How to Setup Zoom Meetings in your Blackboard Course

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Disclaimer

- This workshop only applies to users with **NetID-based Zoom accounts** at the University of Rochester.

- Blackboard email address must match NetID email in order for this to work.

- Users with URMC Zoom accounts must create meetings directly in the Zoom web site and provide links within their Blackboard course.

Learning Objectives
Participants will be able to…

- Explain new Zoom security features and how to set them

- Create a course-specific recurring meeting attached to Blackboard with the Security features desired
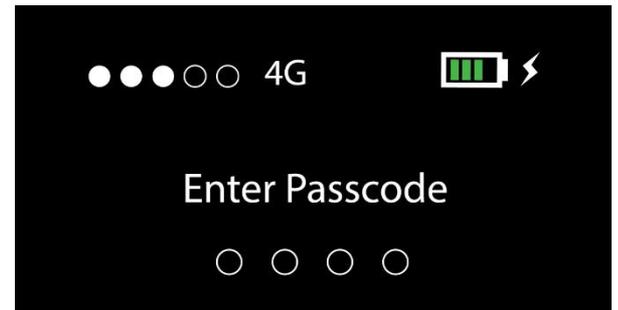
- Avoid Zoom issues

NEW ZOOM SECURITY

Starting Sept 27

All meetings must have either….

- Waiting Room

  Default if nothing selected

- Passcode

Where to Set These
New and Existing Meetings

Security	☐ Passcode	☐ Waiting Room

Video	Host	○ on	◉ off
	Participant	○ on	◉ off

Set these in http://rochester.zoom.us
Note: Adding Passcode will not add this to existing URLs

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Security Settings Overall Waiting Room

Security

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

✓ Everyone will go in the waiting room

Edit Options   Customize Waiting Room

Waiting Room Options

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings, webinars.

Who should go in the waiting room?

- ⦿ Everyone
- ◯ Users not in your account
- ◯ Users who are not in your account and not part of the allowed domains

Continue   Cancel

Custom Waiting Room

Using a Waiting Room
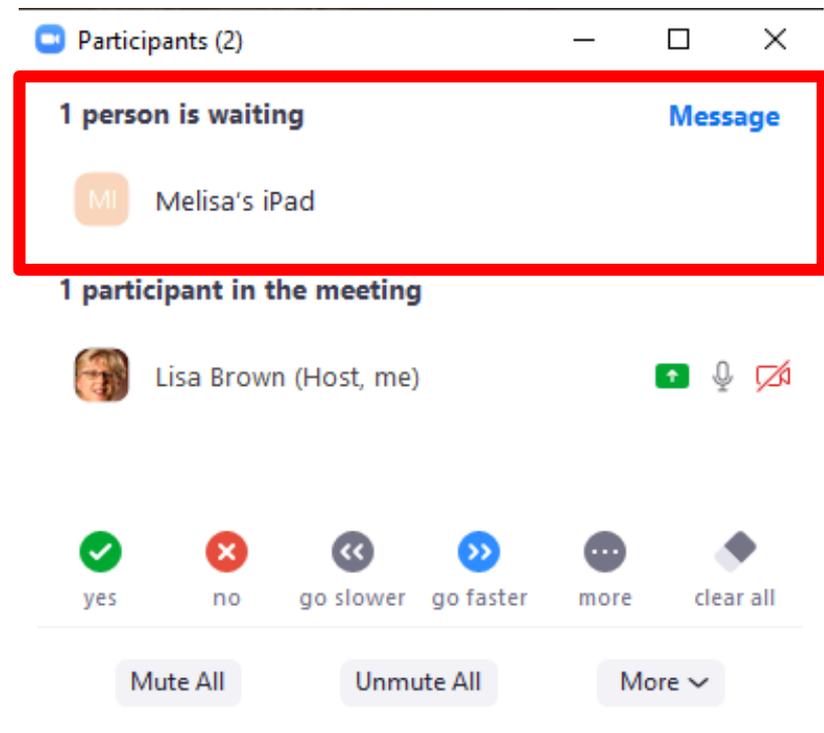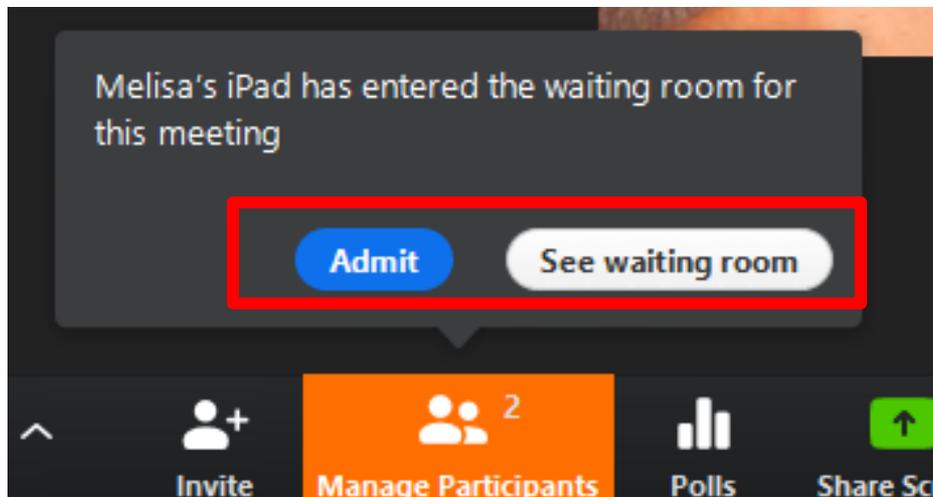
Security Settings Overall Passcode

