TUTORIAL
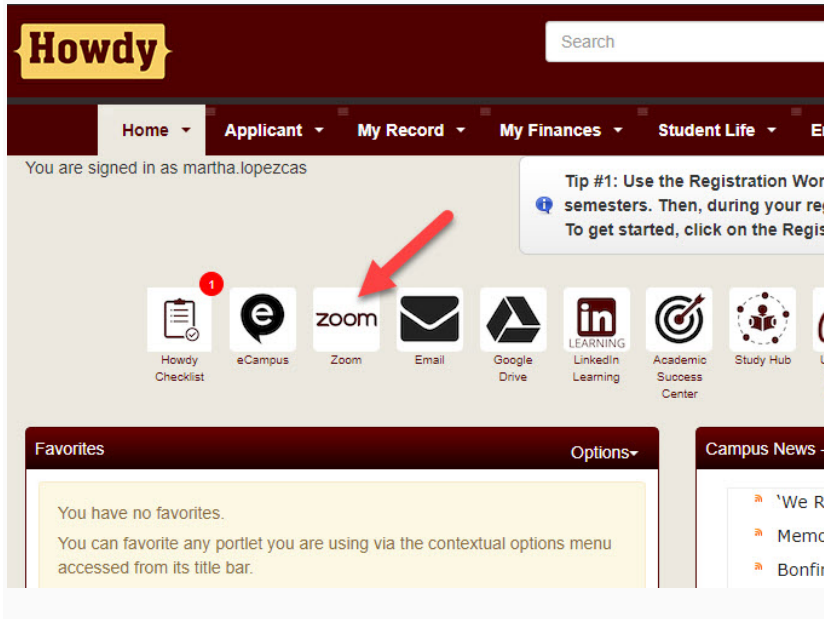
How to Invite Students to Your Scheduled On-line Lecture:
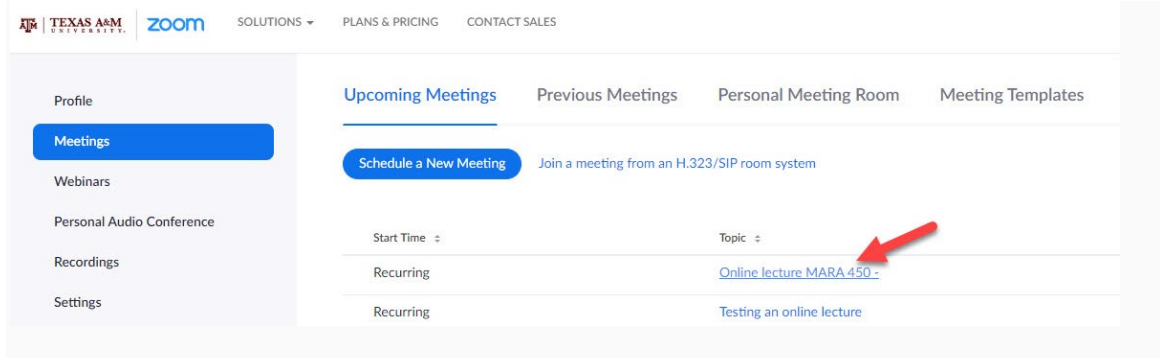
1. Sign into Howdy through https://howdy.tamu.edu/ and select Zoom icon.

