## HOW TO SCHEDULE A ZOOM MEETING THROUGH BLACKBOARD

1. Log into Blackboard and navigate to the course where you will like to schedule the Zoom meeting.

2. Click on the "**Zoom Videoconferencing**" link located in the course menu. (Please refer to the "<u>Linking to Zoom within your Blackboard Course</u>" handout if you have not created a link to Zoom within your course).

3. Click on the "**Schedule a New Meeting**" button in the upper left corner of the page.



Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings				
Schedule a New Meet	ing Your current Time	2 Zone is (GMT-6:00) Central Tim	e (US and Canada). Edit		9	Schedule a Meeting	5
Start Time 👙	Top	pic 💠		Meeting ID	L	Торіс	Web Meeting - 11/27/2018
						Description (Ontional)	Enter your meeting description

4. Enter a Topic name, a date and time, and a duration. **Note:** you may also set additional meeting options in this page.

5. If you want to add an additional host (moderator) please add this in the Alternative hosts field. You will need to enter the UTRGV email address of the user.

6. Click the **"Save**" button on the bottom of the page.

Your meeting is now scheduled and students of this course can view and join the meeting using the "Zoom Videoconferencing" link located in the course menu.

Торіс	Web Meeting - 11/27/2018
Description (Optional)	Enter your meeting description
When	11/07/2018 3:00 × AM ×
Duration	1 • hr 0 • min
Time Zone	(GMT-6:00) Central Time (US and Canada)
	Recurring meeting
Registration	Required
Video	Host I on I off
	Participant 🔘 on 🖲 off
Audio	Telephone Ocomputer Audio Ocomputer Audio
	Dial from United States Edit
Meeting Options	Require meeting password
	Enable join before host
	Mute participants upon entry 10
	Use Personal Meeting ID 956-882-6796
	Enable waiting room
	Record the meeting automatically
Alternative Hosts	Example: john@company.com, peter@school.edu

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