

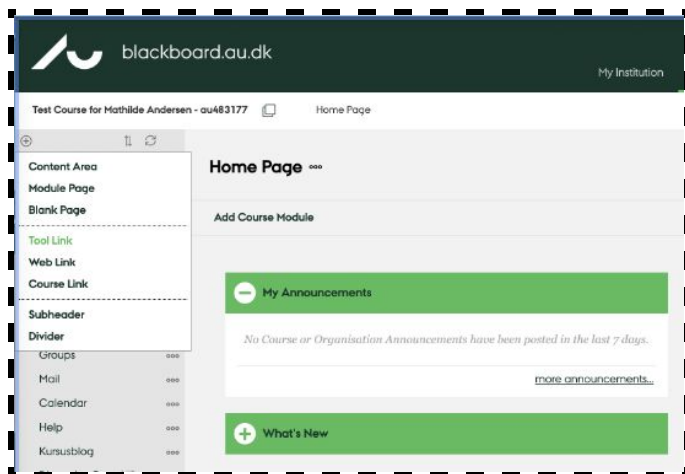
ZOOM-guide: How to set up a meeting via Blackboard

ZOOM is a tool provided by the University to facilitate video-conferences, online classes, and webinars. Here you can work with an inclusive teaching form in an online space, where teacher can give shorter presentations, facilitate group discussions among the students, while using its features to display text, images and video.

How to:

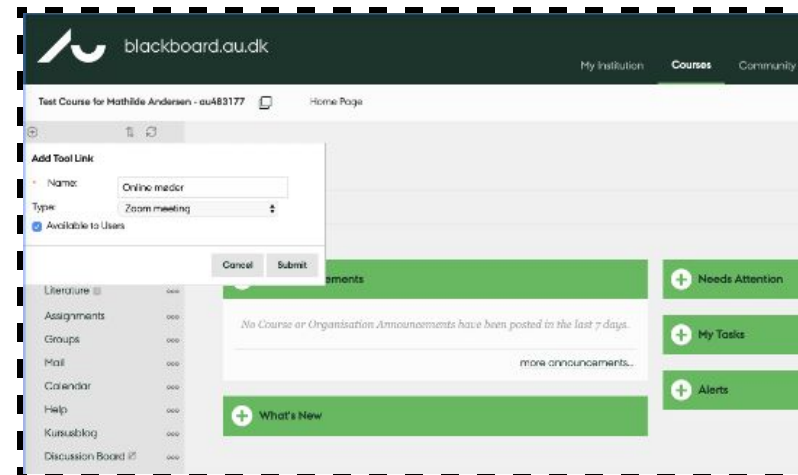
1)

To access ZOOM through Aarhus University, open the relevant course on Blackboard. Then, add a new “Tool Link” by clicking the plus symbol in the upper left corner of the user interface.



2)

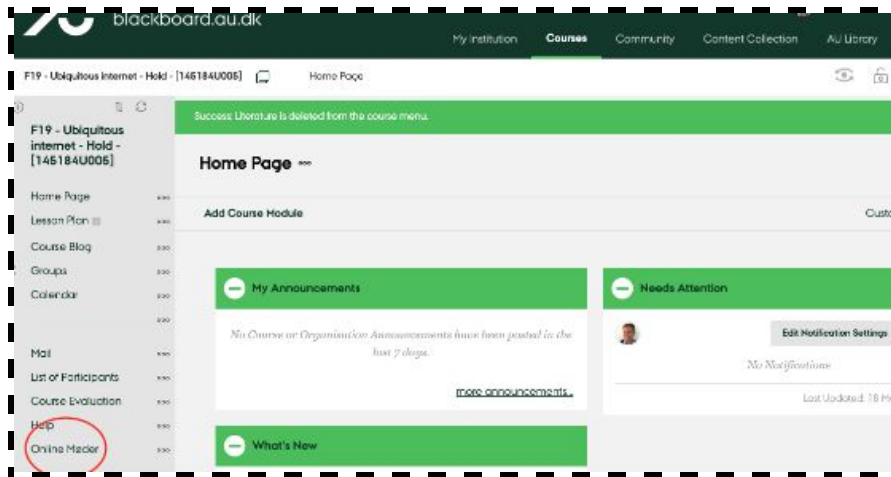
Select “Zoom meeting” in the drop down menu, fill in the name e.g. “online Meetings” and check the box “Available to users”. Then click “Submit”



