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.

- **The Title will be set for you. Leave this alone.**
- **You can put a description here (optional)**
- **Select the start date and time.**
- **How long the class will run. (Can be longer than needed)**
- **Leave this on “Eastern Time.”**
- **Select “Recurring meeting” and select “Weekly”. Then choose the days and select the day AFTER your last class.**
- **Set if you want students to register for every class (optional) (Not recommended unless you’re comfortable with zoom reporting)**
- **Leave this.**
- **If you are a first time user, uncheck this.**
- **Leave these.**
- **Leave these.**
- **Leave this.**
- **Leave this.**
- **Leave this.**

**Meeting Options**
- **(Optional)**
- **(Highly Recommended)**

**Alternative Hosts**
- **Leave this.**

**Save**  **Cancel**