Require a passcode when scheduling new meetings

A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a passcode for instant meetings

A random passcode will be generated when starting an instant meeting

Require a passcode for Personal Meeting ID (PMI)

Passcode

- Passcode will be embedded in the URL (for new meetings)
- Users joining with just the meeting ID will need to enter the passcode

If you have already created your Course Meeting space

- If you used the Blackboard tool, adding passcode will require that all users enter the passcode as the link will NOT contain the passcode automatically.

- If you do nothing, waiting room will be enabled by default.

- Start over with the new Zoom Meeting Manager
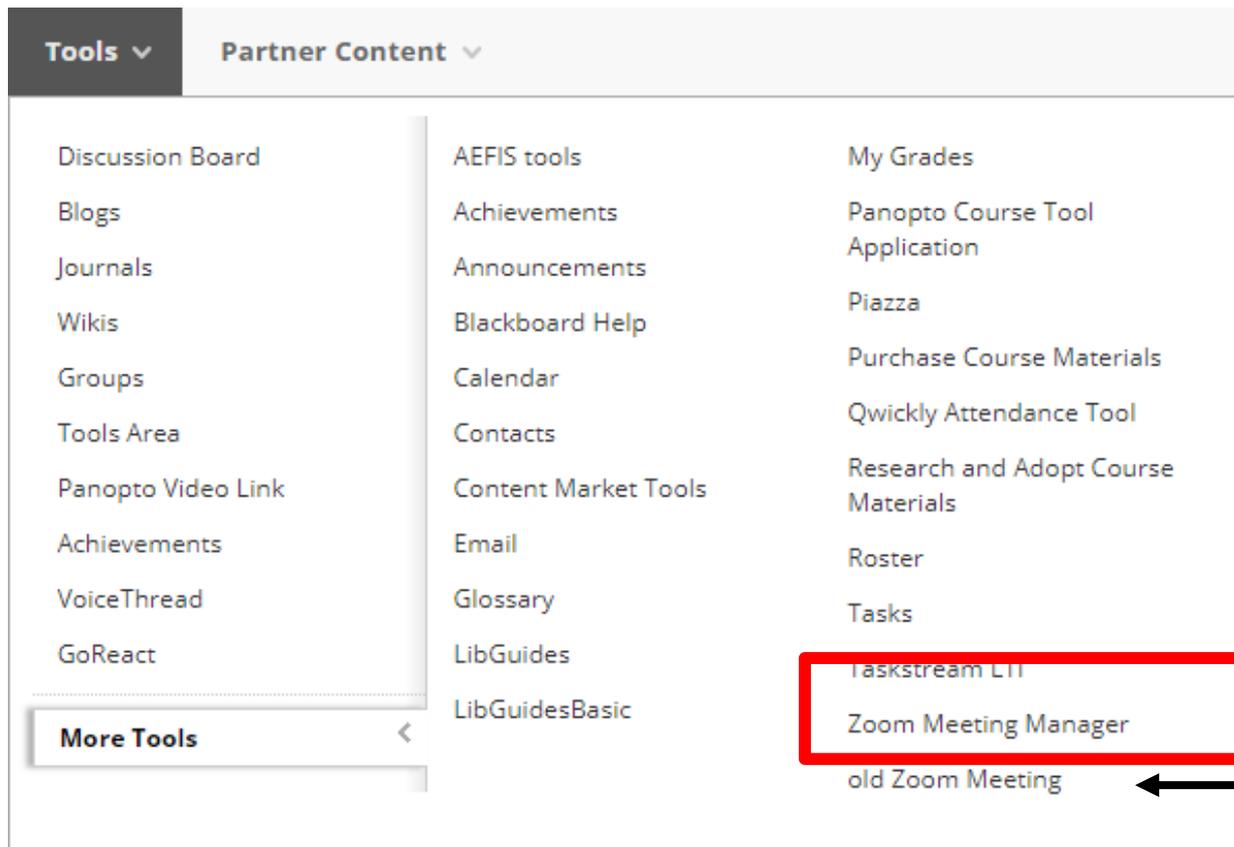
BLACKBOARD ZOOM MEETING MANAGER

