

INVITING YOUR STUDENTS TO THE VIRTUAL CLASSROOM

This tutorial will help you to invite your students to your virtual classroom.

Two options are open to you:

1. You have a precise list of your students' Sciences Po email addresses and there are only a few: create an invitation Zoom in Google Agenda using Zoom Scheduler, and invite them all one by one
2. You don't have a list of emails, or they are too numerous: in this case, create an invitation Zoom in Google Agenda by using Zoom Scheduler, and send the connection details by email to your students

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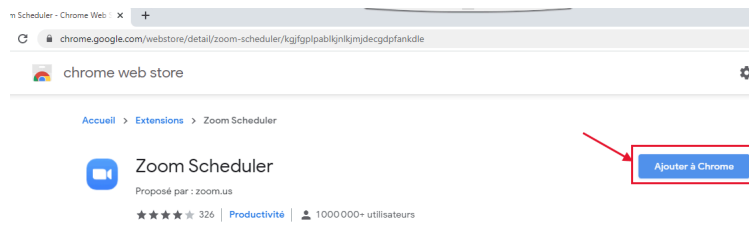
To use this function, you must use either an up-to-date version of browsers Google Chrome or Firefox, and install the Zoom Scheduler module. This method is particularly adapted to small groups for whom you have a precise list of Sciences Po email addresses.



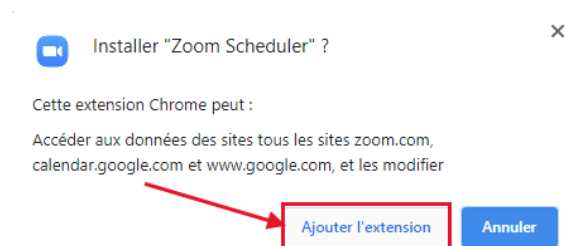
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1 - Install the Zoom Scheduler module on Google Chrome

- Open the Google Chrome web browser and copy the following link into the address bar.
<https://chrome.google.com/webstore/detail/zoom-scheduler/kgjfgplpablkijnkjmjdecgdpfankdle>
- Click on “Add to Chrome / **Ajouter à Chrome**” :



- Click on “Add the extension / **Ajouter l’extension**”,



- **Do not activate the synchronisation** if it asks you to (close the window that opens up).

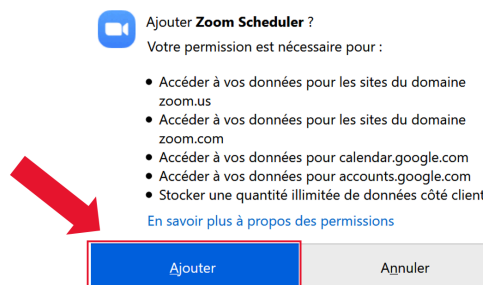
2 - Install the Zoom Scheduler module on Firefox

- Open the Firefox web browser and copy the following link into your address bar:
<https://addons.mozilla.org/fr/firefox/addon/zoom-new-scheduler/>

- Click on “Add to Firefox / **Ajouter à Firefox**”:



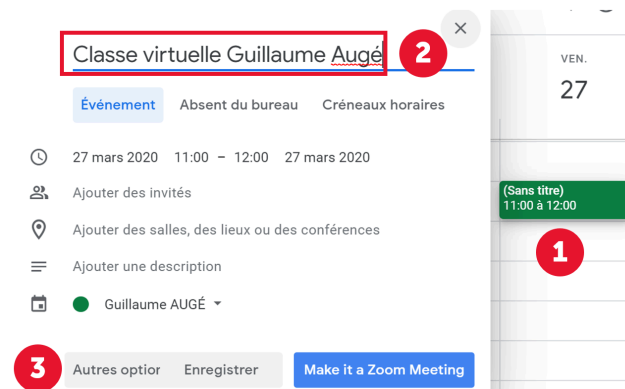
- Click on Add / Ajouter:



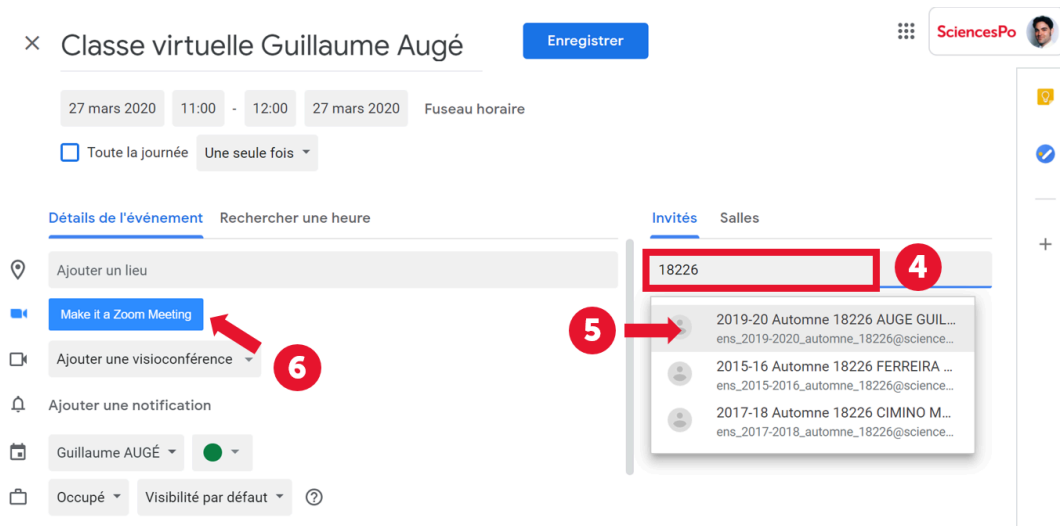
3 - Invite your students

3.1 - Invite the students from your course to your virtual classroom

- Connect to your [Google agenda](#).
- Create a new event by clicking on the selected time slot (1) and give your virtual class a title (2).
- Then click on “Other options” (3) :



