# **Adding Zoom Pro to your Blackboard Course**

**Instructions**

1. From the Course Menu, hover over the + sign and select “Tool Link.”
2. Enter the name you’d like to be displayed on your course menu.
3. From the “Type” dropdown, select “Zoom.”
4. Check the “Available to Users” checkbox.
5. Click Submit.
6. Drag and drop the link to an appropriate spot on your course menu.



**Scheduling your Zoom Meetings**

1. Click on the “Zoom” link from your course menu.
2. Click on “Schedule a New Meeting.”
3. Provide a topic/name for your session. Ex. Class Meetings, Office Hours, etc.
4. Define when the meeting(s) occurs by selecting the right time and dates. We highly recommend setting recurring meetings with specific days or using the “no fixed time” option under “Recurrence.”



1. Do not select Registration. You may only consider this option for students to sign up for office hours meetings.
2. Under Security, we recommend leaving the default passcode or setting a new passcode. You may enable “waiting room” and “only authenticated users can join meetings” for extra security.
3. Under Video, make any changes as desired.
4. Under Meeting Options, we recommend selecting:
	1. Mute participants upon entry.
5. You may add an alternative host if needed.
6. Click on Save to schedule this session.

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**Publish a Zoom Cloud Recording in Blackboard**

1. Navigate to the Zoom tool in your course.
2. Click the Cloud Recordings tab.
3. Locate your meeting recording.
4. Click the Publish toggle.



**Viewing a Zoom Attendance Report**

1. Navigate to the Zoom tool in your course.
2. Click the Previous Meetings tab.
3. Locate your meeting recording.
4. Click Report.



**Starting a Zoom Meeting from Blackboard**

1. Navigate to the Zoom tool in your course.
2. Under the Upcoming Meetings Tab, locate the meeting and click on Start Meeting.
3. Zoom will begin your meeting and add you to it.
4. You can also Delete a meeting from here.