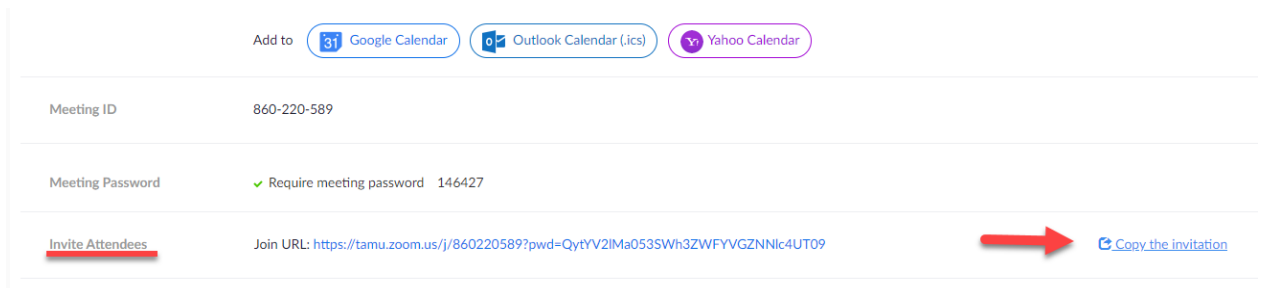2. Navigate to **Meetings.**
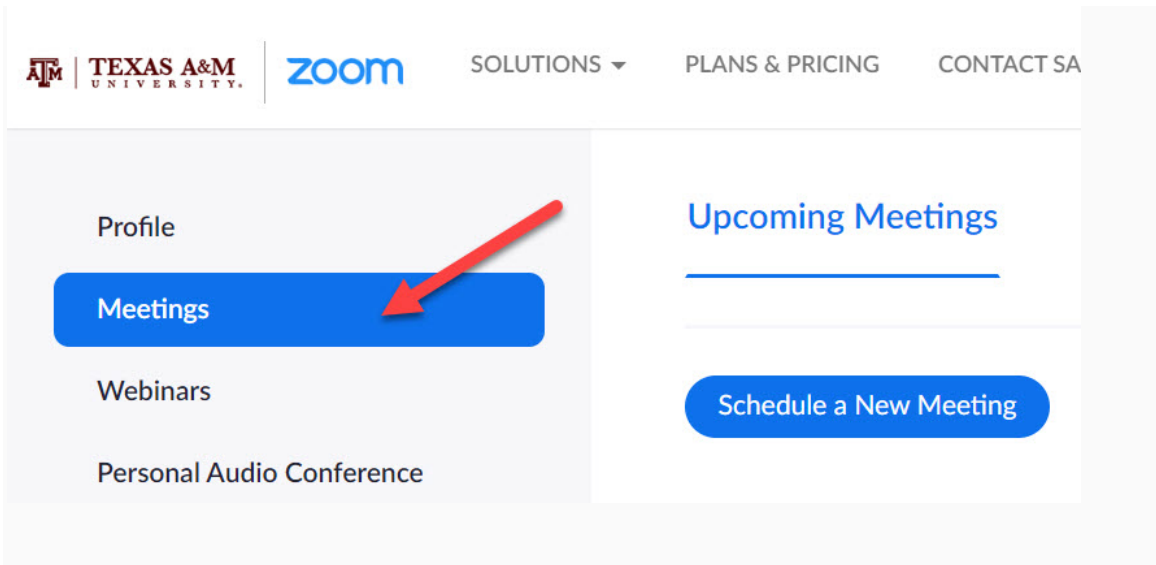
