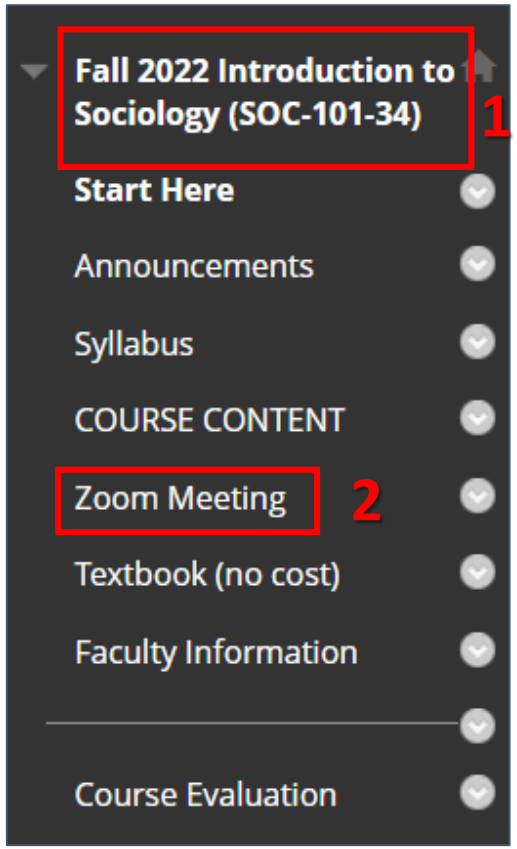
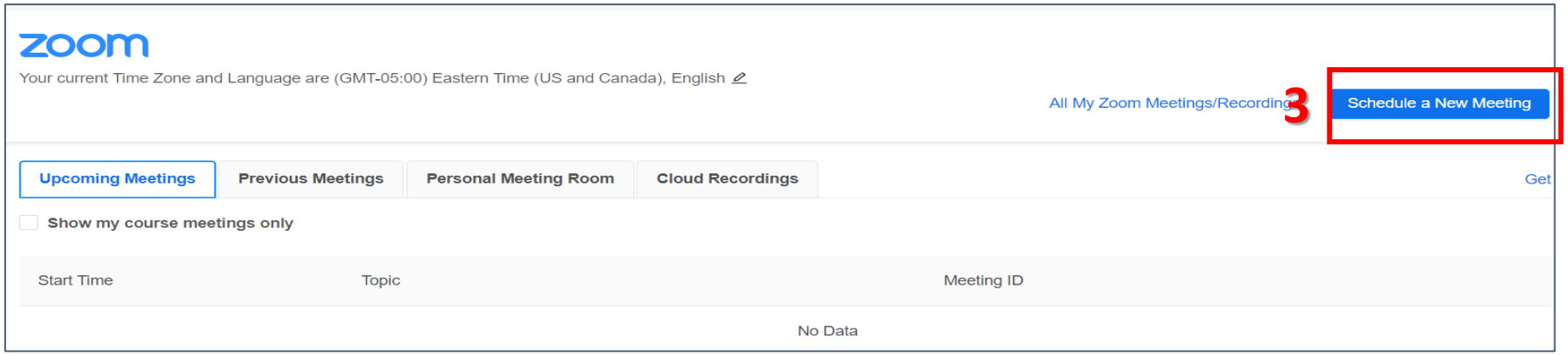
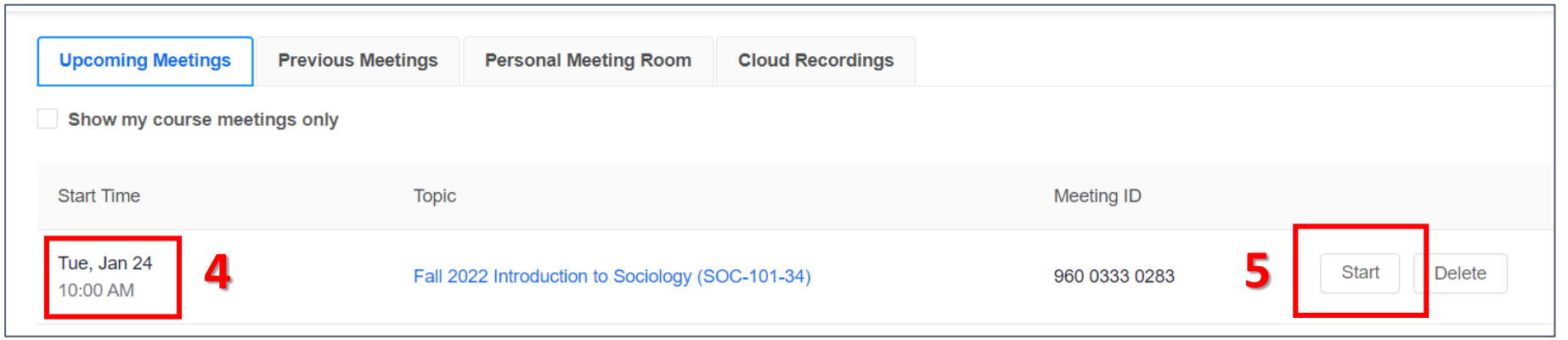
Create the Zoom Meeting from Blackboard (Instructor)







