

# Zoom Blackboard Integration

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With GW's institutional Zoom accounts, faculty can schedule and run Zoom sessions within a Blackboard course. This makes it easy for students to join class sessions. These instructions explain how to create a Zoom portal in your course, schedule meetings, start meetings, and view meeting recordings.

Course Zoom meetings are tied to the individual's GW Zoom account, as opposed to Collaborate where the sessions are tied to the Blackboard course. Only the person who scheduled a Zoom meeting can edit the meeting settings.

Instructors and TAs can schedule meetings for a course. The scheduler can designate an Alternate Hosts to a meeting, so that a second person can start the meeting.

We recommend you use the Zoom Blackboard integration for all your Zoom course meetings. Scheduling your course Zoom sessions this way makes it easier for your students to access sessions and recordings.

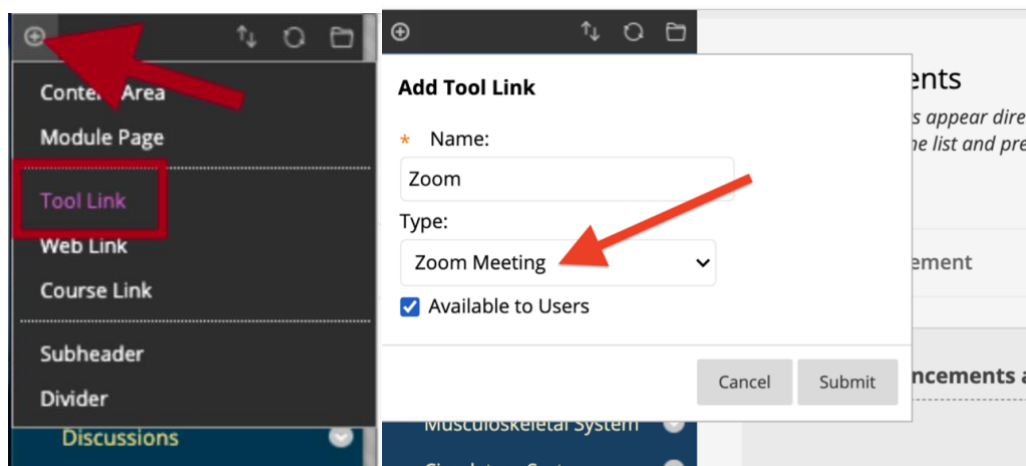
**Note - make sure you are logging in via gwu-edu.zoom.us and have a fully licensed GW Zoom account.**

## Adding Zoom to Blackboard Course Menu

Adding a dedicated Zoom link to your Blackboard course menu gives students a clear destination for all course Zoom meetings. To add a link:

- Within your Blackboard course, click the + symbol in the top left corner of the course menu
- Select Tool Link (see figure below)
- Enter a name for your link, like Zoom or Zoom meetings
- Select Zoom Meeting from the Type drop-down menu (see figure below)
- Make sure to check the box Available to Users
- Click submit

You should now see a link to Zoom in your course menu.

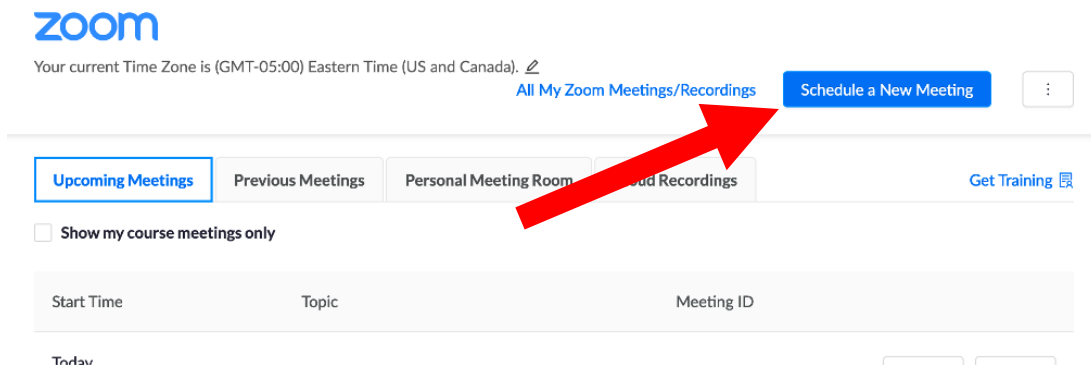


## Schedule a Course Meeting

Blackboard's Zoom integration will always open a new browser tab for the Zoom portal when you click on menu links or tool links within your course.

