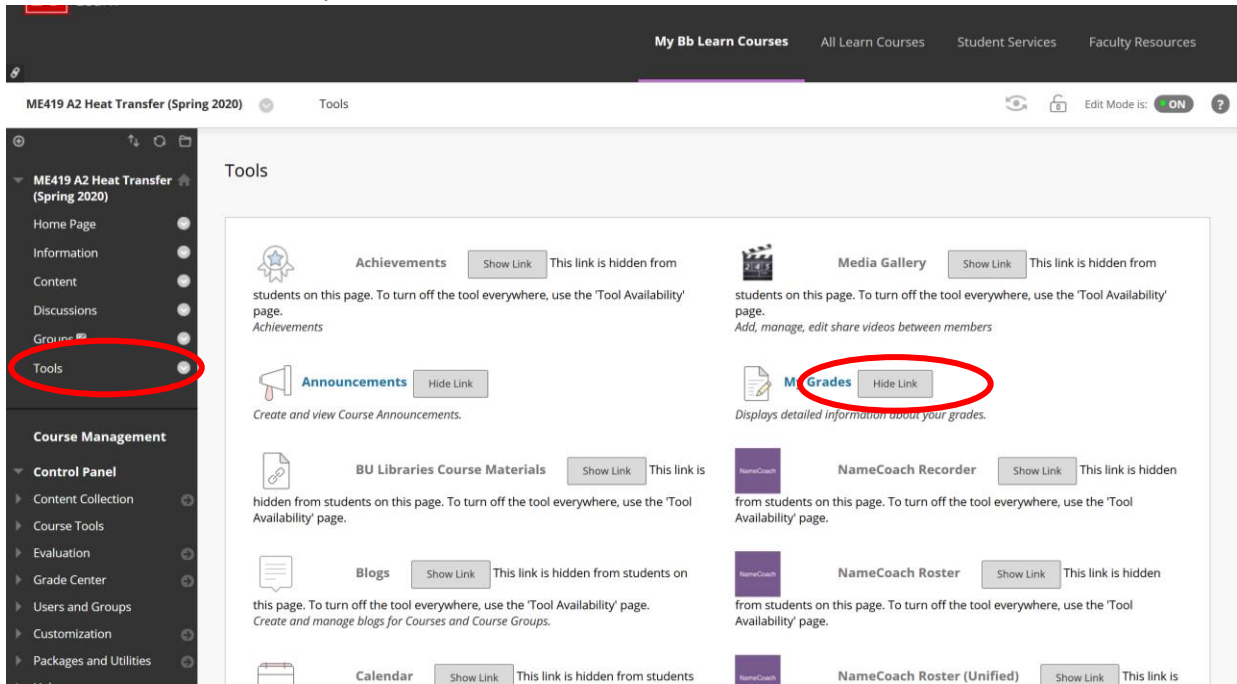


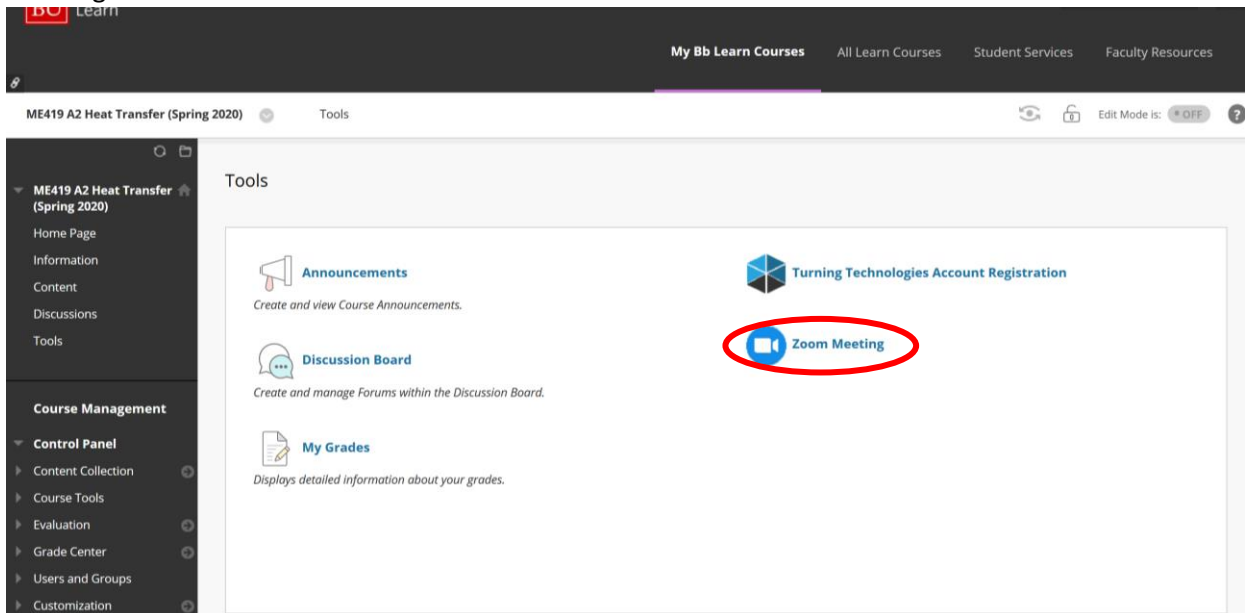
## Schedule Zoom meetings (Lectures, Office Hours, Discussions etc. through blackboard)

Instead of announcing or emailing every meeting number for each lecture etc. to your students every time, you can schedule your Zoom meetings through blackboard and have your students see the entire schedule at once and join the meetings through blackboard when the time for them is come. Below instructions on how to schedule Zoom meetings through your blackboard site.

