

Office of Information Technology

at

St. John Fisher College

Tips:

If you want to share recordings with students, record to cloud and publish recording.

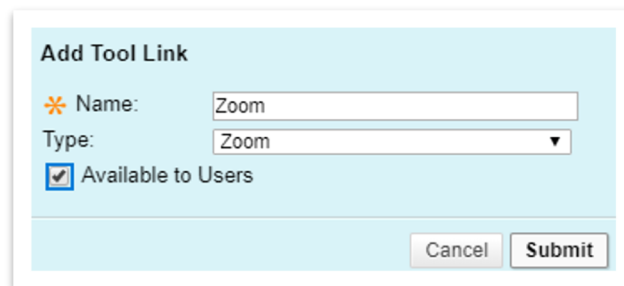
If a student records a meeting you have to publish for students to see. All students see all recordings that are published by professor.

Students own recordings for meetings where they are the host, they can access and delete from zoom.us.

Using Zoom within a Blackboard Course

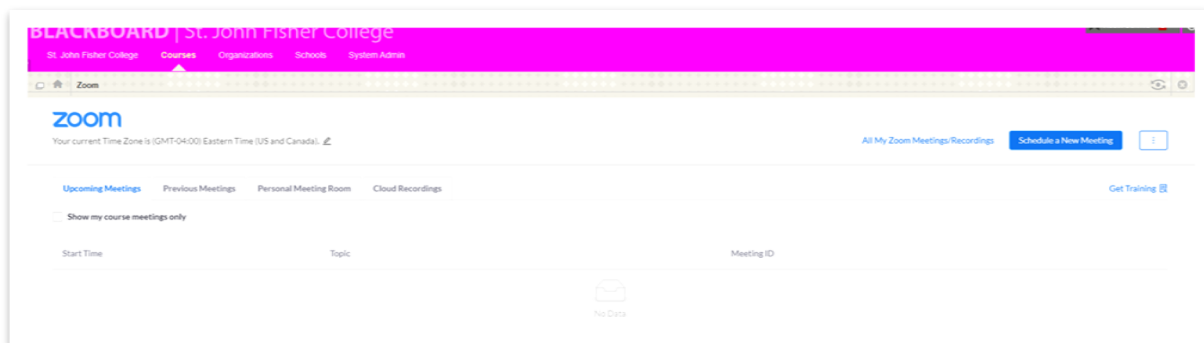
Set up a Tool Link within the Navigation Pane of your Blackboard course:

1. Click on the **+** sign and select **Tool Link**.
2. Enter a name for the tool = **Zoom**
3. Select the **Type = Zoom**
4. **Make available to Users** and click on **Submit**.



Schedule a New Meeting

1. From the Zoom dashboard (within Bb) you can click on **Schedule a New Meeting**.
2. From **Upcoming Meetings** tab, you can see all of the meetings for a course and start the meeting.
3. From the **Previous Meetings** tab, you can see all previous scheduled meetings.
4. The **Personal Meeting Room** tab, list of all meetings when using your Personal Meeting Room.
5. The **Cloud Recordings** tab, list all of your recorded meetings that were saved to the cloud by course.
6. The **All My Zoom Meetings/Recordings** button—will display all of your zoom meetings that you have created even those outside of Blackboard.



Can students schedule a zoom meeting within a course?

1. Yes, students can create a meeting and record the meeting
2. Professors will see the meetings under upcoming/previous meeting tabs.
3. Recordings will be listed on the Cloud Recordings tab., professors can publish the recordings for students to view.