

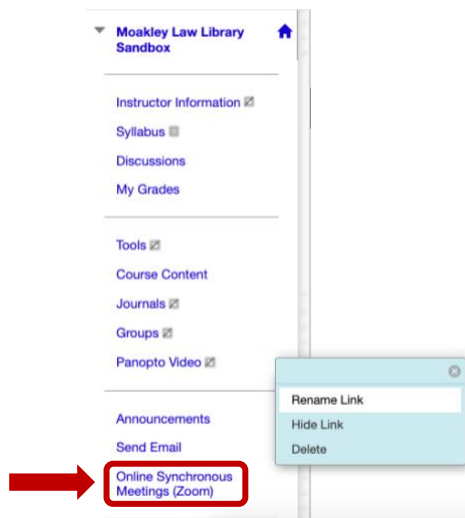
Zoom Features for Managing Your Class: Scheduling, the Zoom Toolbar, and Using Screen Sharing Cheat Sheet

Scheduling a meeting through Blackboard

- Navigate to <https://suffolku.blackboard.com/> and sign in with your Suffolk credentials.
- On the Blackboard welcome page or the courses & organizations link (located on the banner in the upper right corner of the screen) click and select the course for which you want to schedule a meeting/class.



- On the menu located to the left, select the link that reads “Online Synchronous Meetings” (Zoom).

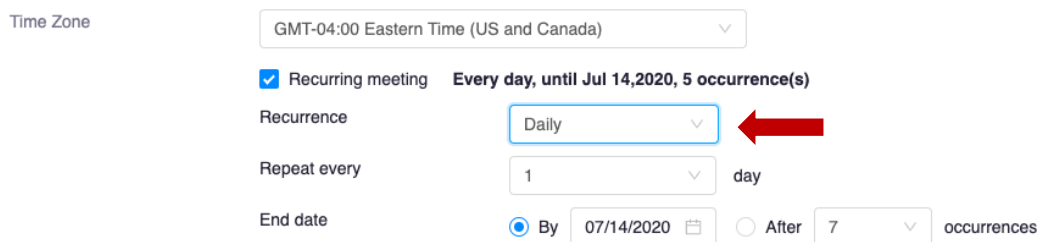


Note: This link can be *renamed* by “hovering” over the link and selecting the down pointing grey arrow that appears to the right. On this menu you can also hide the link from students view or delete the link.

- Select Schedule a new meeting.



- Here you can change the “topic” or title of the meeting; you can also schedule a recurring meeting and change other settings.
- To set a recurring meeting (this avoids having to schedule separate meetings for the same class and you can set up a meeting for the remainder of the semester). Select the drop-down menu on recurrence to choose how often the class meets (Daily, Weekly, etc.).



- To set up a meeting that is open to your students at any time (as part of that specific course) from the drop-down menu under recurrence select "NoFixed Time".

Time Zone

Recurring meeting **Every day, until Jul 14,2020, 5 occurrence(s)**

Recurrence

Repeat every day

End date After occurrences

- While scheduling a meeting you can change other settings under the Meeting Options.

Video on off

Host on off

Participant on off

Audio Telephone Computer Audio Telephone and Computer Audio

Meeting Options

Enable join before host

Mute participants upon entry

Breakout Room pre-assign

Record the meeting automatically

Import a scheduled Zoom meeting to a course

- Copy the Meeting ID number of the meeting that you created elsewhere (Outlook app or other) and that you want to import to a course:

Meeting ID

- On the Blackboard for the course that you want to import the meeting to click on the link that reads "Online Synchronous Meetings (Zoom)" or similar.

[Announcements](#)

[Send Email](#)

[Online Synchronous Meetings \(Zoom\)](#)

- On the top right corner click on the three vertical dots and select Import Meeting:

zoom

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). ↕

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



- Type or paste in the space provided the Meeting ID number that you copied on the first step and click Import:

Import Meeting X

Meeting ID

Example:598-378-174 ← **Type/copy the meeting id here**

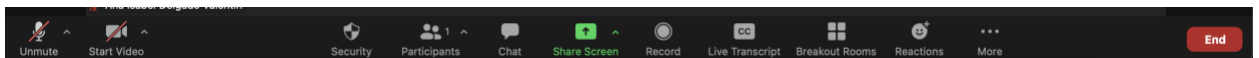
→ Import Cancel

Note: A Meeting Id number can only be associated to ONE course.

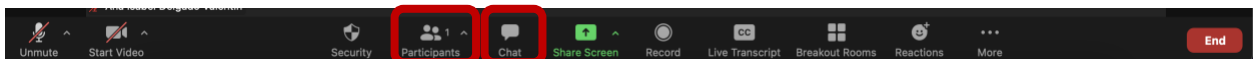
Note: Only the creator of the meeting can import it.