3. Click on your meeting's name under "Meetings/Upcoming Meetings" tab to access the meeting information.
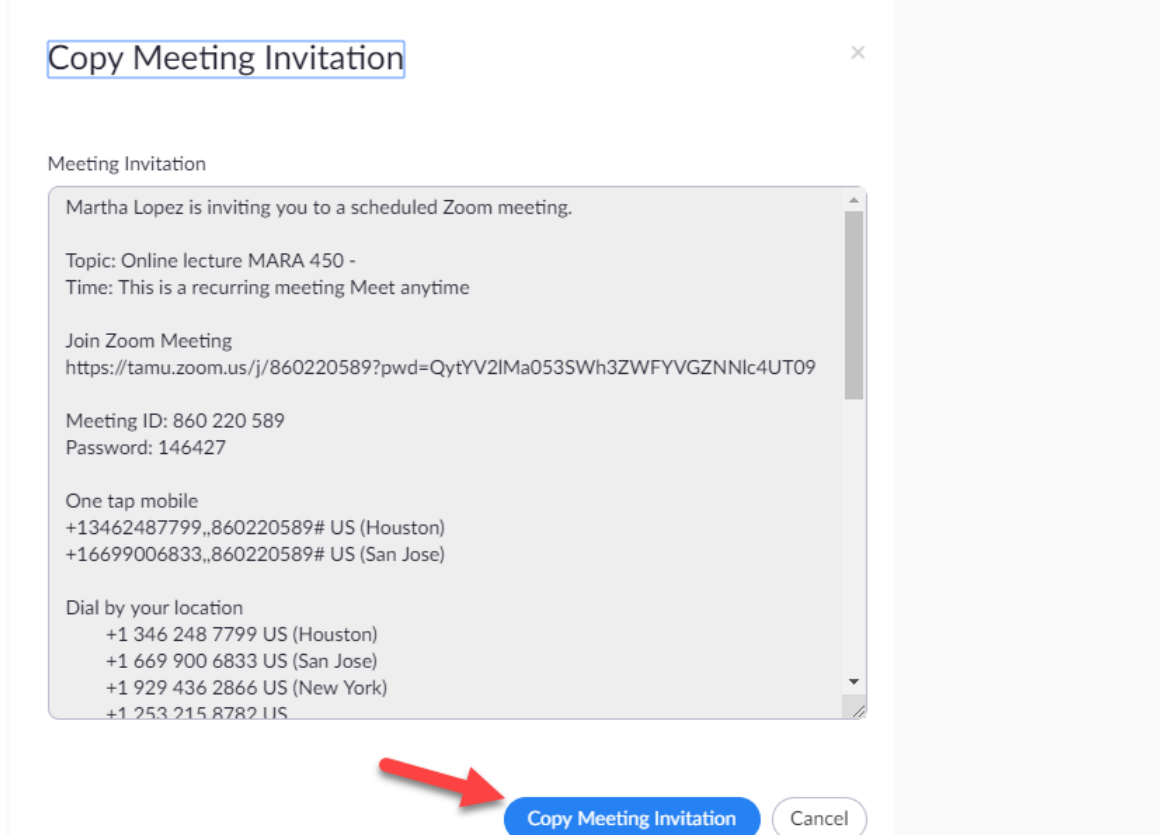

