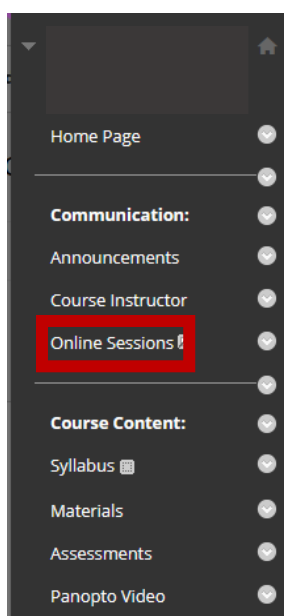
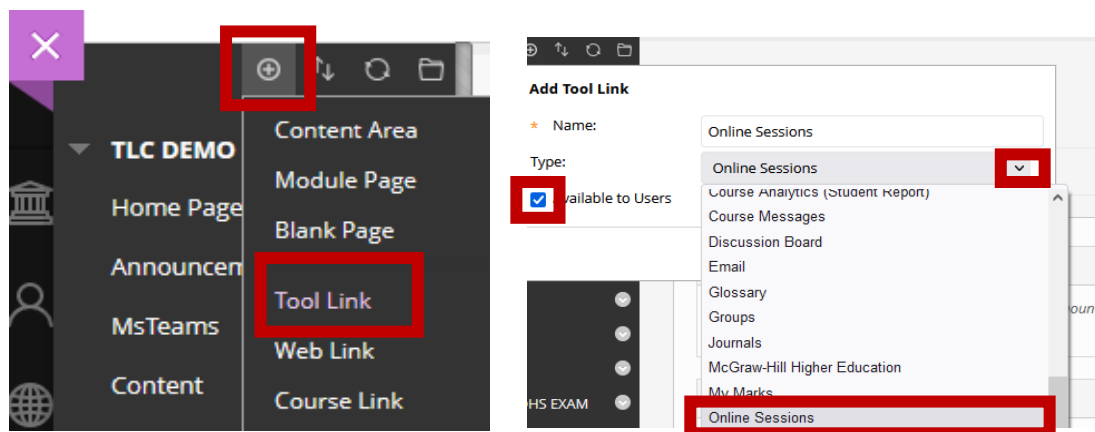


Connecting to a Zoom Session via Blackboard

1. After logging in to the Blackboard system, click on the name of the course you will hold your session in.
2. If there is no **"Online Sessions"** tab in the menu of your course, add it to the menu as follows.



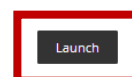
3. Click on the **"Online Sessions"** link in the menu of your course.



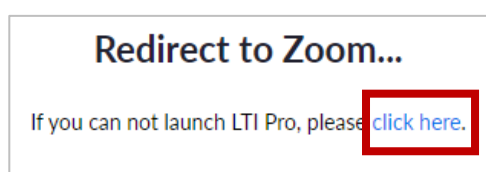
4. Click on the **"Launch"** tab that you will see on the screen.

ATTENTION!

The LTI launch will open a new tool.

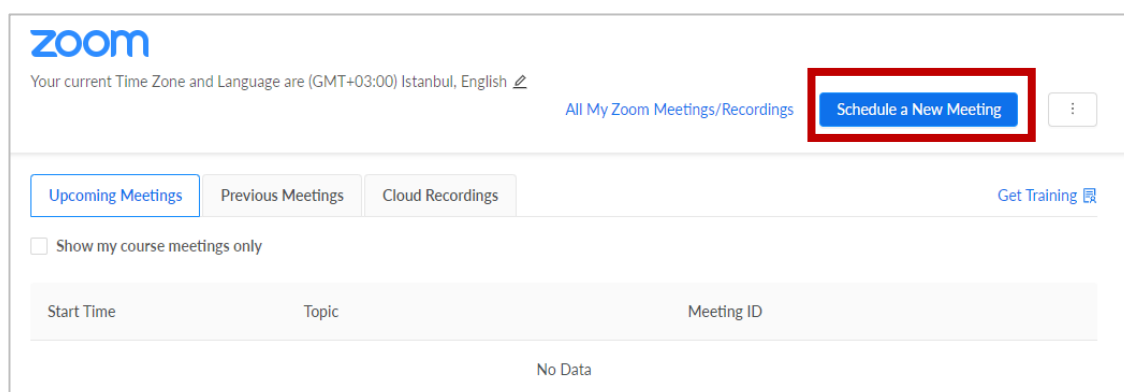


5. Click on the **"Click Here"** tab on the screen.



Creating and Starting a Session

1. In the next step, you will be directed to the session creation screen. Click on “**Schedule a New Meeting**” tab to create a new session.



