<u>Where to Post Virtual Classroom Zoom Link</u>

Step 1: Open a new browser and go to my.academyart.edu/login. Enter your Academy username and password and click log in.
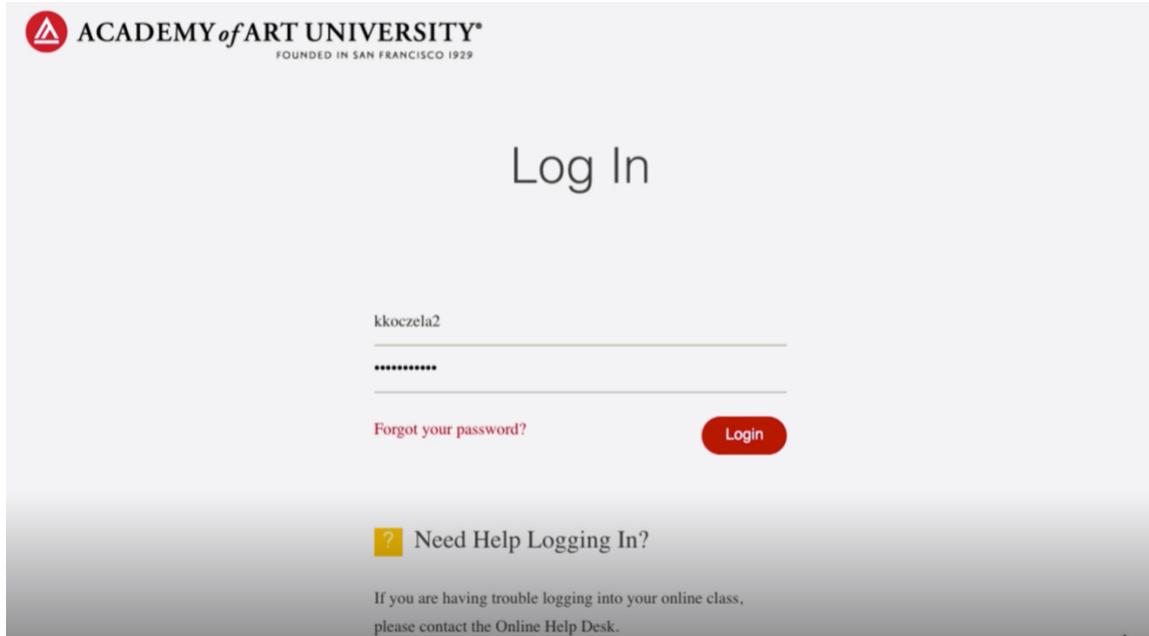
Step 2: Click the home icon at the top left of your home page.
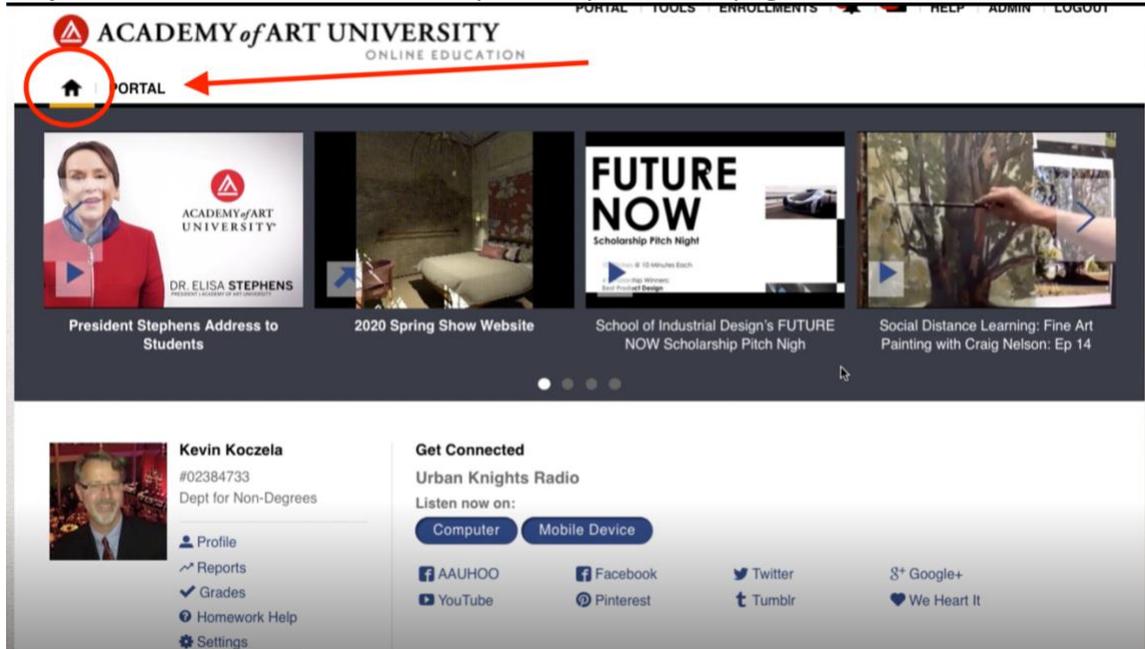
Step 3: Scroll down to the course you'd like to edit and click *Assignments, Exercises, and Discussions.*
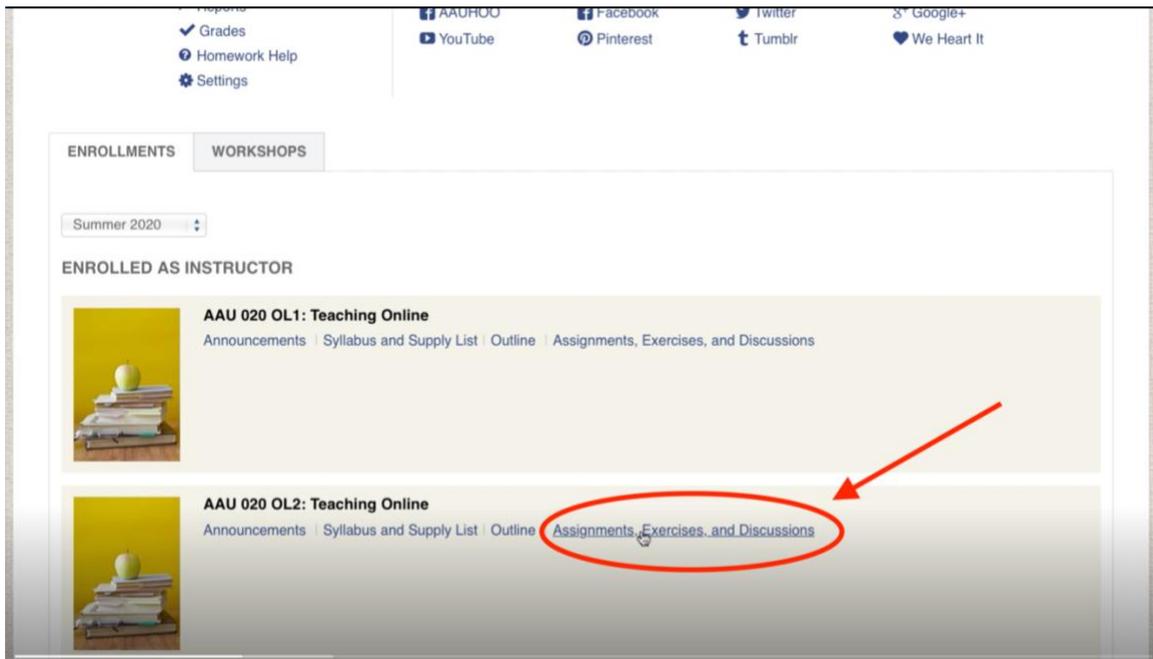
