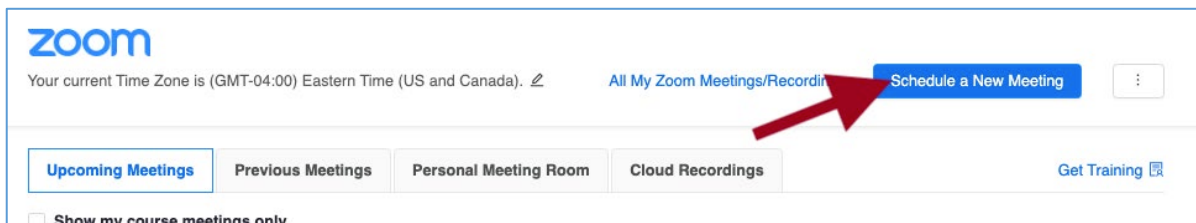
2. Enter a **Name** for the link, such as *Zoom Meetings*.
3. From the **Type** drop-down menu, select **Zoom Meeting**.
4. Check the box to make it **Available to Users**.
5. Click **Submit**. You and your students can now access Zoom course meetings and recordings using this link.

A screenshot of the 'Add Tool Link' form in Blackboard. The form has a title 'Add Tool Link' at the top. Below the title, there are three fields: 'Name:' with the value 'Zoom Meetings', 'Type:' with a dropdown menu showing 'Zoom Meeting', and a checkbox labeled 'Available to Users' which is checked. At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit'.

Schedule a Course Meeting

Course meetings scheduled through Zoom's Blackboard integration are made available to students automatically. Students do not have access to your Personal Meeting Room through Blackboard.

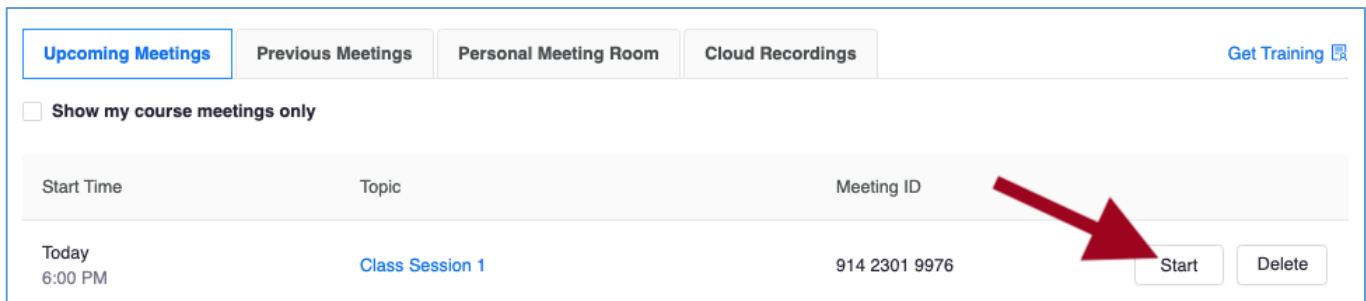
1. Go to the **Zoom Meeting** page in your Blackboard course. Zoom will open in a new tab.
2. Click **Schedule a New Meeting** near the top right corner of the page.



3. Enter a meeting **Topic** and optionally enter a **Description** of the meeting.
4. Set the meeting's **date and time**, **Duration**, and **Time Zone**.
5. (Optional) Select **Recurring meeting** to create multiple occurrences of the meeting. You can schedule meetings in daily, weekly, and monthly increments. Each occurrence uses the same meeting ID and settings.
6. (Optional) Select **Registration** to require that participants complete a registration form before joining the meeting. Participants joining meetings with Registration enabled cannot join using a web browser.
7. Select your preferred **Security** settings for the meeting:
 - a. **Passcode**: If enabled, participants are asked to enter a passcode to join meetings. However, anyone joining through Blackboard or via the meeting invite link will not need to enter the passcode.
 - b. **Waiting Room**: If enabled, participants are held in virtual waiting rooms until admitted by the meeting host. Admitting participants from the waiting room requires an additional step for the host but provides increased control over who joins the meeting.
 - c. **Require authentication to join**: If enabled, participants are prompted to sign in to their GW Zoom account before joining the meeting.
8. Select your preferred **Video** and **Audio** settings.
9. Select your preferred **Meeting Options**.
10. Click **Save** at the bottom of the page. To edit a scheduled meeting, click on the meeting's Topic (name).

