

Use a different meeting link for each section you teach.

- This will prevent students who are joining your next class from interrupting the end of your current class.
- This will also make it easier to keep class recordings separate.

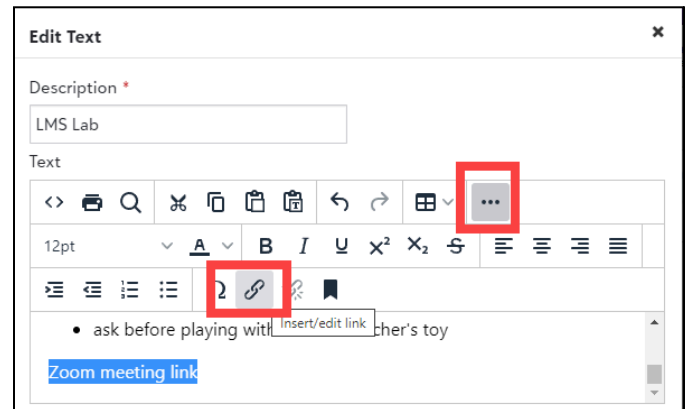
See these instructions for [creating Zoom meetings](#).

If you use a Links widget that is shared between multiple sections of a course, a Zoom link added to the widget will appear in all sections.

Instead, add the link to a text box on the Bulletin Board. Text boxes are not shared between sections.

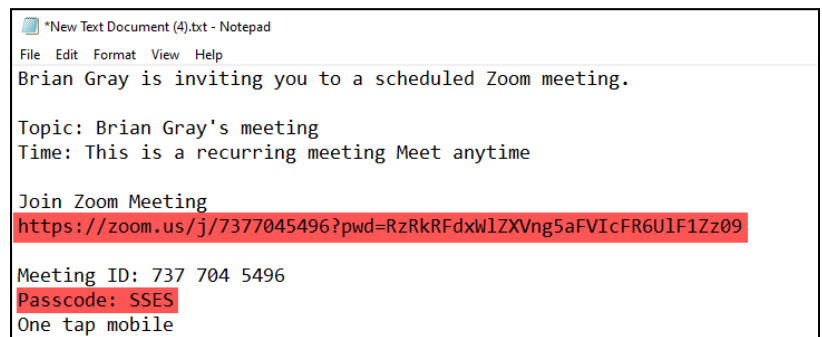
To add the link to the LMS Bulletin Board page:

- go to the page and click **Enter Edit Mode**
- edit the text box where the link will go
- add the appropriate text
- click the three-dots button to expand the edit menu
- click the link icon



- If you followed the instructions in Create Zoom Meetings, you copied the meeting invitation to the clipboard. You need only two lines from that invitation when you post it in the LMS: the web link and the passcode.

continued



- paste the meeting URL into the **URL** field
 - paste **ONLY** the meeting URL from the invitation into the URL field
 - add the passcode to the text associated with the link

Add New Link or Add Existing ✕

General

Title *
Zoom Meeting ⓘ

Link
URL: Just the URL goes here

☐ (none) ▼

Description
Passcode: SSES Passcode goes here

Insert/Edit Link ✕

Link in Text Box

URL
 Just the URL goes here

Text to display

Title

Open link in...
Current window ▼

- If you add the link to a text box, change the value of the **Open link in...** field to **New window**
 - choosing New window will keep the LMS open in one tab or window while the Zoom meeting opens in another

Open link in...
Current window ▼

Current window

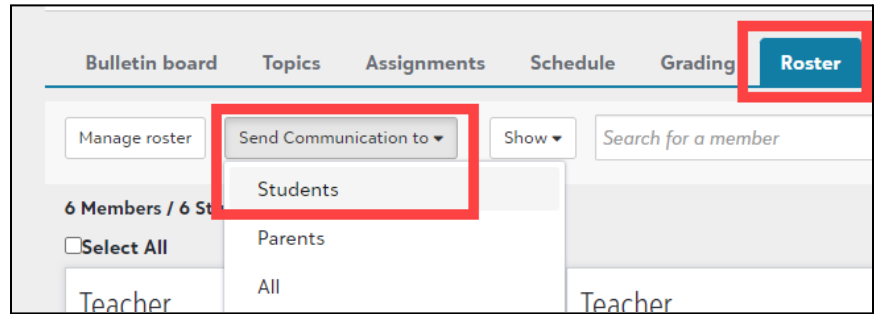
New window

- Click **Save**
- Add the meeting password as text below the meeting link

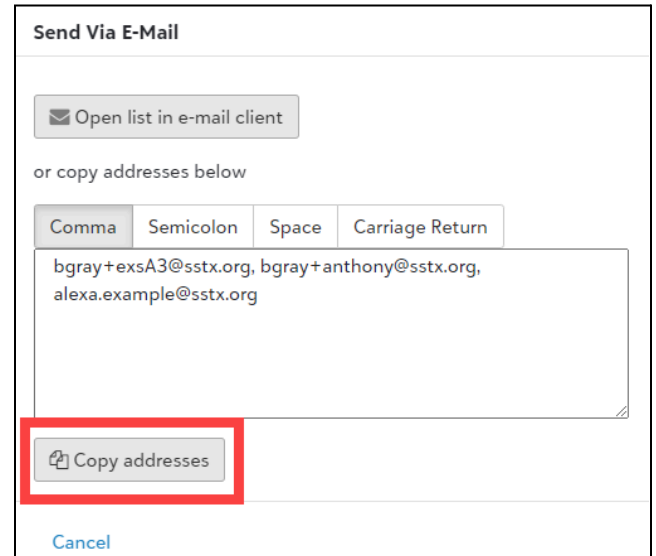
Next: Send email to all students in a section

To email the link to students in a section, you can use the **Send Communications** tool on the **Roster** page.

- Go to the **Roster** page
- Click **Send Communications to**
- Click **Students** (or click **All** to send the information to students and parents)



- Click **Copy addresses**
- Switch to Gmail.
- Open a new message
- Paste the addresses in the To: field or Bcc: field



When you email the Zoom meeting information, you must include the meeting link and passcode:

<https://zoom.us/j/7377045496?pwd=RzRkRFdxWIZXVng5aFVlcFR6UjF1Zz09>
Passcode: SSES

The Remote Learning website has other resources and links to many Zoom help pages.

- spartans.sstx.org/remote