

Using Zoom to carry on your class in real-time:

You will need:

- Sign up for an MCC Zoom account (other handout)
- Microphone and webcam – this can be through a laptop, a plug-in webcam, or document camera (plugged in through USB, it acts as a webcam and mic)

To set this up for your students:

- Go to <https://monroecommunity.zoom.us> to log in
- Under “Profile”, look for Personal Meeting ID, highlight the link, and hit Ctrl-C to copy this to your clipboard
- In your Blackboard course, find where you want the Zoom link to go, and click “Build Content/Web Link”
- Name it something like “Click here to start our live Zoom meeting at class time”, and click in the “URL” field and hit Ctrl-V to paste the Personal Meeting ID link you copied before
- Click “Submit”

At your actual meeting time:

- Click on your weblink you created within Blackboard (your students will be doing this as well)
- Follow the prompts to “Test speaker and microphone” to make sure you can hear and be heard
- Click “Join with Computer Audio” (you sometimes have to click this twice)
- Managing the meeting:
 - “Manage participants” (when you point to the bottom) let’s you see who’s in the Zoom session, and mute/unmute whole class or individual students
 - If you’re using a document camera:
 - Physically flip up the camera, so you can be seen – if upside down, go into “^” next to the video camera icon and then “Video Settings...”, click “Rotate 90” twice
 - If your text is mirrored on screen, go into “^” next to the video camera icon and then “Video Settings...”, uncheck “Enable mirror effect”
 - To show your computer screen, go to “Share” (when you point to the bottom), select the screen to share; click “Stop Share” at the top when done
 - “Record” can record your session for students to view later; we generally advise “Record to the Cloud”; Pause or Stop buttons will then appear in the same place

Use Zoom to pre-record your classes before-hand:

- Go into the meeting, but only with yourself in it, as above
- “Record” as above to make your initial file, but use “Record on this Computer”, it will save it when you “End meeting for all” after you’re done
- The folder with the files will usually appear; if not, it’s in “Documents/Zoom”
- Go to your Blackboard course where you want to post the video you’ve created
- Click on “Build Content/Ensemble Video Chooser”

- You might have to click on “MCC SSO” and choose “Monroe”
- You are now in your own Ensemble library
- Click the green “Upload” button
- Fill in the Title, and click “Add File” and browse to your file in “Documents/Zoom”; you’ll want the zoom_0.mp4 file
- Click “Start Upload”
- If you don’t see your video in the list, click “Reload”
- “Choose” the video
- Select “Video Player” and “Save”
- This is now a Blackboard item like any other, and you can move it around within your course (by default, it will be at the bottom of the screen)