

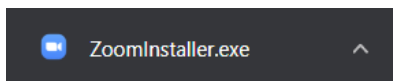
## SET UP AN ON-LINE CLASS WITH ZOOM

This document explains the steps for installing and using the features of Zoom to facilitate a class.

### INSTALL ZOOM

To use Zoom with Blackboard, you must have the Zoom app installed on your computer.

1. In your web browser, go to: <https://zoom.us/support/download>
2. A file called ZoomInstaller.exe will automatically download to your computer. Most end users will see the file appear in the bottom left-hand corner of the screen. Click the filename to begin the installation. You will also find the file in the Downloads folder on your C Drive.



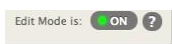

3. A Zoom Meetings window appears when the installation is complete. Click **Sign In**.
4. Click **Sign In with SSO**.
5. Input "usc" in the **Company Domain** field.

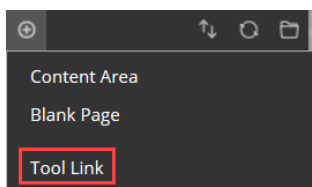


6. Click **Continue**.
7. Click **Open Zoom Meetings**.
8. The Zoom app installation is complete.

### ENABLE ZOOM IN BLACKBOARD

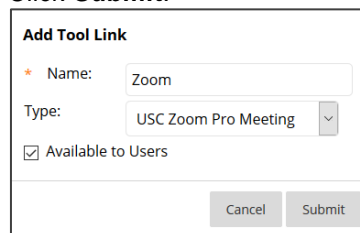
You must enable Zoom for each course that you administer in Blackboard.

1. Navigate to your course in **My Courses module**.
2. Turn edit mode on .
3. In the upper left-hand corner of the Blackboard screen, below the course name, click .
4. Click **Tool Link**.

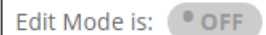


### ENABLE ZOOM IN BLACKBOARD (continued)

1. In the Add Tool Link pop-up window:
  - a. Enter **Zoom** in the Name field.
  - b. In the **Type** field, select **USC Zoom Pro Meeting**.
  - c. Select the **Available to Users** checkbox.
  - d. Click **Submit**.



2. The **Zoom** link will be displayed in the menu on the left-hand side of the screen. You may now schedule Zoom meetings by clicking this link



3. Set edit mode to off

### SCHEDULE CLASS WITH ZOOM


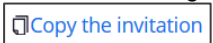
1. Navigate to your course in **My Courses module**.
2. In the menu on the left, click the **Zoom** link.
3. Click **Schedule a New Meeting**.
4. On the Zoom screen, complete the following fields:
  - a. **Topic:** Meeting topic (e.g., Thursday lecture)
  - b. **Description:** Description of the meeting/lecture.
  - c. **When:** Start time and date of the meeting.
  - d. **Duration:** Meeting duration.
  - e. **Video - Host:** Select "On."
  - f. **Audio:** Select "Both"
  - g. **Meeting Options:**
    - i. Select **Require Meeting Password** and input a password.
    - ii. Select **Enable waiting room**.
    - iii. Select **Record the Meeting Automatically and In the Cloud**.
  - h. **Alternative Hosts:** Contains TA's and others who are automatically assigned to the course. Cannot be changed.
5. Click **Save**. You will need to send the meeting link to your students using a **Blackboard Announcement**.

## SET UP AN ON-LINE CLASS WITH ZOOM *(continued)*

### SEND BLACKBOARD ANNOUNCEMENT WITH ZOOM LINK

Use a Blackboard Announcement to send Zoom meeting links created in Blackboard. Do not send Zoom meeting links via e-mail, since this increases the risk of “Zoombombing.”

Zoombombing occurs when a meeting participant uses Zoom’s screensharing feature to interrupt and disrupt meetings and classes.

1. Navigate to your course in **My Courses module**.
2. Turn edit mode on .
3. In the menu on the left-hand side of the screen, click the **Zoom** link.
4. On the **Upcoming Meetings** tab, locate the Zoom meeting you wish to announce.
5. Click the meeting link in the **Topic** field.
6. On the row containing the web link for the meeting, click .
7. On the pop-up window, click the **Copy Meeting Invitation** button.
8. Close the pop-up window.
9. At the top of the screen, click the course name.
10. In the menu panel on the left-hand side of the screen, click **Announcements**.
11. Click Create **Announcement**.
12. In the **Subject** field, enter the subject of the announcement (e.g., Thursday online class).
13. In the **Message** field, paste the Zoom meeting link and add additional required information.
14. At the bottom of the screen, click **Submit**. The announcement will be sent to individuals associated with the course.

