ZOOM-guide: Create an Exam room via Blackboard

How to:

1)

If it is the first time you are using Zoom, you need to start by logging in correctly.

Do this by going to the link http://aarhusuniversity.zoom.us/. Here you will be met by the following page:

On this page you click **Sign in**, and you will now be asked to log in with WAYF (the same information that you use to log in to mit.au.dk and Blackboard).

2)

You can now go to your course in Blackboard. To access ZOOM via blackboard, you must add it to the menu in your course. To add a new "Tool Link" click the plus icon in the top left corner of the user interface.
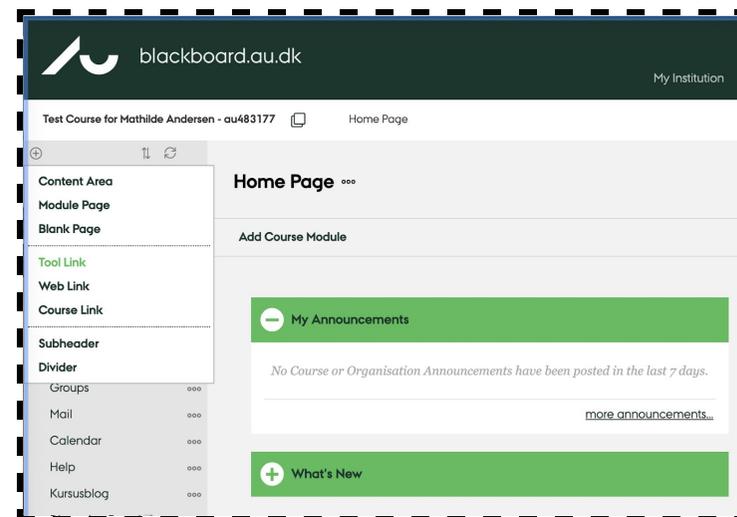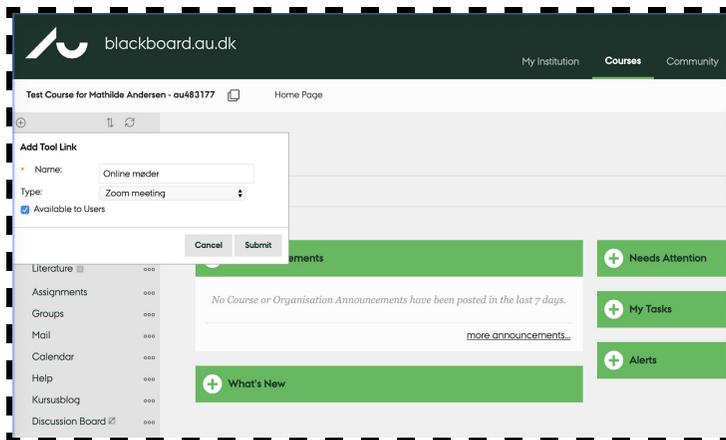
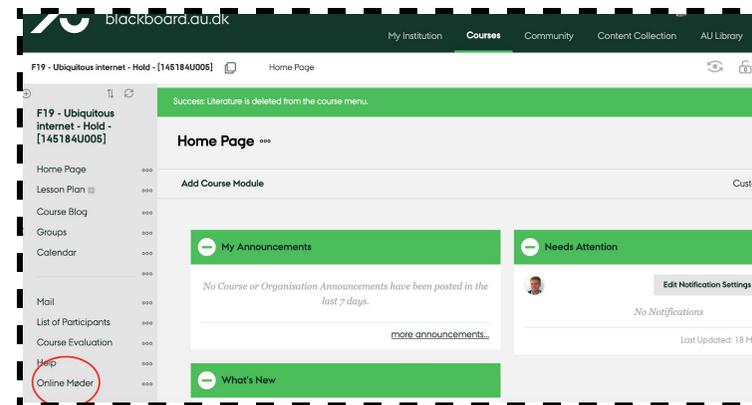# ZOOM-guide: Create an Exam room via Blackboard

3)

Select "Zoom meeting" in the menu. Name the link, e.g. "Room for Exam" and check the box next to "Available to Users".
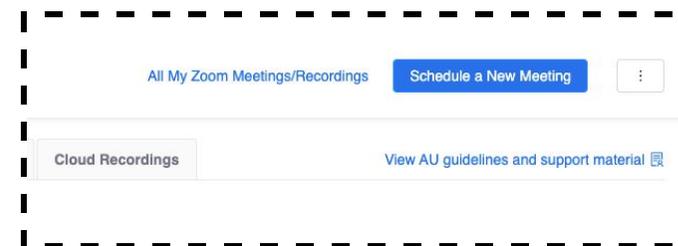
Next, click "Submit".

4)

The link to Zoom with the specific given name will then appear at the bottom of your left-hand menu in the Blackboard course. When you click on the link, you will be redirected to Zoom's own user interface.

5)

To schedule a meeting click on "Schedule a New Meeting".

http://educate.au.dk/it-i-undervisningen/

6)

You will then have a number of options for setting up the room.
Please state the topic/title under **Topic** and date and time under
When. The meeting should **not** be held as a "Recurring Meeting".

Remember to **Enable Waiting Room**
The personal meeting-ID may **not** be used, and meetings may **not**
be recorded.

7)

Next, click '**Save**'. You will then be redirected to a window where you can get an overview of the room, that you just create. Beneath the **Invite Attendees** icon, you will find the link that should be shared with UVAEKA, who will make sure that it will be made available to students and co-examiners in the Digital Exam system. If you are performing a test, just share the link with the relevant parties.

Invite Attendees   Join URL: https://aarhusuniversity.zoom.us/j/67880095274

You can always find the link again, by finding **Meetings** in the Zoom menu. Here you will get an overview of all the scheduled meetings. When you on the relevant meeting, the link to that meeting will appear.

Upcoming Meetings	Previous Meetings	Personal Meeting Room	View All guidelines and support material

☐ Show my course meetings only

Start Time	Topic	Meeting ID		
Today 8:00 AM	Eksamen	678-800-95274	Start	Delete

< 1 >