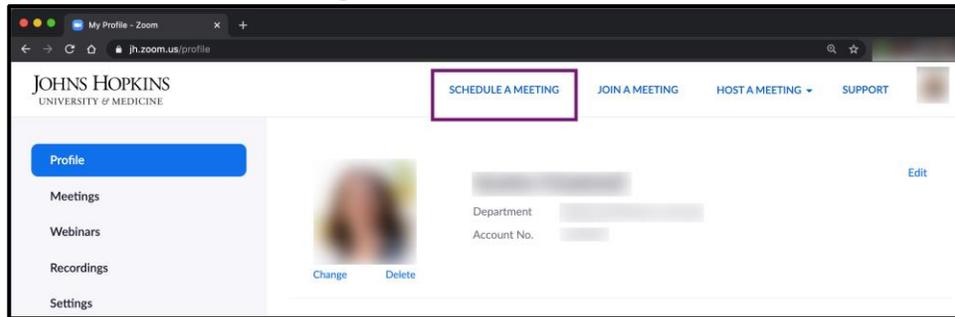


How to Create a Zoom Meeting and Share it with Students

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**



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

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

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

The screenshot shows the meeting configuration interface. Under 'Meeting ID', the 'Generate Automatically' radio button is selected. Under 'Security', the 'Passcode' checkbox is checked with the value '173681' entered in the adjacent text box. Under 'Video', both the 'Host' and 'Participant' radio buttons are set to 'on'.

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

The screenshot shows the 'Audio' and 'Meeting Options' sections. In the 'Audio' section, the 'Both' radio button is selected. Below it, the dialing information is 'Dial from United States of America' with an 'Edit' link. In the 'Meeting Options' section, all checkboxes are unchecked, including 'Enable join before host', 'Mute participants upon entry', 'Only authenticated users can join', 'Breakout Room pre-assign', 'Record the meeting automatically in the cloud', and 'Enable additional data center regions for this meeting'.

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

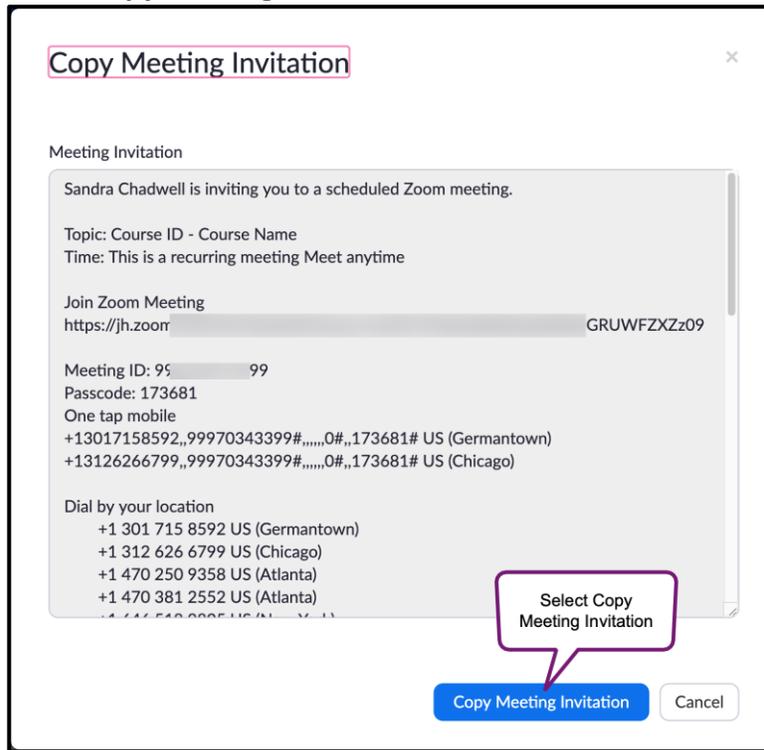
Your meeting information will be displayed.

