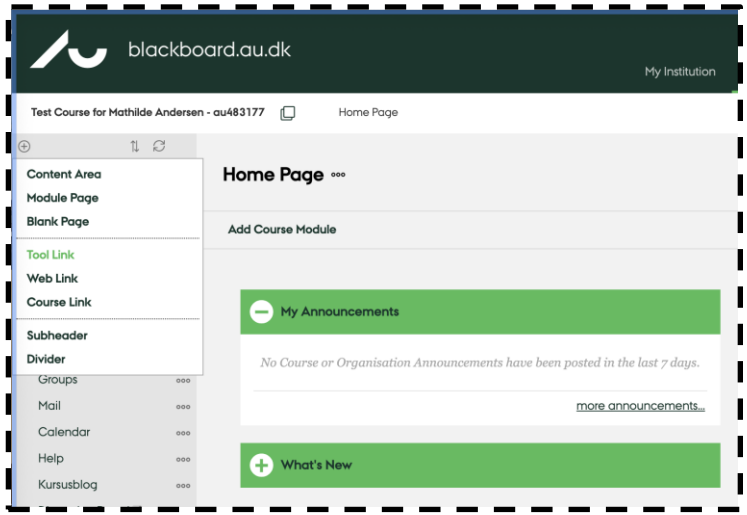
Create Zoom meeting via Blackboard

ZOOM is an AU tool for video conferencing, online teaching and webinars. Here you can work with an inclusive form of teaching in an online space, where the teacher can give short presentations, facilitate discussions in plenary and among the students and use tools to display text, pictures and videos along the way.

Here's how:

1)

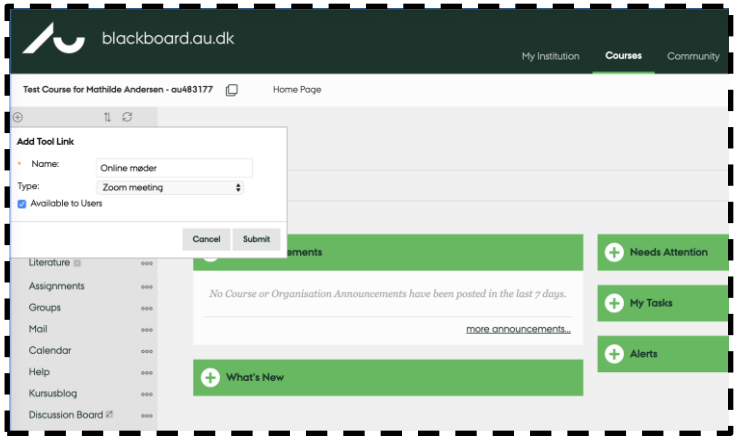
To access ZOOM through Aarhus University, you must enter your course on Blackboard. Add a new “Tool Link” via the small plus in the upper left corner of the interface.



2)

Select “Zoom meeting” in the menu, give the link a name, eg “Online meetings” and check “Available to Users”.

Then press “Submit”.



3)

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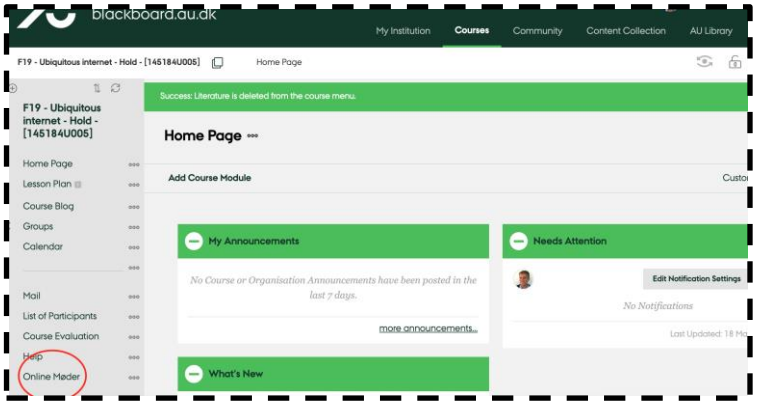
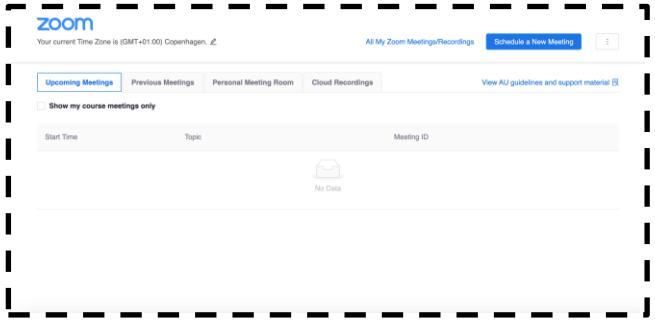
Your link to Zoom with your stated name will then appear at the bottom of your left menu on the Blackboard course. When you click on the link, you will be redirected to Zoom's own interface.



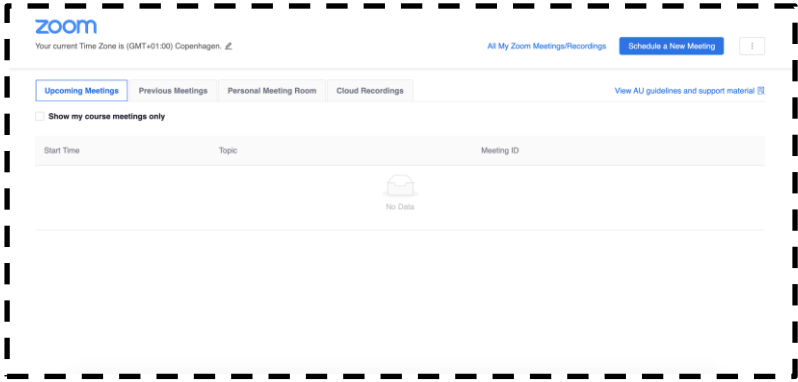
4)

To schedule your next meeting, you must first log in. Now press “Schedule a New Meeting”.



5)

You will then have a number of options for editing the online space and naming it as needed. Remember to add a time buffer and allocate plenty of extra time both before and after session.



- Check the box next to Video with both “Host” (yourself) and “Participant” (the students) - it is a clear advantage to see the faces of all the participants in the room.
- Under '**Audio**', '**Computer audio**' should be checked.

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- For '**Meeting Options**', make sure to mark '**Enable join before host**' so that students do not have to wait for a teacher to attend the meeting before they can access the virtual space.

Now, press '**Save**', after which you will be redirected to the next page. Blackboard will be automatically updated with the link to Zoom.

6)

Here you also have the option to copy the URL link to your virtual meeting room by clicking "Copy Meeting invitation" in the pop up window. However, this is optional.

When students click on the link in the Blackboard course, they will be presented with a list all online meetings that you have created for them. They must then find the specific meeting and press “Join”.

When the first student clicks on the link in either way, thereby joining the meeting, you will receive a notification by email stating:

“*Hi there, Please click this URL to start your Zoom meeting: test, http: // aarhusuniversity .zoom.us // j / 83961318XX as your participant x is waiting*. ”