2. First, input a name for that session.

IMPORTANT: Please name your Zoom sessions as in the examples below:

Course code, Section, Day, Time period

- ENG310-5 Wednesday (17.00-18.00)
- VCD207-1 Monday (15.00-16.00)
- AE302-1 Thursday (09.00-11.00)
- MATH154-3 Friday (13.00-15.00)

If you wish, you can add the theme of the session in the end.

For instance;

FFD102 Monday (15.00-16.00) **Group5**

GEIN304-2 Thursday (09.00-11.00) **Fundamentals of Business Modelling**

PRA206-1 Monday (15.00-16.00) **Feedback session**

TGT106-1 Salı (17.00-18.00) **Solunum sistemleri**

3. **Description:** This feature is optional. You can write a short description so that your students see a description of the session.
4. Specify a start date/time (**When**) and duration (**Duration**) for your session.
For example: Make sure you do the correct AM/PM options. Please use the “**AM**” option for your sessions that start before noon (before 12:00), and use the “**PM**” option for your sessions that start in the afternoon (after 12:00).
5. **Time Zone:** This setting is defined automatically; please do not make any changes to this setting.
6. **Recurring meeting:** **Do not check Recurring meeting** and **required**. You must create a separate session for each of your classes.



[Course Meetings](#) > Schedule a Meeting

Topic

Description (Optional)

When

Duration
 hr min

Time Zone

☐ Recurring meeting

Registration
☐ Required

Security

☒ Passcode

☐ Waiting room

☐ Only authenticated users can join meetings

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

☐ Record the meeting automatically

Alternative Hosts

7. **Passcode:** This setting is defined automatically. Please do not change this setting.
8. **Waiting Room:** Allows students to wait in the waiting room until the instructor gives permission.
9. **Only authenticated users can join:** It is not recommended to check this option.

10. Host: Set whether the host's video is on or off when joining the meeting. Initially, the owner will have the option to start a video even if your camera is turned off.

Participant: Specify whether participants' videos should be turned on or off when joining the meeting. Even with the cameras turned off, participants will have the option to start their video.

11. Audio: Join with **Computer Audio** option will be selected.

12. Meeting Options:

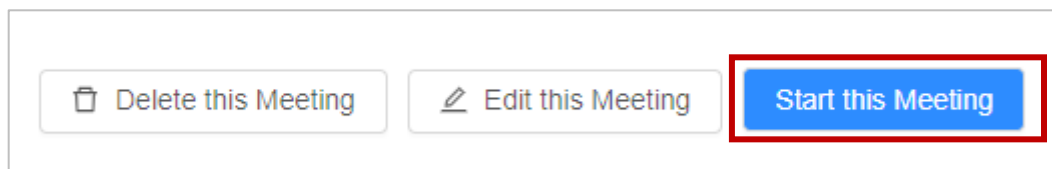
Enable join before host: Allows participants to join the session before the instructor. If this mark is removed, students cannot join the session before the instructor.

Mute participants upon entry: If this setting is checked, it allows students to be muted as soon as they log in.

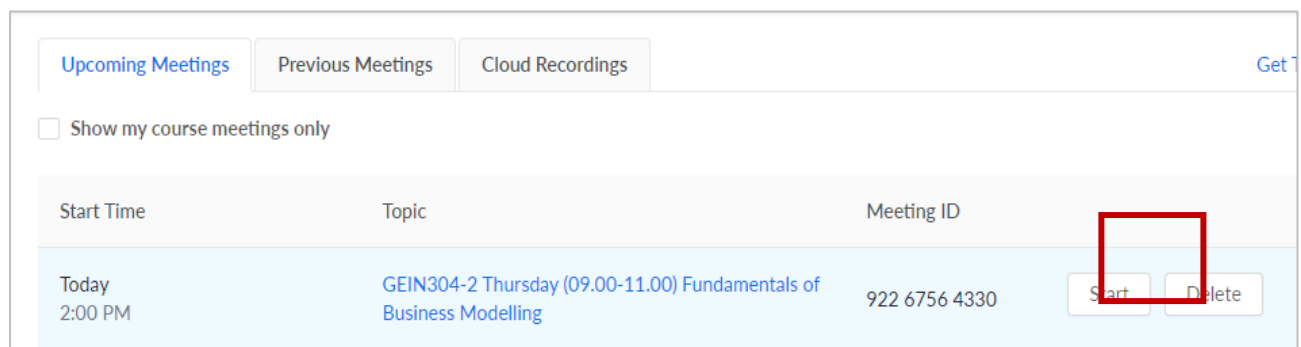
Record the meeting automatically: This option will be unchecked. The **"Panopto"** software will be used to record the sessions.

