

Communicate with Your Students About Virtual Instruction: How Students Will Access Your Personal Zoom Meeting Link

This information is also available on the Instructional Continuity Resource portlet on the Faculty tab of the Concordia portal.

1. If you have not already done so, **connect to the Zoom app on your computer:**
 - a. If you have a Concordia-issued computer, the Zoom app has already been installed. Search for it in the bar on the lower left of your screen.
 - b. If you have your own equipment (adjuncts/students), follow these [instructions](#) to download the app

For steps 2 and 3, this video provides instructions: [Five Essential Steps to Use Zoom](#)

2. **Connect your Zoom Log-in to the Concordia Pro Account** (required only once)
 - a. Go to <https://cuwaa.zoom.us>
 - b. Click on "Account Sign In"
 - c. Click on "Sign in with SSO"
 - d. The URL for all your invitations will now begin with cuwaa.zoom.us
3. **Edit your Zoom Personal Meeting ID** to a recognizable number you can remember
 - a. If you have a campus phone, change your Meeting ID to your telephone number.
 - b. If you are an adjunct, change your Meeting ID to a 9-digit number you choose.
 - c. As you are doing this, be sure to check the box that says "Use Personal Meeting ID for instant meetings"
 - d. You do not need to schedule your Zoom meetings in advance, just go to the link when class starts and invite your students to do the same.
4. **Copy your consistent Zoom Personal Meeting link for communications with students.**
 - a. Go to <https://cuwaa.zoom.us>
 - b. Click "Account Sign In"
 - c. Copy your Zoom Personal Meeting link from just below "Personal Meeting ID"
Example <https://cuwaa.zoom.us/j/2622434283>
 - d. Save this link for your communications (see arrow in example below)



Account No. 1144251

Personal Meeting ID

262-243-4283

 <https://cuwaa.zoom.us/j/2622434283>

✓ Use this ID for instant meetings

5. Communicate Your Zoom Personal Meeting Link to Students through Your Blackboard Content Page

Add your Personal Meeting link as a “Web link” to the Content page of your Blackboard site for each course. Here is a [video showing these steps](#).

- On the Content page, hover over Build Content and click “web link.”
- Add the title for this link like “Dr. Smith’s Zoom Classroom Link”
- Paste the Personal Meeting link you copied from your account into the URL box.
- In the Description area, add more information such as this text, then click “Submit”
“This is the link to join my Zoom classroom.
Please click on the link at the time our class starts - [Time] and [Days of the week].

Or

Once you have downloaded Zoom, and connected to your Concordia credentials,

- In your Zoom app, click on “Join Meeting”
- Enter My [the Instructor’s] Personal Meeting ID (example: 262 243 4283)”

6. Communicate Your Zoom Personal Meeting Link to Students through E-Mail and Blackboard Announcements.

Send an e-mail through your Blackboard Course to your students reminding them you will be holding class through Zoom at the regularly scheduled times. Include a hyperlink to your Zoom Personal Meeting link students will use to connect (see arrow in Step 3 above) to your class.

As your first session draws near, send an Announcement from your Blackboard course to your students with a reminder of when you will be meeting and how to find the Zoom link in the Blackboard course. Include a hyperlink to your Zoom Personal Meeting link in your Announcement.

7. When class starts, click on the URL to your Zoom Personal Meeting space

When you use your Personal Meeting link (see arrow in Step 4 above), it is always the same Zoom meeting for each class session.

When it is time for class to begin, join your consistent Meeting by one of these methods

- a. Click on the Web link you posted on your Blackboard content page – this is the *same link* you gave to students to join your Zoom classroom, or
- b. Copy your Personal Meeting link URL (see arrow in Step 4 above) to your browser.
- c. Open your Zoom app and enter your Personal Meeting ID number.