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).

  ![Zoom Scheduling Interface]

  **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.

  ![Zoom Scheduling Form]

  **Time Zone:** GMT-04:00 Eastern Time (US and Canada)

- 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.).

  ![Zoom Recurrence Configuration]

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

  - **Recurrence:** Daily
  - **Repeat every:** 1 day
  - **End date:** By 07/14/2020

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Updated January 2022 using Zoom v. 5.9.1
• 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”.

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

  Video
  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
  926 3875 8502

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

Import Meeting

Meeting ID

Example:598-378-174

Type/copy the meeting id here

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.

On a Windows computer the Desktop will be named Screen.

By sharing your desktop, you are allowing the Participants to see everything that you do on that screen. You can toggle from web browsing to a document, to a presentation. It is less private, but it allows flexibility when sharing materials on the fly or it is more dynamic.