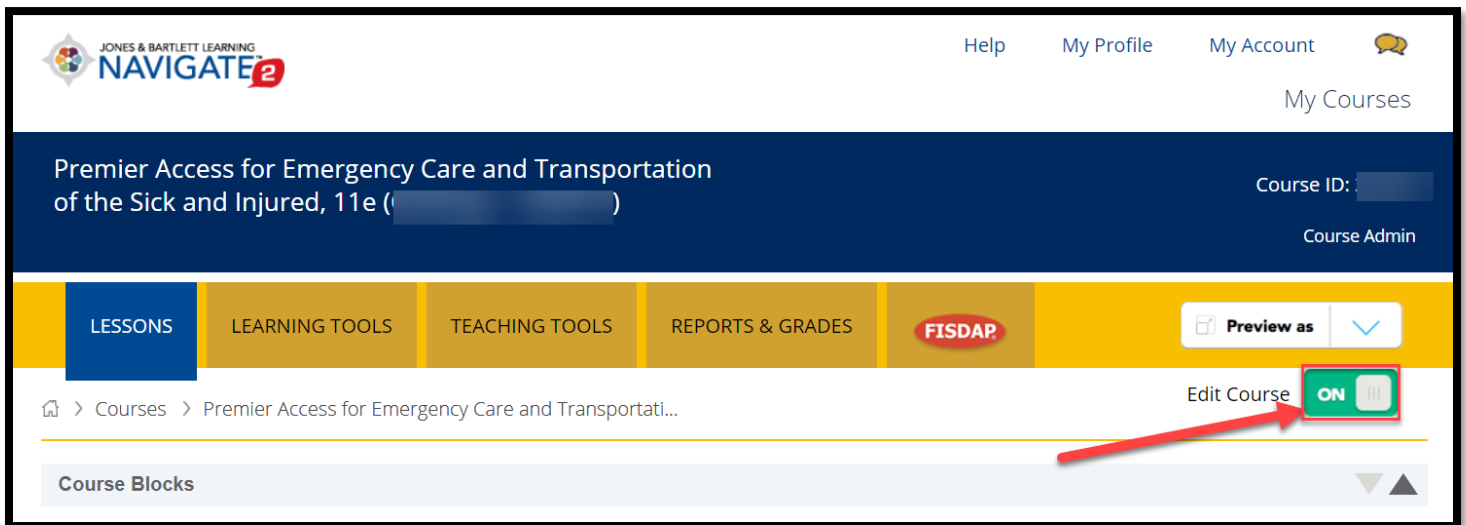


How to embed an online meeting link in my course

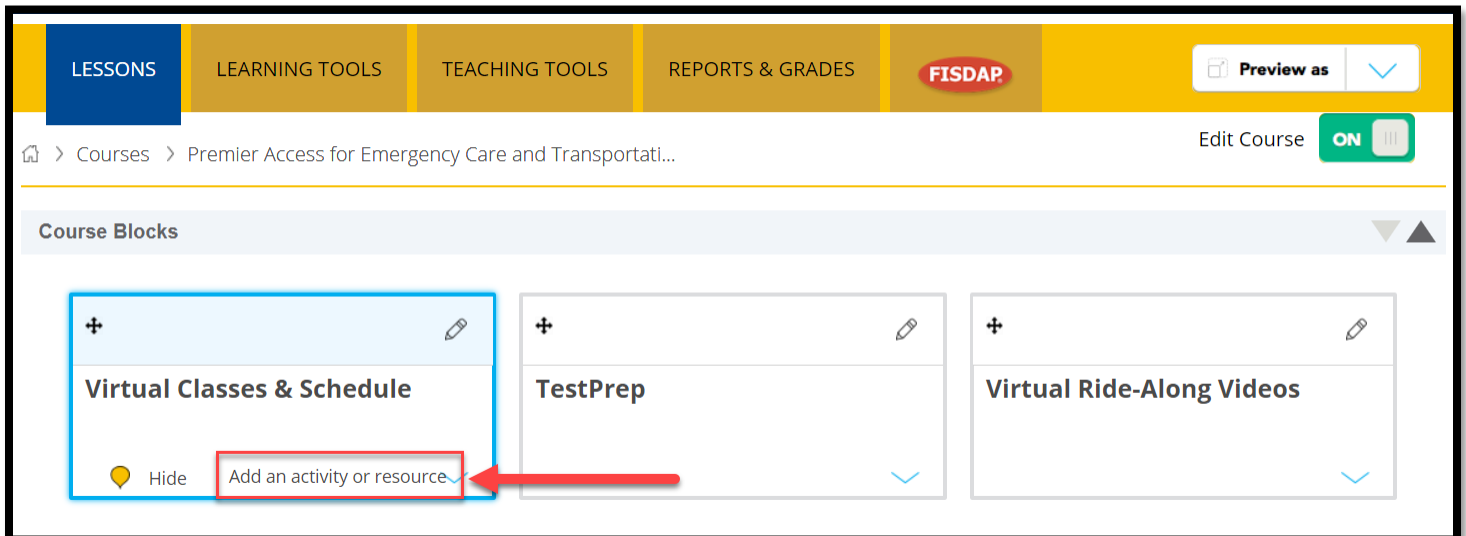
This document provides step-by-step instructions for how to embed a virtual meeting place link within your Navigate 2 course. ****Please note, this feature requires independent access to an external virtual meeting service such as Skype, Zoom, or GoTo products.**