Requirements

- **NetID-based Zoom accounts** at the University of Rochester.
- Blackboard email address must match NetID email in order for this to work.

Zoom Meeting Manager

This is the original Zoom tool

Create Link Information

Create Link: Zoom Meeting Manager

* Indicates a required field.

LINK INFORMATION

* Link Name	Class Zoom Meetings
Color of Name	■ Black
Link	Tool: Zoom Meeting Manager

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Click here to join our class meetings.

Path: p   Words:7

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Link Created

Click here to initialize the Meeting Manager

Course Meeting View

Provide a Topic

Topic   →   Class Meeting (MWF 3-4pm)

Description (Optional)   Enter your meeting description

Give the Start Date / Start Time Duration

University of Rochester

Add Recurrences

☑ Recurring meeting   **Every week on Mon,Wed,Fri, until Dec 18,2020, 49 occurrence(s)**

Recurrence | Weekly ∨ |

Repeat every | 1 ∨ | week

Occurs on   ☐ Sun ☑ Mon ☐ Tue ☑ Wed ☐ Thu ☑ Fri ☐ Sat

End date   ◉ By 12/18/2020 📅   ○ After | 7 ∨ | occurrences

Security Features

Security   ☐ Passcode   ☐ Waiting Room

Decide which one to use

Video   Host   ○ on ● off
        Participant   ○ on ● off

Audio   ○ Telephone ○ Computer Audio ● Both

☑ Passcode   Enter your meeting passcode
Please enter a meeting passcode
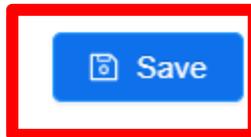
Other Options

Meeting Options

☐ Enable join before host

☑ Mute participants upon entry 🔲

☐ Only authenticated users can join

☐ Record the meeting automatically on the local computer

Alternative Hosts

No need to add others enrolled in course.

💾 Save   Cancel

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Meeting Generated

zoom

Course Meetings > Manage "Class Meeting (MWF 3-4pm)"

Topic   Class Meeting (MWF 3-4pm)

Time   Aug 26, 2020 3:00 PM Eastern Time (US and Canada)

                         Every week on Mon,Wed,Fri, until Dec 18, 2020, 50 occurrence(s) Show all occurrences

                         Add to   [31] Google Calendar   [o] Outlook Calendar (.ics)   [Y!] Yahoo Calendar

Meeting ID   979 6505 6119

URL and ID for Meeting

Meeting ID   979 6505 6119

Invite Attendees   Join URL: https://rochester.zoom.us/j/97965056119?pwd=cTBNWVNLMEI5bTRQS2M3ejNYb09Ndz09

⬜ Copy the invitation

Note: Passcode added at end of URL

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Meeting List in Bb

Start Time	Topic	Meeting ID		
Wed, Aug 26 (Recurring) 3:00 PM	Class Meeting (MWF 3-4pm)	979 6505 6119	Start	Delete
Fri, Aug 28 (Recurring) 3:00 PM	Class Meeting (MWF 3-4pm)	979 6505 6119		Delete
Mon, Aug 31 (Recurring) 3:00 PM	Class Meeting (MWF 3-4pm)	979 6505 6119		Delete
Wed, Sep 2 (Recurring) 3:00 PM	Class Meeting (MWF 3-4pm)	979 6505 6119		Delete

Manage Sessions

Wed, Sep 2 (Recurring) 3:00 PM	Class Meeting (MWF 3-4pm)	979 6505 6119	Delete
Fri, Sep 4 (Recurring) 3:00 PM	Class Meeting (MWF 3-4pm)	979 6505 6119	Delete
Mon, Sep 7 (Recurring) 3:00 PM	Class Meeting (MWF 3-4pm)	979 6505 6119	Delete
Wed, Sep 9 (Recurring) 3:00 PM	Class Meeting (MWF 3-4pm)	979 6505 6119	Delete

Delete Specific Session

Confirmation   ✕

This is a recurring meeting. Do you want to delete just this occurrence, or all occurrences in the series?
Topic: Class Meeting (MWF 3-4pm)

