GVSU Zoom Fast Facts
https://www.gvsu.edu/it/zoom-fast-facts-247.htm

GVSU Zoom business plan and instructions are found www.gvsu.edu/it/zoom for your GVSU Macintosh or Windows computer. Instructions are also available for installing on personal devices.

How to tell if you have enabled your GVSU Zoom account
- Go to https://gvsu-edu.zoom.us and select Sign In
- Sign in with your GVSU credentials
- Under Profile and Personal Meeting ID, the link will show https://gvsu-edu.zoom.us
- If the link is not gvsu-edu.zoom.us, contact gvsuzoom@gvsu.edu for assistance

Using the Zoom Building Block in Blackboard
Instructors can schedule Zoom meetings and students can join meetings from within your Blackboard course.
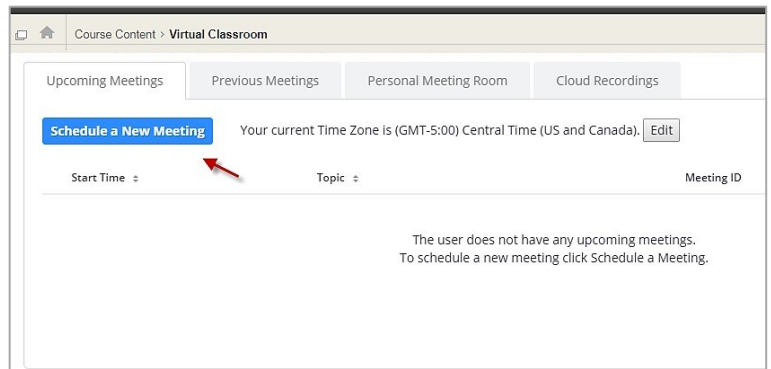
Create a Zoom Link on your Bb Menu

In your Blackboard course, go to + sign at the top of your navigation menu and select "tool link"

To Schedule Zoom Meetings

1. Click the Zoom link
2. Under the **Upcoming Meetings** tab, manage future meetings.

3. To create a new meeting, click the blue **Schedule a New Meeting** button at the top left.

Meeting Settings

1. Enter a Meeting Title/Topic and enter a Description. Select the date, time and duration. Click 'save' when finished with the settings.

Recurring Meeting Settings

2. Upon checking the **Recurring Meeting** option, additional settings will appear.

Select "Weekly" from the Recurring menu and Set to Repeat every 1 week.

Other Settings

Registration requires attendees to sign-up prior to joining the sessions. Since you know your students will be the ones attending, you will not likely need Registration.

With Video settings, you can determine whether the host or participants start with their video cameras on.

For Audio, it is recommended that you keep the default setting: Both. If anyone has trouble using their computer audio, they can use the Telephone as backup.

Require meeting password:

Requires attendees to enter a password. Only class members can find Zoom meetings made in Blackboard unless outside users are specifically invited, which mostly negates the need for a password. But you could use this feature if you only wanted members of a certain group of students to access a meeting, by only giving that group the password.

Enable join before host:

Controls whether participants can come into the meeting room prior to the host joining.

Mute participants upon entry:

Controls whether students are initially muted, with their microphones disabled. Muted students can still use the chat function.

Enable waiting room:

Good for one-on-one meetings, like office hours. Students must first be granted entrance by you in order to access the meeting room.

Record the meeting automatically:

Turns the recording function on immediately at the start of the meeting. When this option is turned on, you are prompted whether to record to your local computer or to the cloud. GVSU has limited cloud storage so you are encouraged to record the video meeting to your machine and then upload your video recording to Panopto for more permanent storage and sharing. http://gvsu.hosted.panopto.com

Other Tabs

Instructors have four tabs along the top: Upcoming Meetings, Previous Meetings, Personal Meeting Room, and Cloud Recordings. Students just get two tabs, Upcoming Meetings and Previous Meetings, and they do not get the ability to create meetings using Blackboard.

Upcoming Meetings:

All current and future scheduled meetings appear here. If a meeting's start time is met, users have the option to join the meeting. Instructors have a blue Schedule a New Meeting button; students do not.

Previous Meetings:

This tab lists your previous meetings. Students see any previous meetings that instructors made for the course. Recordings to these meetings are not available here.

Personal Meeting Room:

Instructors can use this tab to send invitations to their personal meeting room, and start the meeting using the blue Start Meeting button.

Zoom Video Tutorials

There are several functions within Zoom and included below are specific tutorials to the various tools and their tutorials.

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

Polling

https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings

Breakout Rooms: https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms

Non-verbal Feedback

https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-During-Meetings

Sharing a Screen

https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-

Using the Whiteboard

https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard

Using Annotation Tools

https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-

Using Chat

https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat