
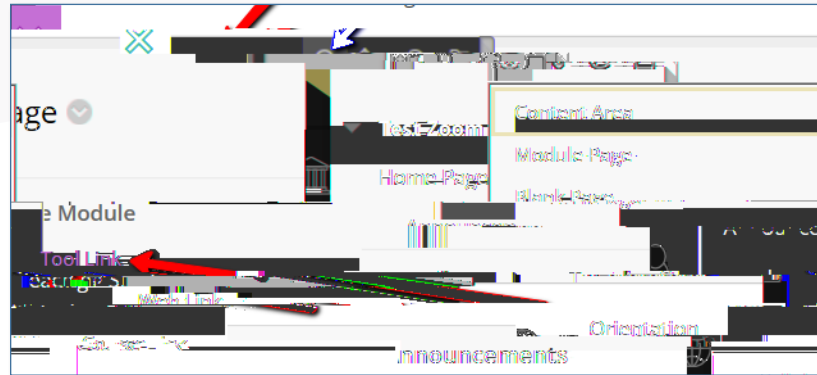
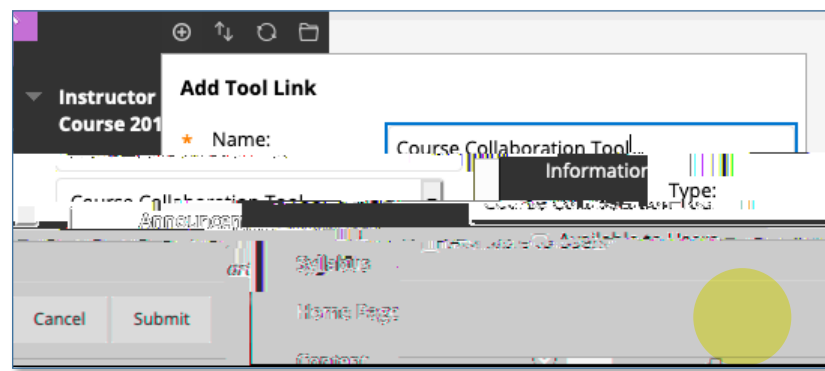


Add Course Collaboration Tool to Course Menu

1. From inside our course, hover over the  icon and click **Tool Link**.



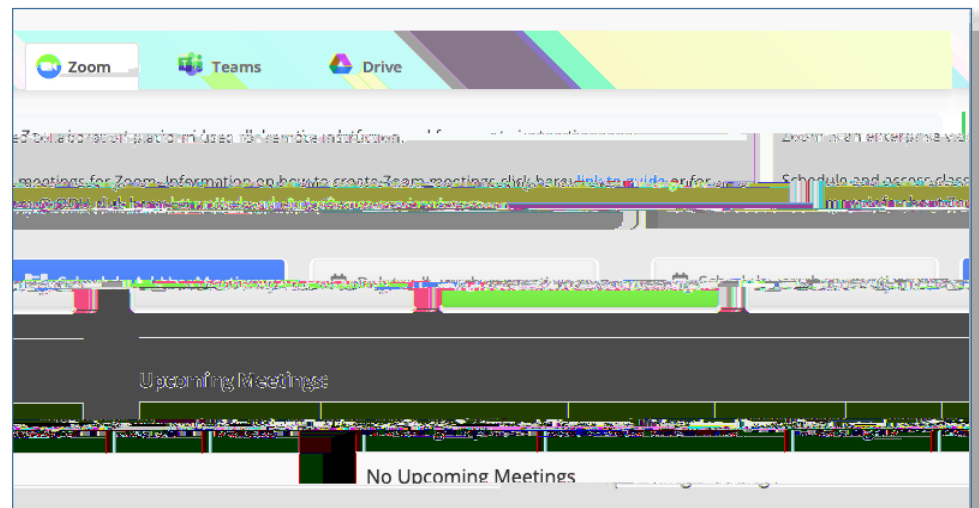
2. Enter the **Name** (displayed in the course menu), **Type** (Course Collaboration Tool), and check the box next to **Available to Users** (so students can see the link as well). Click **Submit**.



