
Blackboard for Employees

Creating an SJC Zoom Classroom Session

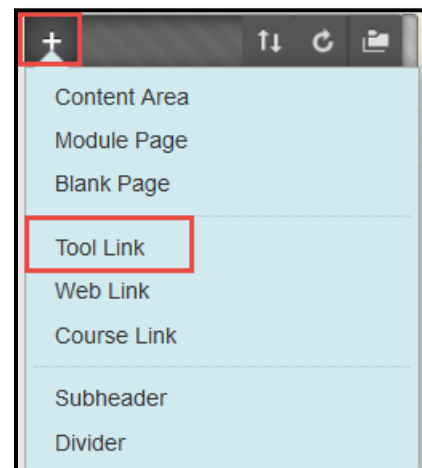
This document describes how to create and set up an SJC Zoom Classroom Session from within a Blackboard course site.

Instructions

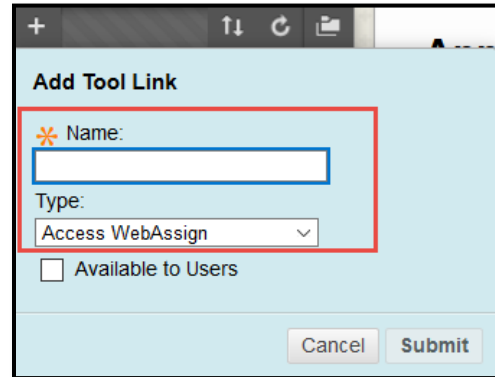
Note: Before creating an SJC Zoom Classroom session make sure to activate your SJC Zoom account by visiting <https://sanjac.zoom.us>. Make sure to use your SJC email to create your SJC Zoom account. For additional support on setting up your SJC Zoom account contact Tech Support at TechSupport@sjcd.edu.

Note: Recordings saved in the Zoom Cloud will be automatically deleted in approximately 14 days, retrieval of recordings is not possible after they have been deleted.

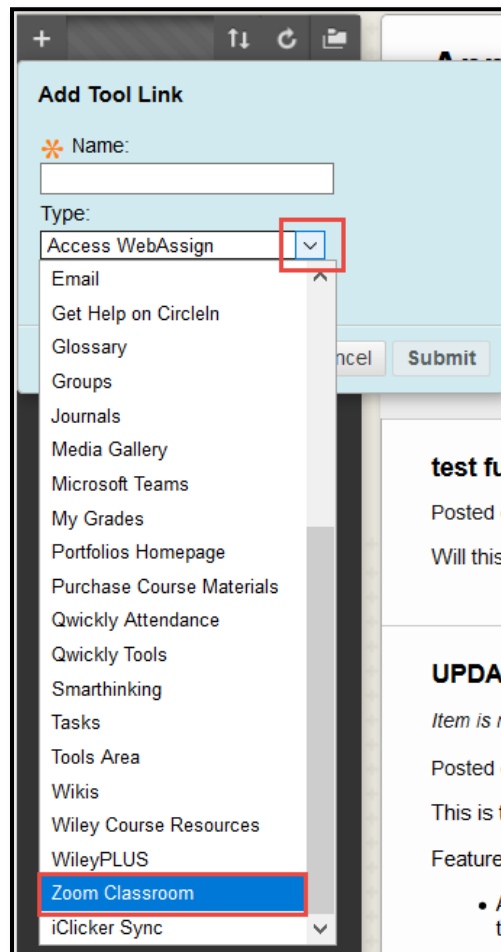
1. Navigate to the course menu, click on the plus sign in the top left hand corner of the course menu, and select **Tool Link** from the drop down menu.



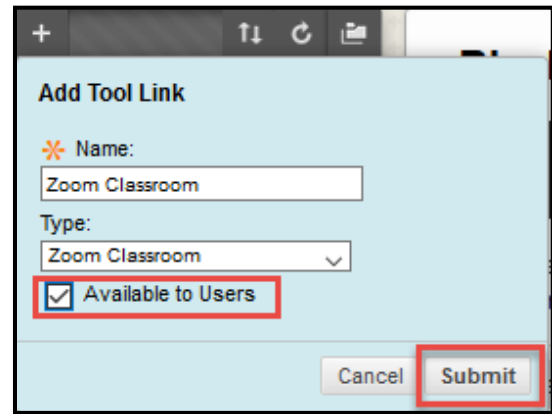
2. In the **Name** field, provide a name for the menu button (i.e., Online Meeting, Synchronous Session, Zoom Classroom, etc.). Then, click on the **Type** drop down menu.