To schedule a new meeting:

- Click Schedule a New Meeting (see figure below).
- Enter a meeting topic or session name, set your class meeting's date and time, and select additional meeting options as needed.
  - We recommend you use a passcode to protect your meeting. Only users with the invite link or passcode will be allowed to join the meeting.
  - For a higher level of security, you can opt to use the Waiting Room. If you choose to use this feature, you or a co-host will have to admit all participants to the meeting.
- Click Save at the bottom of the page. This new meeting is added to the course's Zoom portal.
- You can edit or delete the meeting by clicking on the meeting name.



## Start a Scheduled Course Meeting

- In the course Zoom portal, on the Upcoming Meetings tab (see figure below) you will see all scheduled meetings within this class.
  - If you have several meetings from other instructors or TAs in the course, you can check the "Show my course meetings only" to filter out their scheduled meetings.
- Click the Start button next to the meeting, the Zoom meeting will launch.
- If you opted to use the Waiting Room, you'll have to admit people to the meeting as they appear there. You will see a button at the top of the Participant's list to admit all or admit one person at a time.

The screenshot shows the Zoom interface with tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A red arrow points to the 'Upcoming Meetings' tab. Below the tabs is a checkbox for 'Show my course meetings only'. A table lists meetings with columns for 'Start Time', 'Topic', and 'Meeting ID'. One meeting is listed: 'Today 2:00 PM', 'Development Course - Test', and '996 9559 6711'. A red arrow points to the 'Start' button next to this meeting. A 'Delete' button is also visible.

| Start Time       | Topic                     | Meeting ID    |  |
|------------------|---------------------------|---------------|--|
| Today<br>2:00 PM | Development Course - Test | 996 9559 6711 | <a href="#">Start</a> <a href="#">Delete</a> |

### Access Course Meeting Attendance and Poll Reports

- In the course Zoom portal, click on the Previous Meetings tab.
- Find the meeting and click on Meeting Report. (see figure below)
- A list of meeting attendees displays including when they joined and left the meeting
- If you had any non-anonymous polls during the meeting, you'll see a Poll Report as well.

#### Development Course - Test

ID: 996 9559 6711

The screenshot shows the meeting report page for 'Development Course - Test'. It has two tabs: 'Meeting Report' (selected) and 'Poll Report'. Below the tabs is a table with columns for 'Name', 'Email', and 'Join time'.

| Name | Email | Join time |
|------|-------|-----------|
|------|-------|-----------|

### Access Course Meeting Recordings

- In the course Zoom portal, click on the Cloud Recordings tab. (see figure below)
- Below you'll see a list of all course recordings.
- Click on either the Topic name or the File Size to view all downloadable files.
- Students can access recordings via the same link in the course menu and clicking on Cloud Recordings.
  - If you access and set up the Zoom session outside of the Zoom Blackboard portal, your students might not be able to freely access your recordings. Always use the Zoom Blackboard portal for your course sessions.



Your current Time Zone is (GMT-05:00) Eastern Time (US and Canada). ↗

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



Upcoming Meetings Previous Meetings Personal Meeting Rooms **Cloud Recordings** [Get Training](#)

From  To  Search

Show my course recordings only

| <input type="checkbox"/> | Topic  | ID            | Start Time        | File Size                       |                                       |
|--------------------------|--|---------------|-------------------|---------------------------------|---------------------------------------|
| <input type="checkbox"/> | <a href="#">Non-denominational Holiday Special</a> | 961 2551 5785 | Dec 15,2020 13:30 | <a href="#">2 Files (86 MB)</a> | <input type="button" value="Delete"/> |
| <input type="checkbox"/> | <a href="#">Non-denominational Holiday Special</a> | 961 2551 5785 | Dec 15,2020 08:40 | <a href="#">2 Files (23 MB)</a> | <input type="button" value="Delete"/> |
| <input type="checkbox"/> | <a href="#">Development Course - Meeting 1</a>     | 977 5951 5563 | Dec 14,2020 17:23 | <a href="#">2 Files (30 MB)</a> | <input type="button" value="Delete"/> |

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## Add Alternative Host to Meeting

- To add an Alternative Host to your meeting, scroll down to the bottom of meeting settings.
- Type in your alternative host's email and click save.
- If your alternative host's email is not accepted, they may need to initiate their GW Zoom account.

Alternative Hosts

## Need more assistance?

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