Create Zoom meeting for exam via Blackboard

Here’s how:

1)
If this is your first time accessing ZOOM through Aarhus University, follow this link to log in: http://aarhusuniversity.zoom.us/

Copy the link and paste it into your browser. You will then be redirected to the website shown below:

Click on Sign in, then use your AU log-in information also used in mit.au and Blackboard log in via WAYF.

2)

Now go to Blackboard. To access ZOOM via Blackboard, add it to the menu of your course. Add a new “Tool Link” by clicking on the small plus symbol in the upper left corner of the interface.

3)
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Select “Zoom meeting” in the menu, give the link a name, e.g. “Room for exam” and enable “Available to Users”.

Then press “Submit”.

4)
Your link to Zoom with your stated name will then appear at the bottom of your left menu on the Blackboard course. When you click on the link, you will be taken to Zoom’s own interface.

5)
To schedule a meeting, click on “Schedule a New Meeting”.

6)
http://educate.au.dk/zoom
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You will then have a number of options for setting up the room.

Enter subject / title under **Topic**, and the time of the meeting under **When**. The meeting should **not** be set up as a recurring meeting.

Make sure to enable **Waiting Room**. This feature can be found under **Security**.

The personal meeting ID should **not** be used, and meetings may **not** be recorded.
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Under **Invite Attendees** you can find the link to share with UVAEKA, which will then make it available to students and external examiners in the Digital Exam. If it is a test, simply share the link with those who need to access the room.

You can find the link at any time by going to the Zoom menu item, where you first encounter an overview of all scheduled meetings. If you click on a meeting, you will find the specific link.

7)

Now press ‘Save’, after which you will be redirected to window with an overview of the virtual room that you have created.
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<table>
<thead>
<tr>
<th>Start Time</th>
<th>Topic</th>
<th>Meeting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today 8:00 AM</td>
<td>Exam</td>
<td>679-400-95274</td>
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