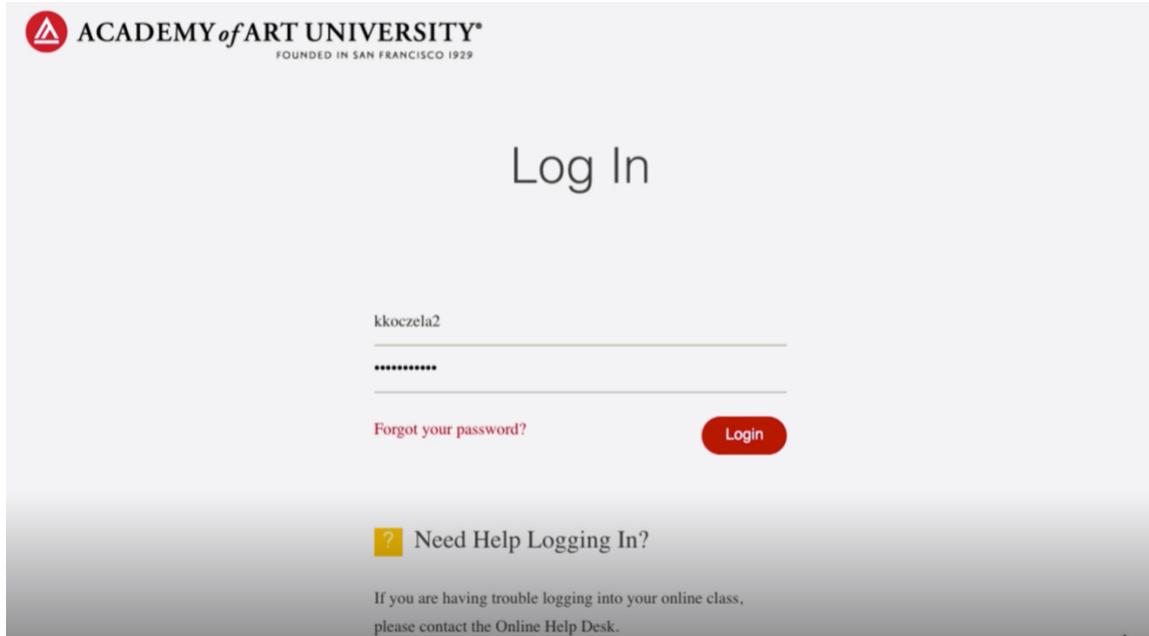


Where to Post Virtual Classroom Zoom Link

Step 1: Open a new browser and go to my.academyart.edu/login. Enter your Academy username and password and click log in.



