BU BUMC IT – Educational Media

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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-Mac-and-Linux

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

3. App Interface
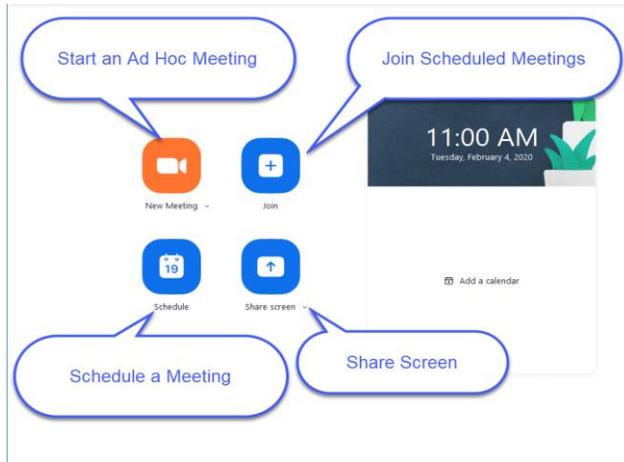
4. **Join a meeting**
   - Select JOIN tab
   - Enter meeting ID (provided by the host) Add your name
   - Click JOIN
5. **Schedule a Meeting**
   - Click SCHEDULE

6. Meeting Interface
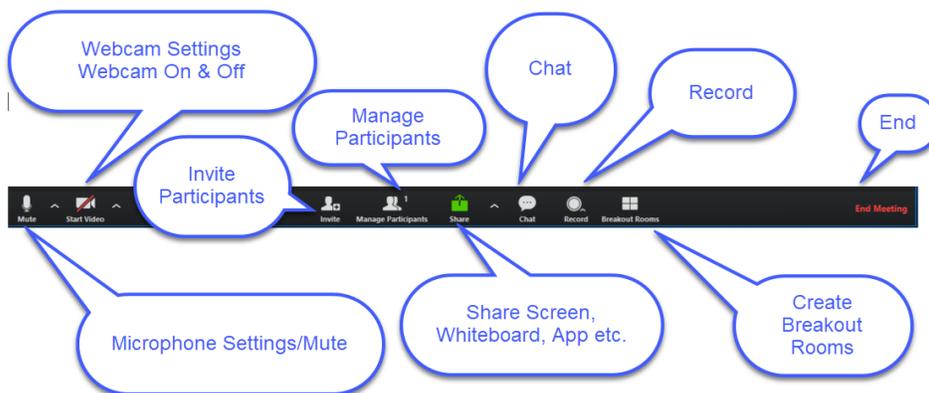
7. Record Meeting

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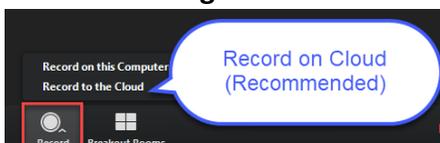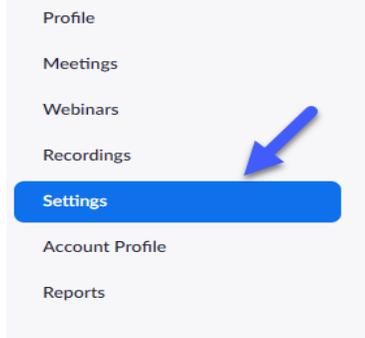
- Up to 50 breakout rooms can be created
- Breakout room participants have full audio, video and screen share capabilities

Enable Breakout Rooms -

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

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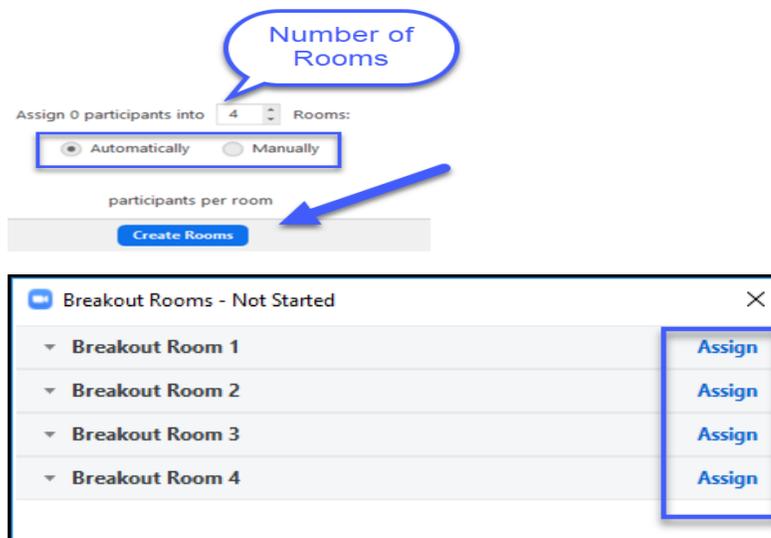

