

To schedule a class in blackboard for the semester, see the following settings.
Note: These settings are a starting point and can vary by user and proficiency level.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When **Select the start date and time.**

Duration hr min **How long the class will run. (Can be longer than needed)**

Time Zone **Leave this set on "Eastern Time."**

Recurring meeting **Every week on Fri, until Oct 16, 2020, 7 occurrence(s)** **Select "Recurring meeting" and select "Weekly". Then choose the days and select the day AFTER your last class.**

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By After occurrences

Registration Required **Set if you want students to register for every class (optional)
(Not recommended unless you're comfortable with zoom reporting)**

Meeting ID Generate Automatically Personal Meeting ID 718 780 4308 **Leave this.**

Security Passcode Waiting Room **If you are a first time user, uncheck this.**

Video Host on off **Leave these.**

Participant on off

Audio Telephone Computer Audio Both **Leave these.**

Dial from United States of America [Edit](#)

Meeting Options Enable join before host **(Optional)**

Mute participants upon entry **Leave this.**

Only authenticated users can join **(Highly Recommended)**

Automatically record meeting **(Optional)**

Enable additional data center regions for this meeting **Leave this.**

Alternative Hosts