1. On the course homepage, ensure that the **Edit Course** mode is switched “ON.”



The screenshot shows the course homepage for "Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e". The "Edit Course" toggle switch is highlighted with a red box and a red arrow pointing to it, indicating it is turned ON. The interface includes navigation tabs for LESSONS, LEARNING TOOLS, TEACHING TOOLS, REPORTS & GRADES, and FISDAP. The "Edit Course" toggle is located in the top right corner of the course content area.

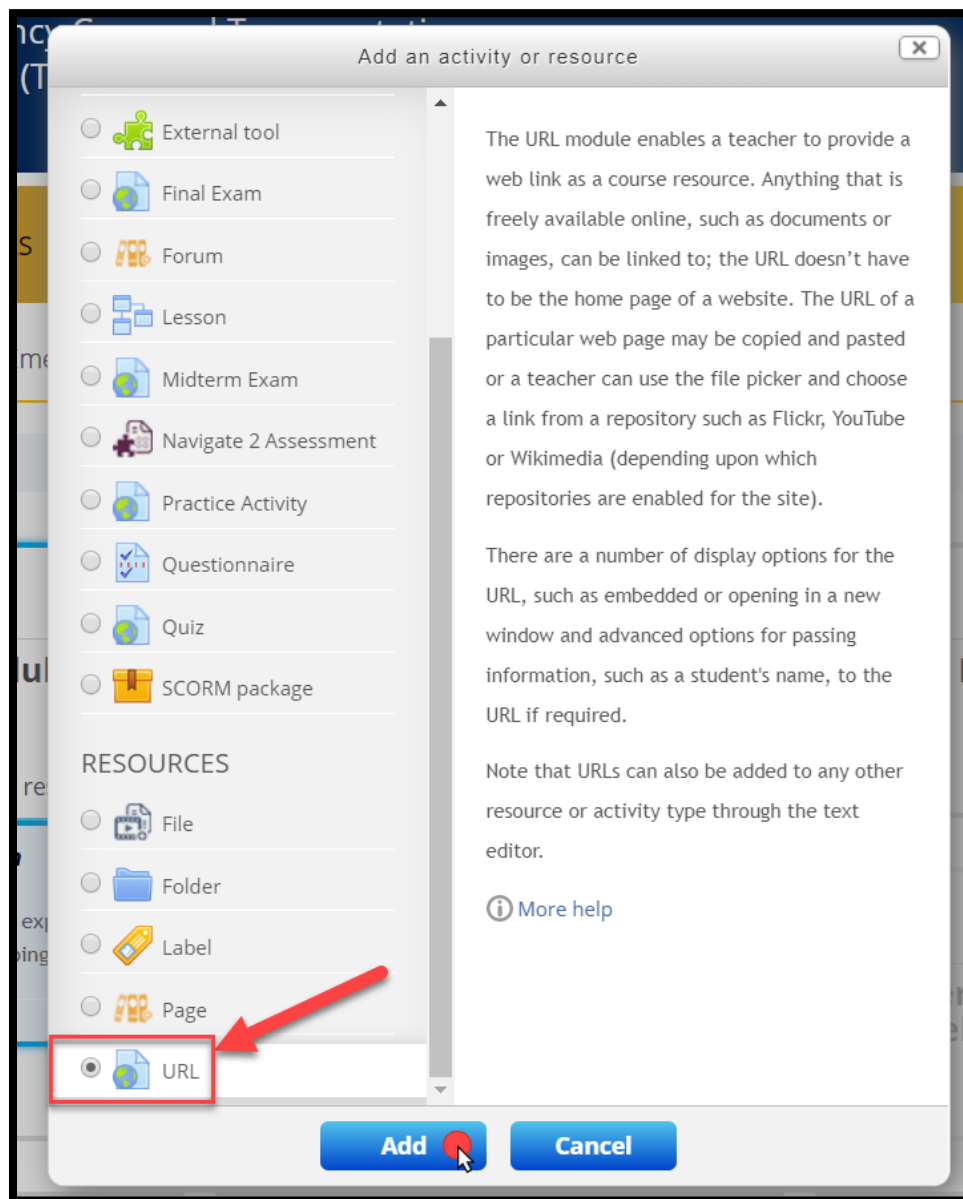
2. With course editing turned on, hover your mouse pointer over the chapter or topic in which you would like to locate your virtual meeting link, and click the **Add an activity or resource** link.



