



# Zoom Integration with Blackboard

The Zoom LTI integration is a Zoom scheduling tool for Blackboard. The tool allows faculty to schedule meetings and class sessions, and it allows students to join meetings from within the Blackboard environment. Students can also access class recordings. While the integration does not provide access to all Zoom features and settings, it provides a quick and convenient way to access Zoom sessions without leaving the Blackboard LMS.

To use the integration, faculty should have an existing NCAT-issued Zoom account. To request an account, please submit a ticket at <http://aggiehelp.ncat.edu>.

## ⚙️ Setup

The Zoom scheduling tool does not provide access to all Zoom settings. Prior to using the integration, access the Zoom portal ([ncat.zoom.us](http://ncat.zoom.us) or [zoom.us](http://zoom.us)) and consider using the following settings.

1. Require a passcode when scheduling new meetings.
2. Embed passcode in invite link for one-click join.
3. Enable the Waiting Room. Although students will be entering via Blackboard, use the Waiting Room to provide an added layer of security.

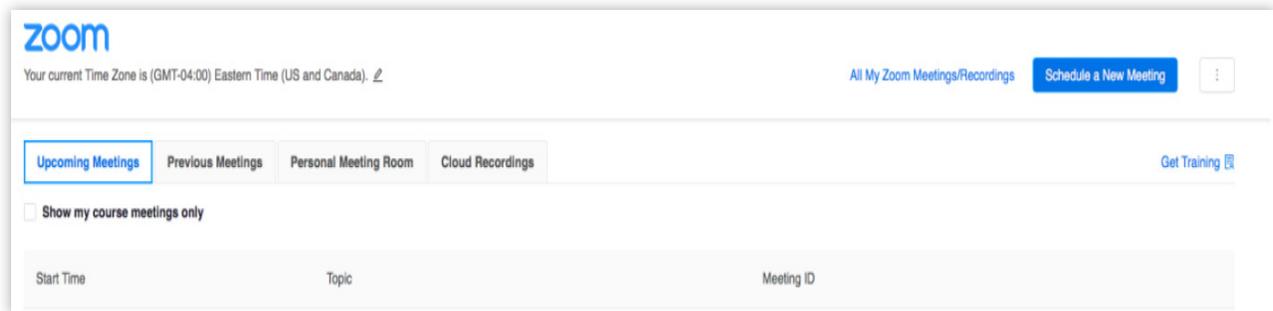
## Accessing Zoom from the Blackboard Course Menu

Starting with Spring 2021 courses, Blackboard course shells should have a **Zoom Meetings** course menu item under **Communications**. If you do not see the **Zoom Meetings** menu item, you can add the tool to your course menu.

1. At the top of the course menu, click the plus + symbol in the top left corner.
2. From the menu under the +, select **Tool Link**.
3. Next to **Name**, type **Zoom Meetings** (or your desired menu name).
4. From the **Type** drop-down menu, select **Zoom Meetings**.
5. Click the **Available to Users** box and then click **Submit**.
6. The menu item will appear at the bottom of the course menu list. Hover to the left of **Zoom Meetings** to click, drag, and drop the menu item in the desired location.
7. Zoom can also be accessed from the list of tools in Blackboard. On the course menu, click either **Tools** or **Additional Tools**. Locate the **Zoom Meetings** option.

## Scheduling a Meeting

1. Click **Zoom Meetings** from the course menu or **Zoom Meetings** under **Tools** to schedule a meeting.
2. The LTI tool should launch and you should see the Zoom dashboard. \*If you encounter an error message, you may have two Zoom accounts. Contact ITTD for assistance: 285-4499.



3. On the dashboard, you will see **All My Zoom Meetings/Recordings** and **Schedule a New Meeting** in the top right corner. To view all meetings/recordings in your Zoom account, click **All My Zoom Meetings/Recordings**. (**NOTE:** Students will only see those meetings and recordings that have been scheduled for the class. They will not see the links to any other meetings or recordings in your Zoom account.)
4. Click **Schedule a New Meeting** to schedule a meeting for the class. Enter the settings for the meetings and then click **Save**. (**NOTE:** Be sure to select the passcode option. However, do not provide the passcode to your students. Enabling the passcode option will help prevent outsiders from accessing your session.)
5. You will not need to copy and share the invitation with the students. The students will be able to access the meeting from within Blackboard.
6. Once you've scheduled the meeting, click **Course Meetings** in the top left corner to return to dashboard.

## Starting a Meeting

1. From the dashboard, locate the meeting.
2. On the far right, click **Start**.
3. You may also start the meeting from within the Zoom app or portal if you are signed in.

## Deleting a Meeting

1. From the dashboard, locate the meeting.
2. On the far right, click **Delete**.
3. On the confirmation page, click **Delete** again.

