



Scheduling Zoom meetings via Blackboard

Please note: Zoom meetings must be scheduled through the Blackboard “Web Conferencing – Zoom” link for the meetings to be visible to your students. Meetings scheduled in one Blackboard course will not be seen by students in another Blackboard course. If you have scheduled meetings via the web portal at <https://umassboston.zoom.us> or www.zoom.us, your meetings will appear when you click into “Web Conferencing – Zoom” under instructor mode in Blackboard but will not appear to your students under student preview.

1. Log into Blackboard and go into your course shell listed under “My Courses”

Blackboard Learn Login

Enter UMass Boston email username and password below.
How to login

Have an account?

Please enter your credentials and click the **Login** button below.

Username

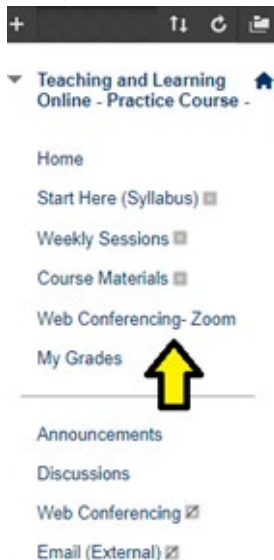
Password

Log In

[Forgot Your Password?](#)

▼ My Courses

2. Next, click “Web Conferencing – Zoom” on the left menu



3. Click "Schedule a new meeting"

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#)

[Schedule a New Meeting](#) ← Time Zone is (GMT-4:00) Eastern Time (US and Canada). [Edit](#)

4. Fill in the prompts (i.e. "When" and "Duration"). The Topic is automatically filled in for you with your course name.

Schedule a Meeting

Topic ←

Description (Optional)

When ←

Duration hr min ←

Time Zone

5. If scheduling a recurring meeting, be sure to check off "Recurring Meeting". **If not, please skip to step 7.**

Recurring meeting

6. Next fill in prompts. No fixed time will create a meeting that you can start on any date/time. For a recurring class meeting, we recommend selecting "Weekly".
Example:

Recurring meeting

Recurrence ^

Repeat every ←

End date occurrences


Recurring meeting

Recurrence **Select the days of the week that your class meets on**

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By After occurrences



7. Moving onto the next item, “Registration”. You can choose to have registration required for your Zoom meetings. [More information on registration](#)

Registration

Required

If you are scheduling a recurring meeting, you will also be prompted to select one of the below options.

Registration

Required

- Attendees register once and can attend any of the occurrences
- Attendees need to register for each occurrence to attend
- Attendees register once and can choose one or more occurrences to attend

8. For “Video” selection you can choose to have your video (Host) and the student’s video (participant) automatically be on when joining the meeting, or be off. Please note, video can still be turned on or off during the meeting.

Video

Host

on off

Participant

on off


9. Next, “Audio”, we always recommend leaving “Both” selected in case someone has difficulty connecting through computer audio. They can then dial in by phone.

Audio

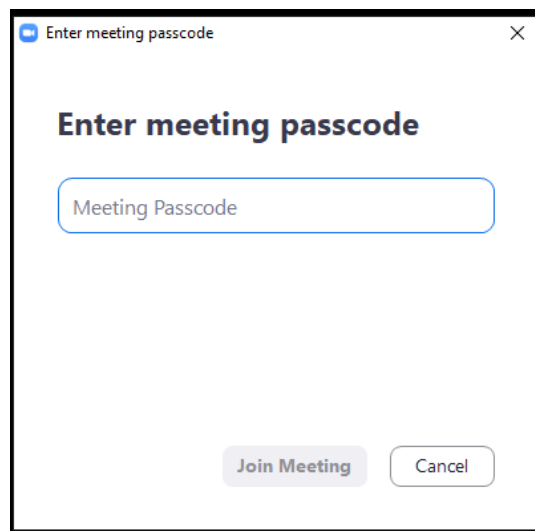
Telephone Computer Audio Both

Dial from United States of America [Edit](#)

10. Meeting Options:

- Meeting Options
- Require meeting passcode
 - Allow participants to join
 - Mute participants upon entry 
 - Personal Meeting ID 281 654
 - Enable waiting room
 - Only signed-in users with specified domains can join meetings
 - Automatically record meeting

- a. Require meeting passcode: Only users who have the passcode can join the meeting. Zoom can generate a passcode for you, or you can enter your own passcode. Please note that it is case sensitive.



- b. Allow participants to join – This cannot be used if the waiting room is enabled. Allow your participants or students to join the meeting before you start it.
- c. Mute Participants Upon Entry – Select this if you would like your students automatically muted when they enter the meeting.
- d. Personal Meeting ID: Select if you would like your Zoom meeting ID to be the same as your Personal Meeting ID (**Not recommended**)

- e. Enable waiting room: Only users admitted by the host can join the meeting.

Participants (1)


Waiting Room (1) Message

US UMB Student Admit Remove

In the Meeting (1)

UMASS UMass Boston (Host, me) 🔇 🗨️

- f. Only signed-in users with specified domains can join meetings - You can now secure your meetings so that only users signed into Zoom with an @umb.edu email address can join.

