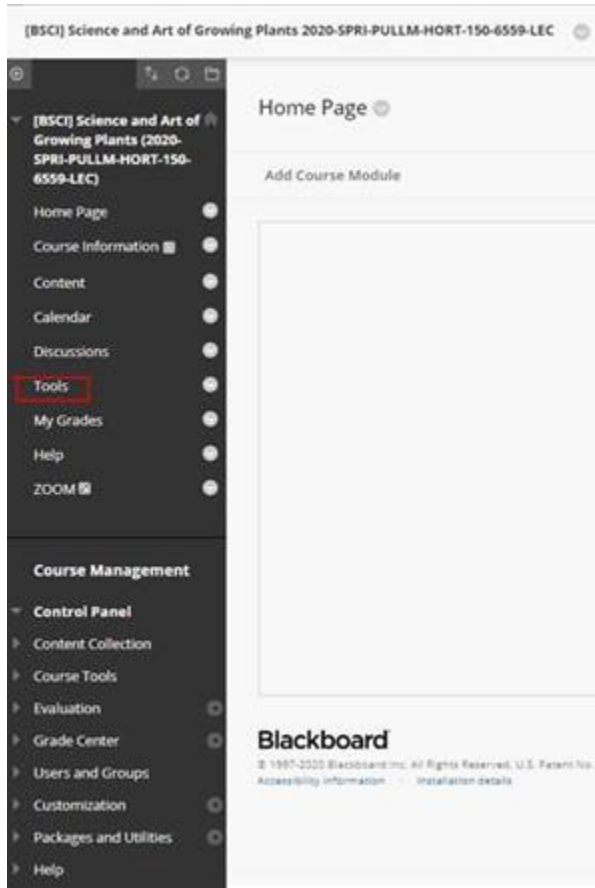


How to schedule a zoom class/meeting in your Blackboard account.

Log into your Blackboard account and select the class you wish to have join via Zoom.

On the Course Dashboard, click on the “Tools” on the left hand menu. This will send you to the tools page.



Scroll ALL the way to the bottom of the page and click the Zoom Meeting word. This will send you to the Bb Zoom Application page.



There are 4 tabs. The “Cloud Recordings” is where the class recordings will be held after your class is done.

Click the blue “Schedule a New Meeting” button. This will take you to the scheduling Page.



Schedule your meeting. There is no End time to put it. It is done by Duration length but once an event has been scheduled, you can dial in at any time prior to the event as long as you do NOT have a conflicting meeting already scheduled under your name.

NOTE: to schedule a start TIME that is not in the drop down, click in the box and manually put in the time your wish and then press enter. (Ex.. 4:10)

A screenshot of the Zoom "Schedule a Meeting" form. The breadcrumb "Course Meetings > Schedule a Meeting" is at the top left. The form fields are: "Topic" with the placeholder "Class and Number"; "Description (Optional)" with the placeholder "Enter your meeting description"; "When" with a date field set to "03/23/2020", a time field set to "4:10", and a time zone dropdown set to "PMT"; "Duration" with a dropdown set to "1" hr and "15" min; "Time Zone" with a dropdown set to "GMT-07:00 Pacific Time (US and Canada)"; "Recurring meeting" checked, with a summary "Every week on Mon,Wed,Fri, until May 01,2020, 17 occurrence(s)"; "Recurrence" set to "Weekly"; "Repeat every" set to "1" week; "Occurs on" with checkboxes for Sun, Mon (checked), Tue, Wed (checked), Thu, Fri (checked), and Sat; "End date" with "By" selected, a date field set to "05/01/2020", and "After 7 occurrences" as an alternative option.

Under “Video”: be sure both Host and Participant dots are ON. They are defaulted Off.

Under “Meeting Options”: be sure to select “Record the Meeting automatically” if you wish to have your class recorded. It will default to “In the cloud” which is the tab previously mentioned.

Then click save.


Registration Required

Video
Host on off
Participant on off

Audio Telephone Computer Audio Both

Meeting Options
 Require meeting password
 Enable join before host
 Mute participants upon entry ⓘ
 Enable waiting room
 Record the meeting automatically On the local computer In the cloud

▼ [Advanced Options](#) (Schedule For, Alternative Hosts)



It will then take you to the Zoom meeting info page for the class with all the details.
HERE is where you Meeting ID and Link are.

To connect FROM A POLYCOM system, in the dialing box put in: 162.255.37.11##729528031 (This classes Meeting ID) and press call. Do NOT use the dashes. They are there just for easy reading.

To join via laptop/PC (they can get to this link themselves in Bb) copy the URL and past in an e-mail.

Course Meetings > Manage "HORT 150 Records"

Topic: HORT 150 Records

Time: Mar 23, 2020 8:00 AM Pacific Time (US and Canada)

Every week on Mon,Wed,Fri, until May 1, 2020, 18 occurrence(s) [Show all occurrences](#)

Add to  Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar

Meeting ID: 729-528-031

Hosts: (holden)w@wsu.edu

Invite Attendees: Join URL: <https://wsu.zoom.us/j/729528031>

IF you have any problems, please feel free to call 5-5044 for assistance.

PLEASE NOTE: A lot of students do not know that they have Zoom accounts. Before class, please send an e-mail to students with this:

"If you have not done so before, please be sure to activate your Zoom account before you connect to your class via zoom through Blackboard.

To do so, please go to wsu.zoom.us and log into the site using your AD credentials. Once you have logged in, this activates your account. You can then log off and be ready to log into your class."

We ask that all instructors do this because if a student just joins a meeting with no AD creds, it just comes up as "Guest" and you will not know who has connected. This is a ONE time log in to activate the account so students who have already used zoom do not have to re-log in.