

Using Blackboard and Zoom for Course Continuity During Temporary Campus Closures

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Agenda

- 5:00 **Welcome and Overview** (10 min)
- 5:10 **Blackboard** – Demonstrate basics of course design and function: communication, syllabus, readings, organization, discussions, assignments, Turnitin, quizzes, grading (30 min)
- 5:40 **Zoom** – Demonstrate preparing and running a Zoom meeting (20 min)
- 6:10 **Blackboard and Zoom Workshop** – One-on-one consultation with Bill and Curtis. Bring your laptop and smart phone. If you have no questions, please consider staying to help your colleagues. (30 min)
- 6:30 **Adjourn**

Temporary Zoom Technical Support

zoom@price.usc.edu



Zoom

One-Time Setup cont.

ACTIVATE YOUR ACCOUNT – NEW USERS

1. Activate your Zoom Account

Visit <https://usc.zoom.us>

- Login with the same username/password you use for Workday
- Authorize with Duo Authentication

2. Download & Install “[Zoom Client for Meetings](#)”

3. Launch the Zoom software and choose



4. Enter your @usc.edu email address

5. Login with the same username/password you use for Workday and authorize with Duo Authentication

6. Click Launch Zoom



Zoom

One-Time Setup cont.

LOGIN - Existing Price users

Only follow these instructions if you previously used Zoom with your @price.usc.edu information

1. Visit <https://uscprice.zoom.us>
 - Login with the same username/password Price IT gave you
2. Download & Install "[Zoom Client for Meetings](#)"
3. Launch the Zoom software
4. Login with the same username/password Price IT gave you



Zoom

One-Time Setup cont.

PREPARE YOUR LIVE SESSIONS

- [Configure & create meeting room](#)



Zoom

During Each Live Session

HOST YOUR LIVE SESSION

- [Start meeting via Zoom app](#)
- [Test audio setup](#)
- [Test video setup](#)
- [Share your screen with students](#)
- [Manage your meeting participants](#)
- [Record your live session to the Cloud](#)

SHARING YOUR LIVE SESSION RECORDING

- [Retrieve recording link](#)
- [Share recording link with students](#)

For Further Reading & Help

USC Blackboard Quick Start Guide

<https://blackboardhelp.usc.edu/files/2020/03/How-to-Set-Up-Blackboard-to-Teach-in-an-Emergency.docx>

USC Blackboard manual

<https://blackboardhelp.usc.edu/>

Generic “Blackboard Learn” manual

<https://help.blackboard.com/Learn/Instructor>

- “Blackboard Learn” is a slight variation on the Blackboard interface USC employs.
- Ignore “ULTRA” guidance, which refers to a newer Blackboard product not applicable to USC

USC Blackboard Support

- Blackboard Help Line “24/7/365” 213.740.5555 option 2
- Blackboard Support via email blackboard@usc.edu
- Faculty Book a Callback <https://uscbhelp.youcanbook.me/>
- Reset Password <http://itservices.usc.edu/uscnetid/>



Blackboard

One-Time Setup

CREATE COURSE CONTENT

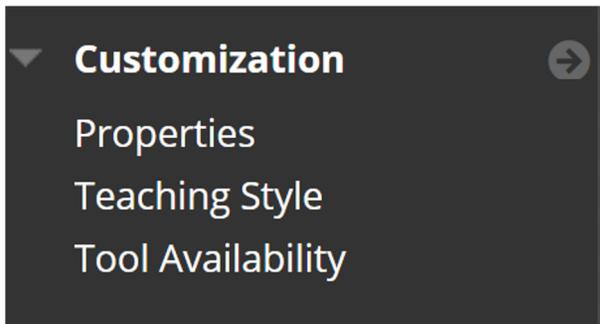
- [Upload syllabus](#)
- [Set up course structure \(folders\)](#)
- [Upload course content into folders](#)
- Link to ARES course reserves
- [Make course available to students](#)

CREATE ASSESSMENT TASKS

- [Written assignments via TurnItIn](#)
- [Other submitted assignments](#)
- [Discussion board](#)

How to make course available to students

1. Expand the *Customization* menu (near bottom of the pane on the left side)
2. Click *Properties*
3. Under SET AVAILABILITY, toggle “Yes”
4. Click “Submit”



Properties

Properties control the functional settings of your course. Fields marked with an asterisk are required. [More Help](#)

CLASSIFICATION

Subject Area Education

Discipline Higher Education

SET AVAILABILITY

Make this course available to users?

Make Course Available Yes

No

Use Term Availability
(2020 Summer is Available)





Blackboard

Throughout the Course

COMMUNICATE WITH STUDENTS

[Create announcements](#)

[Send class-wide email](#)

GRADE ASSESSMENT TASKS

[View student submissions](#)

[Enter student grades](#)