

New Blackboard Zoom Integration Info & Instructions for Bb Instructors/Leaders

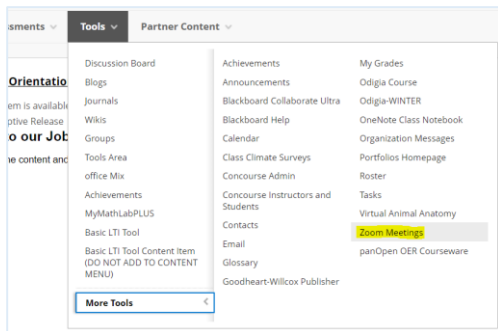
Blackboard instructors and students can now use Zoom for class meetings / conferences within their Bb courses and organizations! Similar to Bb Collaborate, you can schedule and join Zoom class (or other) sessions directly in your course/org. You can find this feature in the Course Tools section of your course and can add a zoom meeting to any Bb content area (e.g. Learning Content). A Bb menu tool can also be added if desired. Once a Zoom meeting is added, it will be accessible to all within the course by clicking the link.

NOTE: Zoom meetings via this integration utilize the NCC Zoom account of the enrolled instructor/leader creating the meeting. If you need to set up your NCC Zoom account, please see instructions on this [Tech Update](#) under the Zoom section.

Follow the steps below to Create and Schedule Zoom Meetings via the Bb Integration:

Creating a Zoom Link in Blackboard Content Area

1. Log into Blackboard and go to any Content Area where you wish to deploy the Zoom Meeting link.
2. In the top menu, select *Tools* and locate the *Zoom Meeting* option.



3. Give the tool a name, e.g. Zoom Meetings, Virtual Class, etc. and an optional description
4. Click *Submit*.

Schedule a Meeting with a Blackboard Zoom Link

1. Click the link in the Content Area previously created using the steps above.
2. To create a new meeting, click the blue *Schedule a New Meeting* button at the top right:

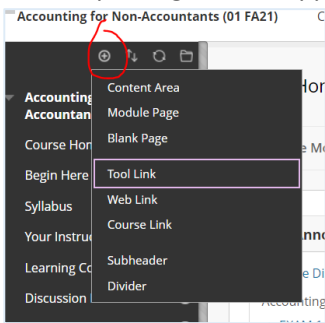
[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)

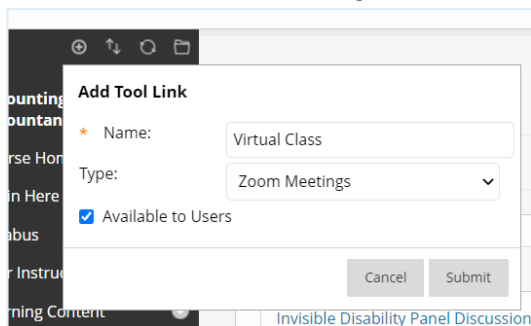
3. Enter a topic for the meeting (class date or chapter topic) and an optional description. If sessions happen regularly use the *recurring* option.
4. Adjust settings if desired and click *Save*.

{Optional} Adding a Zoom Link in the Blackboard Course Menu

1. Log into Blackboard and enter a course.
2. Click the plus sign at the upper left of the course menu and select *Tool Link*



3. Select *Zoom Meeting* from the *Type* drop-down list.
4. Give the menu link a name, e.g. Zoom meetings or Virtual Class. Check *Available to Users*!



5. Click *Submit*. The link appears at the bottom of the course menu. Drag it to a different position in the menu if desired.

As always, please reach out to OLET with questions or comments via nccEdTech@Northampton.edu or drop into our daily Zoom help sessions, 12.30-3.30, via <https://zoom.us/j/94761099653>

For specific Zoom concerns, please reach out to NCC Helpdesk – Helpdesk@Northampton.edu