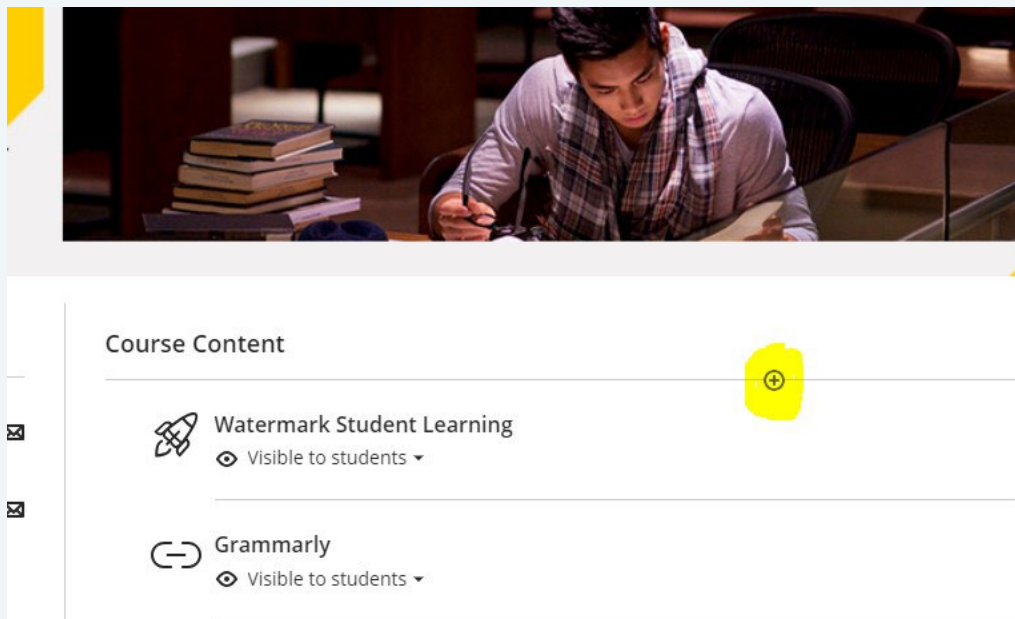


How to Create a Zoom Meeting on Blackboard Ultra (Step-by-Step Guide)

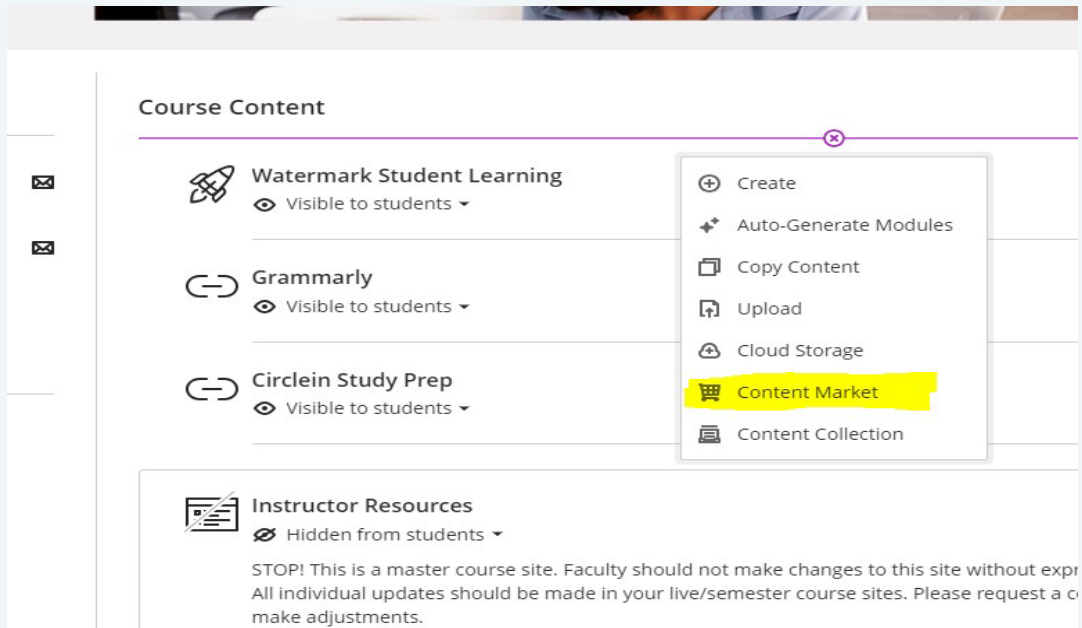
1 Navigate to your course inside of Blackboard.