[Delete just this occurrence]   [Delete all of the occurrences]   [Cancel]

Recover within 7 Days

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What Student Sees

zoom

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). ✎ All My Zoom Meetings/Recordings | **Schedule a New Meeting**

| **Upcoming Meetings** | Previous Meetings | Personal Meeting Room | | Get Training 📖 |

☐ Show my course meetings only

Start Time	Topic	Meeting ID	
Wed, Aug 26 (Recurring) 3:00 PM	Class Meeting (MWF 3-4pm) Host Lisa Brown	979 6505 6119	Join
Fri, Aug 28 (Recurring) 3:00 PM	Class Meeting (MWF 3-4pm) Host Lisa Brown	979 6505 6119	Join

Student Option to Create Meetings

zoom

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). ✎ All My Zoom Meetings/Recordings   **Schedule a New Meeting**

Upcoming Meetings	Previous Meetings	Personal Meeting Room	Get Training 📋

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Student-Created Meeting

Start Time	Topic	Meeting ID		
Wed, Aug 26 (Recurring) 3:00 PM	Class Meeting (MWF 3-4pm) Host Lisa Brown	979 6505 6119	Join	
Fri, Aug 28 (Recurring) 3:00 PM	Class Meeting (MWF 3-4pm) Host Lisa Brown	979 6505 6119	Join	
Fri, Aug 28 8:00 PM	Blue Group	962 2657 6893	Start	Delete

How Faculty Sees the Student –Created meeting

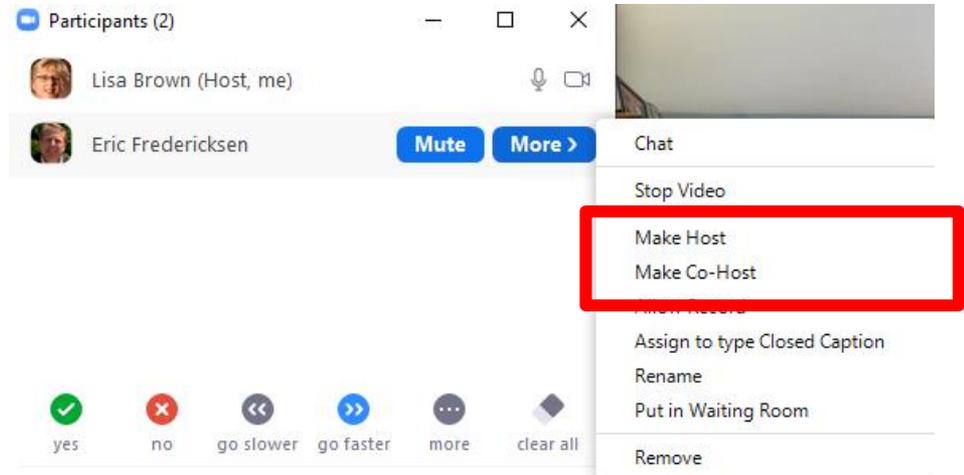| Fri, Aug 28 8:00 PM	Blue Group Host Expo	962 2657 6893	Start	Delete

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Who Can Start/Host a Meeting?

- Meetings created by Student
  - Student
  - Any instructor, TA, Course Builder
- Meetings created by Instructor, TA, Course Builder
  - Specific Instructor, TA, Course Builder
  - Any other instructor, TA, Course Builder

Multiple Instructors in Zoom

- Co-host or Host

- Alternate Host

Zoom for "Shopping Period"

- Create one set of recurring meetings for first # weeks of course

- Use that URL to send to potential students

- Create a new set of recurring meetings for later

Office Hours by Zoom Single Course

Fri, Aug 28 (Recurring) 3:00 PM	Class Meeting (MWF 3-4pm)	979 6505 6119		Delete
Fri, Aug 28 8:00 PM	Blue Group Host Expo	962 2657 6893	Start	Delete
Mon, Aug 31 10:00 AM	Office Hours (10am-12noon)	941 3377 8679	Start	Delete

- Add another Meeting to your Zoom Meeting Manager
- Use Security Feature (Waiting Room)

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Office Hours by Zoom Multiple Courses

- Create a new recurring meeting (at rochester.zoom.us) and provide this meeting id in all of your courses in Blackboard.