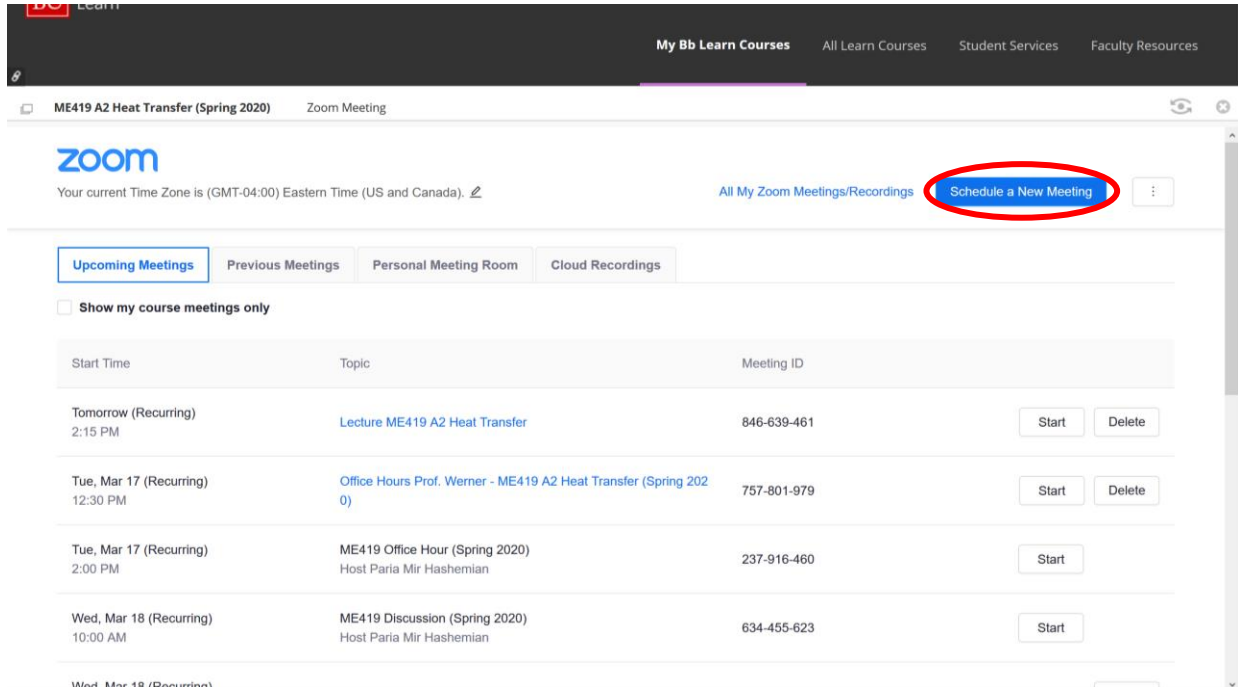
1. “Show” the “Tools” link in your blackboard



2. You can hide all the links you don't need your students to see in the Tools menu, keep the “Zoom Meeting” link



3. When clicking on “Zoom Meeting”, you can schedule your lectures, office hours, etc. the same way you would do in the regular zoom webpage or the software. You GST can also schedule meetings there (e.g. discussions, TA office hours, etc.)



The screenshot shows the Zoom interface within a Blackboard course page. The course is "ME419 A2 Heat Transfer (Spring 2020)". The Zoom interface includes a navigation bar with "My Bb Learn Courses", "All Learn Courses", "Student Services", and "Faculty Resources". The Zoom logo is present, along with the text "Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)". A link for "All My Zoom Meetings/Recordings" is visible, and the "Schedule a New Meeting" button is circled in red. Below this, there are tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". A checkbox labeled "Show my course meetings only" is checked. The main content is a table of upcoming meetings:

Start Time	Topic	Meeting ID	Start	Delete
Tomorrow (Recurring) 2:15 PM	Lecture ME419 A2 Heat Transfer	846-639-461	Start	Delete
Tue, Mar 17 (Recurring) 12:30 PM	Office Hours Prof. Werner - ME419 A2 Heat Transfer (Spring 2020)	757-801-979	Start	Delete
Tue, Mar 17 (Recurring) 2:00 PM	ME419 Office Hour (Spring 2020) Host Paria Mir Hashemian	237-916-460	Start	
Wed, Mar 18 (Recurring) 10:00 AM	ME419 Discussion (Spring 2020) Host Paria Mir Hashemian	634-455-623	Start	
Wed, Mar 18 (Recurring)				

4. Your students can find this list of scheduled lectures and other meetings by going through the blackboard site under “Tools” → “Zoom meetings”, and can simply click “Join” to attend the respective meeting (the students see “Join” where it says “Start” in the screenshot above).

Note: I turned “join before host” off and enabled “waiting rooms”, since some of my students already “joined” classes to test it out, which immediately generated recorded videos of that class.