2 If Zoom Meeting is already added to the course, please skip to Step 6.

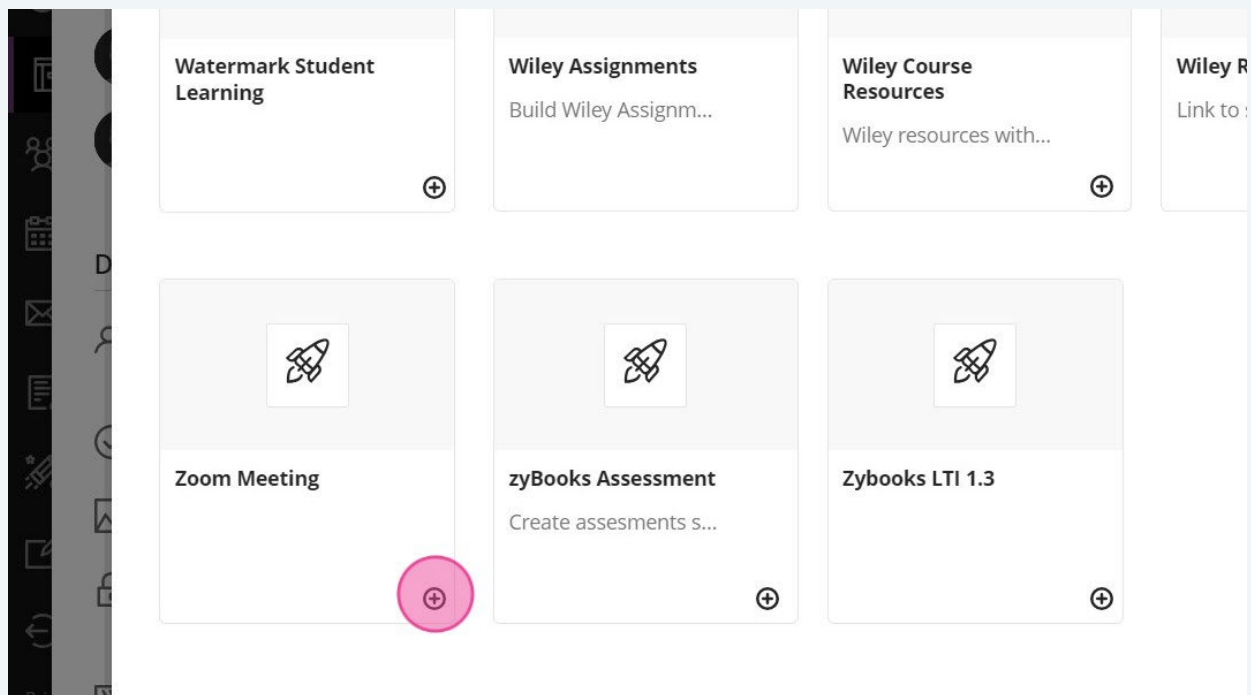
3 Click on the highlighted icon under **Course Content**.



