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A. Zoom Online Meetings / Meeting Recording

1. Zoom System Requirements

https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Macand-Linux

2. Getting Started

- Login and Create an Account at <u>https://bostonu.zoom.us/signin</u> (Students, faculty, and staff automatically receive Pro accounts)
- Download ZOOM Client at https://bostonu.zoom.us/download

3. App Interface

Start an Ad Hoc Meeting		Join Scheduled Meetings
	•	11:00 AM Tuesday: February 4. 2020
New Meeting -	- Toin	🔞 Add a calendar
Schedule a Meeting	share screen Sh	hare Screen
Schedule a Meeting		hare Screen

4. Join a meeting

- Select JOIN tab
- Enter meeting ID (provided by the host) Add your name
- Click JOIN

5. Schedule a Meeting

- Click SCHEDULE



Sched	ule a Meeting		Name	
Topic Samplel Zoo	m Meeting			
Sampidzoo	mineeting)
Start:	Tue February 4, 2020			-
Duration:	1 hour ~	0 minute	~	
Time Zone:	(GMT-05:00) Eastern Tim	ne (US and Canada		
	g meeting	Start time, I	Duration and Ti	ime Zone
Generate	Automatically O Pe	ersonal Meeting ID	276-362-9175	Monting
Generate Password Require r Video	Automatically Pe	ersonal Meeting ID	276-362-9175	Meeting ID
Generate Password Require r Video Host: On	Automatically Penneeting password	ersonal Meeting ID	276-362-9175 Video C	Meeting ID
Generate Password Require r Video Host: Onn Audio Talaabaa	Automatically Pe	ersonal Meeting ID	Video C	Meeting ID Options
Generate Generate Password Require r Video Host: On Audio Telephon Dial in from U	Automatically Pe neeting password Off Participants e Ocomputer Aud Inited States Edit	ersonal Meeting ID : On Off lio Off	Video C phone and Computer Audio C	Meeting ID Options Audio
Generate Password Require r Video Host: On Audio Telephon Dial in from U Calendar	Automatically Pe neeting password Off Participants e Off Computer Aud Inited States Edit	ersonal Meeting ID : • On Off lio • Tele	Video C phone and Computer Audio C	Meeting ID Options Audio

6. Meeting Interface



7. Record Meeting



8. Breakout Rooms (Optional):

Breakout Rooms allow you to split your Zoom meeting in separate sessions. The meeting host can choose these separate sessions automatically or manually, and can switch between sessions at any time.

- Up to 50 breakout rooms can be created
- Breakout room participants have full audio, video and screen share capabilities

Enable Breakout Rooms -

To enable the Breakout Room feature for all members of a specific group:

- Sign in at <u>https://bostonu.zoom.us/signin</u>
- Click the name of the group, then click the Meeting Settings tab

Profile	
Meetings	
Webinars	
Recordings	
Settings	
Settings Account Profile	
Settings Account Profile Reports	

 Navigate to the Breakout Room option on the Meeting tab and verify that the setting is enabled



Creating Breakout Rooms

- Sign in at <u>https://bostonu.zoom.us/signin</u>
- From the meeting, dashboard go to Breakout Rooms



Assign 0 participants into 4 Rooms: Assign 0 participants per room Create Rooms	
Breakout Rooms - Not Started	×
 Breakout Room 1 	Assign
 Breakout Room 2 	Assign
 Breakout Room 3 	Assign
▼ Breakout Room 4	Assign

- You can exchange and manage the assigned participants throughout the groups
- You can delete, recreate or add rooms during the meeting

9. Add Zoom Meeting Room in Blackboard Course:

Use your personal meeting ID link for reoccurring meetings.

- Locate Your Zoom Meeting Room ID <u>Zoom Portal</u> https://bostonu.zoom.us/ (Sign In)
- Copy your personal meeting ID Link (Unique to User)



 $\times\,$ Use this ID for instant meetings

- Go to your Blackboard Course Site (Edit Mode)
- Click on the + (Top Left) > Web Link



• Add Web Link – Name > Paste the Copied URL > Make it Available



• Your students should be able to click on this link and join your meetings

10. IS&T Zoom Resources - https://www.bu.edu/tech/services/cccs/conf/online/zoom/

- B. Video Hosting on MyMedia (Kaltura) and Sharing via Blackboard
 - Download the Video Recording from Zoom



- From your Blackboard Home Page go to My Media

Help
My Media My Media

- Add New > Media Upload



- Locate the Recording File and Upload
- Share Kaltura Recording in a Blackboard Course
 Content > Build Content > Kaltura Media
- Embed > Complete the Blackboard Posting Options



Questions:

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