

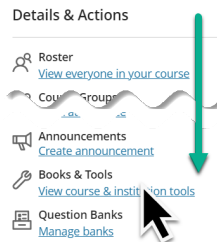
replaced with 2 separate guides for recorded vs. non-recorded Zoom meetings in Blackboard

 Add Zoom Meetings to Blackboard - Recorded /  Add Zoom Meetings to Blackboard - Non Recorded

VIDEO DEMONSTRATION: [Blackboard Tools: Scheduling Zoom Class Meetings](#) (4:13 min)

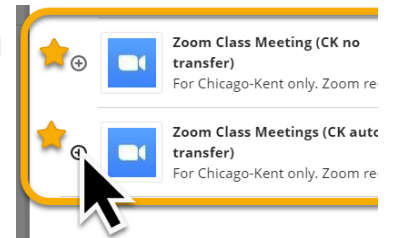
1 Blackboard Zoom Tool *NEW*

1. Open your Blackboard Site
➤ [Blackboard Quick Start Guide - Spring 2021](#)
2. In the *left* toolbar, under "Details & Actions", click on the link beneath **Books & Tools:** "View course & institution tools"
3. When the *right* toolbar "Books & Tools" sidebar opens, scroll to the end of the list to find the Zoom Class Meeting options.



Choose this step carefully, it is a one-time setup

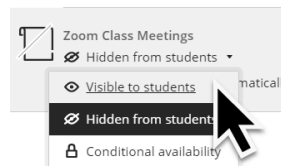
4. Click on the (+) icon next to the type of Zoom connection you want to use:
 - **CK no transfer** will require you to **manually** transfer course videos from your private Meeting Recordings to the course folder for students.
 - **CK auto-transfer** will move all of the recordings to your Panopto folder in Blackboard **automatically**



2 Zoom Tool Details

NOTE: By default, new tools appear at the end of the "Course Content" list.

1. Click on "Hidden from Students" to make the folder "Visible to Students."

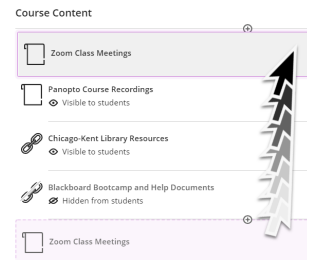


2. Move your mouse over the Zoom tool to see the up/down arrow button:



3. Move the Zoom tool up in the list of course content by clicking and dragging.

4. *Optional:* Move mouse to the ... and click **Edit** to update the description or change default title.



3 Scheduling Class Sessions

Note: These Zoom class meetings will be accessible to **all** students, so if you need to meet with individual students or smaller groups, schedule those **private meetings** from kentlaw.zoom.us

1. When the Zoom LTI loads, look for the "Schedule a New Meeting" button in the top right (only instructors and TAs have access)
2. You will need to add or update specific details:
 - **Topic:** default is course name
 - Start date: **January 19, 2021**
 - Start time: (only hour & half-hour times)
 - Duration: (this is how you set end time)
 - Recurrence: **Weekly**
 - Days: select the days class will meet (default may be wrong)
 - End Date: **April 30, 2021**

[Schedule a New Meeting](#)

3. **IMPORTANT:** Confirm "Recording the meeting automatically" & "In the cloud" are selected. *Don't use local recording.*

4. *Optional:* If you have a co-teacher or TA, you can add their email(s) to the **Alternative Hosts**.

5. Be sure to click **SAVE**

[Save](#)

6. Go to the top and click on **Course Meetings** link to preview your list of class sessions.

7. If your class will not meet on specific dates, delete those sessions from the list.