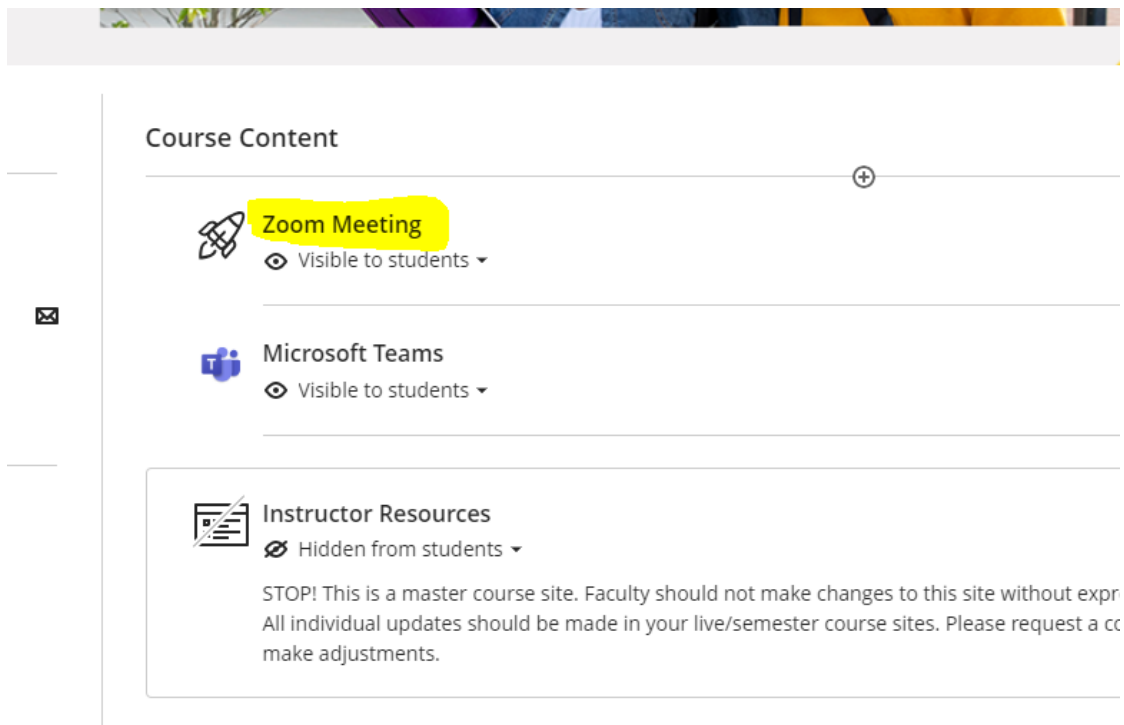
4 Click on **Content Market**



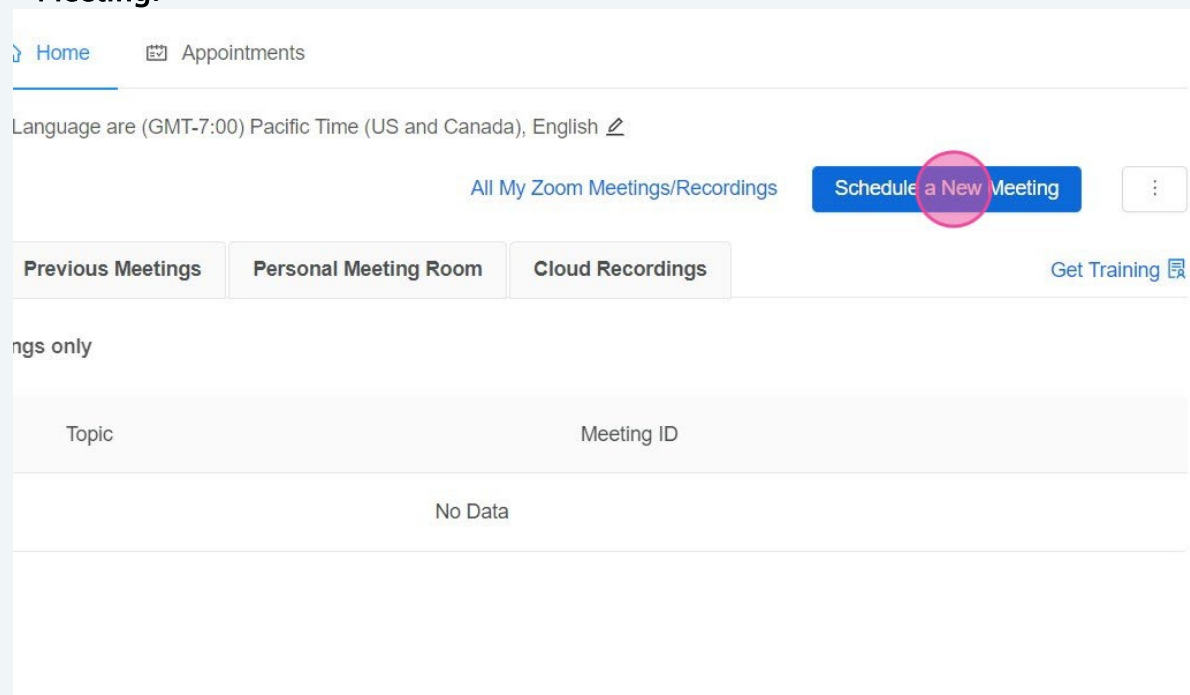
5 Click on the plus sign under Zoom Meeting to add Zoom Meeting to your course.



- 6 Once Zoom Meeting has been added, click **Zoom Meeting** to set up your recurring class.



- 7 To set up recurring meeting based on the class times, click **Schedule a New Meeting**.



- 8 Add the details of the meeting or your class session(s) as necessary.

9 You can click the **Mute participants upon entry** field if you choose to do so.

video

Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio ☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Meeting Options

- ☐ Enable join before host
- ☒ Mute participants upon entry 
- ☐ Use Personal Meeting ID 6217399833
- ☐ Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

10 You can also **Enable join before host** or the other options as you deem fit.

video

Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio ☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Meeting Options

- ☐ Enable join before host
- ☒ Mute participants upon entry 
- ☐ Use Personal Meeting ID 6217399833
- ☐ Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

11 Click **Save** when you are done.

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry 

☐ Use Personal Meeting ID 6217399833

☐ Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

 Save  Cancel

12 You have successfully added a Zoom Meeting to your Blackboard Ultra course.