4. Select "*Copy the invitation*" under "*Invite Attendees*" section.
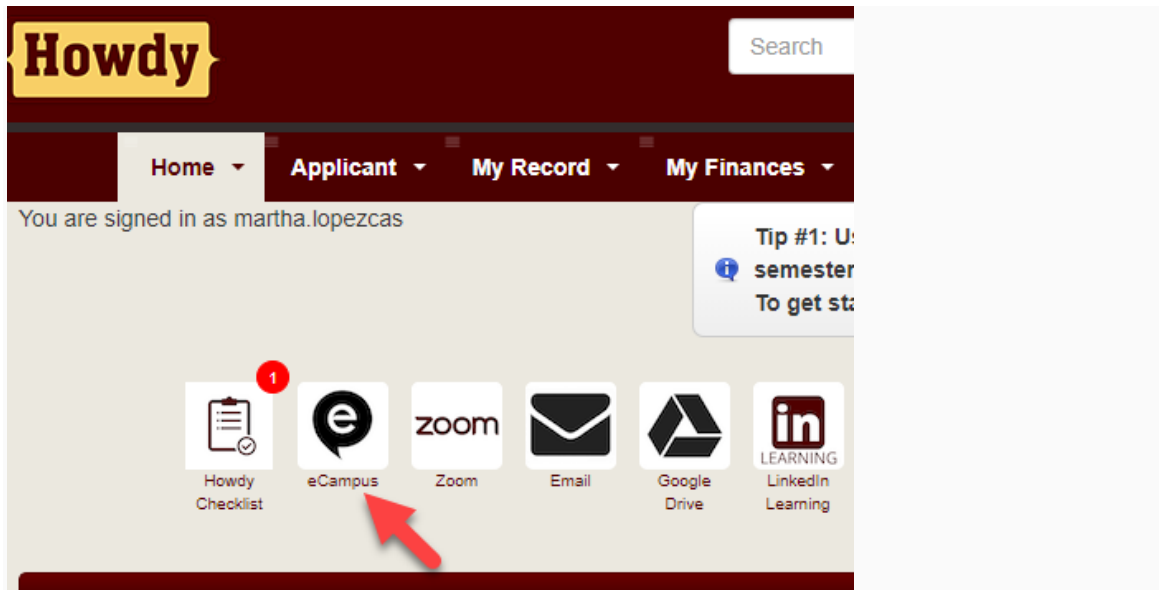

Note: It is important to copy the whole invitation text to include important information like the Meeting Password (optional) and telephone numbers to join the meeting.
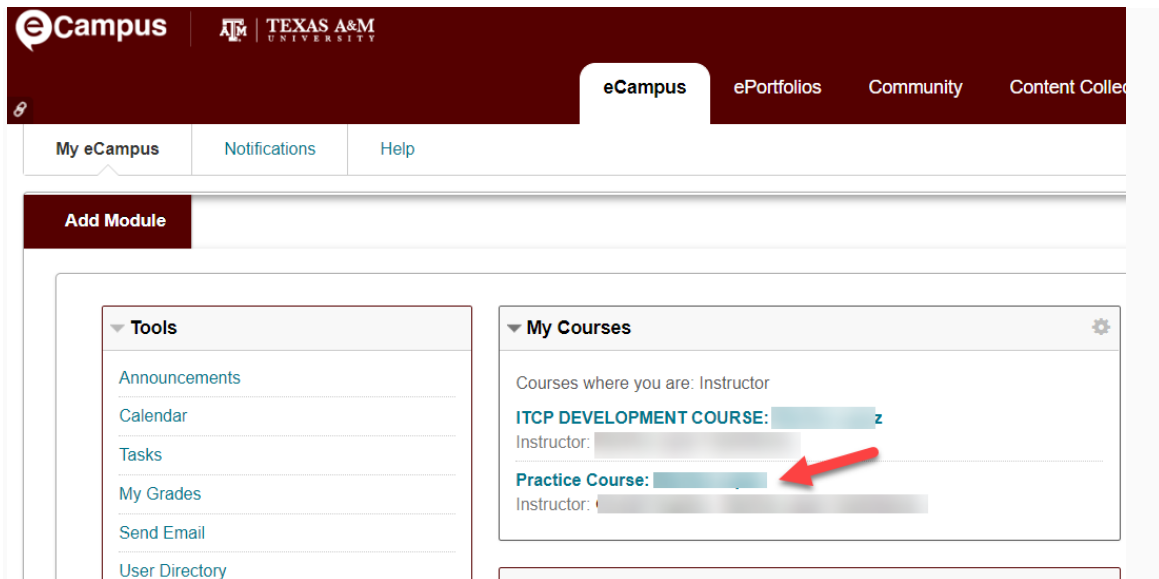
5. Select "*Copy Meeting Invitation*".