1. From your Blackboard Course

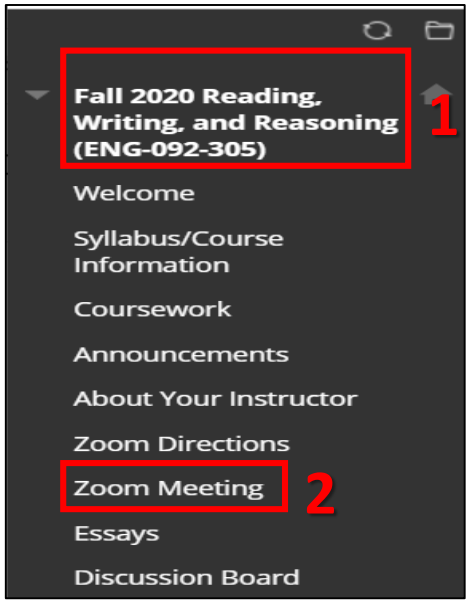
2. Click Zoom Meeting course link

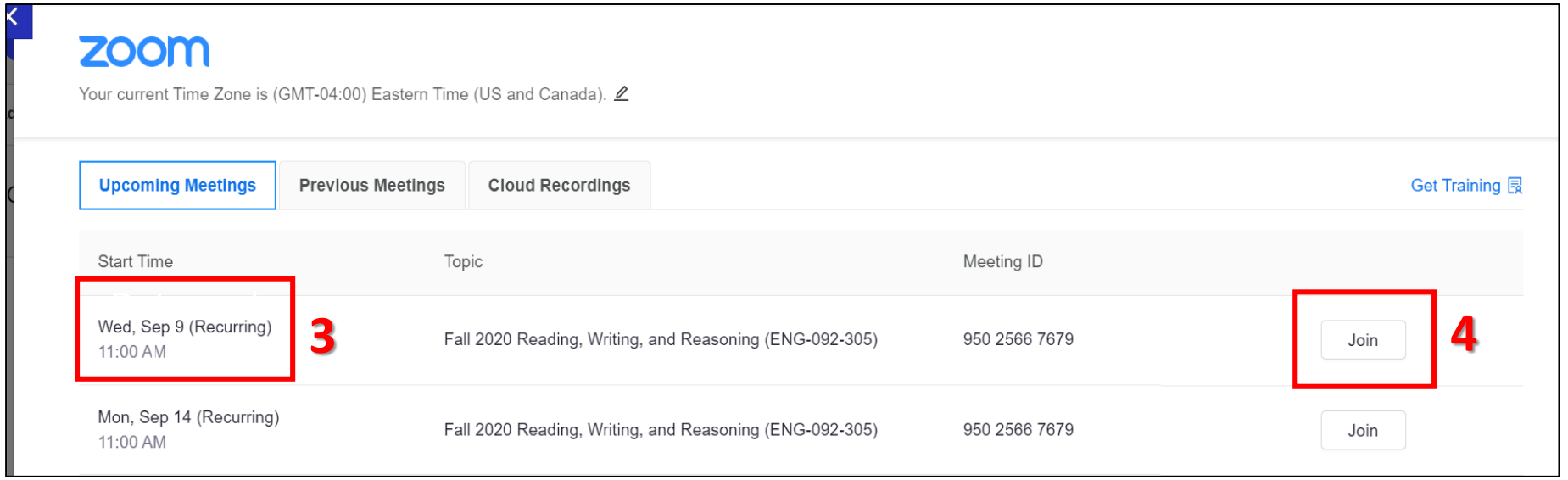
3. Click Schedule a New Meeting

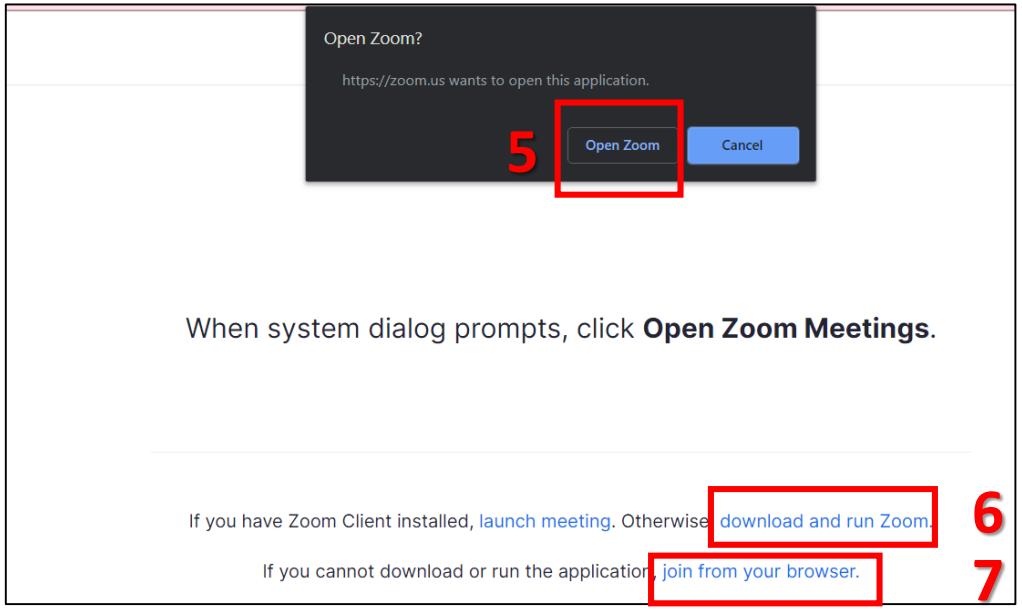
4. Set up the Zoom Meeting with the desired Name, Date, Hour and click Save. (Tip: make it a recurring meeting if you have an online synchronous course)

5. Click Start when you are ready to start your Zoom Meeting (only the students in your class will have access to this meeting)

Access the Zoom Meeting from Blackboard (Student)







1. From your Blackboard Course

2. Click Zoom Meeting

3. Check the DAY and the HOUR of the Meeting

4. Click JOIN for that scheduled meeting

5. Click OPEN ZOOM if you have the Zoom Application already downloaded (you need a Zoom account; sign up for a free account at zoom.us)

6. Click Download and Run Zoom if this is the first time using Zoom (you need a Zoom account; sign up for a free account at zoom.us)

7. Click Join From Your Browser if you have issues downloading the Zoom application (Zoom Client); you will have fewer settings, so it's not recommended as a first choice (you don't need a Zoom account with this option).