The screenshot shows the "Course Blocks" section of the course. Three blocks are visible: "Virtual Classes & Schedule", "TestPrep", and "Virtual Ride-Along Videos". The "Add an activity or resource" link is highlighted with a red box and a red arrow pointing to it, indicating it is the next step in the process. The "Edit Course" toggle is still visible in the top right corner, showing it is turned ON.

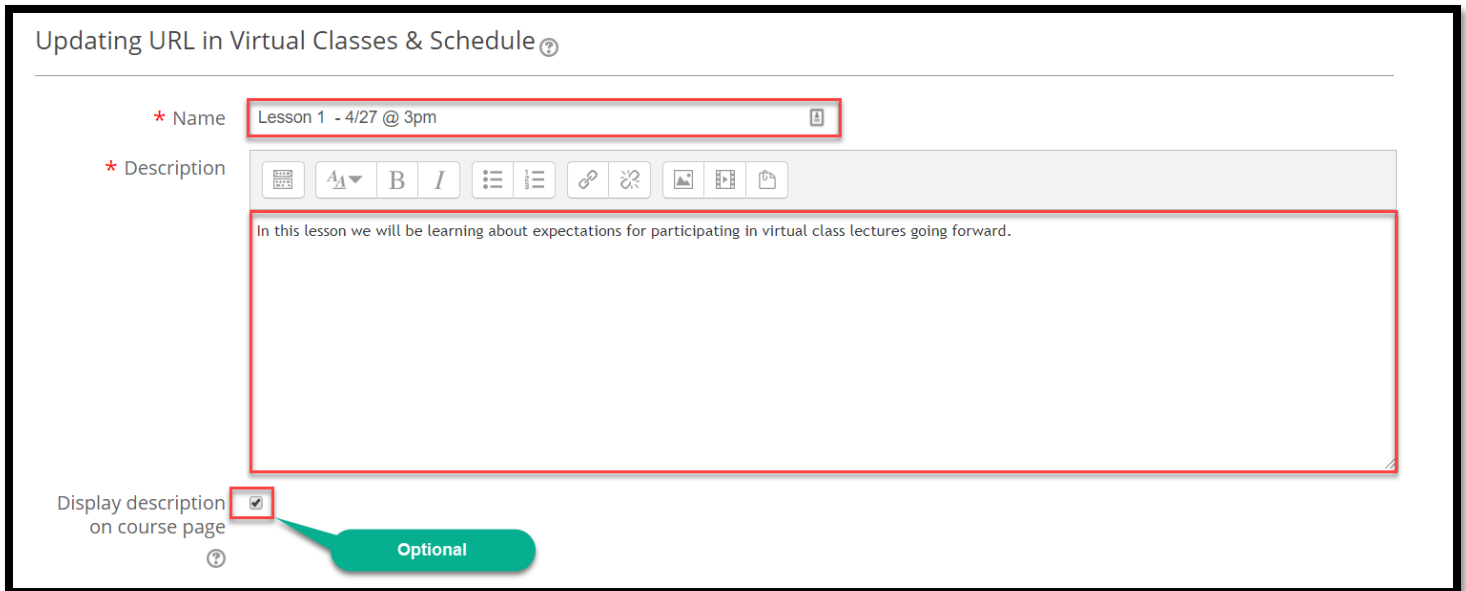
How to embed an online meeting link in my course

- This action will open a popup window listing the different Activity and Resource options available in the course. Scroll as necessary to the **Resources** section and select the dial to the left of **URL**, then click the **Add** button.



How to embed an online meeting link in my course

- On the following settings page, proceed by entering an identifying name for the live online lesson in the **Name** field. You must also enter in a description in the **Description** field, however, you may choose whether or not to make this description visible to your students by toggling the applicable checkbox directly below.



Updating URL in Virtual Classes & Schedule ?