- Use Build Content-Web Link
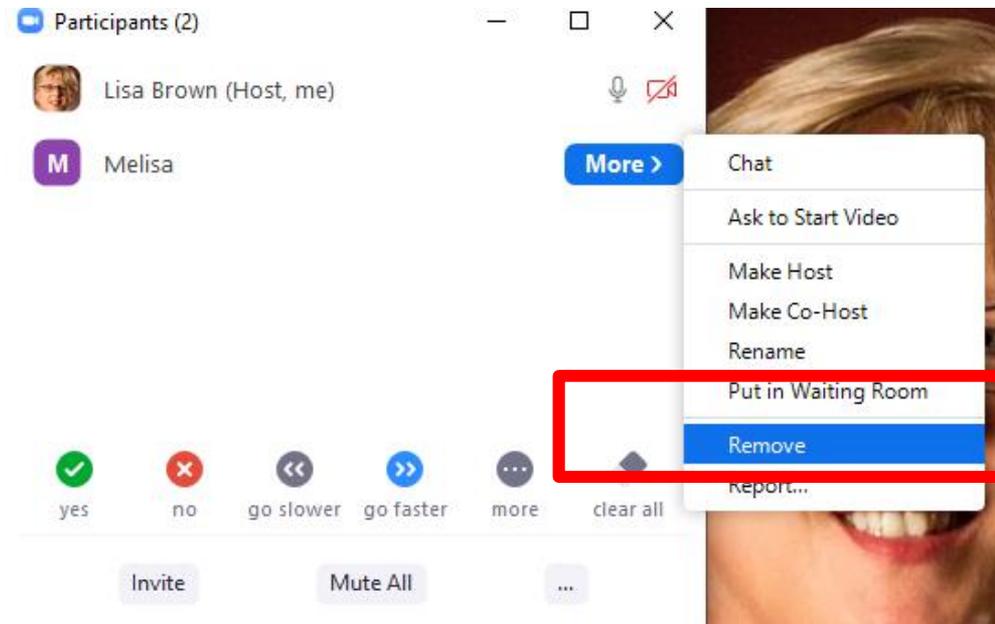
- Set Security Feature (Waiting Room)

OTHER SECURITY

Avoid Zoom-bombing

- Only share your Zoom link in your Blackboard course
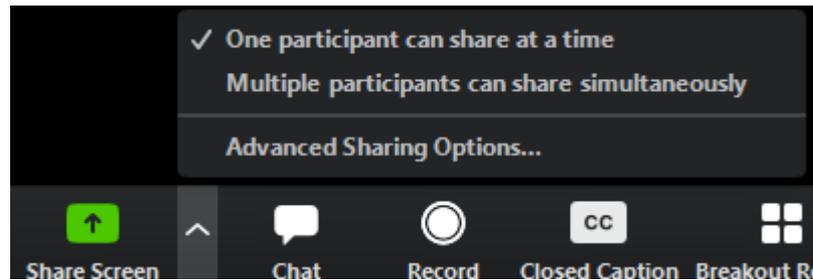- Know how to **Remove a Participant**