Zoom Toolbar

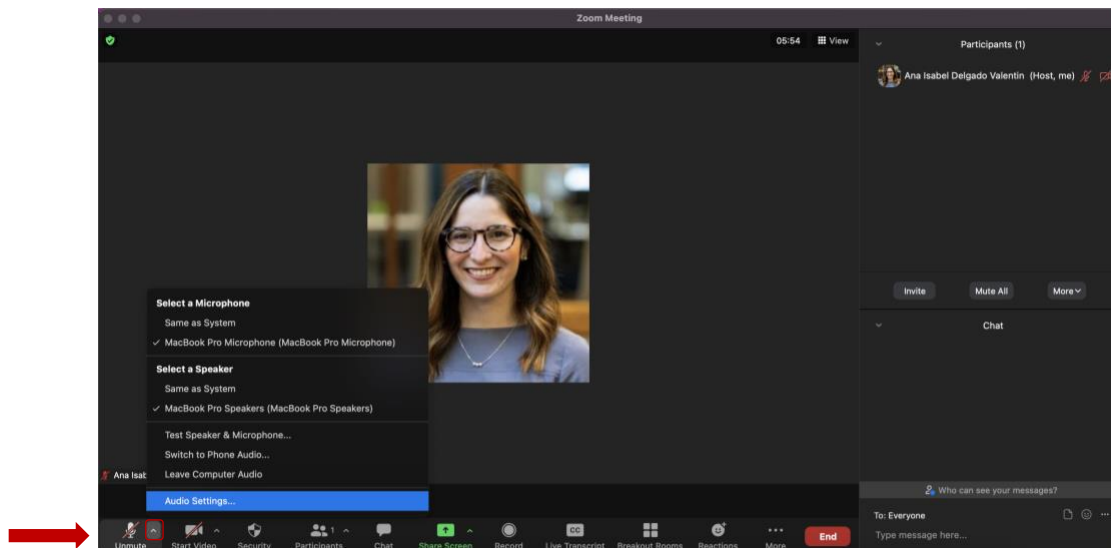
- Only tools that you have enabled on your main settings will appear on this in-meeting toolbar.



- When you start your meeting remember to open Participants and Chat (by clicking them on the toolbar) for them to be visible while you teach your class. **Note:** When you share your screen the Participants and Chat window go away. **Solution:** Two monitors or be sure to click on Participants while sharing your screen and a dialog box will pop open with the participants.

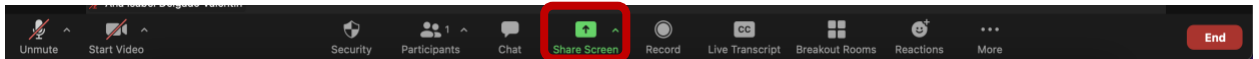


- One way to change in-meeting settings is to select the arrow that appears on the upper right corner of the Mute/Unmute icon, then select Audio Settings (this will take you to all other in-meeting settings).

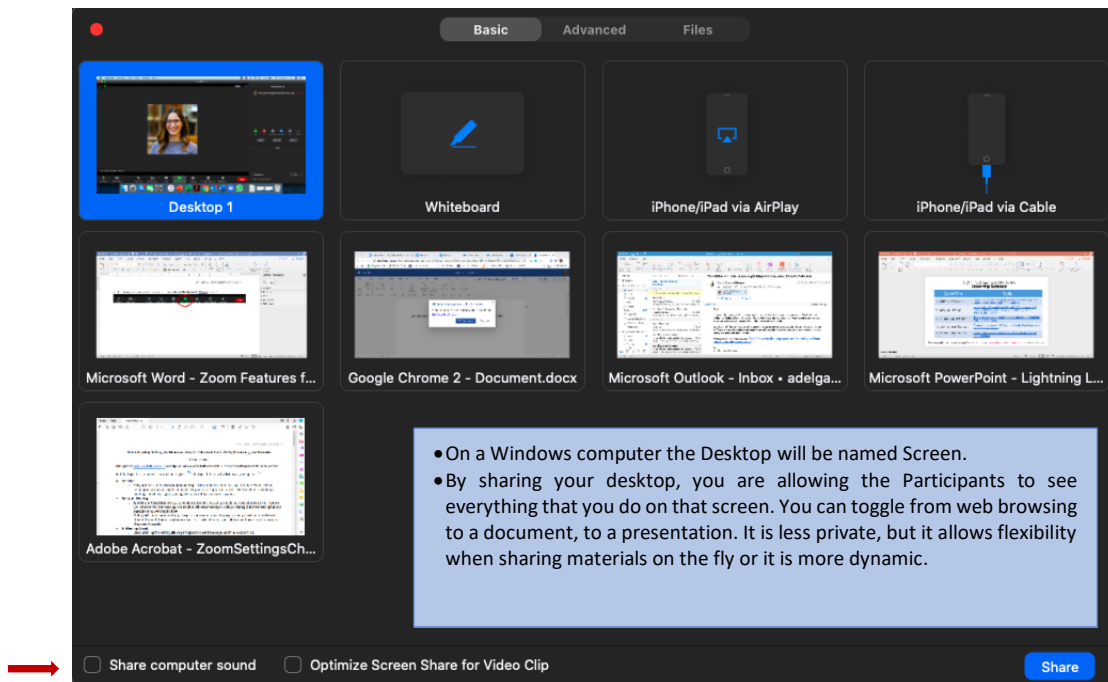


Share Screen: The basics

- Make sure all personal tabs and windows are closed (files, email, unrelated web browsing, and other).
- Turn off your email alerts and any other alert that could have a disruptive audio or “ding”. To learn more about some highlights on Best Practices, visit our [Distance Education Resources](#) page.
- The host can share their desktop and other applications like PowerPoint, Documents, PDF’s, Web browser, and more.
- To share your screen, select the green button in the middle that reads “Share Screen”.



- This will pop-up a menu that will show you all the applications that you can share from. Under the Basic tab it will only show applications that you have open. **Note:** If you only want to share specific documents, have them open before you start your meeting so they will appear on this page.



- If you wish to share sound and a video clip like on YouTube, make sure you select *Share computer sound* and *Optimize Screen Share for Video Clip*.