* Name Lesson 1 - 4/27 @ 3pm

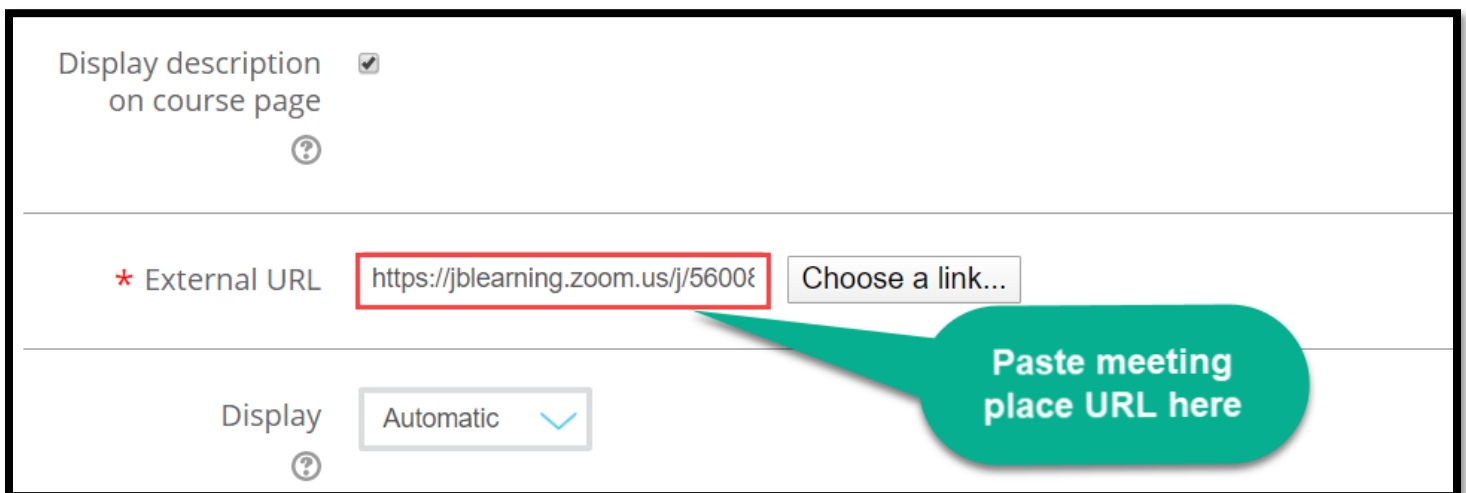
* Description

In this lesson we will be learning about expectations for participating in virtual class lectures going forward.

Display description on course page ?

Optional

- Next, ensure that you have scheduled a virtual meeting instance from your online meeting place software, and then **Copy and Paste** the meeting link/URL provided into the **External URL** field.



Display description on course page ?

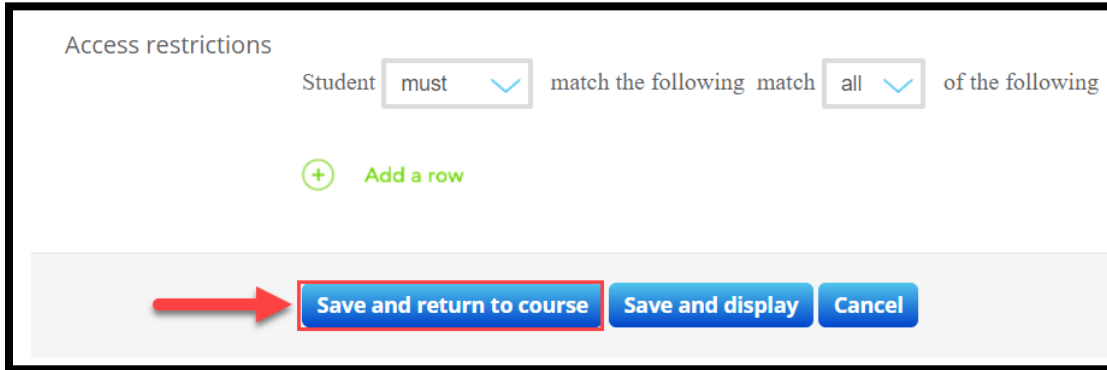
* External URL https://jblearning.zoom.us/j/56008 Choose a link...

Display Automatic

Paste meeting place URL here

How to embed an online meeting link in my course

6. Finally, scroll to the bottom of the page and select the **Save and return to course** button.



7. At the time of the scheduled meeting, both you and your students may simply click on the item you have created to open and interact in the live meeting place online.