http://rochester.edu/online-learning/disruption/privacy-in-zoom.pdf
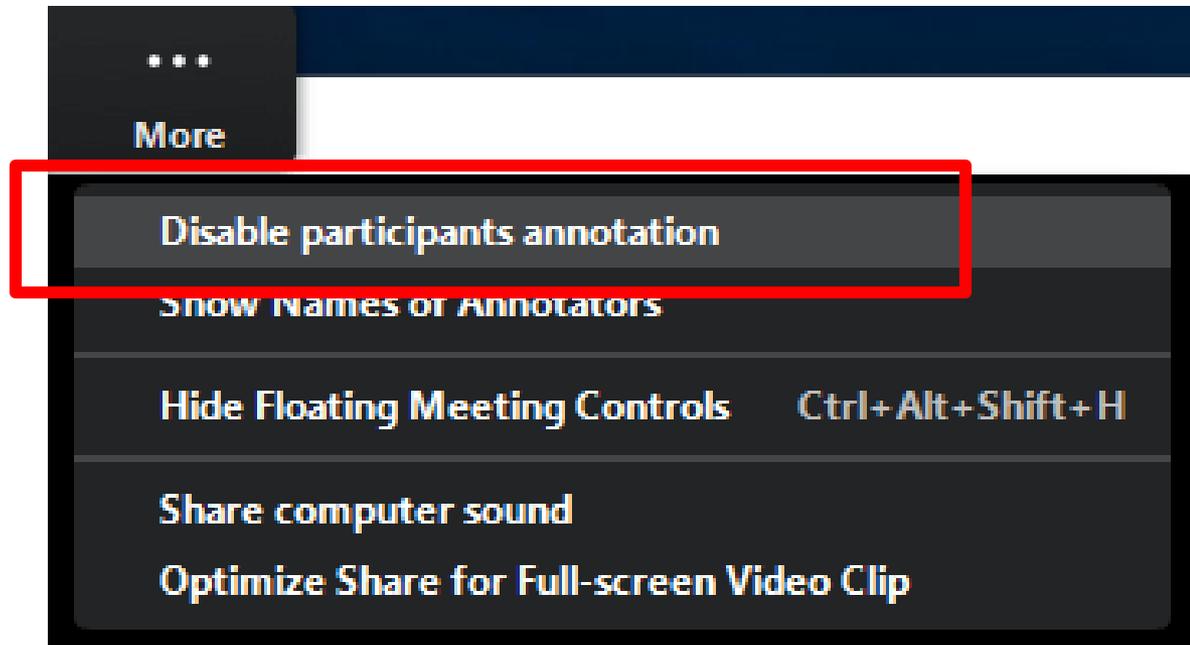
Additional Tips
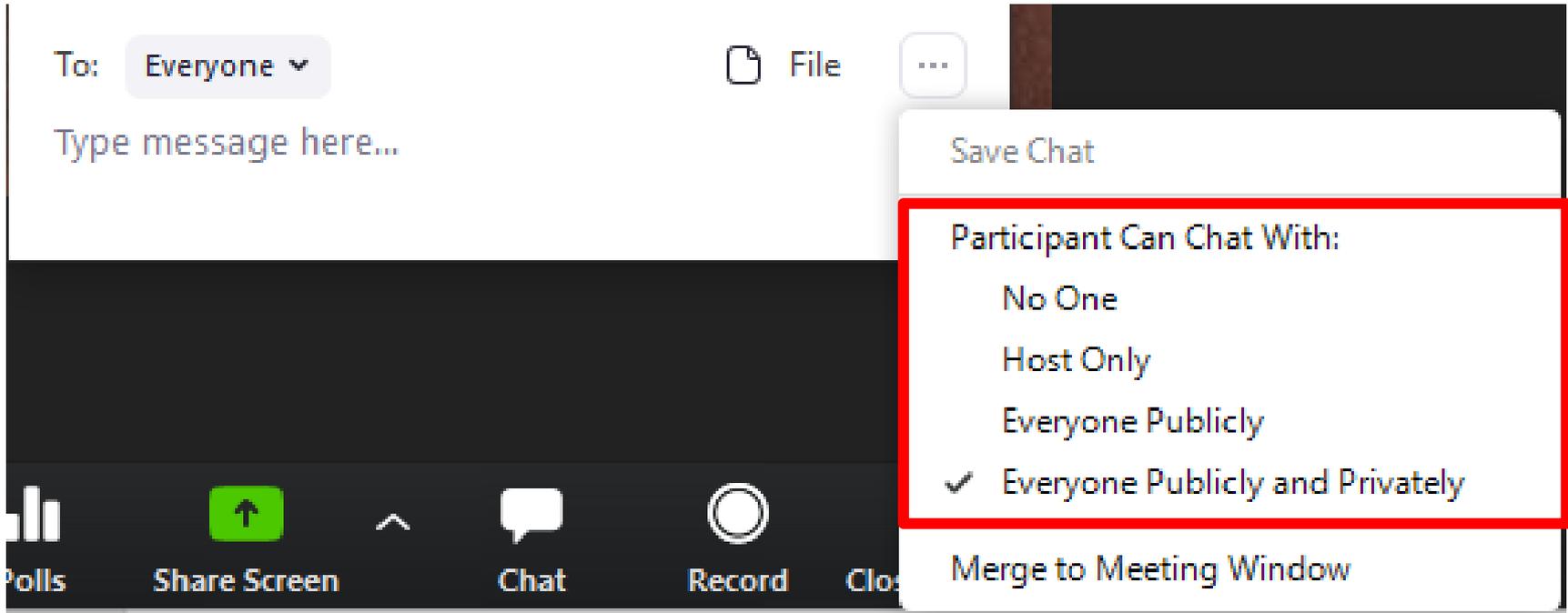
THINGS YOU CAN DO DURING THE MEETING
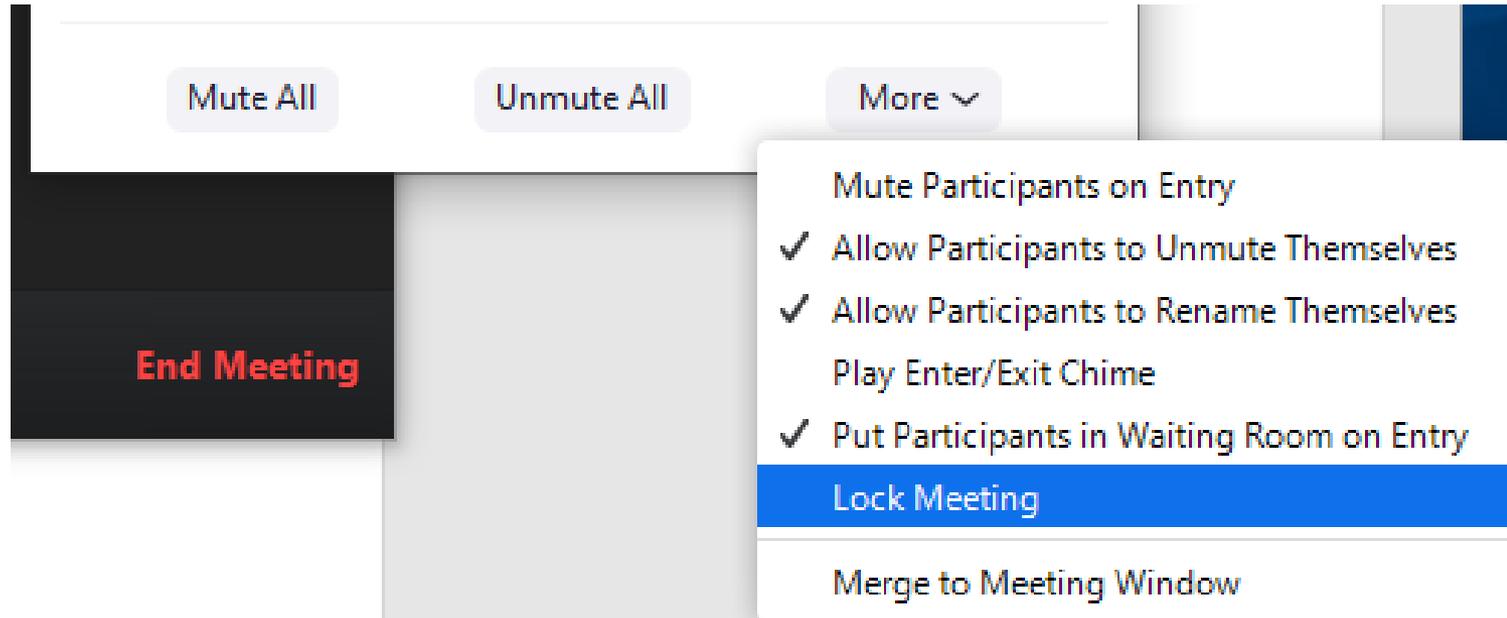
Limit Screen Share to Host Only