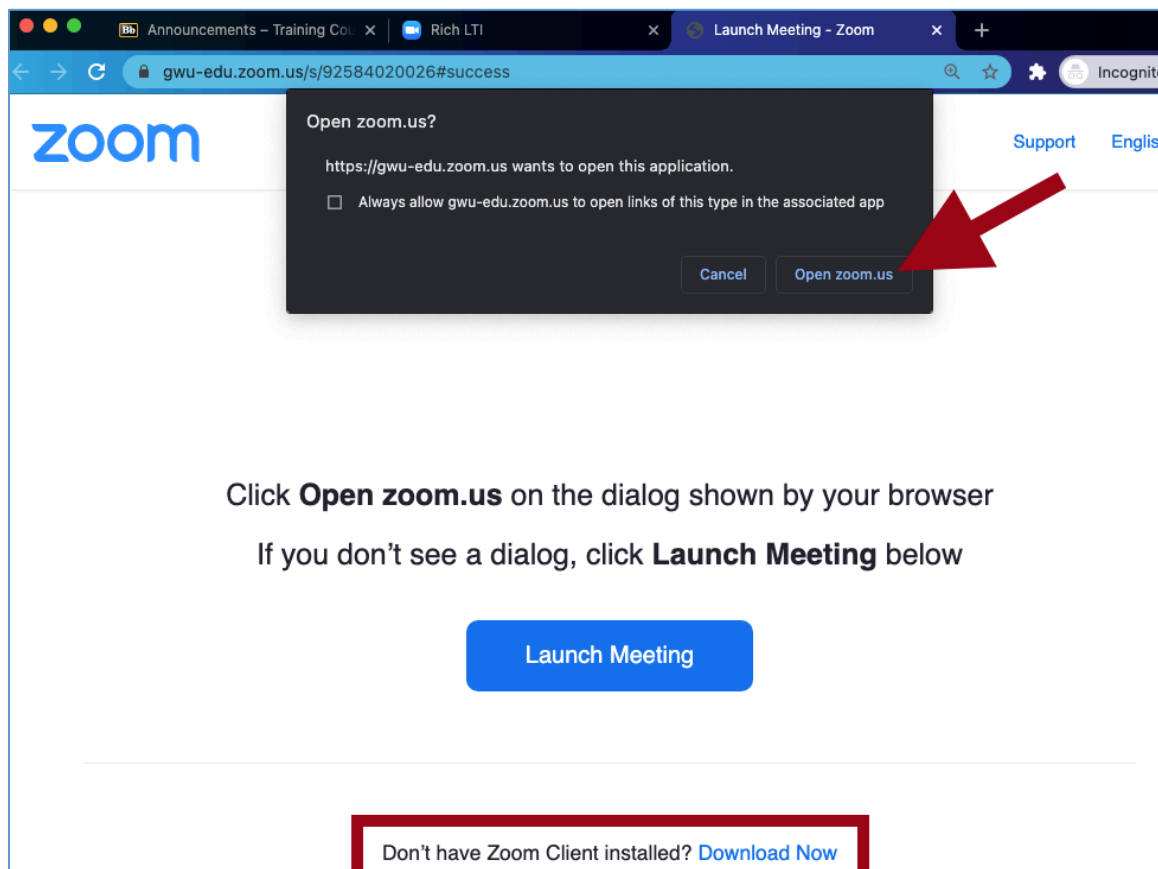
Start a Scheduled Course Meeting

1. Go to the **Zoom Meeting** page in your Blackboard course. Zoom will open in a new tab.
2. Click the **Start** button next to the meeting you want to begin.



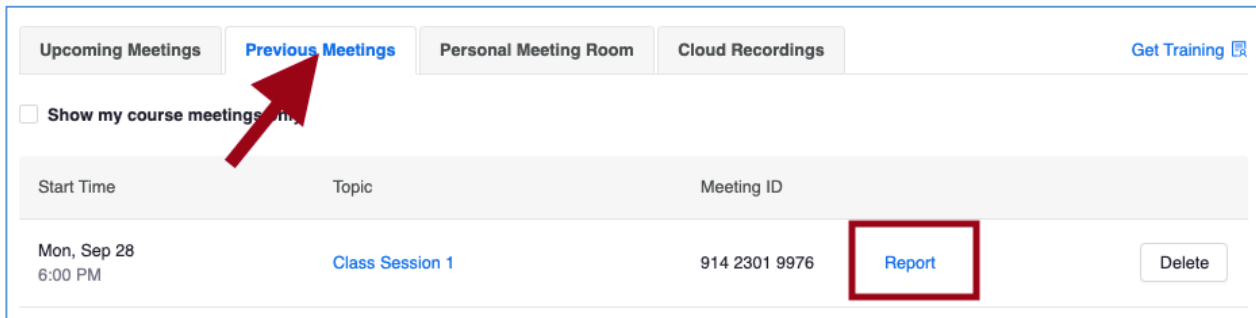
3. In the new window, click **Open zoom.us** to open the Zoom application and join the meeting.

Note: If you don't have Zoom installed, click on *Download Now* near the bottom of the page.