Schedule a meeting

Zoom meetings will only show up in Blackboard if they are scheduled from Blackboard. Meetings scheduled outside of Blackboard (directly through the Zoom app, for example) will not appear in Blackboard.

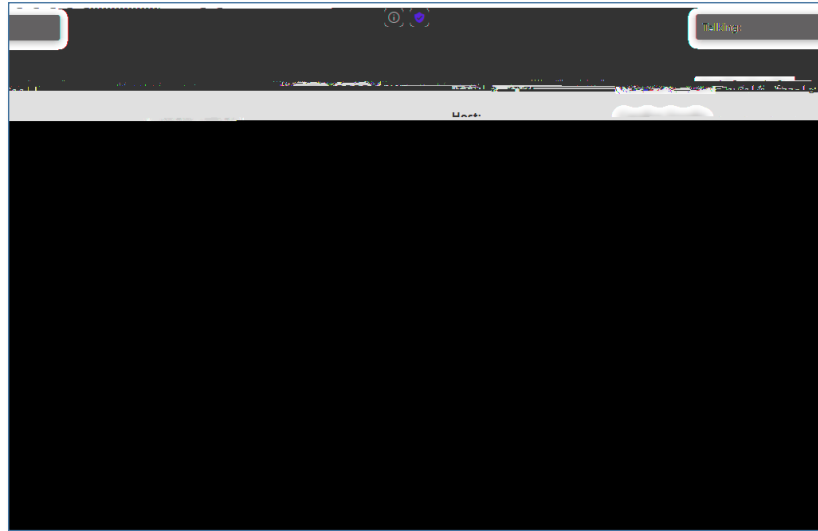
1. Open the **Course Collaboration Tool** and click on the **Zoom** tab.



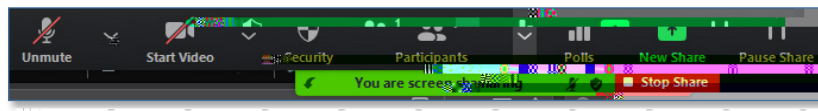
4. The Zoom page in the Collaboration Tool will shows a list of meetings

Using Zoom

You can access the meeting controls located at the bottom of the meeting window to share our screen, mute yourself or all participants, view the chat window, participants and more.



When screen-sharing, meeting controls move to the top of the screen.



Learn more about [polls](#) in Zoom.

Invite participants to our meeting

There are a couple of ways to invite people to join our meeting:

1. All meetings scheduled through the Course Collaboration Tool show up in the tool's list of upcoming meetings. Copy and paste the meeting ID and password in an email or message to our prospective attendee.



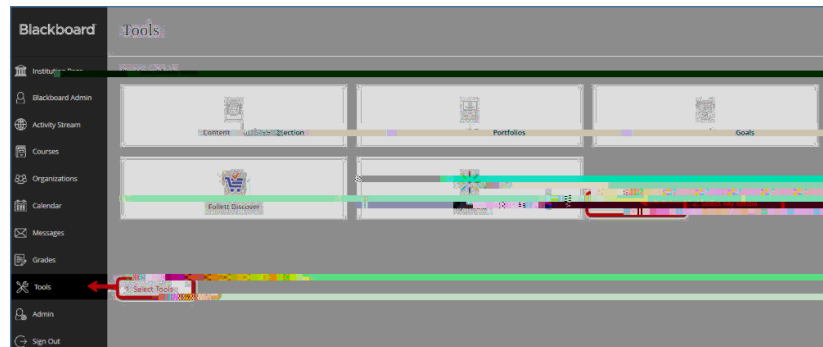
2. From the Zoom app, click on **Meetings**, select the meeting you want to share, then click **Copy Invitation** to copy the meeting info to our clipboard. Then open an email or message and paste the invitation.





View and Share Recordings

1. Share recordings in our Blackboard courses from **My Media**, found under **Tools**. (Recordings stored in Kaltura are available for up to 3 years.)



Additional Help

Click on the **Get Training** icon to register for Live Training Webinars and access other Zoom documentation.

