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.
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.

4. Click 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**.

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

5. If you used polling in the meeting, click **Poll Report** to view the polling data.
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.

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

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