Step 4: Once you've opened the discussion area, please post an Announcement and a Section Topic. To post an announcement, click on *Add Announcement* in the top right corner of your screen.
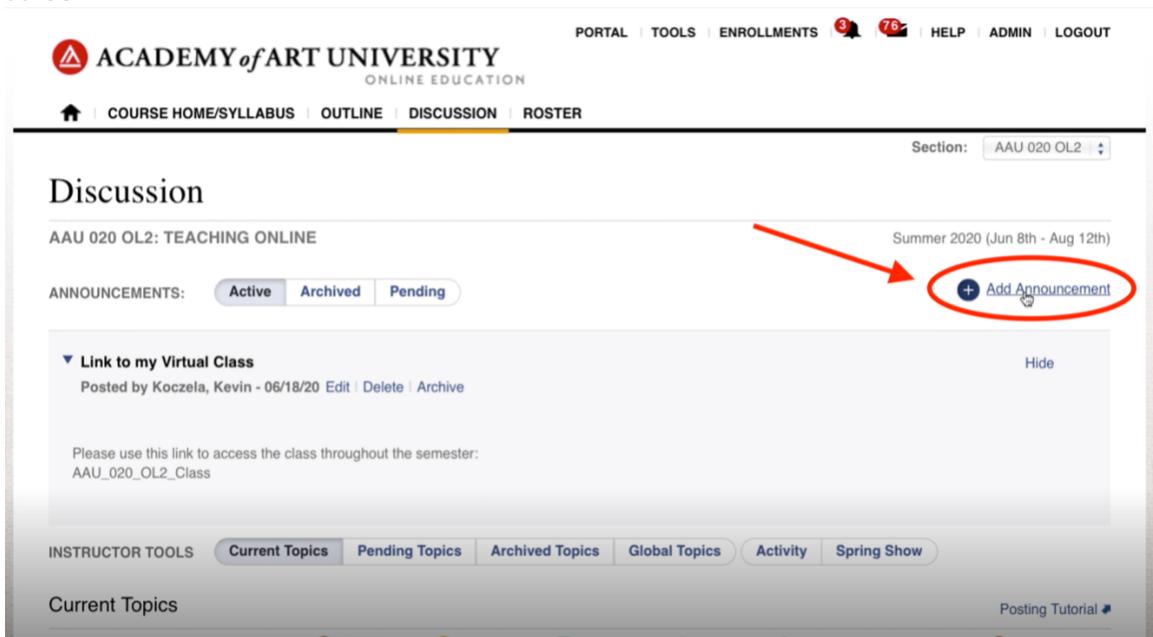
Step 5: Give the Announcement a title and text description. Paste your unique Zoom link here for your students specific to the selected course. Scroll down and enter the selected dates when the course opens and closes. Then click *Submit* at the bottom of the page.