3. Scroll down to select the **Zoom Classroom** tool link.



- To make the menu button accessible to students, select the **Available to Users** box, then click **Submit**.



Add Tool Link

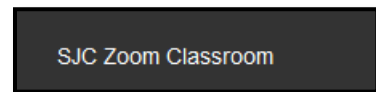
Name: Zoom Classroom

Type: Zoom Classroom

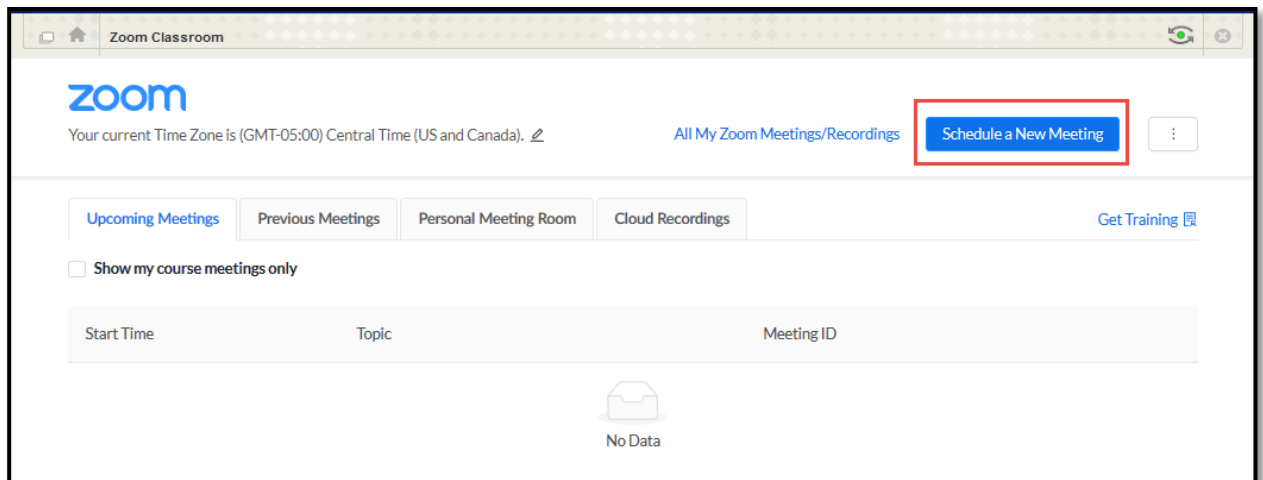
Available to Users

Cancel Submit

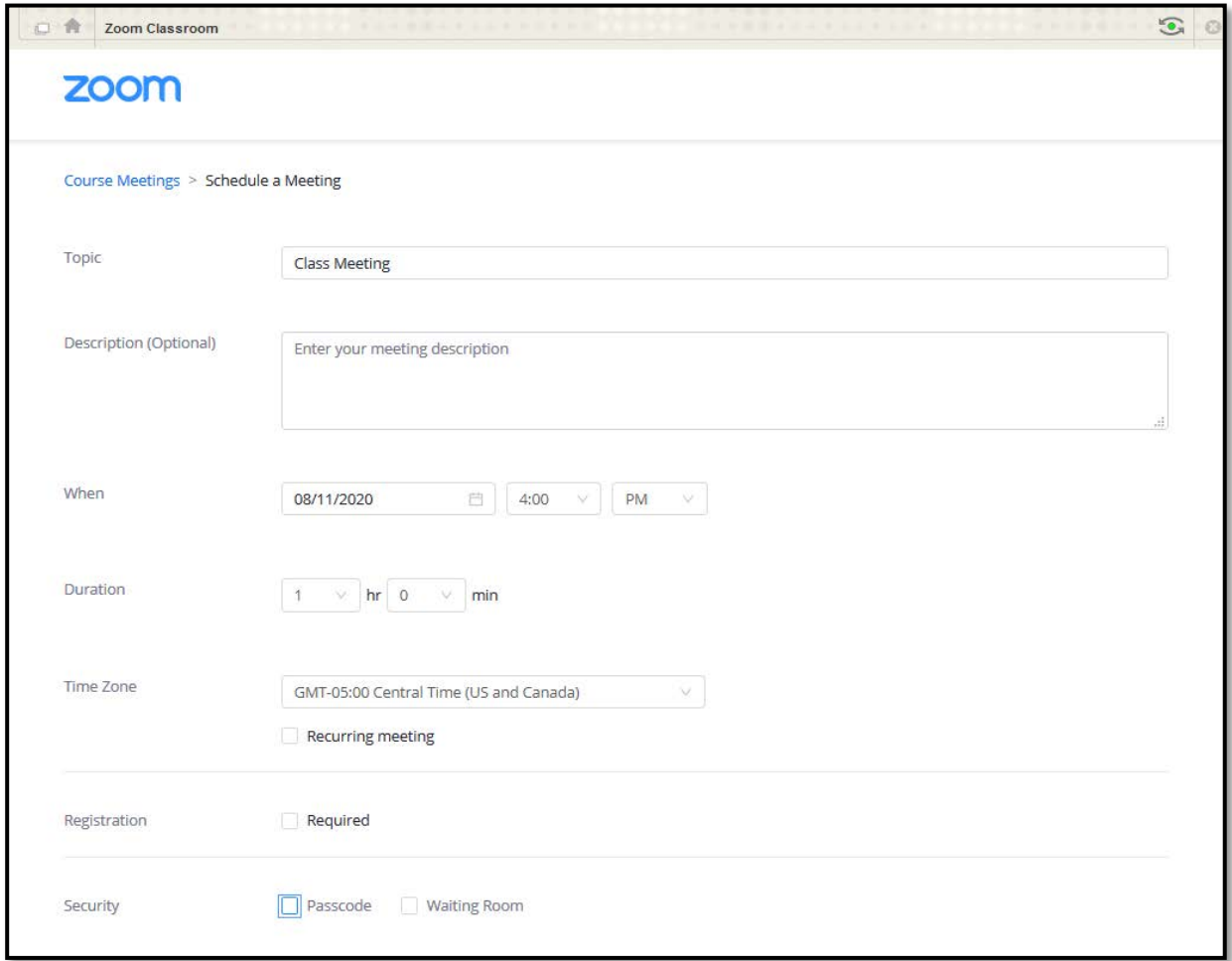
- Click on the newly added **SJC Zoom Classroom** link in your course menu to begin scheduling sessions.



