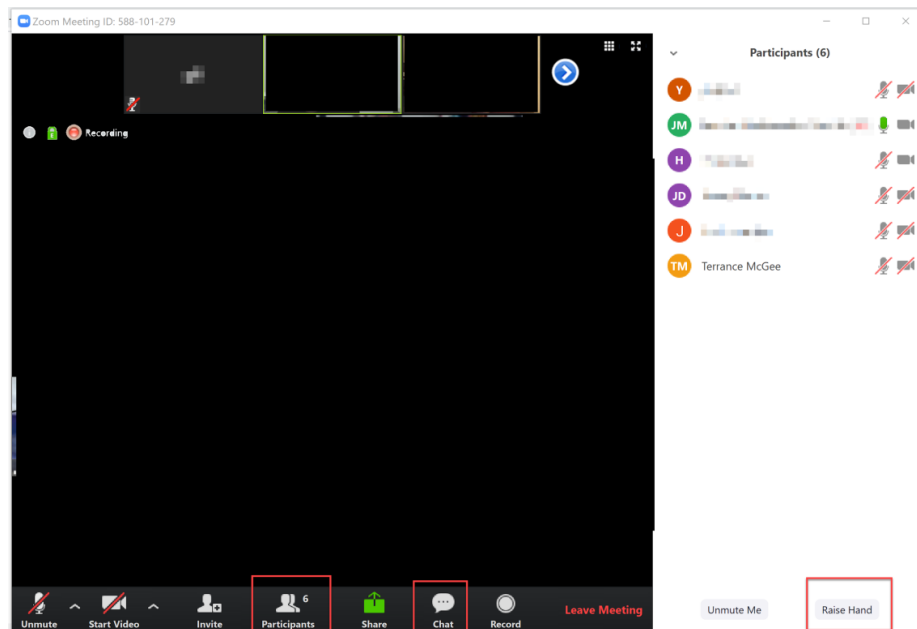


Teaching Class via Zoom

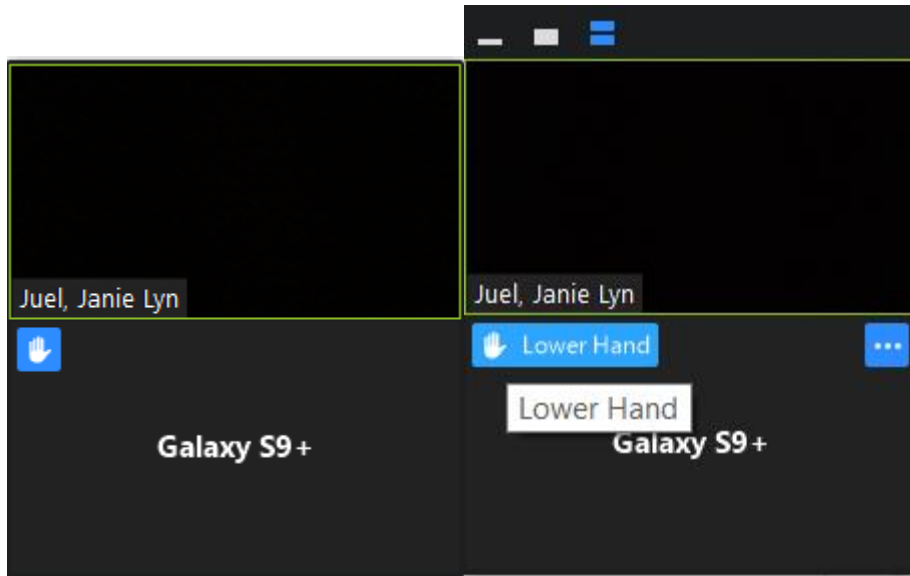
1. When you are ready to start your class, the participants who have joined the session can be seen by hovering the mouse over the lower portion of the **Zoom** window for the settings bar to appear.



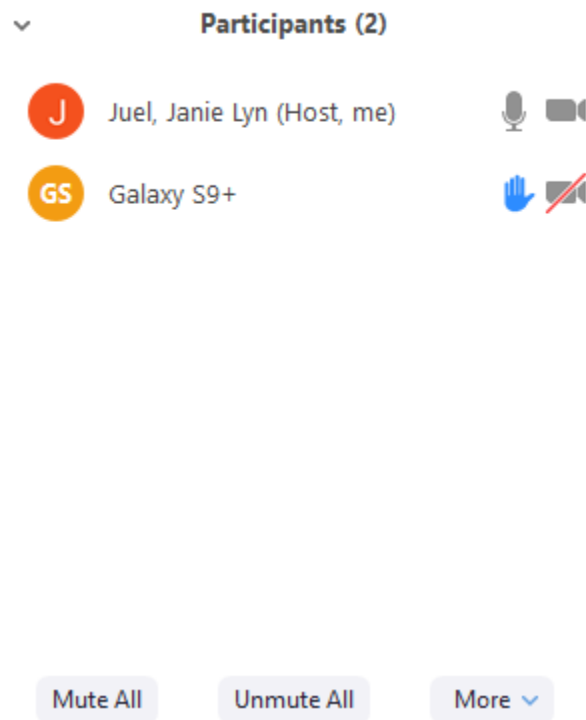
2. Click the **Participants** tab to view all the participants that are in the Zoom Session. To the right of each participant is a More button. A drop down menu will appear that gives the host the following options mute, unmute, turn video on and off, chat, send to the waiting room and remove the participant.

Note: If you remove a participant they will not be allowed to rejoin the meeting.

3. Click the **Chat** button to view the chat on the right size. Here you can disseminate messages to all participants or to an individual by clicking.
4. Students can click the **Raise Hand** button if they want to ask any questions during the class. You can see Raised Hands on the participants box or by selecting the Manage Participants tab on the settings bar. You can click the blue hand icon to lower the participant's hand.



Note: You can also see the blue Raised Hand icon in the Manage Participants section that will pop out to the right side of the Zoom Window,



5. If you want to highlight the content or write something, click on the “Annotate” button on the settings bar and choose the tool as needed.

