Step-by-Step Guide:
Classroom Proceedings Broadcast in Zoom and Recorded to Panopto

Zoom is integrated with Blackboard and Panopto. By scheduling Zoom meetings from within Blackboard, when you record a Zoom meeting that was scheduled through the Blackboard course, the recording will automatically be brought into the course via the associated Panopto folder. This process makes it safe and secure to create meetings for your class, share the meeting links securely within Blackboard, and make the recordings available to the students in that specific course with little additional work.

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Overview of the Steps

Schedule Zoom meeting from Blackboard course → Tell students how to access the Zoom meeting → In class, connect to equipment and join Zoom meeting → Verify that Zoom meeting is being recorded → Optional: Embed the recording in a specific Blackboard folder

Before Class

Your course has already been set up with **Panopto** and **Zoom**.

Any adjustments to the Panopto folder should happen before you schedule your course meetings.

Schedule the Zoom meeting from your Blackboard course site

1. Select **Course Tools** from the top half of the menu.
2. Select **Zoom Meeting** from the alphabetical list (a new window will open in your browser).
3. Click the blue **Schedule a New Meeting** button in the top right of the page.
4. Title your meeting, set a date and duration/recurrence, and choose to automatically record.
   - You can set the recurrence to “No Fixed Time” for a single reusable session for the semester.
5. Ensure that you use either a password or the waiting room for your meeting, as required.
6. Click **Save** to create the meeting.

Tell students how to access the Zoom meeting from within Blackboard

Students will access Zoom meetings in a Blackboard course either:

A. through **Course Tools > Zoom Meeting** or
B. via a Tool link you add to your course menu that takes them directly to the “Zoom Meeting” integration.

See below **Instructions to Send Students** for language you can use or adapt.
Classroom Setup
Connect laptop to classroom technology and join Zoom session

Watch a video overview of how to connect to classroom technology.

1. Power on the system by pressing the “ON” button through the MediaLink Controller located in the front of the classroom.
2. The “ON” button will blink for approximately 30-90 seconds while the system warms up.
   - DO NOT PRESS ANY OF THE BUTTONS WHILE THE MEDIA LINK CONTROLLER IS BLINKING.
   - The system has been successfully powered on when the MediaLink Controller has stopped blinking and the projector’s power LED has turned blue.
3. To project a laptop, either plug in the HDMI or the VGA cable and select the “LAPTOP” input on the Media Link Controller.
4. Connect the USB Type-A cable to your laptop
5. Start your class in your preferred web conferencing tool (i.e.: Zoom, Blackboard Collaborate, Teams)
6. In Zoom, set your camera, microphone, and speakers to the “Polycom Studio Video”
   - Hover your mouse on the bottom of your laptop display.
   - Click the up arrow icon next to the Camera icon and select “Polycom Studio Video.”
   - Next, click on the up arrow next to the Microphone icon and under “Select a Microphone,” click “Echo Cancelling Speakerphone (2-Polycom Studio Audio).”
   - In the same menu under “Select a Speaker,” click “Echo Cancelling Speakerphone (2-Polycom Studio Audio).”

Check if Zoom session is recording
When scheduling the Zoom meeting from Blackboard, you can check a box to “Record the meeting automatically”. The recording should be “In the cloud.” The recording will then be inserted into the associated Panopto folder for the course.

Once inside the Zoom meeting, you can verify that the session is in fact recording.
Post-Class: Manage the Recording
If you configured Panopto for the course and recorded the Zoom session, the recording will be accessible to you and students:

1. From your course in Blackboard, click Course Tools in student menu.
2. Click Panopto Content.

Optional: Embed recordings in Context
You can embed the video into an “item” in a Blackboard content space to group it with other content and activities for the week. Watch a tutorial on Two Ways to Embed a Panopto Video in Blackboard.

1. From the relevant content area in the Blackboard course site, hover over Build Content.
2. Click Item.
3. Give the item a title and optional description. You can also include additional files or links if relevant.
4. In the description box, click Mashups and select Panopto Video.
5. Select the video and click Insert Videos.
6. Click Submit to save the item.
Tips for Managing the Split Classroom

Watch a recorded workshop on Managing Split Classrooms.

- When displaying to the overhead projector, extend your laptop monitor instead of duplicating it so that Zoom controls do not overlap the presentation you are sharing.
  - Watch a video demonstration for Windows users.
  - Apple Support: How to extend a monitor on a Mac.
  - Steps:
    - Windows key+P
    - Select Extend
    - Drag screen to share (e.g. PowerPoint) onto projector screen
- Use consistent participation modes for both groups.
  - In-person students can join the Zoom room and use “Raise Hand”, “Chat”, “Breakouts”.
    - In-person students will need ear buds to participate in Breakouts
- Ask an in-class student to help moderate the chat and notify you about raised hands.
- Make virtual “eye contact” by calling on virtual participants by name.
- Use communication protocols to manage how and when people can participate (e.g. how to raise hand, how to chat).
- You can make it easier for students to participate asynchronously if they miss the meeting:
  - Record the session for students who can only participate asynchronously.
  - Have an equivalent report-out mode (e.g. all groups share out notes via discussion board).

Instructions to Send to Students

To access a Zoom Meeting from Blackboard:

1. Access the Blackboard course site.
2. Click Course Tools from the menu.
3. Click Zoom Meeting.
4. Click on the title of the meeting you wish to join.

It is possible your instructor will link to the Zoom Meeting area from the course menu, which would skip Step 2 above.

How to Configure Audio & Video in Zoom

Troubleshooting Video, Audio and Echo

Pin the Instructor Video to Keep It Prominent and Large
Zoom Support and Troubleshooting

General

Zoom Support Site

How to Join a Meeting in Zoom

How to Configure Audio & Video in Zoom

Sharing Your Screen in a Meeting

Managing Participants in a Meeting

Best Practices for Securing Your Zoom Classroom

Managing Breakout Rooms

Enabling breakout rooms

Managing breakout rooms

Pre-assigning participants to breakout rooms

Troubleshooting

My video/camera isn't working.
Read tips on troubleshooting a camera that won't start or show video.

There is echo in my meeting.
Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local. Learn about common causes of audio echo.

Audio isn't working on my mobile device.
Read tips on troubleshooting audio that isn't working on your iOS or Android device.