3)

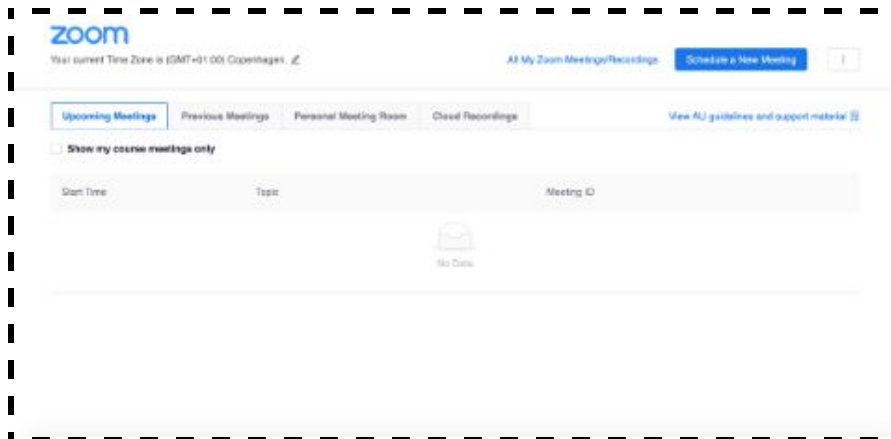
The link to Zoom with the given name will appear in the lower left corner of the menu bar on the Blackboard course. When you press the link, you will be redirected to Zooms own interface.

ZOOM-guide: How to set up a meeting via Blackboard



4)

To schedule your next meeting, you need to log in. Press “Schedule a New Meeting”



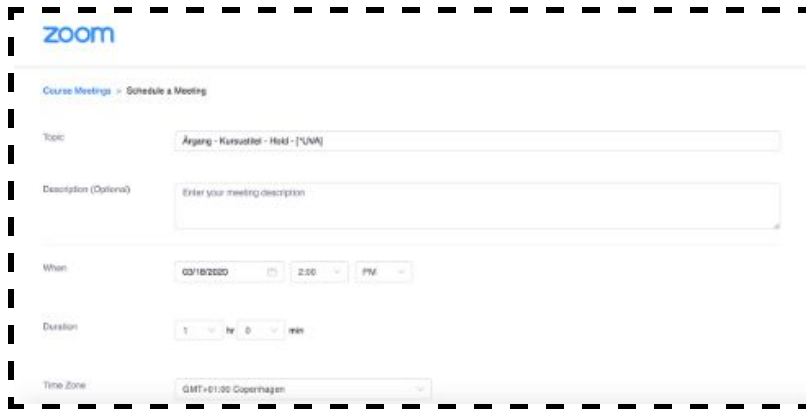
5)

You will be given a number of options to modify the online space and name it to your needs. Have in mind when you schedule the class or tutoring to include a wide time buffer, both before and after the session

- You can choose to check the video boxes “Host” (yourself) and “Participant” (the students), it can be an advantage to see the faces of all the participants in the online room.
- “Computer audio” should be checked at “**Audio**”
- At the box marked “**Meeting options**” select “**enable join before host**” which allows participants access to the online space without having to wait for the host.

Next press “**Save**” then you will be redirected to the next page, and link to the Zoom will automatically be updated on Blackboard.