13. After making your session settings, click on the **"Save"** option.

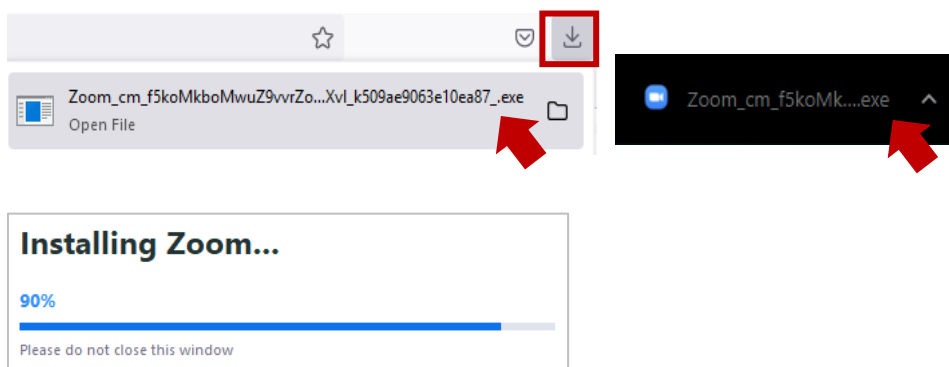
14. You can click on the **"Start this Meeting"** tab at the bottom of the screen to log into your session immediately.



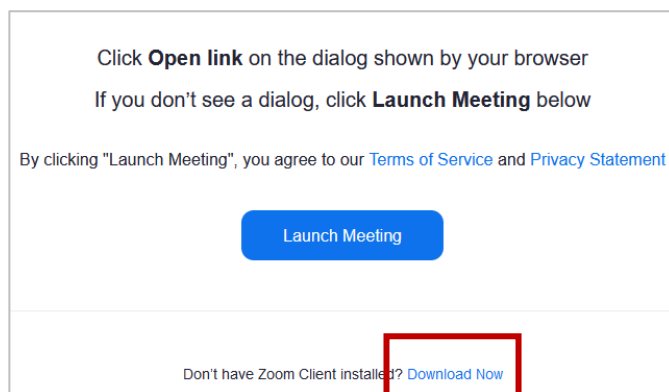
When the session time comes, click **"Start"** to join your session.



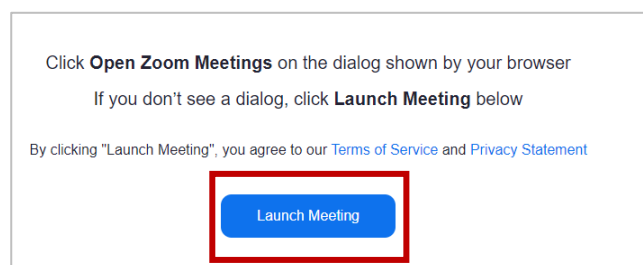
15. If the "Zoom" application is not installed on your computer, the download will start automatically. Depending on the browser you use, the file names may appear as follows. After the download is complete, click on the downloaded file name to complete the installation.



