

HOW TO ADD THE ZOOM LINK TO A COURSE IN WTCLASS

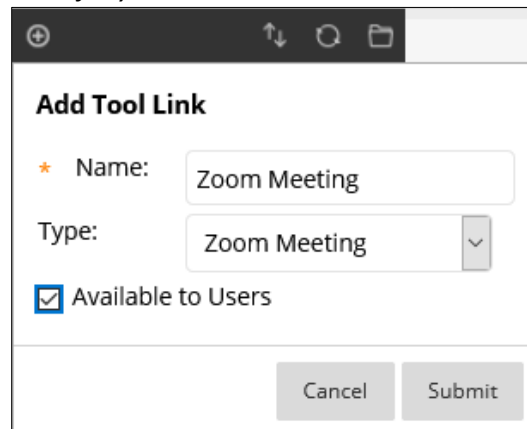
By default students do not have access to Zoom Meetings. You have the option to add a Zoom Meetings link into your course menu or content area, such as Lessons, for them to access. There are multiple ways to add a link to your Zoom meetings in WTClass.

1. Add a Link to the Course Menu
2. Add a Link within a Content Area
3. Let Students Access from the Tools Area

OPTION 1: ADD A LINK TO THE COURSE MENU

Log in to WTClass and open the course where you would like to add Zoom.

1. In the Course Menu, hover over +
2. From the pop-up window, choose **Tool Link**.
3. Complete the Tool Link options.
 - **Name:** Enter the title you would like displayed for the Zoom link in your course navigation.
 - **Type:** Select the option that matches the label you designed during the initial setup, e.g. Zoom Meeting.
 - **Available to users:** Check this option so that students can see the link to the Zoom meetings.
NOTE: Leave this option unchecked if you do not want students to have access to the link and instead use it for your Zoom access.



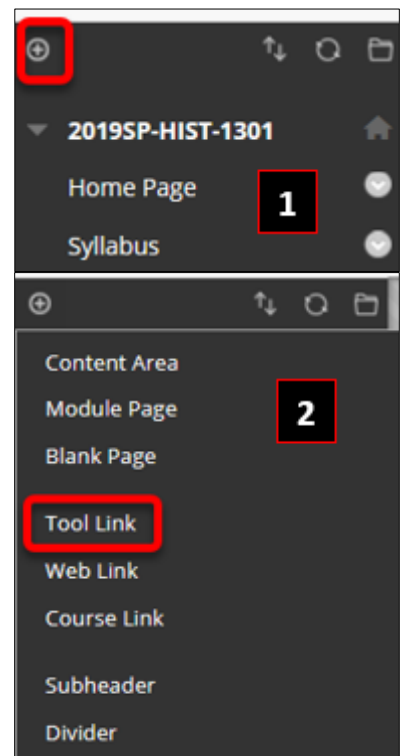
Add Tool Link

* Name:

Type: ▼

Available to Users

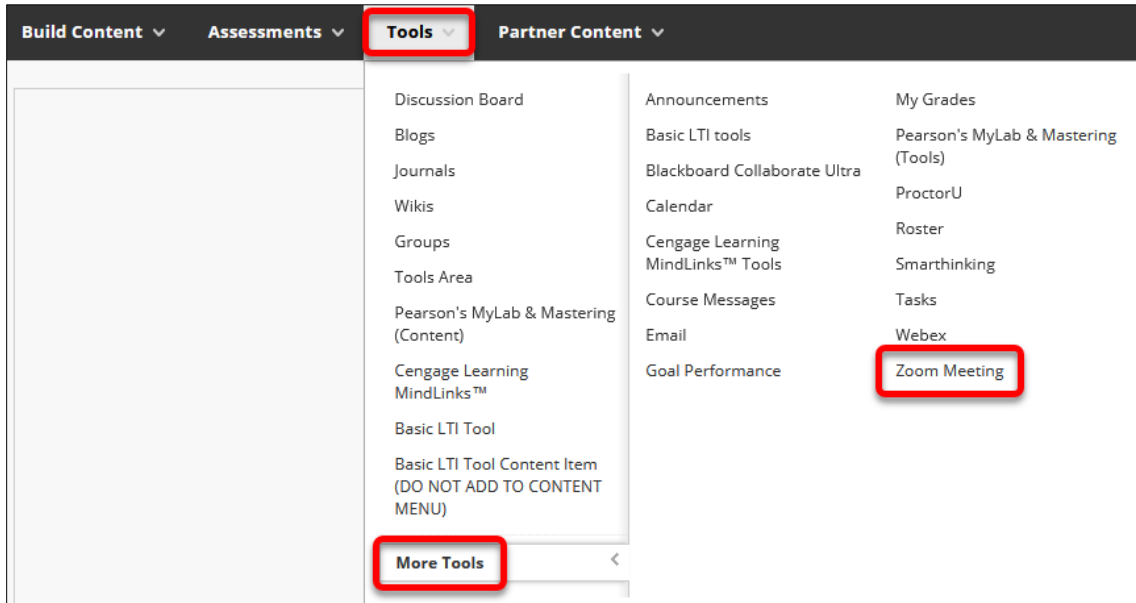
4. Click **Submit**.