ACADEMY of ART UNIVERSITY
FOUNDED IN SAN FRANCISCO 1929

Log In

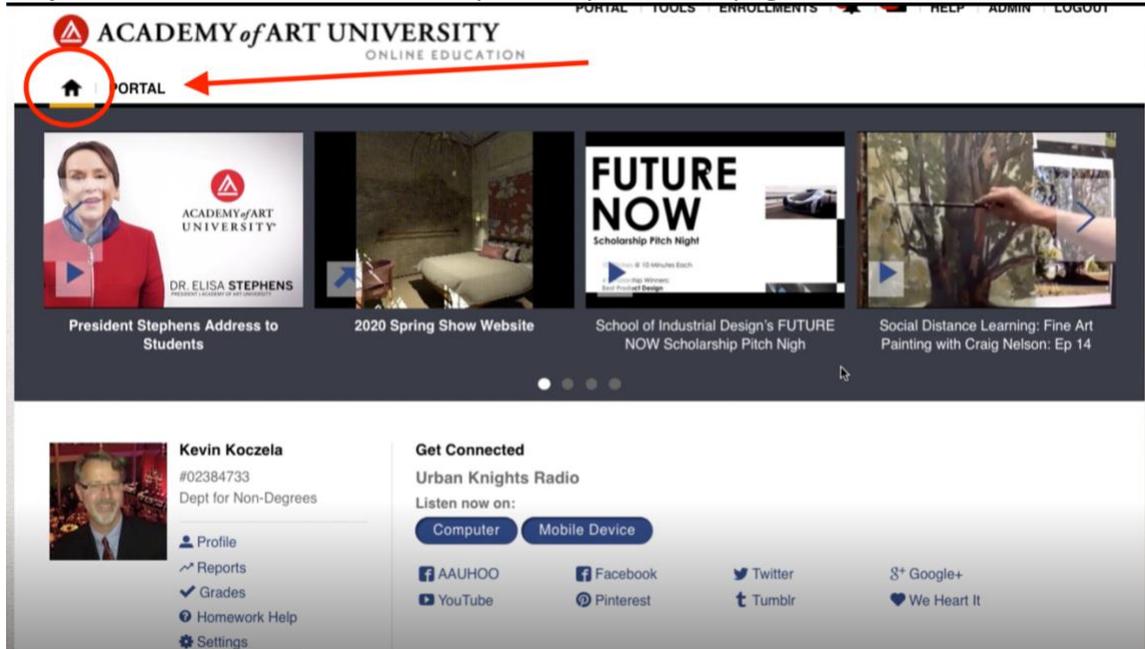
kkoczela2

[Forgot your password?](#) [Login](#)

[? Need Help Logging In?](#)

If you are having trouble logging into your online class, please contact the Online Help Desk.

Step 2: Click the home icon at the top left of your home page.



ACADEMY of ART UNIVERSITY
ONLINE EDUCATION

PORTAL TOOLS ENROLLMENTS HELP ADMIN LOGOUT

[PORTAL](#)

President Stephens Address to Students

2020 Spring Show Website

School of Industrial Design's FUTURE NOW Scholarship Pitch Night

Social Distance Learning: Fine Art Painting with Craig Nelson: Ep 14

Kevin Koczela
#02384733
Dept for Non-Degrees

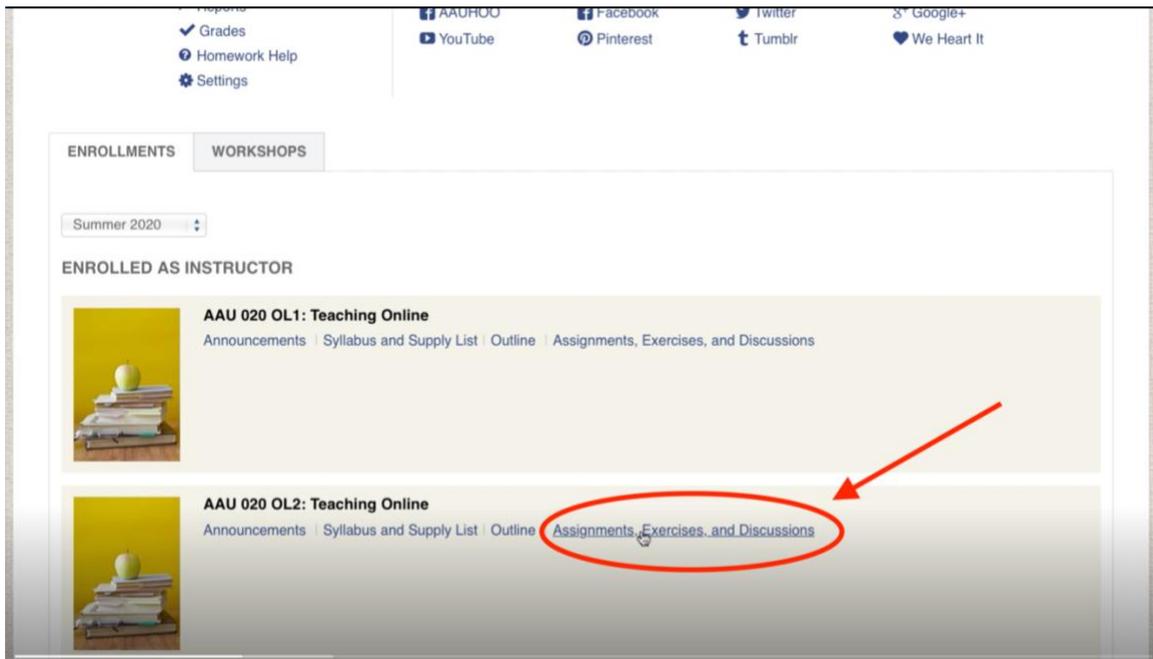
- Profile
- Reports
- Grades
- Homework Help
- Settings