-  Only signed-in users with specified domains can join meetings

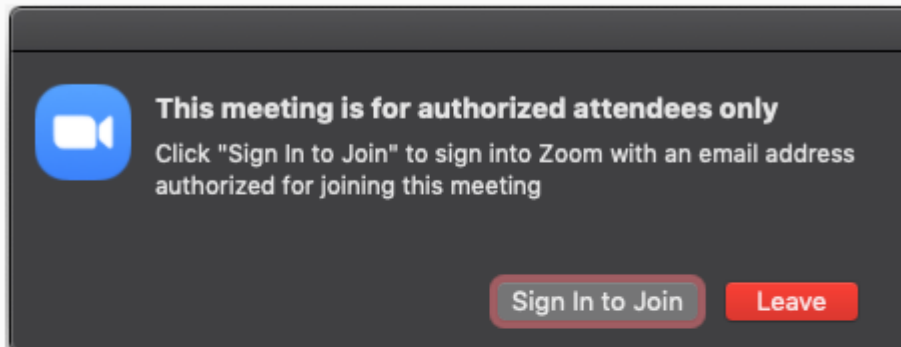
Examples: company.com, school.edu

-  Include approved domains umb.edu

If no domains specified, any signed-in users can join

What participants will see if they try to join the meeting without being signed into Zoom with an @umb.edu email

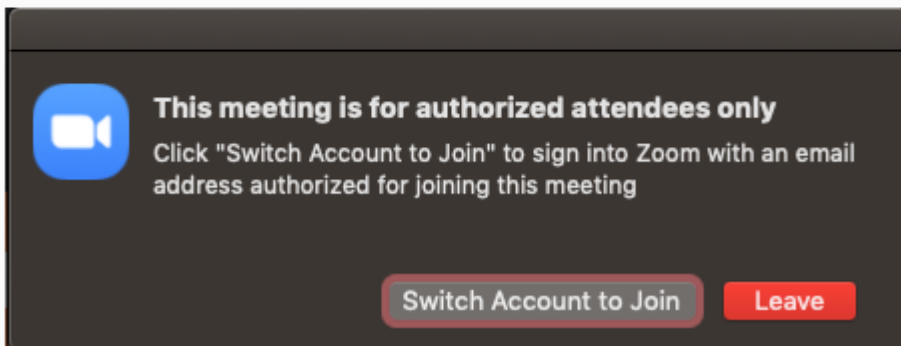
- if they are not logged into Zoom:



This meeting is for authorized attendees only
Click "Sign In to Join" to sign into Zoom with an email address authorized for joining this meeting

Sign In to Join Leave

- If they are logged in with the wrong email domain:



This meeting is for authorized attendees only
Click "Switch Account to Join" to sign into Zoom with an email address authorized for joining this meeting

Switch Account to Join Leave

- g. Automatically Record Meeting – Enable this if you would like your meeting to begin recording once it is started

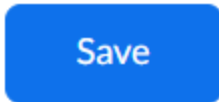
11. “Alternative Hosts”: Alternative hosts are used when you will not be able to start and/or join the meeting. Alternate hosts can also add and edit polls. Please note, the alternative host will also need a UMB Zoom License.

[Advanced Options](#) (Schedule For, Alternative Hosts)

Alternative Hosts

Example: mary@company.com, peter@school.edu

12. Click “Save” at the bottom

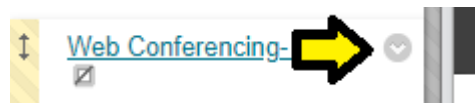


13. Check to make sure that your students are seeing your meetings on Blackboard

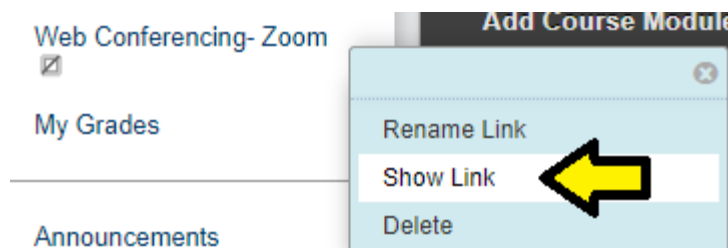
- a. First make sure that the “Web Conferencing – Zoom” link is visible to your students. Check to see if there is a square with a slash through it.



If this icon is there, hover your mouse over “Web Conferencing – Zoom” and click the grey circle to the right.

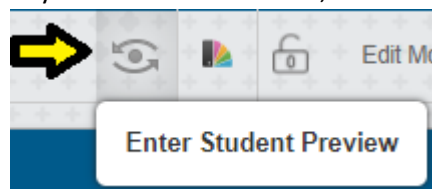


Then click “Show Link”

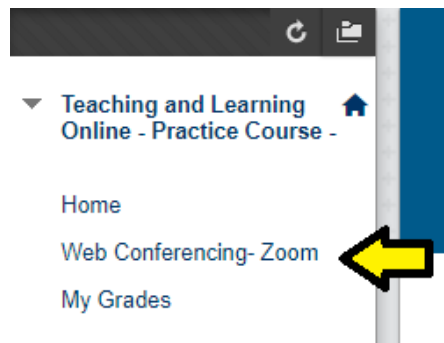


The link will now be visible to your students.

- b. In your Blackboard course, click the “Student Preview” on the top right of the screen.



- c. Then click “Web Conferencing – Zoom” on the left menu.



- d. Meetings listed here are the meetings that your students will be able to see and join.

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