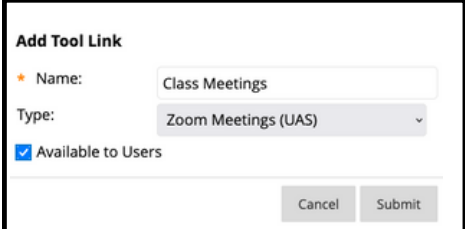# USING **ZOOM** IN YOUR COURSE

1 Use Zoom In Blackboard

- Open your course site and on the main menu, find located near the top of the screen
- Click on it to access the menu
- Select "tool link" and then "Zoom Meetings (UAS)"
- Provide a name and change "type" to **Zoom Meetings** and add a check mark to **Available to Users**
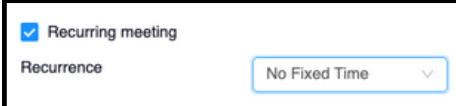
Add Tool Link

* Name: Class Meetings

Type: Zoom Meetings (UAS)

☑ Available to Users

Cancel   Submit

2 Schedule A Meeting

- Click on the link you just created for the Zoom meetings
- Click on **Schedule a New Meeting**
- On the settings screen, select **recurring meeting** and then **no fixed time** from the drop down list of options
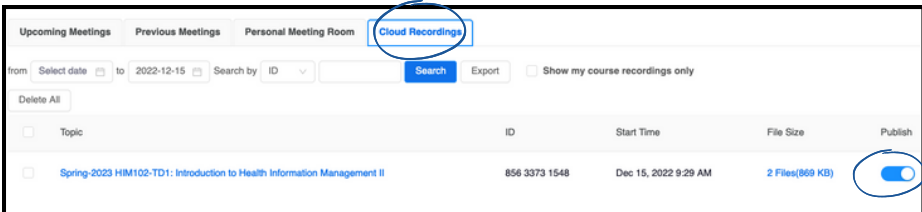
☑ Recurring meeting

Recurrence   No Fixed Time

3 Will The Meeting Be Recorded?

- You need to publish each class recording in order for your students to access it.
- Check the next page for information about zoom settings.

| Upcoming Meetings | Previous Meetings | Personal Meeting Room | Cloud Recordings |

from Select date to 2022-12-15   Search by ID   Search   Export   ☐ Show my course recordings only

Delete All

	Topic	ID	Start Time	File Size	Publish
☐	Spring-2023 HIM102-TD1: Introduction to Health Information Management II	856 3373 1548	Dec 15, 2022 9:29 AM	2 Files(869 KB)	

4 Let Your Students Know

- It's a good idea to include information in your syllabus, the "getting started" area on the course site and/or add it to an announcement to let your students know how to access the class meetings and the recordings.
- Direct your students to: https://uas.alaska.edu/helpdesk/documentation/Zoom_initial_student_access.pdf for help using Zoom.

USING **ZOOM** IN YOUR COURSE

Review Your Zoom Settings

- Go to: https://alaska.zoom.us to login to Zoom.
- Press the **sign in** button to configure your Zoom settings.
- Once you are logged into Zoom, click the **settings** menu located on the left side of the screen.
- The settings ribbon will appear on the screen.

Meeting   Recording   Audio Conferencing   Collaboration Devices   Zoom Apps   Whiteboard **NEW**

- On the **Meeting** tab, select options:
  - Embed passcode in invite link for one-click join
  - Depending on teaching style, you may want to change the following setting options:
    - Meeting Chat & related settings
    - Meeting Polls/Quizzes & related settings
    - Screening Sharing & related settings
    - Whiteboard & related settings
    - Breakout Rooms & related settings

- Click on the **Recording** tab to access the recording settings.

Meeting   Recording   Audio Conferencing   Collaboration Devices   Zoom Apps   Whiteboard **NEW**

- On the **Recording** tab, select options:
  - A recording will be created for each item selected under "Cloud Recordings". It's highly recommended you select 1 option to reduce any confusion for students.

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

☑ Record active speaker with shared screen
☐ Record gallery view with shared screen ⑦
☐ Record active speaker, gallery view and shared screen separately

Select 1 of these 3 options.
Contact an instructional designer if you are not sure which option will work best for you and your students.

☐ Record audio-only files ← **Do you or your students need an audio only file? If not, remove the check mark.**

☐ Save chat messages from the meeting / webinar ← **Public chat messages are included in the video recordings. Do you need a separate text file? If not, remove the check mark.**

A special note about recordings:

Recordings are retained in your account for 730 days (2 years) by default. Deleting old recordings helps UAS address institutional storage constraints.

If you have questions or need help, contact CELT or an instructional designer:
CELT (uas.celt@alaska.edu)
John Ingman (907-747-7725 or jfingmanjr@alaska.edu)
Kimberly Matsuura (907-228-4507 or kcschulte@alaska.edu)