- You have now created a new announcement where your students can copy/paste the unique Zoom link in their search bar to enter the room.
  *Please be sure to post the correct Zoom link to your course areas as these Zoom links will be specific and unique to that created course.

Step 6: Now, add a Topic by scrolling down and clicking *Add Section Topic* on the left side of your screen.

Step 7: Fill out the following information:
- Keep the Module section to read "None."
- Type in your topic title (this can be the same as your Announcement title)
- Select open and close dates for this Topic
- Add a description (optional)

Scroll to the bottom and click *Submit*.

Step 8: Scroll down the page to the Section Topic you just created and click on it. Click on the *Create New Post* button on the right side of your screen.
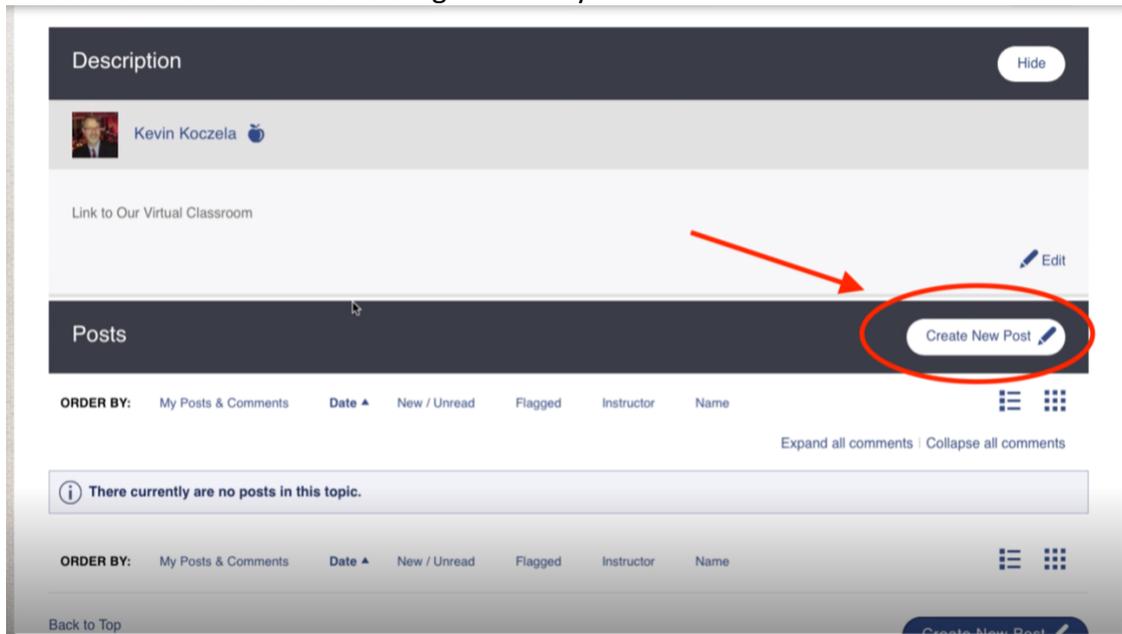
Step 9: Type in your Subject in the area provided (this can be the same text as the Topic title) and paste your unique Zoom link in the text box below. Scroll down and click *Post*. You've now created a live link that will take them to the class Zoom room with one click.