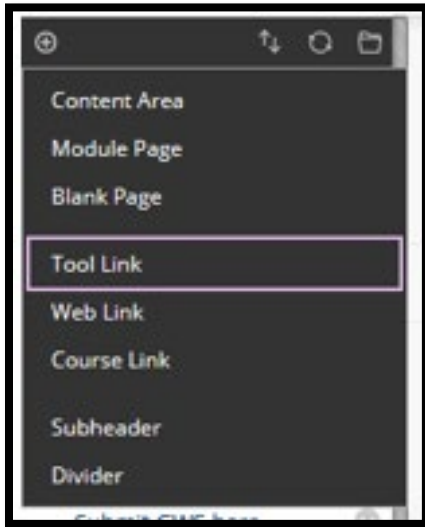


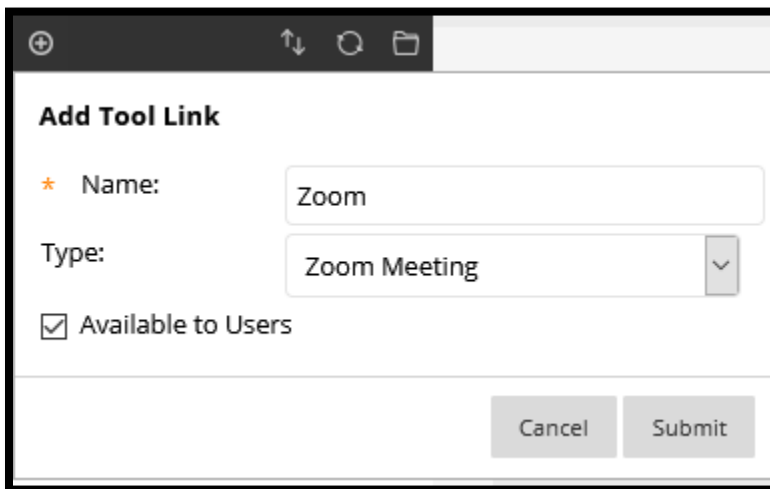
## Add Zoom Meeting Tool to Blackboard

This will allow you to start your meetings within Blackboard and will allow student access to your recordings without posting links.

1. Click the + button above the course menu and click Tool Link

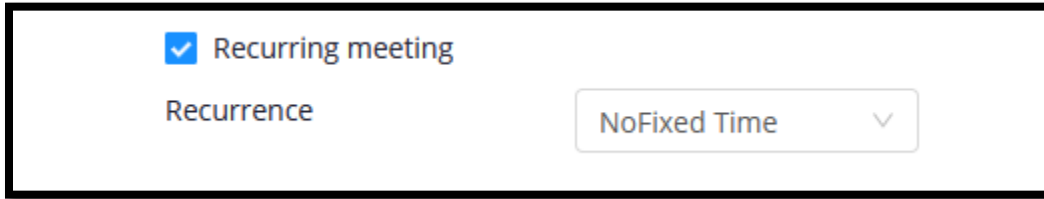


2. Make the name something distinguishable like "Zoom", use the drop down menu to make the type "Zoom Meeting". Make available to users.

A screenshot of the 'Add Tool Link' form in Blackboard. The form has a title 'Add Tool Link' and a star icon. It contains three fields: 'Name' with the value 'Zoom', 'Type' with a dropdown menu showing 'Zoom Meeting', and a checked checkbox for 'Available to Users'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

3. Now that the link is created and is present in your course menu, click this new Zoom link to be brought to the LTI. Click "Schedule a New Meeting" to set up class specific meetings.
4. In the schedule a new meeting screen, name your meeting your class name or something distinguishable.
5. Scroll down to the "When", "Duration", "Time Zone", and "Recurring meeting" section right below the name and description section. You may wish to check the Recurring meeting check box and set the Recurrence to "No Fixed Time". This will allow you to start the meeting

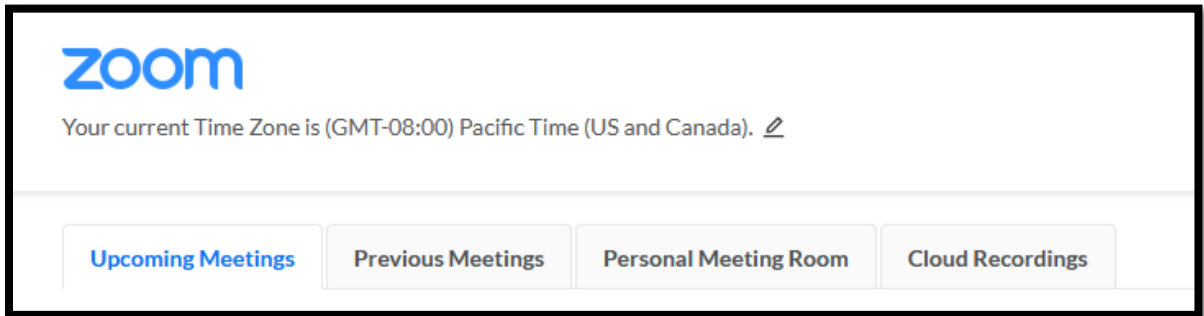
whenever you'd like and will allow you to have one meeting for multiple meeting dates.



Recurring meeting

Recurrence NoFixed Time ▾

6. Please look through the other settings before clicking Save at the bottom of the screen. You may be interested in the Meeting Option “User Personal Meeting ID” in order to use the standard meeting ID on your account. You may also be interested in setting up a passcode or waiting room to avoid intrusions.
7. Click Save at the bottom of this screen to add the Meeting to your Zoom LTI in Blackboard. It will now appear under the Upcoming Meetings tab.
8. Notice on the Zoom LTI Blackboard homepage you will see the Cloud Recordings tab. This is the tab where students will be able to watch your cloud recordings.



**zoom**

Your current Time Zone is (GMT-08:00) Pacific Time (US and Canada). [🔗](#)

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

For more info, please reach out to the eLearning department through phone 541-383-7785 or email [elearning@cocc.edu](mailto:elearning@cocc.edu)