

How to Create a Zoom Meeting and Share it with Students

Create a Zoom Link

- 1. Go to https://jh.zoom.us/
- 2. Select Sign In and sign in with your JHED credentials
- 3. Select Schedule a Meeting

🔍 🔍 📑 My Profile - Zoom x 🕂							
← → C ☆ ≗ jh.zoom.us/profile		_				@ \$	
JOHNS HOPKINS UNIVERSITY & MEDICINE			SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING -	SUPPORT	
Profile							Edit
Meetings	4		Department				
Webinars			Account No.				
Recordings	Change	Delete					
Settings							

- 4. In the **Topic** field, enter your course ID and course Name
- 5. Select the checkbox beside Recurring Meeting

My Meetings > Schedule a M	Enter Course ID
Schedule a Meeting	and Course Name
Торіс	Course ID - Course Name
Description (Optional)	Enter your meeting description
When	08/31/2020 📑 1:00 V PM V
Duration	$\boxed{1 \ \ } hr \boxed{0 \ \ \ } min$
Time Zone	(GMT-4:00) Eastern Time (US and Canada) \sim
Add checkbox beside Recurring Meeting	Recurring meeting

6. Select No Fixed Time from the dropdown menu beside Recurrence

When	08/31/2020 I:00 V PM V	
Duration	1 v hr 0 v min	
Time Zone	(GMT-4:00) Eastern Time (US and Canada)	
	Recurring meeting Every day, until Select No Fixed from the dropdow	Time n menu
	Recurrence Daily	
	Repeat Daily	
	every Weekly	



- 7. Set the Meeting ID to Generate Automatically
- 8. For Security, select Passcode or Waiting Room
- 9. Select Video Host **On** and Participant **On**



- 10. Audio should remain as **Both**
- 11. Meeting options (defaults are okay)

Audio	 Telephone Computer Audio Both Dial from United States of America Edit
Meeting Options	 Enable join before host Mute participants upon entry Only authenticated users can join Breakout Room pre-assign Record the meeting automatically in the cloud Enable additional data center regions for this meeting

12. Scroll to the bottom of the screen and select Save

Your meeting information will be displayed.

13. To the right of the Invite Link select Copy Invitation

Meeting ID	Ş	9			
Security	✓ Passcode	*******	Show	\times Waiting Room	Select Copy Invitation
Invite Link	htti pwd=		?? GRU	UWFZXZz09	Copy Invitation

A window will open with all the meeting information that you will share with your students in Blackboard.



14. Select **Copy Meeting Invitation** at the bottom of window

eeting Invitation			
Sandra Chadwell is inviting you	to a scheduled Zoo	om meeting.	
Topic: Course ID - Course Nam	e		
Fime: This is a recurring meetir	g Meet anytime		
lain Zaam Maatina			
oin Zoom Meeting		G	21 IW/E7X7-09
Meeting ID: 99 99			
Passcode: 173681			
One tap mobile			
+13017158592,,99970343399	/#,,,,,0#,,173681# L	JS (Germantown)	
+13126266799,,99970343399	#,,,,,0#,,173681# U	JS (Chicago)	
Dial by your location			
+1 301 715 8592 US (Ger	mantown)		
+1 312 626 6799 US (Chid	:ago)		
+1 470 250 9358 US (Atla	nta)		
+1 470 381 2552 US (Atla	nta)	Select C	ору
· 4 / 4/ 540 0005 UC/N	- X/ - 1 \	Meeting In	vitation



Share the Zoom information with Students via Blackboard

- 1. Go to https://blackboard.jhu.edu/
- 2. Select Login using JHU Enterprise Authentication and Sign in with your JHED credentials
- 3. Select the course site in which you want to share the meeting link
- 4. Select **Syllabus** in the Course Menu
- 5. Click Build Content and then select Item

Ŧ	Blackboard Course 1 Demonstration	A	Syllabus 💿	
	Home Page	0	Build Content 🗸	Assessments v Tools v Partner C
	Course Content	0	Create	New Page
۱r	Announcements	0	File	Content Folder Module Page
Ľ	Course Files	0	Audio	Blank Page
	Discussions Assignments	0	Video	Mashups Flickr Photo
	My Grades Email	Web Link SlideShare P Learning Module Panopto Vid		YouTube Video Panopto Video Embed
-	Library Resources	0	Lesson Plan Syllabus Organization Link	
	Course Readings	0	- <u>-</u>	
	Research Guide	0		

- 6. Enter a Name (e.g. Course Meeting Link)
- 7. Click into the **Textbox**
 - a. Paste the meeting link you copied earlier by clicking in the textbox and pressing CTRL-V (PC) on your keyboard or Command-V (Mac).

To make the link active (or clickable):

- 8. Locate and select the Join Zoom Meeting Link in the pasted text
- 9. Copy the selected link (CTRL-C (PC) or Command-C (MAC) on your keyboard)
- 10. With the link selected, click on the Insert/Edit Link icon 🧖 in the toolbar

* Name	Course Meeting Link		
Color of Name	Black		
Text For the toolbar, press ALT+F	10 (PC) or ALT+FN+F10 (Mac).		
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∅ ≦ ▷ f _x . Mashups	- ¶ 44 © 🕃 🎝 🇮 🗰 🗷 📰 📰 📰 📰 📰 📰 📰 📰		
Sandra Chadwell is inviting	you to a scheduled Zoom meeting.		
Topic: Course ID - Course N Time: This is a recurring me	Select the meeting link Copy the meeting link		
Join Zoom Meeting			
https://jh.zoom.us/j/99970343399?pwd=UHZITTFDQUdWZDdaSDBTeGRUWFZXZz09			
Meeting ID: 999 7034 3399			



11. In the pop-up window

- a. Paste the Zoom Meeting link in the Link Path
- b. Select **Open in New Window (_blank)** beside **Target**
- c. Select Insert to save changes

		Insert/Ed	lit Link	
🔽 🔒 https	://blackboard. jhu.edu /web			t 120% ···· 🛛 ☆ 🗄
General				
Link Path	ıs/j/99970343399?p\	wd=UHZITTFDQUdWZDda	SDBTeGRUWFZXZz6	Paste the Zoom Meeting
	Browse My Computer	Browse Content Collection		Zoon meeting
Target	Open in New Windo	ow (_blank)	Select Open in New Windo	w
Title				
Class	Not Set	•		Select Insert
				Cancel Insert

Your Zoom Meeting Link is now active.

Topic: Course ID - Course Name
Time: This is a recurring meeting Meet anytime
Join Zoom Meeting
https://jh.zoom.us/j/99970343399?pwd=UHZITTFDQUdWZDdaSDBTeGRUWFZXZz09
Meeting ID: 999 7034 3399

12. Scroll down and select Submit



Below the Syllabus you should now see the **Course Meeting Information**.