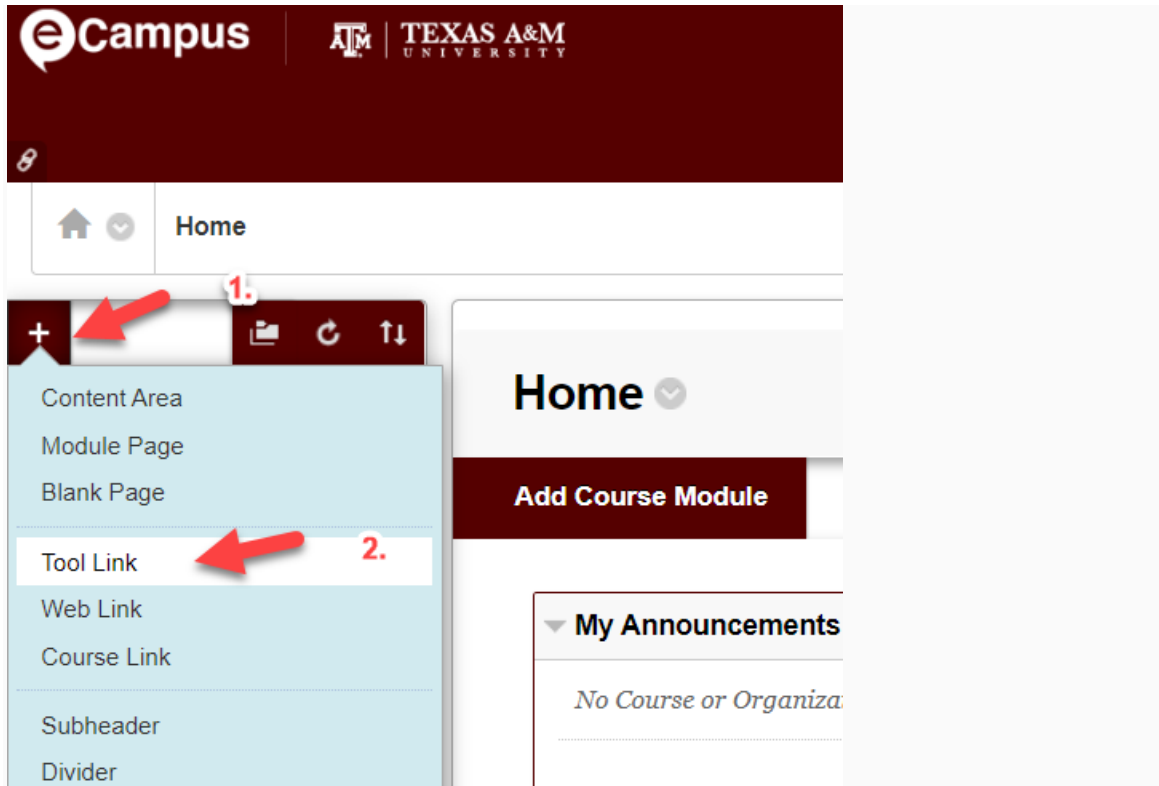**6.** Go back to Howdy and select "*eCampus*" icon.

