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

Set these in [http://rochester.zoom.us](http://rochester.zoom.us)
Note: Adding Passcode will not add this to existing URLs
Security Settings Overall
Waiting Room

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

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

Customize Waiting Room

Meeting ID: 888-888-888

Please wait, the meeting host will let you in soon.

LOGO

{ Your Meeting Topic }

Add waiting room description

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB. Logo minimum width or height is 60px and cannot exceed 400px.
Using a Waiting Room

Melisa's iPad has entered the waiting room for this meeting.

Admit  See waiting room

1 person is waiting

Melisa's iPad

1 participant in the meeting

Lisa Brown (Host, me)

Mute All  Unmute All  More
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
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

LINK INFORMATION

* Link Name: Class Zoom Meetings
* Color of Name: Black
Link: Click here to join our class meetings

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

Click here to initialize the Meeting Manager
## Course Meeting View

Your current Time Zone is (GMT-04.00) Eastern Time (US and Canada).

### Upcoming Meetings

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Topic</th>
<th>Meeting ID</th>
</tr>
</thead>
</table>

No Data

[Schedule a New Meeting]
Provide a Topic

Topic: Class Meeting (MWF 3-4pm)

Description (Optional): Enter your meeting description
Give the Start Date / Start Time Duration

When
- Start Date / Time: 08/26/2020 3:00 PM

Duration
- Duration: 1 hour 0 minutes

Time Zone
- GMT-04:00 Eastern Time (US and Canada)
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: Mon, Wed, Fri
- End date: By 12/18/2020
Security Features

Security

- Passcode
- Waiting Room

Video
- Host: off
- Participant: off

Audio
- Telephone: off
- Computer Audio: off
- Both: on

Passcode
Enter your meeting passcode
Please enter a meeting passcode

Decide which one to use
No need to add others enrolled in course.
Meeting Generated

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  Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar

Meeting ID
979 6605 6119
# URL and ID for Meeting

<table>
<thead>
<tr>
<th>Meeting ID</th>
<th>979 6505 6119</th>
</tr>
</thead>
</table>

| Invite Attendees | Join URL: [https://rochester.zoom.us/j/97965056119?pwd=cTBNWVNLMEI5bTRQS2M3ejNYb09Ndz09](https://rochester.zoom.us/j/97965056119?pwd=cTBNWVNLMEI5bTRQS2M3ejNYb09Ndz09) |

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Note: Passcode added at end of URL
# Meeting List in Bb

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Topic</th>
<th>Meeting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, Aug 26 (Recurring)</td>
<td><strong>Class Meeting (MWF 3-4pm)</strong></td>
<td>979 6505 6119</td>
</tr>
<tr>
<td>3:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri, Aug 28 (Recurring)</td>
<td><strong>Class Meeting (MWF 3-4pm)</strong></td>
<td>979 6505 6119</td>
</tr>
<tr>
<td>3:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon, Aug 31 (Recurring)</td>
<td><strong>Class Meeting (MWF 3-4pm)</strong></td>
<td>979 6505 6119</td>
</tr>
<tr>
<td>3:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed, Sep 2 (Recurring)</td>
<td><strong>Class Meeting (MWF 3-4pm)</strong></td>
<td>979 6505 6119</td>
</tr>
<tr>
<td>3:00 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Manage Sessions

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Phone</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, Sep 2 (Recurring)</td>
<td>3:00 PM</td>
<td>Class Meeting (MWF 3-4pm)</td>
<td>979 6505 6119</td>
<td><img src="Delete" alt="Delete" /></td>
</tr>
<tr>
<td>Fri, Sep 4 (Recurring)</td>
<td>3:00 PM</td>
<td>Class Meeting (MWF 3-4pm)</td>
<td>979 6505 6119</td>
<td><img src="Delete" alt="Delete" /></td>
</tr>
<tr>
<td>Mon, Sep 7 (Recurring)</td>
<td>3:00 PM</td>
<td>Class Meeting (MWF 3-4pm)</td>
<td>979 6505 6119</td>
<td><img src="Delete" alt="Delete" /></td>
</tr>
<tr>
<td>Wed, Sep 9 (Recurring)</td>
<td>3:00 PM</td>
<td>Class Meeting (MWF 3-4pm)</td>
<td>979 6505 6119</td>
<td><img src="Delete" alt="Delete" /></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Meeting ID</th>
<th>Start Time</th>
<th>Auto Delete In</th>
<th>Recover</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Meeting (MWF 3-4pm)</td>
<td>979 6505 6119</td>
<td>Mon, Aug 10, 01:20 PM</td>
<td>1 Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri, Aug 14, 10:00 AM</td>
<td>4 Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon, Sep 7 (Recurring)</td>
<td>7 Days</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## What Student Sees