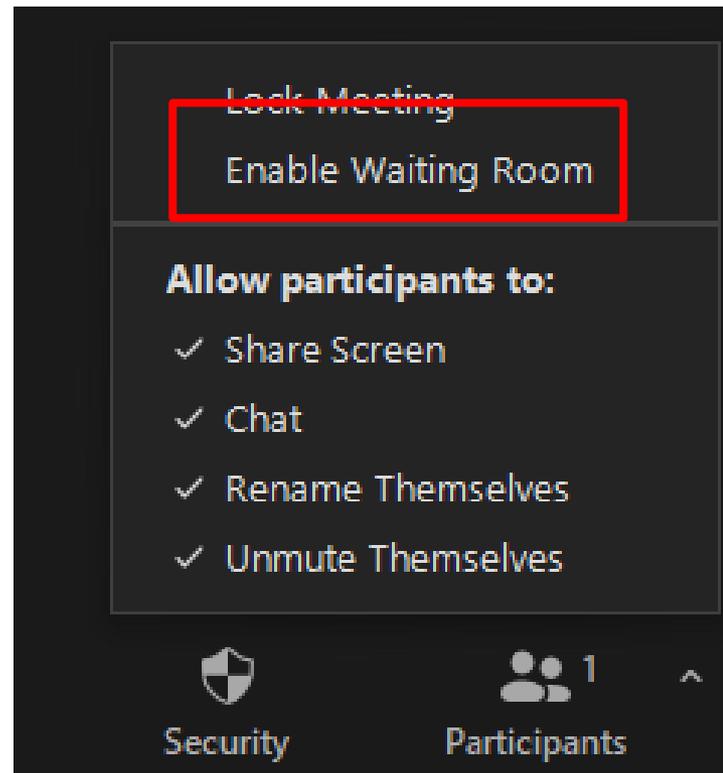# Disable Attendee/Participant Annotation