7. Select your course according to the online lecture invitation.
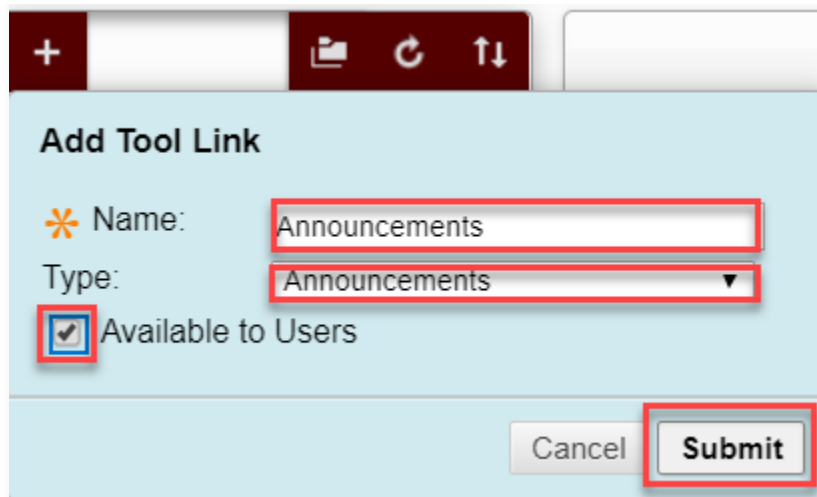

8. Create an "*Announcements*" section for your course. If you already have one, please continue to **step 9** on this tutorial.
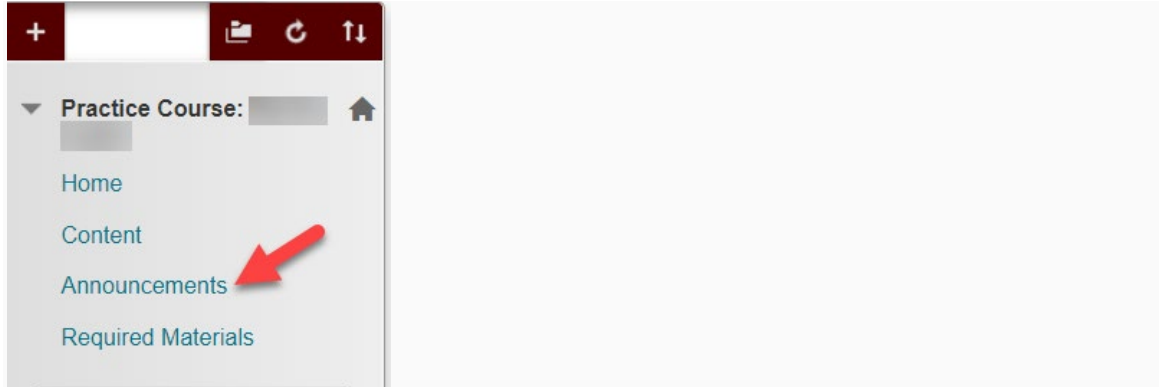
8.1. Point to the **plus sign** above the course menu and in the drop-down list, select **Tool Link**.
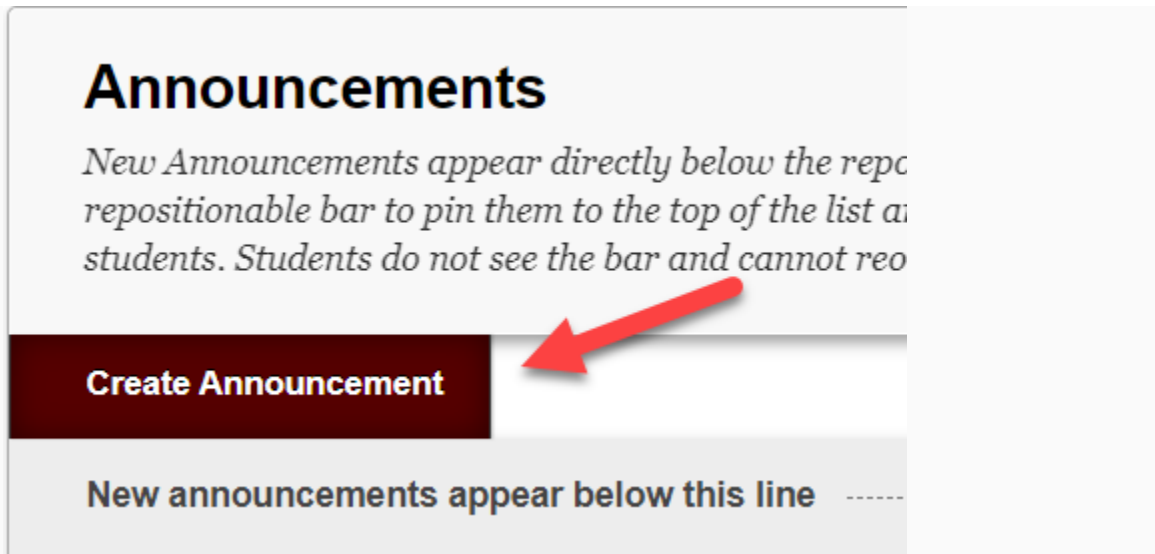

8.2. Type a descriptive name, e.g. "*Announcements*". Choose the Tool Type "***Announcements***" from the drop-down list. Select the "***Available to Users***" checkbox and click "***Submit***" to create the tool link.