- Click the **Schedule a New Meeting** button.



7. Provide a meeting title in the **Topic** field, select a date and time in the **When** field, and provide a session **Duration**. Set the additional settings as desired.



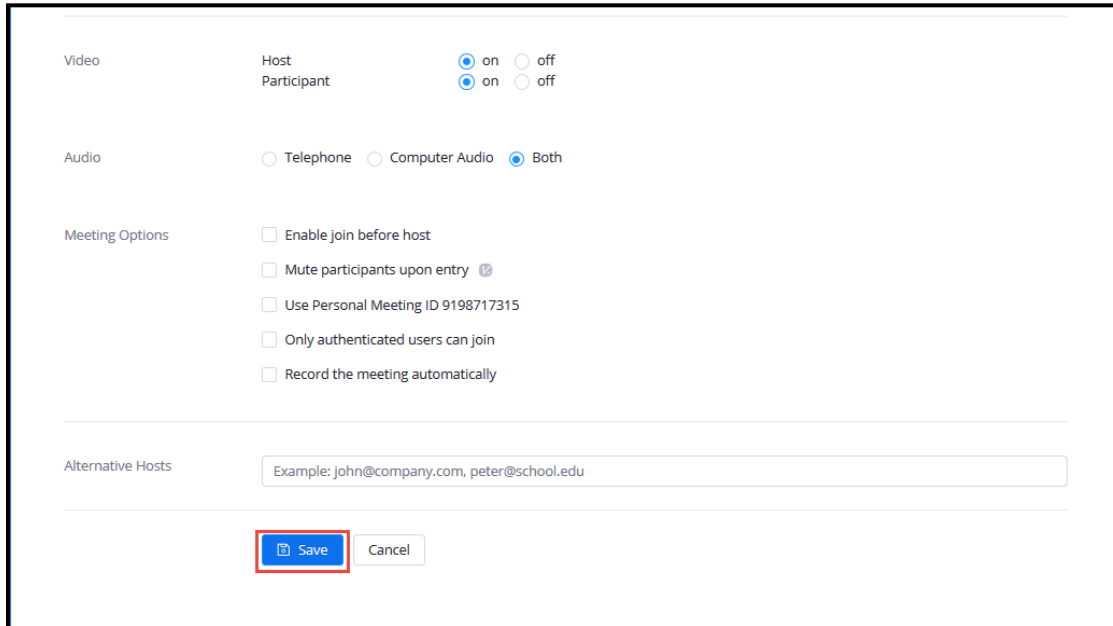
The screenshot shows the Zoom Classroom interface for scheduling a meeting. The browser window title is "Zoom Classroom". The Zoom logo is at the top left. The breadcrumb navigation shows "Course Meetings > Schedule a Meeting".