### Upcoming Meetings

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Topic</th>
<th>Meeting ID</th>
<th>Join</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, Aug 26 (Recurring) 3:00 PM</td>
<td>Class Meeting (MWF 3-4pm) Host Lisa Brown</td>
<td>979 6505 6119</td>
<td><img src="button.png" alt="Join" /></td>
</tr>
<tr>
<td>Fri, Aug 28 (Recurring) 3:00 PM</td>
<td>Class Meeting (MWF 3-4pm) Host Lisa Brown</td>
<td>979 6505 6119</td>
<td><img src="button.png" alt="Join" /></td>
</tr>
</tbody>
</table>
# Student Option to Create Meetings

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [All My Zoom Meetings/Recordings](#)

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### Upcoming Meetings

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<td>Class Meeting (MWF 3-4pm) Host Lisa Brown</td>
<td>979 6505 8119</td>
</tr>
</tbody>
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[Schedule a New Meeting](#)

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[UNIVERSITY of ROCHESTER](#)
# Student-Created Meeting

<table>
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<tr>
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<th>Topic</th>
<th>Meeting ID</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Wed, Aug 26 (Recurring)</td>
<td>Class Meeting (MWF 3-4pm)</td>
<td>979 6505 6119</td>
<td>Join</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>Host Lisa Brown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri, Aug 28 (Recurring)</td>
<td>Class Meeting (MWF 3-4pm)</td>
<td>979 6505 6119</td>
<td>Join</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>Host Lisa Brown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri, Aug 28</td>
<td>Blue Group</td>
<td>962 2657 6893</td>
<td>Start, Delete</td>
</tr>
<tr>
<td>8:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**How Faculty Sees the Student – Created meeting**

<table>
<thead>
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<th>Action</th>
</tr>
</thead>
<tbody>
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<td>Blue Group</td>
<td>962 2657 6893</td>
<td>Start, Delete</td>
</tr>
<tr>
<td>8:00 PM</td>
<td>Host Expo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Meeting Details</th>
<th>Phone</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri, Aug 28</td>
<td>3:00 PM</td>
<td>Class Meeting (MWF 3-4pm)</td>
<td>979 6505 6119</td>
<td>Delete</td>
</tr>
<tr>
<td>Fri, Aug 28</td>
<td>8:00 PM</td>
<td>Blue Group</td>
<td>962 2657 6893</td>
<td>Start, Delete</td>
</tr>
<tr>
<td>Mon, Aug 31</td>
<td>10:00 AM</td>
<td>Office Hours (10am-12noon)</td>
<td>941 3377 8679</td>
<td>Start, Delete</td>
</tr>
</tbody>
</table>

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

Advanced Sharing Options...

How many participants can share at the same time?
- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)

Who can share?
- Only Host
- All Participants

Who can start sharing when someone else is sharing?
- Only Host
- All Participants
Disable Attendee/Participant Annotation
Manage Chat Communication
Lock your Meeting

Note: Students who lose access will not be able to re-enter
Enable a Waiting Room
Move Participant to Waiting Room
THINGS YOU CAN DO BEFORE THE MEETING
In Web Site

- [http://Rochester.zoom.us](http://Rochester.zoom.us)
- [http://urmc.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

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

Security
- Passcode
- Waiting Room

Video
- Host
  - on
  - off

Participant
- on
- off
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

- 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
THANK YOU
QUESTIONS?
More Workshops

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

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

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