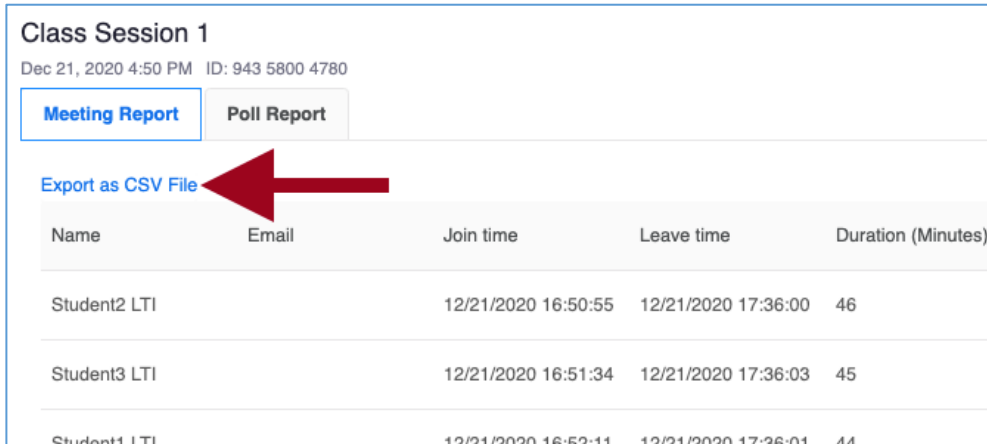


Access Attendance and Poll Reports

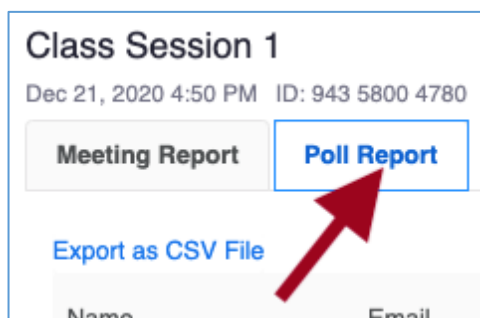
1. Go to the **Zoom Meeting** page in your Blackboard course. Zoom will open in a new tab.
2. Click on **Previous Meetings** to view a list of all completed meetings.
3. Click on **Report** next to a meeting.



4. A list of meeting attendees displays, including when they joined and left the session. To download the report to your computer, click **Export as CSV file**.



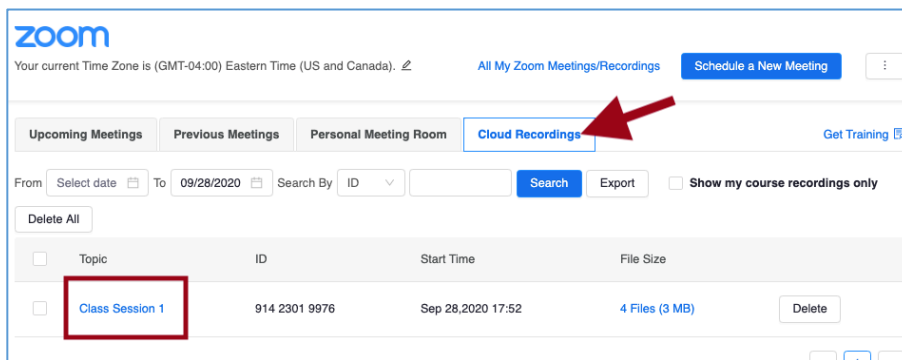
5. To view Polling results from the meeting, click **Poll Report**. To download the report to your computer, click **Export as CSV file**.



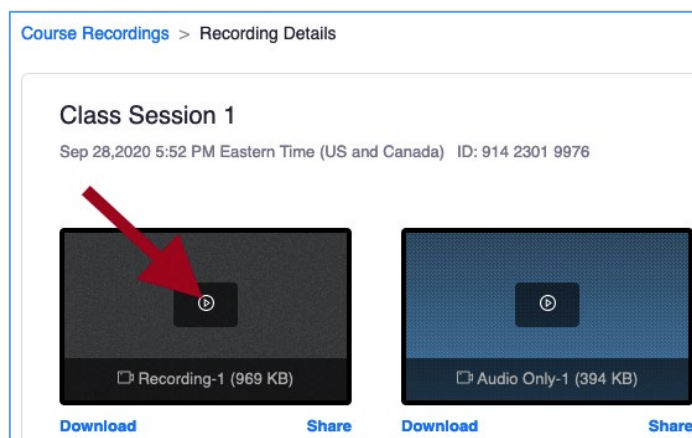
Access Course Meeting Cloud Recordings

After recording a course meeting to the cloud, you and the students can access it from the Zoom Meeting page in Blackboard. Students can only access Cloud Recordings associated with this Blackboard course.

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



3. Click the play icon on the recording video to copy the passcode.



4. In the new window, paste the passcode in the box and click **Access Recording** if prompted.

Recording Topic

Class Session 1

Enter the passcode

Access Recording

[Review additional how-to guides.](#)