## Student Access to Sessions

To access the list of Zoom meetings and recordings for your course, students will:

1. Click **Zoom Meetings** from the course menu or **Zoom Meetings** under Tools (or Additional Tools). The LTI tool will launch to display the Zoom dashboard.
2. On the dashboard, locate the meeting.
3. On the right, click **Join**.

**\*Students may still need to download the Zoom application to join the meeting.**

**\*Students who are using a Mac may be prompted to access the meeting in a new browser window. If you have required a passcode for your session, the student may need to be provided with the passcode to access your session.**

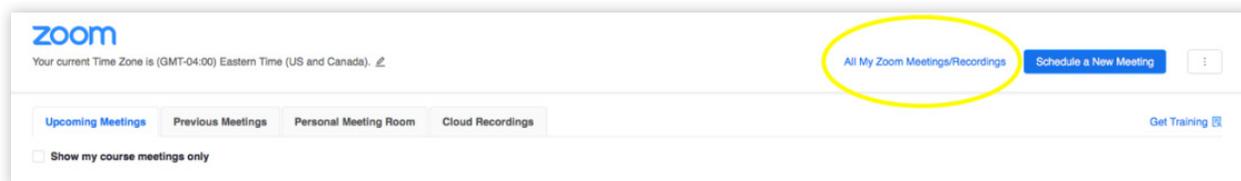
## Cloud Recordings (under Course Sessions)

If you record a session to the cloud, the session will be listed once the recording has processed. To make a recording visible to students:

1. Click **Cloud Recordings** on the dashboard. (Make sure you are not in the **All My Zoom Meetings/Recordings** area.)
2. Locate the session.
3. Under the **Publish** column, move the slider to the right. (The slider will turn blue.)
4. Students will now be able to access the recording under **Cloud Recordings**.
5. You can also share a link to the recording. If you enabled the passcode for the meeting, the passcode will also be required to view the recording.

## All My Zoom Meetings/Recordings

1. On the Zoom dashboard, click **All My Zoom Meetings/Recordings** to view all meetings and recordings that you have scheduled in your Zoom account and to view, previous meetings, and cloud recordings. (**NOTE:** Students do not have access to this area and will not have access to non-course meetings and recordings.)



2. You can start and delete non-course related meetings from within this area.
3. To navigate back to the course sessions and recordings, click **Course Meetings/Recordings**.

## Cloud Recordings (under All My Zoom Meetings/Recordings)

1. While in the **All My Zoom Meetings/Recordings** area, click **Cloud Recordings**.
2. Any recordings that you have in your Zoom account will be listed. Those sessions that have been set to "Public" in Zoom will show as "Published" in Blackboard. However, students will not be able to see these recordings. (**NOTE:** Students will only see those recordings that have been scheduled for the class. They will not see the links to any other recordings.)
3. To navigate back to the course sessions and recordings, click **Course Meetings/Recordings**.



## Importing Meetings into the Zoom Meetings Dashboard

By default, students will only be able to see those meetings and recordings that were scheduled via the Zoom Meetings tool. While faculty can see other meetings and recordings under **All My Zoom Meetings/Recordings**, students cannot. However, faculty can import meetings from their Zoom account into Zoom Meetings.

1. On the Zoom Meetings dashboard, click the 3 dots next to **Schedule a New Meeting**.
2. Select **Import meeting**.
3. Enter the Meeting ID for the meeting you would like to import.
4. Click **Import**.

The meeting will now appear on your list of meetings in the Zoom Meetings dashboard. If desired, you can also disassociate the meeting from the Zoom Meetings dashboard.

1. On the Zoom Meetings dashboard, click the 3 dots next to **Schedule a New Meeting**.
2. Select **Disassociate meeting**.
3. Enter the Meeting ID for the meeting you would like to disassociate.
4. Click **Disassociate**.

The meeting will be removed from Zoom Meetings but will remain in your Zoom account.

## Accessing Zoom Reports in Zoom Meetings

Usage reports indicate which participants accessed your meeting and the duration of time the participants were in the meeting.

1. On the Zoom Meetings dashboard, click **Previous Meetings**.
2. Locate your meeting and select **Report**.
3. Select **Meeting Report**.

The session's participants will be listed along with the duration of time each participant was in the session. If a user exits and rejoins the meeting, the participant's name will be listed more than once along with the duration for each entry.

## Using Polls in Zoom Meetings

Poll questions can be added to meetings scheduled via Zoom Meetings. (Poll questions can also be added via the Zoom portal once the meeting has been scheduled via Zoom Meetings.)

1. Schedule a meeting using the Zoom Meetings tool.
2. After clicking **Save**, locate the **Poll** area at the bottom of the meeting details page. (To add polls to a previously scheduled meeting, locate and open the meeting from the dashboard. Scroll to the bottom of the meeting details page.)