## FACILITATE CLASS IN ZOOM

### HOW TO LAUNCH A ZOOM SESSION FROM BLACKBOARD

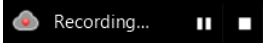
1. From the Blackboard Home screen, click the link for Zoom meetings in the menu panel on the left-hand side of the screen.
2. On the **Upcoming Meetings** tab, locate the meeting you wish to launch.
3. Click **Start**. If prompted, select the Zoom app.
4. On the pop-up screen, select your audio option (phone call or computer audio).
5. The meeting will start, and your microphone will be live.
  - a. If you elected to record the meeting automatically when you scheduled it, the recording will have begun. After ending the meeting, you will receive an e-mail link with to your recorded meeting one it’s loaded. However, you must publish the recording for course participants to be able to view it.
  - b. Your students will join this meeting by clicking the scheduled meeting link in Blackboard.
  - c. Click **Manage Participants** at the bottom of the screen to see the names of the people who have joined.

### HOW TO RECORD A SESSION

If you forgot to record a meeting automatically when you scheduled it, you may record after it has started.

1. Place your cursor on the screen.
2. Click **Record** in the bar at the bottom.



3. Select **Record to the Cloud**.
4. The image  appears in the upper right-hand corner while you are recording.
  - a. Click the pause button to pause the recording.
  - b. When paused, click play to resume the recording.
  - c. Click stop to end the recording.
5. When you end the recording, click **Yes** to confirm that you want to stop the recording.
6. You will receive an e-mail link with to your recorded meeting one it’s loaded. However, you must publish the recording for course participants to be able to view it.

**FACILITATE CLASS IN ZOOM** *(continued)***BREAKOUT ROOMS**

You may divide the class participants into groups and set them up in breakout rooms for group discussions during an online class.

1. Select **More → Breakout Rooms**.
2. On the Create Breakout Rooms pop-up screen:
  - a. Indicate the number of breakout rooms you wish to set up.
  - b. Select automatic or manual assignments. (For manual rooms you will assign class participants to specific rooms)
3. Click **Create Rooms**.
4. Click **Open All Rooms**. At this point, all students will be in breakout rooms.
5. When you are ready to resume the class, click Close All Rooms. All participants will return to the meeting.
6. Close the Breakout Room pop-up window.

**ONLINE LECTURE MANAGEMENT**

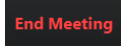
- Be aware of cognitive overload.
- Multi-hour lectures in Zoom are not recommended.
- For longer sessions, break up the lecture with breakout sessions, videos, assignments, and discussions.

**RECORD & PUBLISH PRE-RECORDED SESSION**

Use pre-recorded sessions to record a lecture that you wish to publish later.

1. Navigate to your course in **My Courses module**.
2. In the menu on the left-hand side of the screen, click the Zoom link.
3. Click the **Personal Meeting Room** tab.
4. Click Edit this Meeting.
5. Select **Record the meeting automatically** and **In the cloud**.
6. Click **Save**.
7. Click **Start this Meeting**. Zoom opens automatically (If prompted, select **Zoom Meetings** to launch the app).
8. Select an audio option from the pop-up window.
9. Click **End Meeting**.
10. Click the **End Meeting for All**.
11. Open a web browser and go to [usc.zoom.us](https://usc.zoom.us).
12. Click **Sign In**. You will be signed in automatically through single sign-on.
13. On the left-hand side of the screen, click **Recordings**.
14. Click
15. A pop-up window appears with a link to the recording. Click **Copy to Clipboard**. You may now e-mail the link to your students or include it in a Blackboard Announcement.

**FACILITATE CLASS IN ZOOM** *(continued)***HOW TO END SESSION**

1. Place your mouse in the meeting window.
2. Click .
3. Click the **End Meeting for All** button.
4. The meeting will end for all participants, and audio and video will be terminated.
5. If you were recording your session, the recording will end and be available online shortly

**HELP**

For questions about Zoom functionality and training:

- <https://itservices.usc.edu/zoom/>
- Email [consult@usc.edu](mailto:consult@usc.edu)
- Call 213-740-5555, option 1