OPTION 2: ADD A LINK WITHIN A CONTENT AREA

Log in to WTClass and open the course where you would like to add Zoom.

1. Within a Content area, such as Lessons, move your mouse over the **Tools** area, select **More Tools**, and select **Zoom Meeting**.



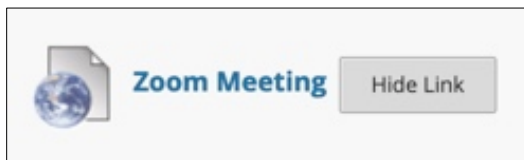
2. On the page that appears click the **Submit** button. No changes are needed on this page.

See also [Conditional Release of the Zoom Link](#) below for ways to allow only specific students access to the Zoom link.

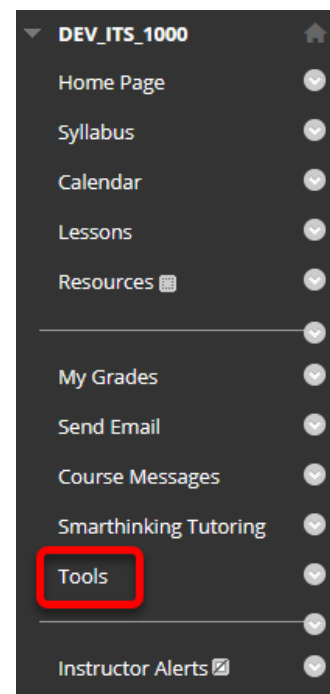
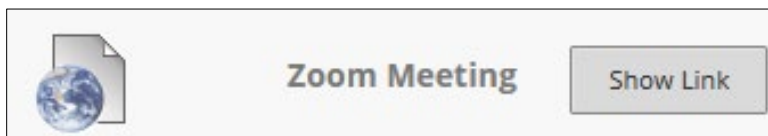
OPTION 3: LET STUDENTS ACCESS FROM THE TOOLS AREA

Log in to WTClass and open the course where you would like to add Zoom.

1. In the Course Menu, click on the **Tools** link.
2. Locate the **Zoom Meeting** option.
3. Ensure that the button says “**Hide Link**”



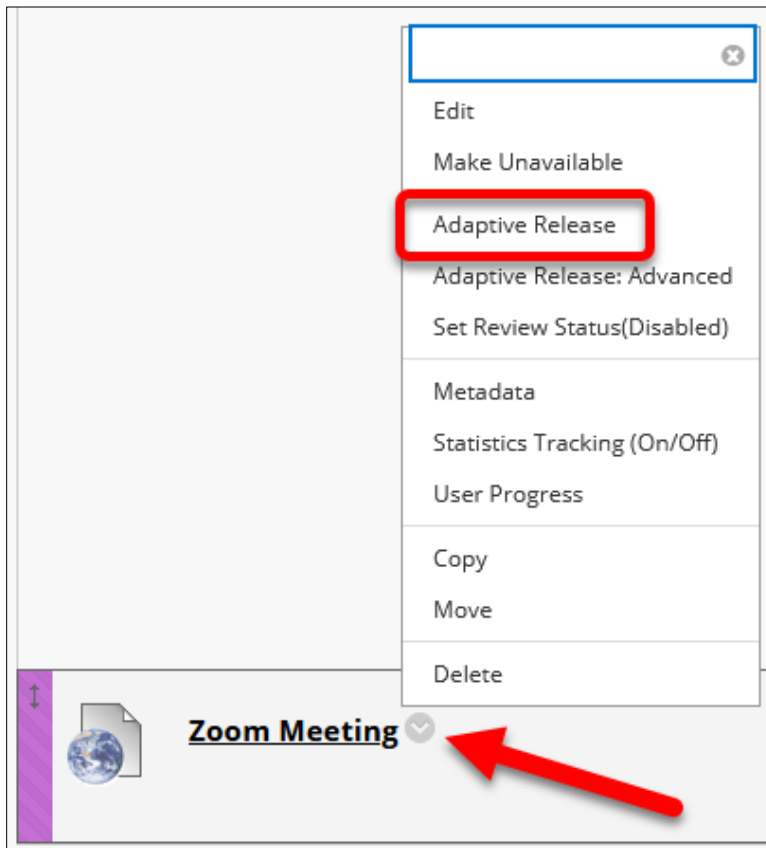
4. If the button says “**Show Link**” click on the **Show Link** button to make the link available to students.



