How to Host a Live Broadcast Using Zoom

What is Zoom?
Zoom is a videoconference tool that is integrated in Blackboard.

Note: You will need a webcam to broadcast video and a microphone to broadcast audio. Most laptops have them built in, but many desktop computers will need separate devices connected.

How to set up a Zoom session
● Log in to Blackboard and navigate to your course.
● From the left menu, scroll to and click on the link titled Zoom Room.
● Click the blue Schedule a Meeting button near the top right.
● Enter the desired settings for the meeting:
  ○ Enter/change the Topic (title) of the meeting.
  ○ Use When and Duration to schedule the meeting.
  ○ Check the Recurring meeting box to use this space for recurring sessions.
  ○ Meeting Options - Enable join before host can be checked if you want students to be able to join the session before you log in. Enable Waiting Room will allow students to join a waiting room until you admit them into the session.

How to start or join a meeting
● In the Blackboard course, click the Zoom Room link.
● Instructors: Next to the scheduled meeting, click Start to launch Zoom.
● Students: Next to the scheduled meeting, click Join to launch Zoom.
● Follow the on-screen instructions to download and install the Zoom software if necessary. If prompted, click Join with Computer Audio.

How to navigate the Zoom session

1. Use the Microphone/Mute button to turn the microphone on/off and adjust settings.
   Use the Start Video buttons to turn the webcam on/off and adjust settings.
2. Click Manage Participants to open the list of all participants in the session.
3. Click Share to open a screen share to show PowerPoints, websites, etc.
4. Click Chat to open up the text chat box.
5. Click Record to start/stop recording of the session.

Note: Students will see the same layout and interface, but with fewer control options. Students will see Microphone/Mute, Start Video, Invite, Participants, Share, Chat, and Record (request).