9. Select "*Announcements*" on the left side menu.
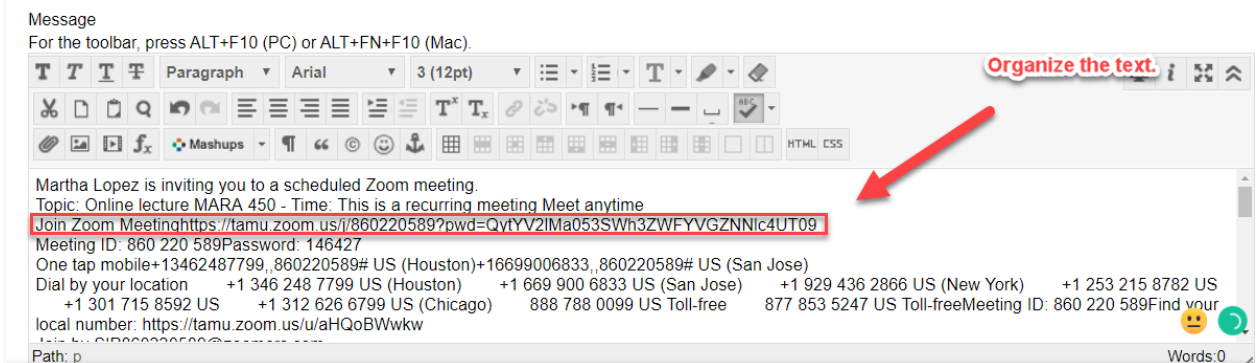

10. Select "*Create Announcement*" on the right side area.

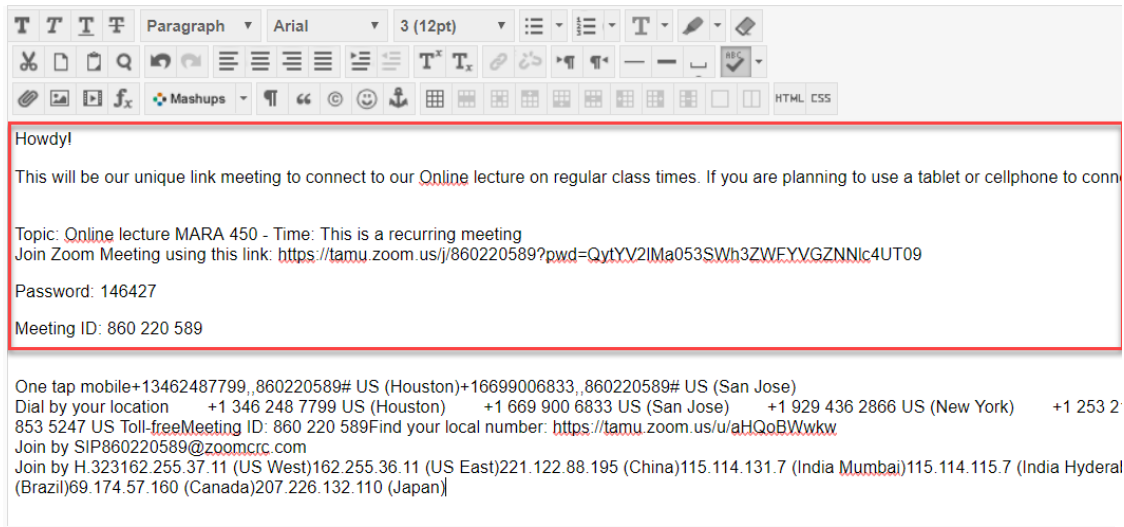11. Type a name for your announcement and paste the meeting invitation under **Message section**. **Note:** To paste content for Windows, press the keys **Control** + **V** and for MAC is **Command** +**V**.

11.1. Organize the invitation by having space between important information for your meeting. By default, the system pastes unformatted text.

The image above shows the invitation before formatting the text.

Howdy!