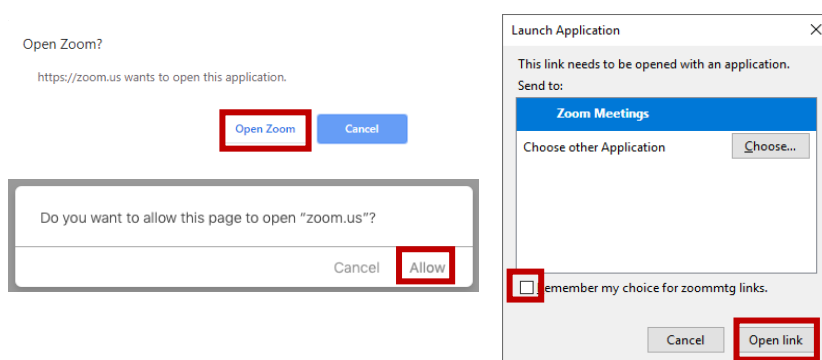
If the download did not start automatically, try the download again as shown on the side. After the download is complete, install the application.



16. After the application download is complete, click on the **"Launch Meeting"** option.

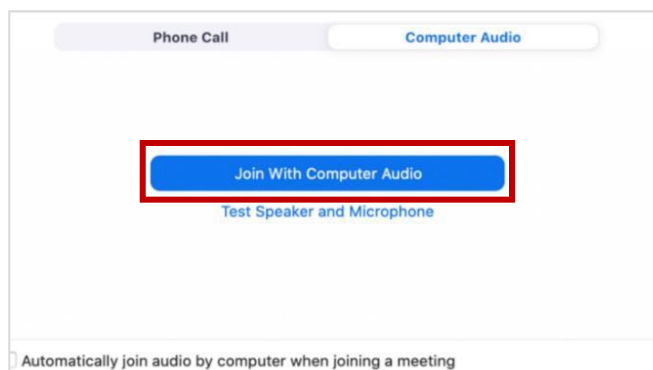


17. Depending on the browser you use, the following pop-up screens may appear. Complete the permission process as shown on the side.



For more information, please click [here](#).

18. Login to the session by clicking **"Join with Computer Audio"**.

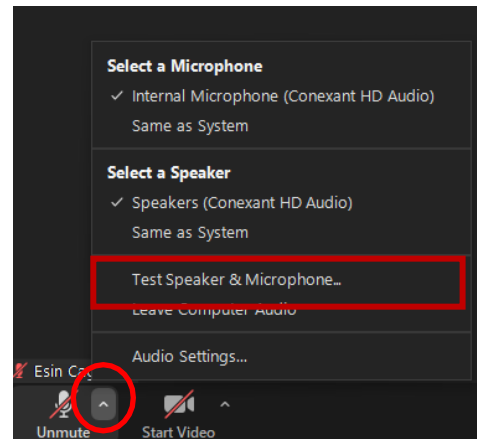


Microphone / Speaker and Camera Settings

If you have problems with sound, microphone, or camera after joining the session, follow these steps.

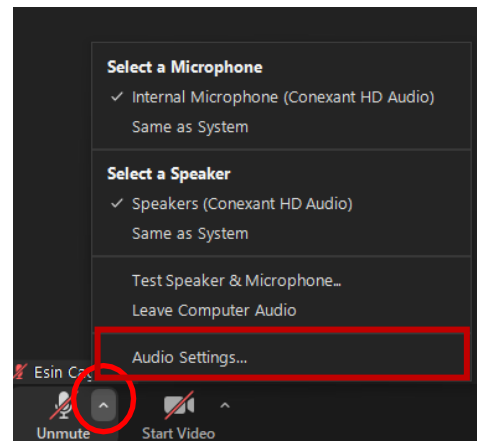
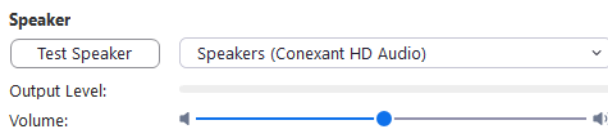
Microphone and Speaker Test

1. Click on the arrow next to the microphone icon in the control panel.
2. Click on **Test speaker & Microphone.**
3. Test your speaker and microphone on the screen that opens. If you are having problems, follow the steps below.