- In the zone “Add invitations”, insert the code of your course, your name or the title of the course (4)
- From the displayed list, click on the course in question (5)
- Then click on the button “Make it a zoom meeting” (6)



- Click on the button “Save” (at the top of the window):



- In the displayed window, click on “Send” so that your students receive the link to your virtual classroom:

Souhaitez-vous envoyer des e-mails d'invitation aux invités qui utilisent Google Agenda ?



- Your students will receive an email containing the link to the virtual classroom. All they need to do is open the email and click on the active link in the field “Where / Où”:

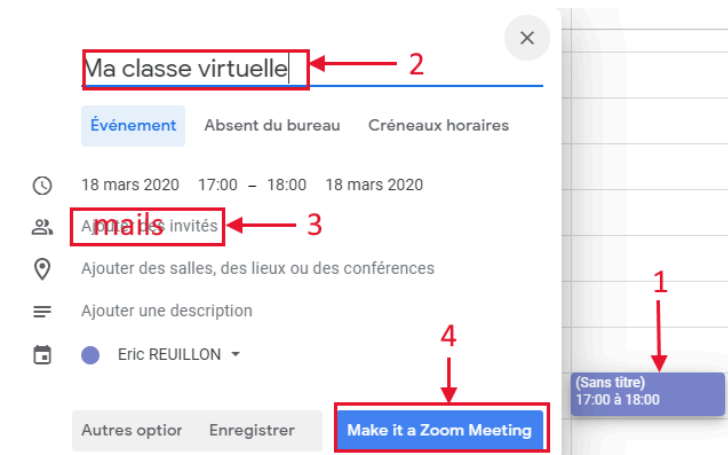
Où ? <https://sciencespo.zoom.us/j/2505843750> (plan)

3.2. - Invite students independently of your course (method 1: few students, invite them via Google Agenda)

You can invite the students to your virtual classroom one by one, without them being included in the teaching group used in the preceding method (Point 3.1).

- Connect to your [agenda Google](#).
- Set up a time slot (1), then give a title to your virtual class (2)
- In the zone “Add invitations”, add the email addresses of your students in order to invite them (3)
- Then click on “**Make it a Zoom Meeting**” (4),

NB: You can copy and paste a long list of email addresses by separating each one with a comma (e.g: emile.boutmy@sciencespo.fr,jacques.chapsal@sciencespo.fr,...)



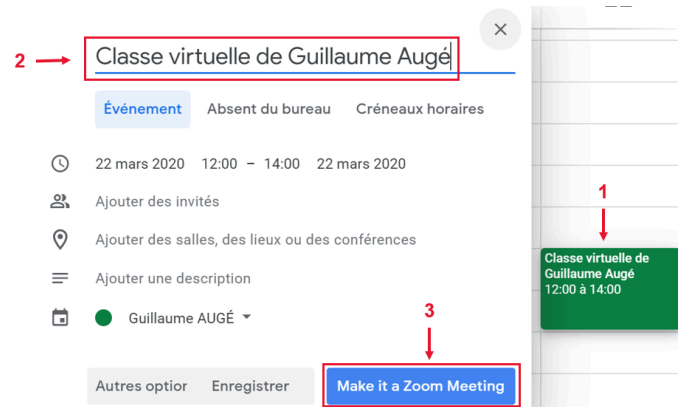
The virtual class is scheduled and your students are notified by email.

To begin your video-conference from the Google event, please refer to the guide "[ZOOM_Tutorial_1_Connecting to Zoom](#)"

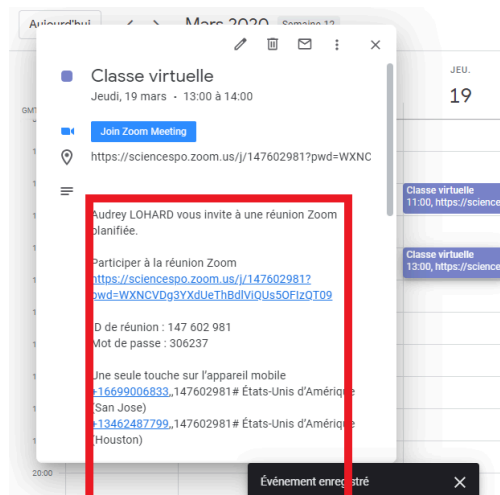
3.3. - Invite students independently of your course (method 2: numerous students, invite them by email)

If you wish to invite a large number of students not included in the teaching group used in section 3.1, you can simply send them an email containing the link to your virtual classroom. All they have to do is click on the link to join the virtual class via Zoom:

- Connect to your [agenda Google](#).
- Set up a time slot (1), then give a title to your virtual class (2)
- Click on "**Make it a Zoom Meeting**" (3).



- The virtual class is scheduled.
- Copy the details of the Zoom link which are displayed in the event you have just created
- Paste the details in an email and send it to your students.



- To begin your video-conference from the Google event, please refer to the guide [“ZOOM_Tutorial_1_Connecting to Zoom”](#)