The form fields are as follows:

- Topic:** A text input field containing "Class Meeting".
- Description (Optional):** A large text area with the placeholder text "Enter your meeting description".
- When:** A date field set to "08/11/2020", a time field set to "4:00", and a period dropdown set to "PM".
- Duration:** A field set to "1" hour and "0" minutes.
- Time Zone:** A dropdown menu set to "GMT-05:00 Central Time (US and Canada)".
- Recurring meeting:** An unchecked checkbox.
- Registration:** An unchecked checkbox labeled "Required".
- Security:** A checked checkbox labeled "Passcode" and an unchecked checkbox labeled "Waiting Room".

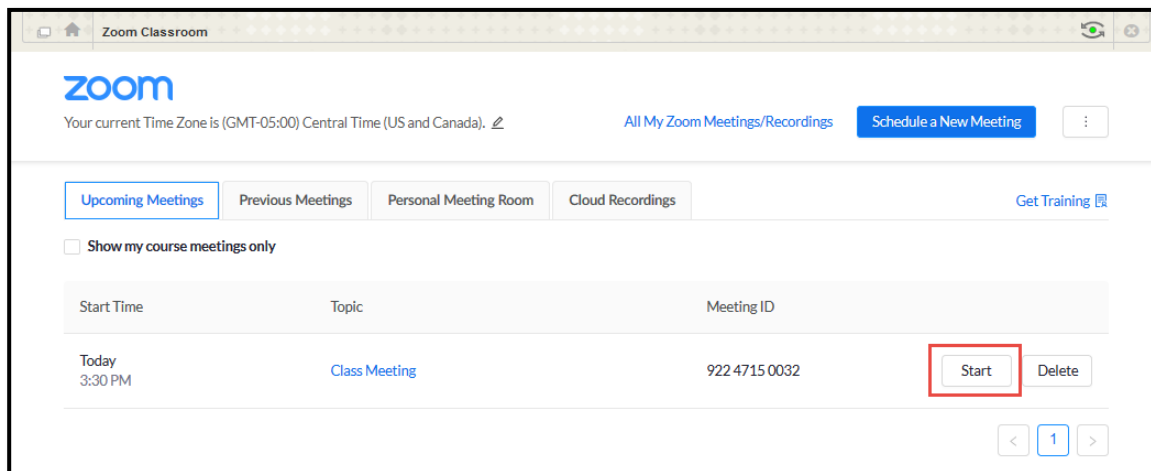
8. Select video options for **Host** and **Participant**, select desired audio and meeting options, and click **Save**.

Note: DO NOT select the “Only authenticated users can join” option. If this option is selected, students must create a Zoom account before entering a session.



The screenshot shows the Zoom meeting options configuration screen. Under the 'Video' section, both 'Host' and 'Participant' are set to 'on'. Under the 'Audio' section, 'Both' is selected. Under the 'Meeting Options' section, several checkboxes are present: 'Enable join before host', 'Mute participants upon entry', 'Use Personal Meeting ID 9198717315', 'Only authenticated users can join', and 'Record the meeting automatically'. The 'Alternative Hosts' field contains the example text 'john@company.com, peter@school.edu'. At the bottom, the 'Save' button is highlighted with a red box.

9. A class meeting is now available in the SJC Zoom Classroom tools area. To access a session, click on the **Start** button to join the session.

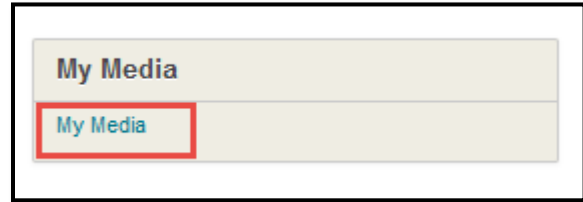


The screenshot shows the Zoom Classroom interface. The 'Upcoming Meetings' tab is selected. A table lists the upcoming meetings:

Start Time	Topic	Meeting ID	Start	Delete
Today 3:30 PM	Class Meeting	922 4715 0032	Start	Delete

The 'Start' button for the 'Class Meeting' is highlighted with a red box. The interface also shows the Zoom logo, the current time zone (GMT-05:00 Central Time), and navigation buttons at the bottom.

10. If the session is recorded, the recording will automatically be uploaded to Kaltura's My Media within a 24 hour period. Locate the **My Media** module on the **Course's** tab of Blackboard to verify your recording appears in Kaltura's My Media.



Note: SJC Zoom Classroom session recordings will not be available to students until the recordings are captioned through Kaltura's My Media and deployed to a Blackboard's course site.

Note: Recordings saved in the Zoom Cloud will be automatically deleted in approximately 14 days, retrieval of recordings is not possible after they have been deleted.