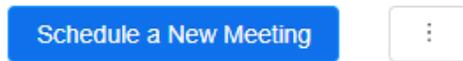


Creating your Zoom Sessions

1. Log into your course
2. Click on the Zoom link in the Course Content area (see document ***Adding Zoom to your Blackboard Ultra Course*** for instructions)
3. In Zoom window, click on ***Schedule a New Meeting***



4. Leave the topic name as default (this will match your Course name). Review and complete the following fields are required:

When - Enter start time of first classroom session

Duration – Default is one hour, change this to match your class time. If you go over your duration the Zoom meeting **will not** end.

Time Zone – Make sure this is set for GMT-5:00 Eastern Time (US and Canada)

Recurring Meeting – select this field if you are setting up a class for the entire semester. Typically most classes repeat weekly every 1 week. Enter the day of your class and the end date for the semester (or the number of sessions you wish to have)

Registration – you **cannot** require your students to register as they do not have a Northern College Zoom account

Video – Host & Participant On or Off – this is just the video setting for **entry** into the course. Once entered you can turn your video on or off.

Audio – Leave set as default (Telephone and Computer Audio)

Meeting Options – Decide which, if any of these options you wish to select.

Enable Join before host

Mute participants on entry

Breakout Rooms pre-assigned

Record the meeting Automatically

If recording your sessions, please always **record to the Cloud** so that all recordings stay with the Zoom link you have created in your course. You will not have to share any links or post any access for those recordings. They just click on the Zoom link in your course and choose the **Cloud Recordings** tab

See next page for screen capture of the ***Schedule a New Meeting*** Window

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Security Passcode
Only users who have the invite link or passcode can join the meeting
 Waiting room
Only users admitted by the host can join the meeting
 Only authenticated users can join meetings

Video Host on off
Participant on off

Audio Telephone Computer Audio Telephone and Computer Audio

Meeting Options Enable join before host
 Mute participants upon entry
 Breakout Room pre-assign
 Use Personal Meeting ID 5722772841
 Record the meeting automatically

Alternative Hosts