Manage Chat Communication

Lock your Meeting

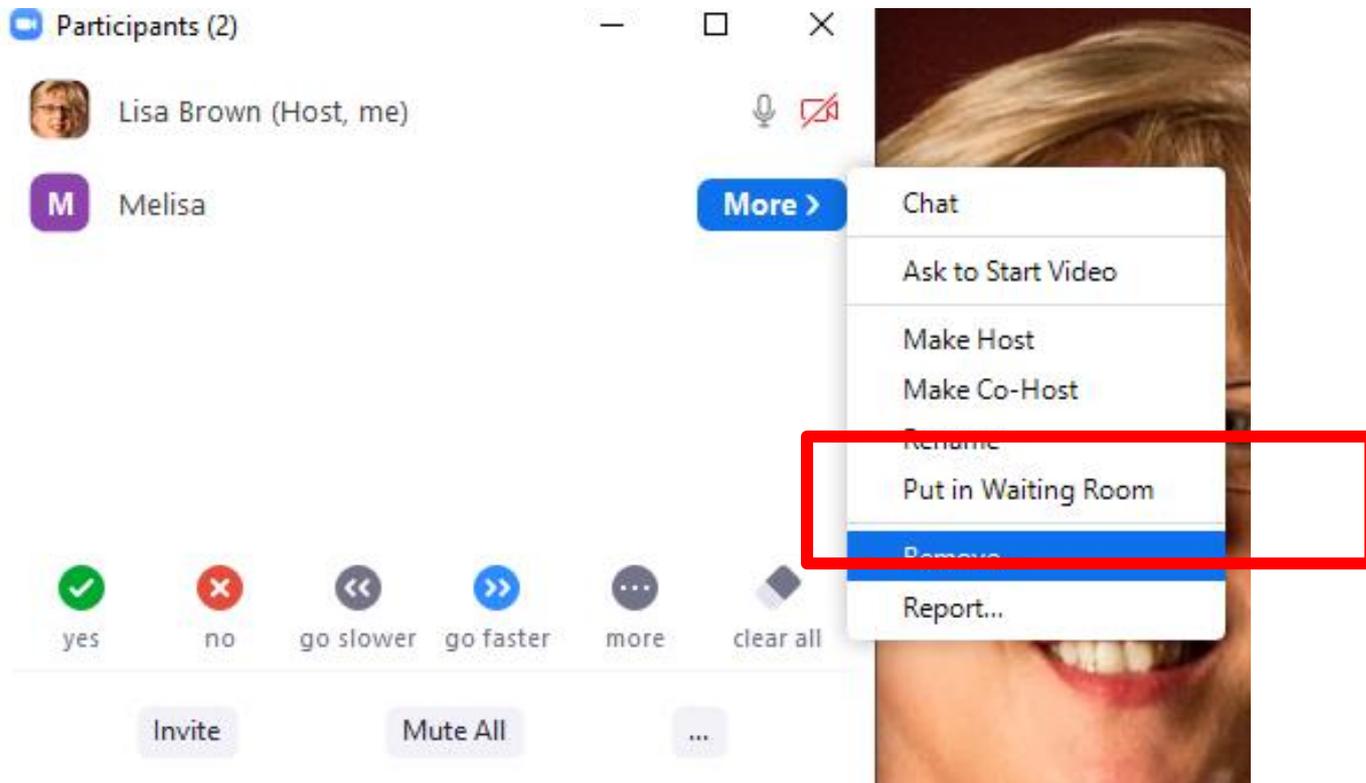Note: Students who lose access will not be able to re-enter

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Enable a Waiting Room

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Move Participant to Waiting Room

Additional Tips

THINGS YOU CAN DO BEFORE THE MEETING

In Web Site

- http://Rochester.zoom.us

- http://urmc.zoom.us

- Meeting already scheduled
    - Find your meeting and edit it to see the options.
- Use when scheduling any new meetings.

Security to Join

Security		☐ Passcode	☐ Waiting Room

Video	Host	○ on	◉ off
	Participant	○ on	◉ off

On Sept 27, one of these will be required in all meetings. Default to Waiting room if not chosen

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Participants Video Off

Security		☐ Passcode	☐ Waiting Room

Video	Host	○ on	◉ off
	Participant	○ on	◉ off

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Disable Join Before Host

Meeting Options

☑ Enable join before host

☐ Mute participants upon entry 🄥

☐ Only authenticated users can join

☐ Breakout Room pre-assign

☐ Record the meeting automatically on the local computer

Mute participants when joining

THANK YOU
QUESTIONS?

More Workshops

http://rochester.edu/online-learning/index.html

- **How to Use Collaboration Tools**
    - Friday, August 21, 12noon

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Video Tutorials

- http://rochester.edu/online-learning/disruption/index.html