Get Connected
Urban Knights Radio
Listen now on:

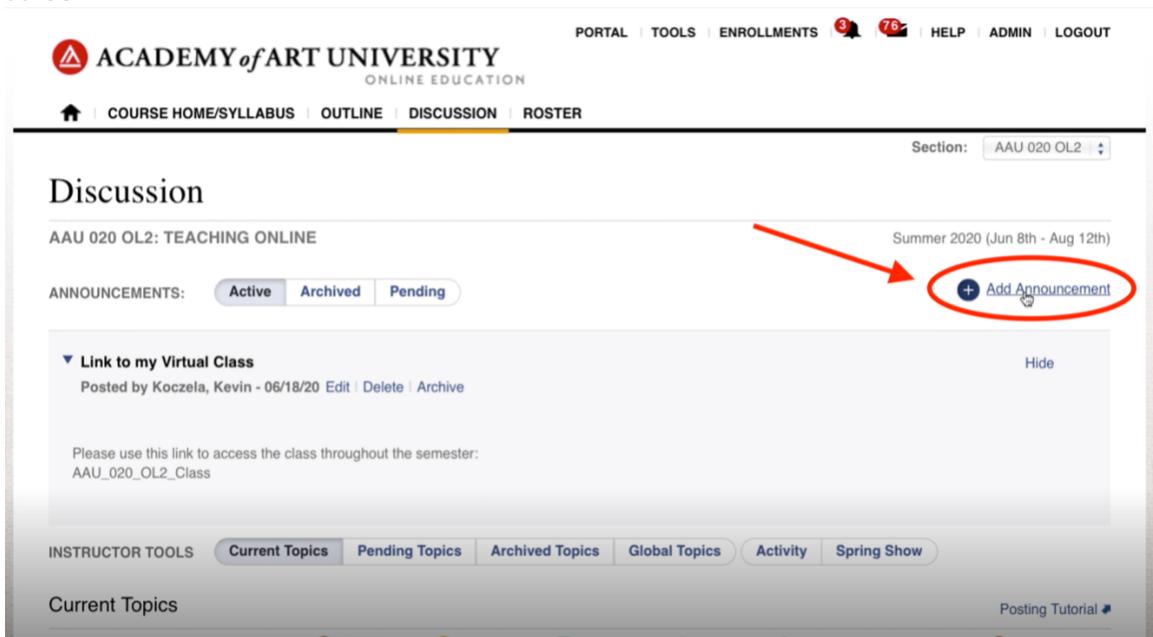
[Computer](#) [Mobile Device](#)

[AAUHOO](#) [Facebook](#) [Twitter](#) [Google+](#)
[YouTube](#) [Pinterest](#) [Tumblr](#) [We Heart It](#)

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.

The screenshot shows a web form titled "Add Announcement". In the top right corner, it displays "Section: AAU 020 OL2" and links for "HTML Tips" and "Posting Tutorial". The form contains the following elements:

- Announcement Title:** A text input field containing "Link to my virtual classroom".
- Announcement Text:** A large text area containing "Here is the link to our class! Use it in Zoom : https://art.zoom.us/j/4174280980".
- Open:** Three dropdown menus set to "18", "June", and "2020".
- Close:** Three dropdown menus set to "12", "August", and "2020".
- ADD ATTACHMENTS:** A section with three rows, each labeled "File 1:", "File 2:", and "File 3:". Each row has a "Browse..." button and the text "No file selected."

