

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).