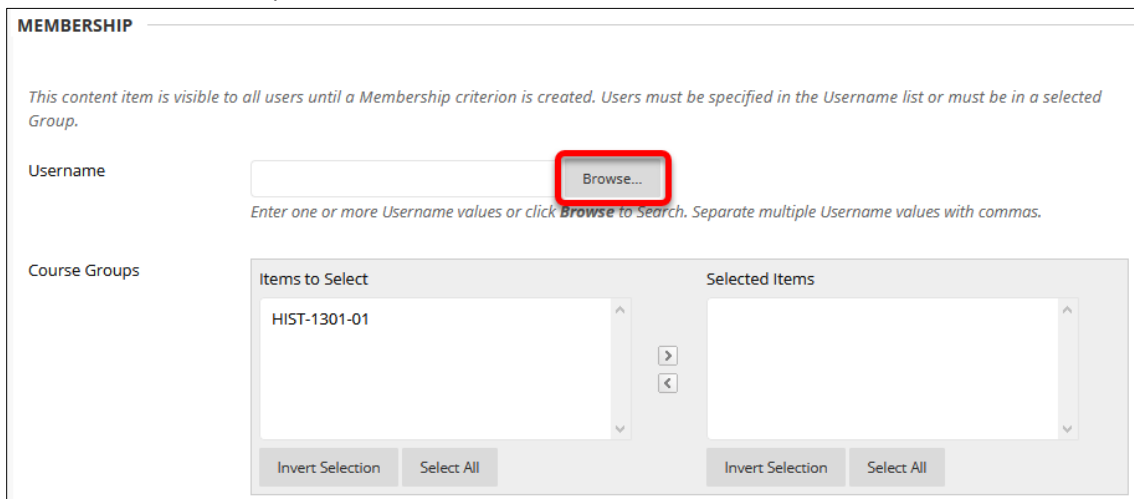
OPTION 4: CONDITIONAL RELEASE OF THE ZOOM LINK

Some faculty may choose to only allow specific students access to the Zoom meeting link. You can conditionally release a Zoom by:

1. Setup the Zoom link by adding the link in the content area. See [Add a Link within a Content Area](#) in this document).
2. Select the dropdown menu for the Zoom Meeting link and select the **Adaptive Release** option.



3. Locate the Membership section. Select the **Browse...** button.



4. Select the **checkbox** next to the student(s) to have access to the Zoom Meeting link, and click **Submit**.

The screenshot shows the 'Course Membership' page in a web browser. At the top, there is a search bar with 'Username' selected and a 'Go' button. Below the search bar is a table with columns: FIRST NAME, LAST NAME, USERNAME, EMAIL, and ROLE. The table contains five rows of student information. The second and third rows are highlighted in yellow. In the second row, the checkbox is checked. In the third row, the checkbox is also checked. At the bottom right of the table area, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

<input type="checkbox"/>	FIRST NAME	LAST NAME	USERNAME	EMAIL	ROLE
<input type="checkbox"/>	Test	Student	test	test@wtamu.edu	Student
<input checked="" type="checkbox"/>	Test	Student	test	test@wtamu.edu	Student
<input checked="" type="checkbox"/>	Yvonne	Stephenson	yvonne	yvonne@wtamu.edu	Student
<input type="checkbox"/>	Chris	McClary	cmcc1016	cmcc1016@wtamu.edu	Student
<input type="checkbox"/>	Krista	Travis, Professor	ktavis@wtamu.edu	ktavis@wtamu.edu	Student

5. Skip/Ignore the Groups area of Membership, and all other areas on this page.
6. Click the **Submit** button at the bottom of the page.

This setting will allow only those you select to have access to the Zoom Meeting link. You can add and/or remove additional students at any time during the semester.