This will be our unique link meeting to connect to our Online lecture on regular class times. If you are planning to use a tablet or cellphone to conn

Topic: Online lecture MARA 450 - Time: This is a recurring meeting
Join Zoom Meeting using this link: https://tamu.zoom.us/j/860220589?pwd=QytYV2lMa053SWh3ZWFYVGZNNlc4UT09

Password: 146427

Meeting ID: 860 220 589

One tap mobile+13462487799,,860220589# US (Houston)+16699006833,,860220589# US (San Jose)
Dial by your location   +1 346 248 7799 US (Houston)   +1 669 900 6833 US (San Jose)   +1 929 436 2866 US (New York)   +1 253 2
853 5247 US Toll-freeMeeting ID: 860 220 589Find your local number: https://tamu.zoom.us/u/aHQoBWwkw
Join by SIP860220589@zoomcrc.com
Join by H.323162.255.37.11 (US West)162.255.36.11 (US East)221.122.88.195 (China)115.114.131.7 (India Mumbai)115.114.115.7 (India Hyderal
(Brazil)69.174.57.160 (Canada)207.226.132.110 (Japan)

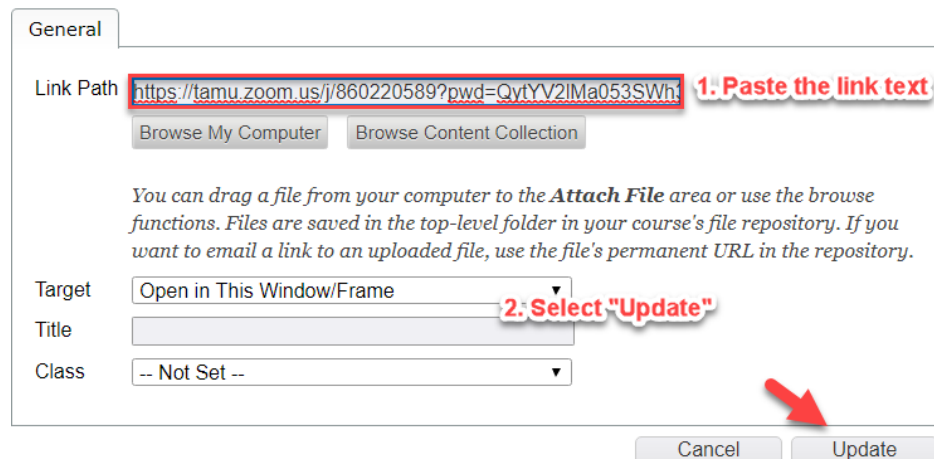The image above shows the invitation after formatting and editing the text.

11.2. (**Optional**) We recommend **creating a hyperlink to your Zoom meeting link**, so the students can access your online meeting in just one click. Otherwise, the students will have to copy the link and paste it in an internet browser.

- To do so, **select and copy the meeting link** starting from https://...,

- **Click the link symbol** (it looks like two links of a chain).
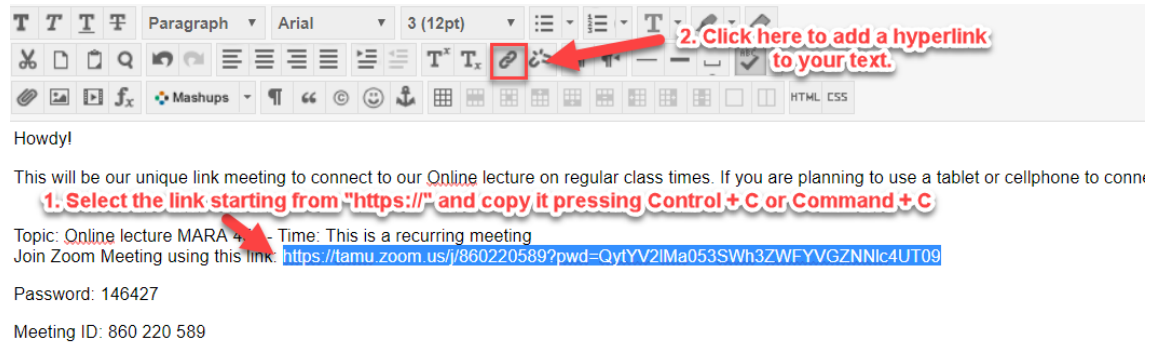
- **Paste the meeting link text** on the Link Path textbox and select "*Update*".

12. Select "*Submit*" to create your announcement.

Note: Your students will receive an email notification and your announcement will be visible for them in eCampus.