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

The screenshot shows the final meeting summary. It displays the Meeting ID, Security settings (Passcode and Waiting Room), and the Invite Link. The Invite Link is partially obscured by a blue highlight. A purple callout box points to a 'Copy Invitation' button located to the right of the link.

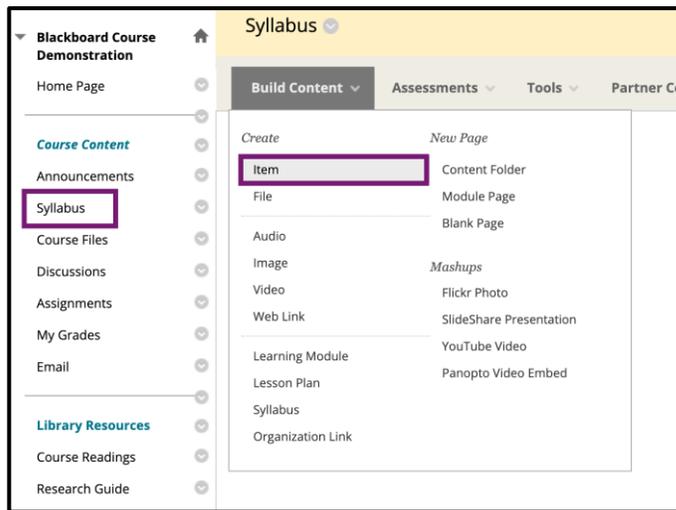
A window will open with all the meeting information that you will share with your students in Blackboard.

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



Share the Zoom information with Students via Blackboard

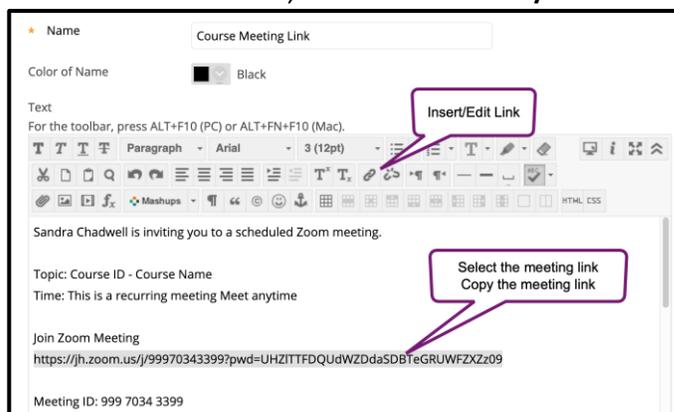
1. Go to <https://blackboard.jhu.edu/>
2. Select **Login using JHU Enterprise Authentication** and Sign in with your JHED credentials
3. Select the course site in which you want to share the meeting link
4. Select **Syllabus** in the Course Menu
5. Click **Build Content** and then select **Item**



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).

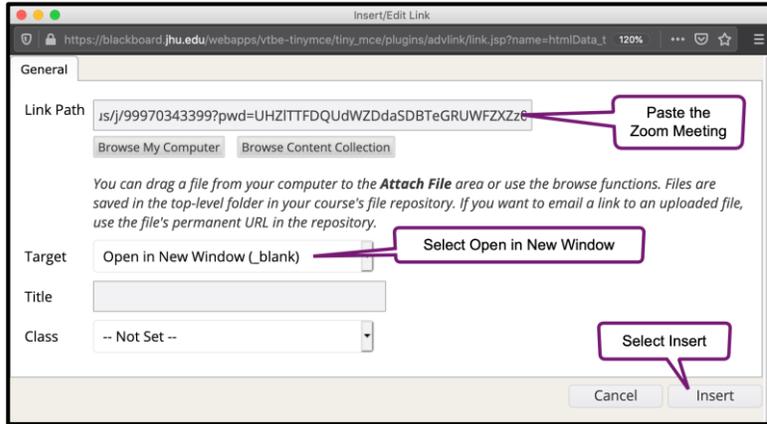
To make the link active (or clickable):

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



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



Your Zoom Meeting Link is now active.



12. Scroll down and select **Submit**



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