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

https://art.zoom.us/j/4174280980 Press **esc** to exit full screen

INSTRUCTOR TOOLS **Current Topics** Pending Topics Archived Topics Global Topics Activity Spring Show

Current Topics Posting Tutorial

🔒 = Closed Topic | 🔒 = Private Topic | 📄 = Assignment | 👁 = Watched | 📢 = Topic Posted To All Sections | 📁 = Shared Topic

Set Assignment Close Date to Days after Due Date

+ Add Section Topic Close Topic Archive Topic

Select	Module	Topics	Total Posts & Comments	New Posts & Comments	Due on	Opened on	Closes on	Action
<input type="checkbox"/>	N/A	Instructor's Office (Questions? Ask Here!) 🗨 📁	4	0	Aug 06	Jun 11	Aug 06	Select
<input type="checkbox"/>	N/A	Posting your Expectations 🗨 📁	0	0	Jun 29	Jun 11	Jun 29	Select
<input type="checkbox"/>	N/A	Ready for Module 1? 🗨 📁	0	0	Jun 29	Jun 15	Jun 29	Select
<input type="checkbox"/>	N/A	AAU Classes App 🗨 📁	0	0	Aug 08	Jun 16	Aug 08	Select
<input type="checkbox"/>	N/A	The Power of Connection: How to Engage & Motivate your Students 🗨 📁	0	0	Aug 08	Jun 16	Aug 08	Select

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)

AAU 020 OL2: TEACHING ONLINE Summer 2020 (Jun 8th - Aug 12th)

Add Section Topic Posting Tutorial

Section Topics are **ONLY** for this section and semester. To create a topic for all sections that you teach of this course that can be reused from semester to semester, please create a Global Topic.

Instructor: Kevin Koczela

Module:

Topic Title:

Open Date: 📅

Close Date: 📅

PUBLIC OR PRIVATE TOPIC

Public (participation in this topic is viewable by ALL students)

Private (participation in this topic is **ONLY** viewable by the instructor and posting student. Students can **NOT** view other students' postings)

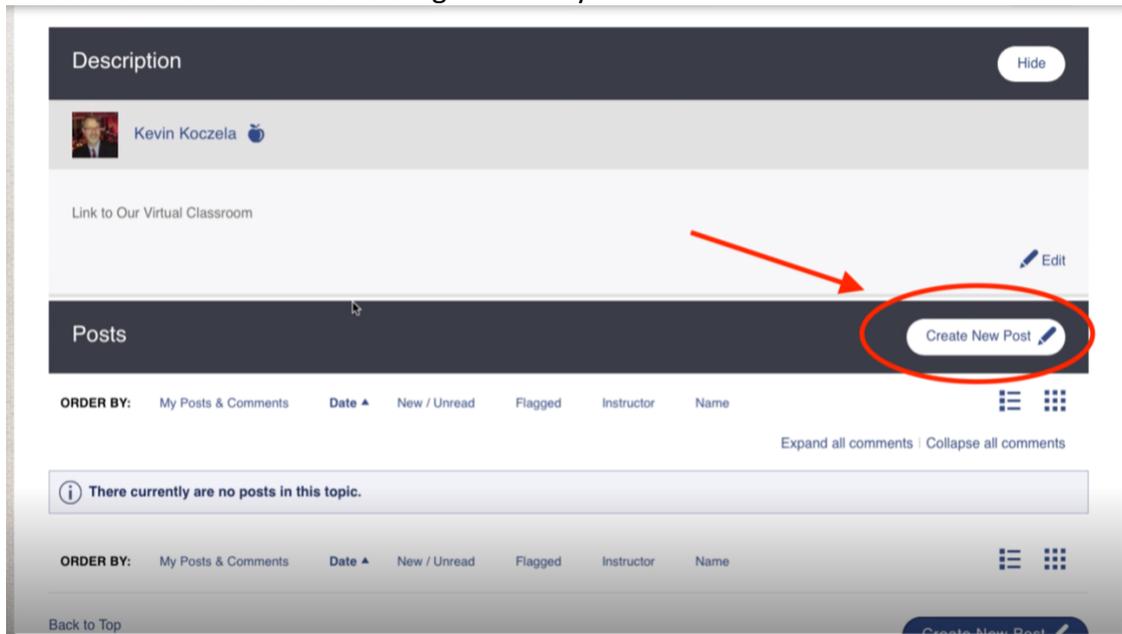
Note: Graded assignments in public and private topics are **ONLY** viewable by the posting student. Students can **NOT** view other students' grades.

DEFAULT VIEW

Grid (Ideal for studio courses, or courses with lots of images and attachments in posts.)

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.

