TUTORIAL

How to Invite Students to Your Scheduled Online 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.
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”.

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