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

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

6. 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.
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.

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.
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.

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