# Enabling Zoom in your Blackboard Course Section

The instructions below will show you how to enable Zoom in Blackboard and schedule a meeting.

Make sure you are in the Blackboard course section you intend to schedule a Zoom Meeting Room for. This will ensure that the Meeting Room will be linked to that course section and will be visible to those students in Zoom.

Enable Zoom

1. Log in to Blackboard and click on your course section.

2. On the left menu, click on the plus (**+**) sign button. ➡

3. Select **Tool Link.**

4. In **Add Tool Link**, under **Type**, click on the pull-down list and select **Zoom Meeting** (bottom of the list).

5. Give it a **Name** (Zoom Meeting is fine) and click on the check box to make it **Available to Users**.
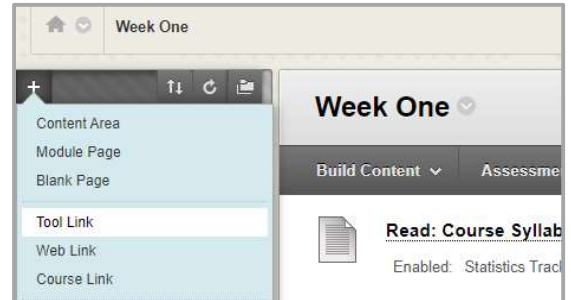
6. Click on **Submit** to create the link.

Create a Meeting Room

7. Now, click on **Zoom Meeting,** then **Launch**.

8. Make sure the time zone is correct. If it's not, click on the pencil icon to change it.
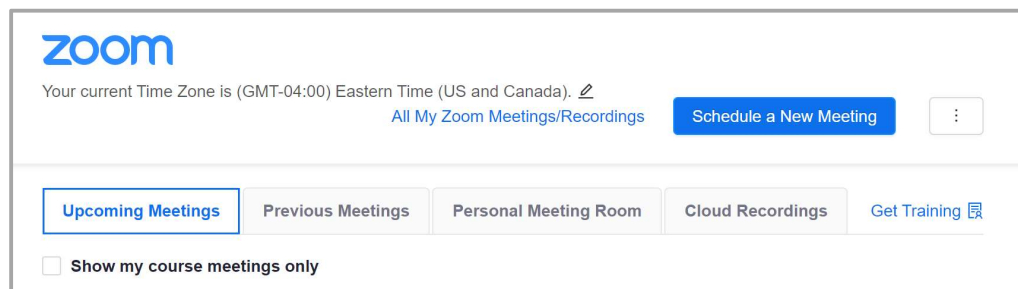
9. Let's schedule a room. Click on **Schedule a New Meeting**

10. Under **Topic**, give it a name starting with you course acronym (e.g. LANG1234-001 Meeting Room).

11. Scroll down and click on **Recurring meeting**. Under **Recurrence**, select **No Fixed Time.** This ensures the room will remain opened indefinitely.

12. Scroll down and enable **Mute participants upon entry.**

13. Finally click on **Save** to create the room.
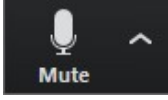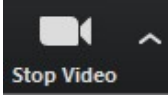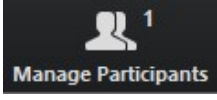
14. Now, to access the Zoom meeting room, you and your students must click on **Zoom Meeting** in your Blackboard course section. If your students are using smartphones, Zoom will prompt them to install the Zoom app from the **App Store** or **Google Play store.**

15. In Zoom, click on **Start** or **Join** to the right of the meeting room name.
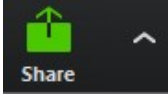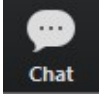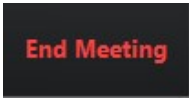
Note: The first time you access Zoom, it'll ask you to install an app. This process only takes a few seconds. After the install is complete, and if prompted, click on Open **Zoom Meetings.**

After you click on **Start** or **Join**, use the options below to manage your meeting room.

Zoom Interface		
	Mute	Click on the mic icon to mute and unmute your microphone. Click on the up arrow to customize your audio or **Test Speaker & Microphone**
	Stop Video	Click on the video icon to enable or disable your webcam
	Manage Participants	Click on this button to display your current participants
	Share	Click on **Share** to share your computer screen with your participants
	Chat	Click on **Chat** to communicate with your students via text
	Record	Click on this button to record your presentation. Use the **Pause/Stop Recording** buttons to pause or stop the recording.
	End Meeting	At the end of the session, make sure you click on **End Meeting**

Make sure you are in the correct Blackboard course section when scheduling and managing meeting rooms in Zoom for that course section. For example, I'm teaching two courses, LANG1234-001 and LANG1234-002. I would like to enable Zoom and schedule meeting rooms for both courses.

- I'll go to my LANG1234-001 Blackboard course section first, enable Zoom (steps 2 though 6), then I'll follow steps 7 through 14 to schedule/create meeting rooms in Zoom for that course.

- When done, I'll switch to my LANG1234-002 Blackboard course section next, enable Zoom (steps 2 through 6), then I'll follow steps 7 through 14 to schedule/create meeting rooms in Zoom for that course.

- From now on, when managing those Zoom Meeting Rooms, **always** start from each Blackboard course section