- Navigate to the Breakout Room option on the Meeting tab and verify that the setting is enabled
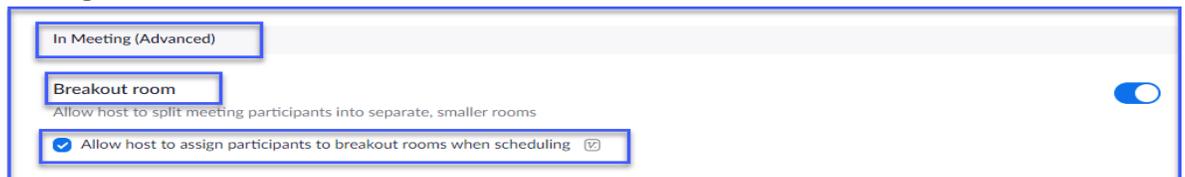
Creating Breakout Rooms

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

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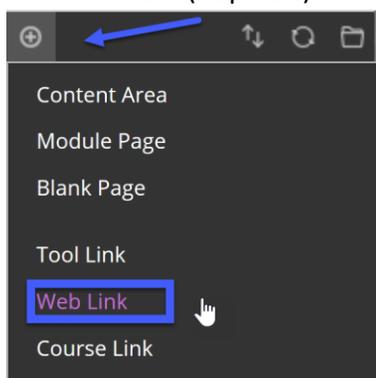- You can delete, recreate or add rooms during the meeting

9. **Add Zoom Meeting Room in Blackboard Course:**
   Use your personal meeting ID link for reoccurring meetings.
   - Locate Your Zoom Meeting Room ID – **Zoom Portal**
     https://bostonu.zoom.us/ (Sign In)
   - Copy your personal meeting ID Link (Unique to User)
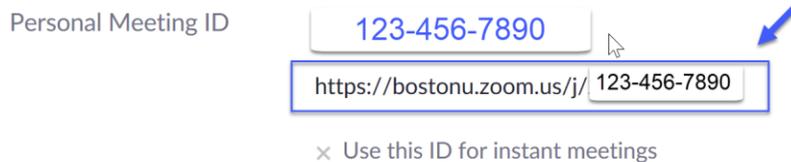
   - Go to your Blackboard Course Site (Edit Mode)
   - Click on the + (Top Left) > Web Link

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

Add Web Link

* Name:

Zoom Meeting

* URL:

https://bostonu.zoom.us/j/ 123-456-7890

For example,
http://www.myschool.edu/

☑ Available to Users

- 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
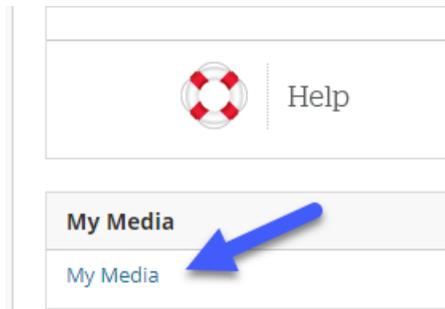
- Download the Video Recording from Zoom

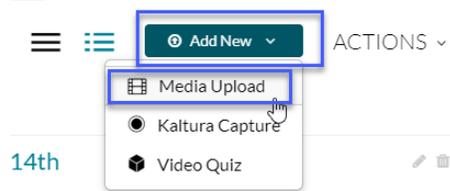My Recordings > Recording Details

Kenith Wilson's Zoom Meeting
Mar 4, 2020 10:43 AM Eastern Time (US and Canada)   ID: 493-602-612

[0] views this month   1   [0] views this month   0

▶ Recording-1 (577 KB)   ♫ Audio Only-1 (393 KB)

Download   Share   Download   Share

- From your Blackboard Home Page go to 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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