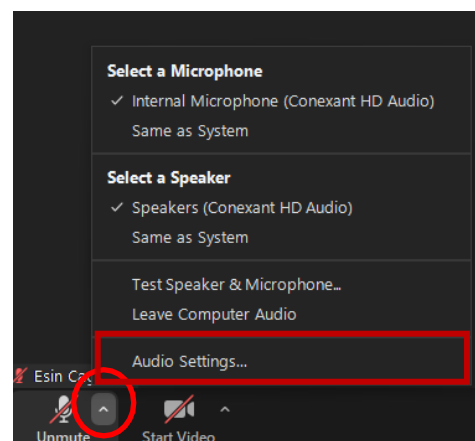
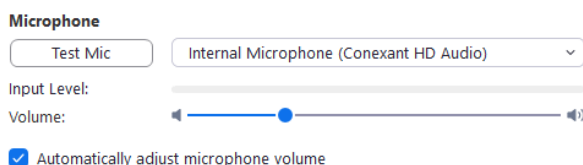
Speaker Settings

1. Click on the arrow next to the microphone icon in the control panel.
2. Click on **Audio Settings.**
3. Click on **Test Speaker.**
4. If you cannot hear a sound, select a different speaker from the drop-down menu or adjust the Volume.



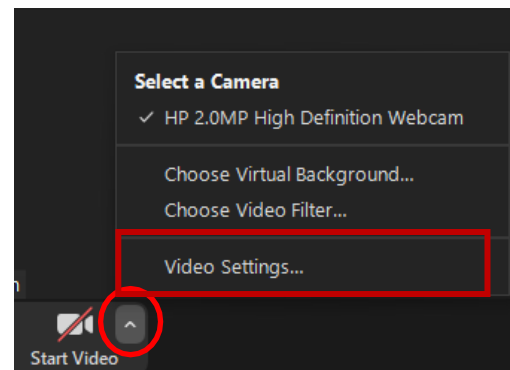
Microphone Settings

1. Click on the arrow next to the microphone icon in the control panel.
2. Click on **Audio Settings.**
3. Click on **Test Mic.**
4. If you cannot hear your voice, select a different microphone from the drop-down menu or adjust the Volume.



Video Settings

1. Click on the arrow next to the camera icon in the control panel.
2. Click on **Video Settings**.
3. Video settings will open.
4. If you cannot see the video, click the drop-down menu and choose another camera.



Camera

HP 2.0MP High Definition Webcam

☐ Original ratio
 ☐ HD

Access to the Attendance Reports

1. Click on the **"Previous Meetings"** section on the session creation screen. Then click on the **"Report"** option.
2. You can download the report in Excel format to your computer by clicking on the **"Export CSV file"** option.

Upcoming Meetings

Previous Meetings

Cloud Recordings

☐ Show my course meetings only

Start Time	Topic	Meeting ID		
Today 2:00 PM	GEIN304-2 Thursday (09.00-11.00) Fundamentals of Business Modelling	922 6756 4330	Report	Delete

My Meetings > Report

GEIN304-2 Thursday (09.00-11.00) Fundamentals of Business Modelling
Apr 1, 2022 2:14 PM ID: 922 6756 4330

Meeting Report
Poll Report






Export as CSV file

Name	Email	Join Time	Leave Time	Duration (Minutes)
		04/01/2022 14:14:50	04/01/2022 14:22:22	8
		04/01/2022 14:14:56	04/01/2022 14:22:15	8

Sharing a Guest Link

Optionally, you can invite guest attendees to your session. After saving your session settings, you can invite your guest participants to your session by copying the link on the screen that opens.

Note: You can also add your session to your calendars (Google Calendar, Outlook Calendar and Yahoo Calendar) if you have one.

Time	Apr 1, 2022 2:00 PM Istanbul	
	<div> Add to <div>  Google Calendar </div> <div>  Outlook Calendar (.ics) </div> <div>  Yahoo Calendar </div> </div>	
Meeting ID	978 6210 5769	
Invite Attendees	Join URL: https://zoom.us/j/97862105769?pwd=VmZXeU1WaWh3RTN5a3ZYaTB6cINjUT09	 Copy Meeting Invitation
Security	<div> <input checked="" type="checkbox"/> Passcode ***** Show </div> <div> <input type="checkbox"/> Waiting room </div> <div> <input type="checkbox"/> Only authenticated users can join meetings </div>	
Video	<div>Host off</div> <div>Participant off</div>	
Audio	Telephone and Computer Audio	
Meeting Options	<div> <input type="checkbox"/> Enable join before host </div> <div> <input checked="" type="checkbox"/> Mute participants upon entry  </div> <div> <input type="checkbox"/> Record the meeting automatically </div>	

SESSION RECORDINGS

Please note that the Zoom recording tool will not be used for recording classes.

"Panopto" will be used instead.