ZOOM-guide: How to set up a meeting via Blackboard

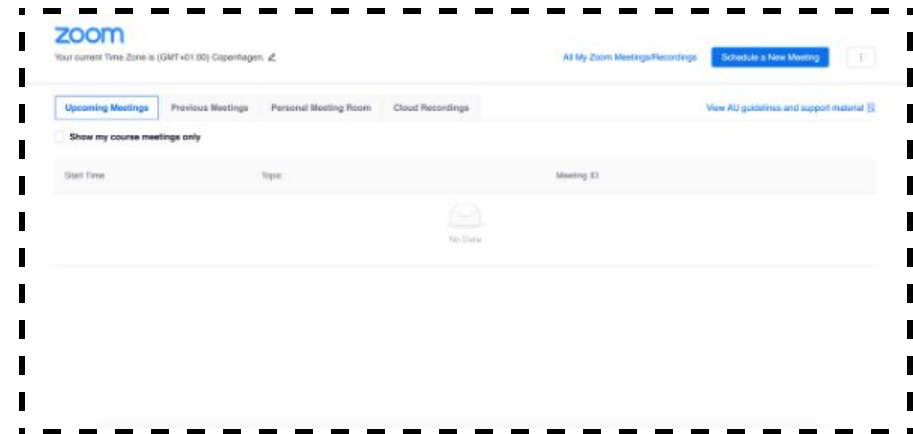


The screenshot shows the 'Schedule a Meeting' form in the Zoom interface. The form includes the following fields:

- Topic:** A text input field containing 'Årgang - Kursmateriale - Held - [UAVN]'. There is a small calendar icon to the right of the field.
- Description (Optional):** A larger text input field with the placeholder text 'Enter your meeting description'.
- When:** A date and time selector. The date is '03/18/2020', the time is '2:00', and the period is 'PM'. There is a calendar icon to the left of the date.
- Duration:** A selector showing '1' hour and '0' minutes.
- Time Zone:** A dropdown menu set to 'GMT+01:00 Copenhagen'.

6)

Here you will also have the possibility of copying the URL-link for the virtual meeting room by clicking "Copy Meeting Invitation" in the window that will pop up. This is, though, usually unnecessary.



The screenshot shows the 'Upcoming Meetings' page in the Zoom interface. The page includes the following elements:

- Header:** The Zoom logo and the text 'Your current Time Zone is (GMT+01:00) Copenhagen, DK'. There is a 'Schedule a New Meeting' button and a user profile icon.
- Navigation:** Tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A link for 'View All guidelines and support material' is also present.
- Filter:** A checkbox labeled 'Show my course meetings only'.
- Table:** A table with columns for 'Start Time', 'Topic', and 'Meeting ID'. The table is currently empty, showing a 'No Data' message.

7)

When the students press the link on the Blackboard-course, a list of the online meetings, that you have created for them, will be appear. Here they can press "Join" the enter the virtual space.

When the first student has clicked on the link in both ways, thereby joining the meeting, you will receive the following email notification:

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

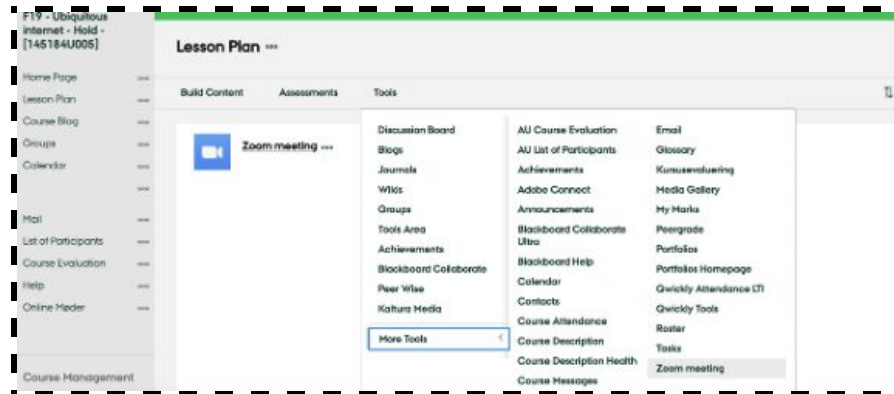
8)

ZOOM-guide: How to set up a meeting via Blackboard

ZOOM in the Content Area: Alternatively, you can set up the ZOOM in content area of a Blackboard-course.

If you want to setup a Zoom-meeting in the content area in Blackboard, press:

Tools -> more tools -> Zoom meeting.



Thereby you create an item with a link in the title (shown here in the content area “Lesson Plan”).

When the teacher clicks the link, you can setup the meeting. When Students follow the link, they are redirected to the meeting.

