Scheduling Online Meetings VIA Zoom App, Blackboard, and MediaShareIQ

1. Becoming Familiar with scheduling Zoom meetings
    a. Via Zoom app
        i. Click Schedule
        ii. Set date and time for meeting, and duration (default 1 hr.)
        iii. If recurring meeting check box
        iv. If you want Diné College only accounts select only authenticated users
        v. Choose video option can be changed once meeting starts
        vi. Choose audio setting by default its set at telephone and computer audio
        vii. Choose the calendar you would like it synced with
        viii. For more choices select advanced options
            1. Can mute upon entry, auto record, block certain countries or regions, and allow participants to join anytime
        ix. Click save
    b. Via Black Board
        i. Selected your course
        ii. Click Zoom a new window pops up (you might have to unblock pops)
        iii. Upper right-hand corner click on schedule a new meeting
        iv. Type in your topic
        v. If you choose type in a description
        vi. Set date and time for meeting, and duration (default 1 hr.)
        vii. Choose a different time zone if needed (default is your current time zone)
        viii. If recurring meeting check box
            1. Select recurrence choice (if twice a week select no fixed time)
        ix. You can choose for participants to register select desired choice
        x. For added security you can choose a passcode, waiting rooms you choose who enters, and only authenticated users (Diné College only)
        xi. Choose video option (note can be changed at any time during meeting)
        xii. Choose audio preference (default is audio and phone)
        xiii. Additional meeting options allows participants to enter before host, mute upon entry, and record automatically once the host starts the meeting
        xiv. Alternative Host, if you will have someone assisting you during the meeting input their email address. You can give host, co-host, or panelist privileges during meeting
        xv. Click save
        xvi. Copy meeting invitation and post to your desired location in Blackboard
    c. Via MediaShareIQ
        i. Login to Blackboard select desired course
        ii. Click MediaShareIQ a new window opens up
        iii. In upper left corner below URL click schedule
        iv. Click add schedule in the upper right-hand corner
        v. Select your schedule type for synchronous meeting select Online class
        vi. Type activity name

vii. Select the desired course
viii. Type the schedule name
ix. Choose start date, time, and duration in minutes (default is 30 min)
x. Click if a recurring meeting. Only have daily, weekly, or monthly
xi. Select the availability (meetings automatically record and upload immediately after meeting ends)
xii. Choose if you want the video to remain forever or until a certain period of time.
xiii. Click Save in the upper right-hand corner
xiv. After creation you will see the meeting listed about 2/3 of the way you will see to little body outlines one is the host link the other is the participants link.
1. Click the participant link it automatically copies and paste to your desired location in your Blackboard course