### Poll

You can import polls to this meeting through importing CSV files. [Download a CSV Template](#)

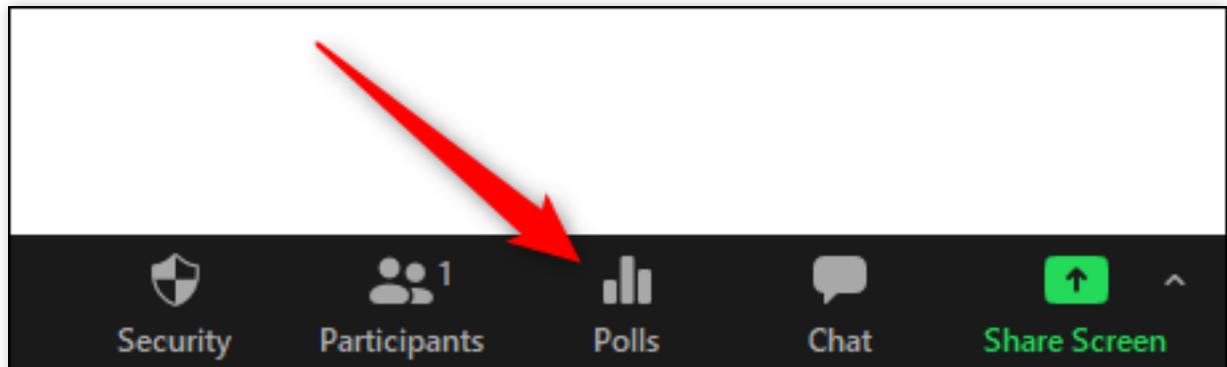
You have not created any poll yet.

3. Click the **Download a CSV Template** to add your poll questions and options. Add your questions to the template using the format provided. Remember that you can only use **multiple** (multiple answer) or **single** (single answer) poll questions.
4. Save your file as a .csv file.
5. At the bottom of the meeting details page, click **Import CSV** to import the file.

The poll questions will be added to the meeting. The polls will be listed at the bottom of the meeting details page. You can edit the polls from this area if needed.

## Launching a Poll

1. To launch a poll during a meeting, click **Polls** on the bottom panel of the Zoom meeting window.



2. A small window will launch with the first poll question. (If you have added more than one poll question, you will find an arrow pointing down in the top right corner of the window. Click the arrow to select the poll you'd like to launch. You can launch the polls in any order.)

2. Click **Launch Polling** to launch the poll.

3. Click **End Polling** to end the poll.

4. Click **Share Results** to share the results with your participants.

5. Click **Stop Share Results** to end the sharing. (If you close the poll window without stopping the share, the window will remain in your participants' view.)

6. Close the poll window.

7. Follow this process each time you are ready to launch a new poll.

## Accessing Poll Results

1. On the Zoom Meetings dashboard, click **Previous Meetings**.

2. Locate your meeting and select **Report**.

3. Select **Poll Report**.

The session's participants will be listed along with the poll question and the answers that each participant provided.

## Exit the Zoom Tool

To exit the Zoom tool and reenter the course, click the house icon in the top left corner.

# Frequently Asked Questions (FAQs)

## **What should I do if students have trouble accessing the meeting via the Zoom Meetings tool?**

Access the list of meetings on the Zoom dashboard. Click the name of the session. Locate the meeting URL and passcode. Provide this information to the student to access the meeting via a browser. If you have the Waiting Room enabled, the student will need to be admitted to the meeting. (If the student shares the link, you will still be able to control who enters the meeting if you have the Waiting Room enabled.) Students who are using Macs and the Safari browser may experience issues with cookies and may need to access the meeting from a new browser window.

## **Can students view meetings and recordings that were scheduled via my Zoom account using the portal or the app?**

By default, students will only be able to see those meetings and recordings that were scheduled via the Zoom Meetings tool. While faculty can see other meetings and recordings in the All My Zoom Meetings/Recordings area, students cannot. If faculty would like for students to access other meetings and recordings, these meetings can be imported into the Zoom Meetings dashboard. (View the **Importing Meetings into the Zoom Meetings Dashboard** section for more information.)

## **Can students share the class meeting link with others outside the course?**

With the Zoom Meetings tool, students should access meetings by clicking the Join link beside each meeting. After doing so, they *can* access the browser, copy, and share the meeting link. However, recipients of the link will not be able to access the meeting without a passcode. You *should* enable the passcode setting, but you *should not* provide it to students unless necessary. (If you do provide the passcode and it is shared, you will still be able to control who enters the meeting if you have the Waiting Room enabled.)

## **Can students access the session using the Meeting ID?**

Students can access your meetings outside Blackboard by entering the Meeting ID. However, if you've enabled the passcode option, they will also be prompted to enter the passcode. Do not provide students with the passcode unless it is necessary. Direct them back into the Blackboard course to access the session.