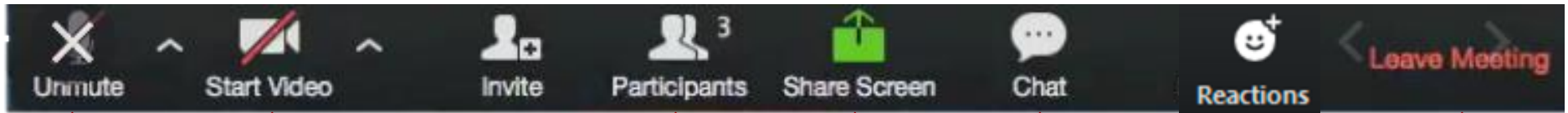


Zoom Tips and Tricks

Menu Bar Functions



Click here to turn your microphone on or off (mute or unmute)

Click here to turn your camera on or off (make sure any camera covering is removed)

Click here to see who is in the meeting with you

Click here if your teacher asks you to share your screen

Click here to type in the chat. This is where you can ask questions.

Click here to raise your hand or react (thumbs up/thumbs down)

Click here to leave the meeting when it is done.

Make sure you understand how each of the tools works in your Zoom toolbar. If your bar disappears during your session, simply move your mouse to the lower part of your screen and it should reappear.

How do I raise my hand?

Raising your hand can be done by clicking "Participants" in the in-meeting control bar and clicking the "Raise Hand" icon or by clicking on the "Reactions" button and selecting the open hand icon.

Please wait patiently for your teacher to notice and call on you. Be ready to unmute yourself and speak slowly and clearly.

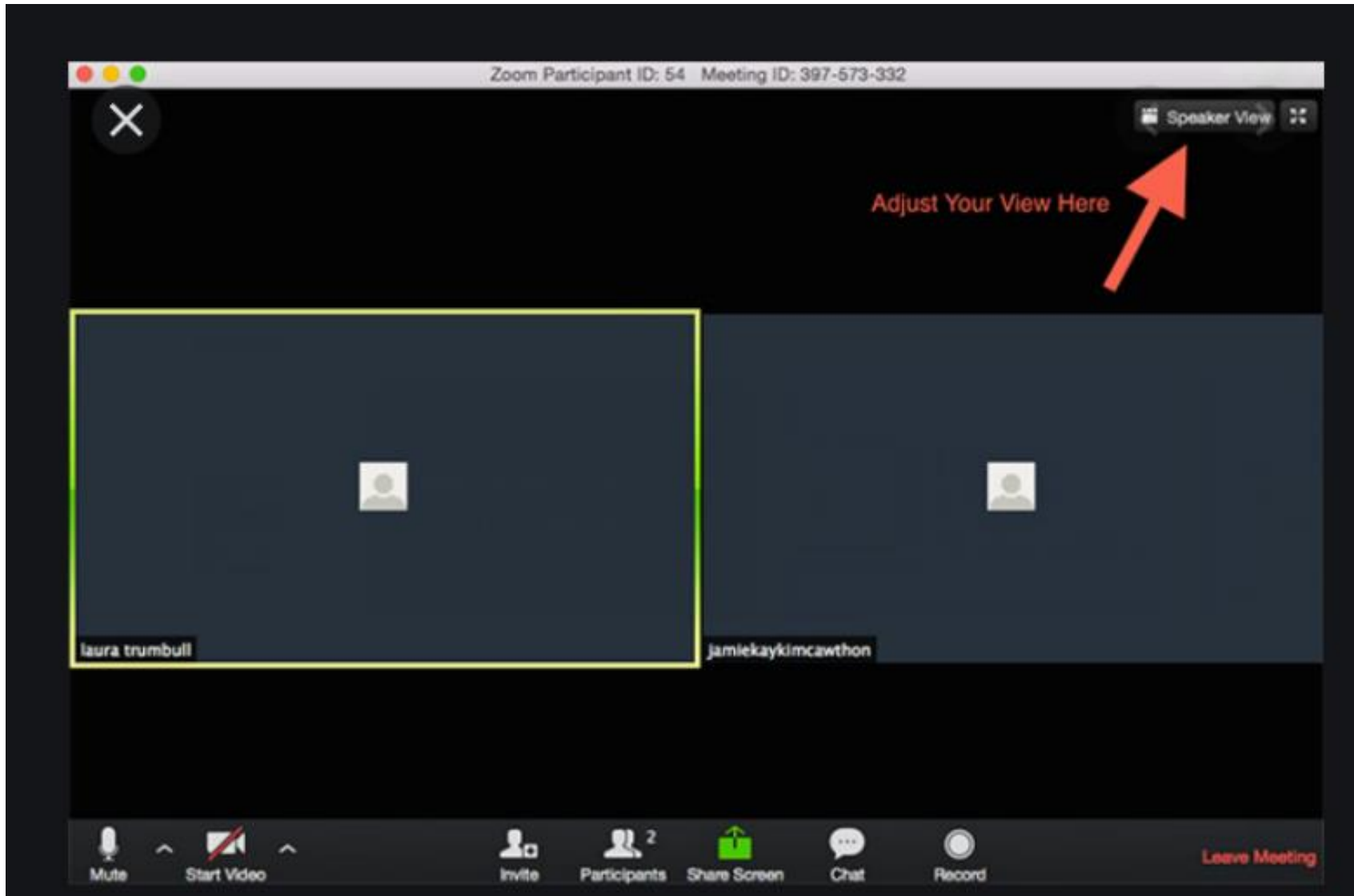
What is the 'Chat' feature used for?

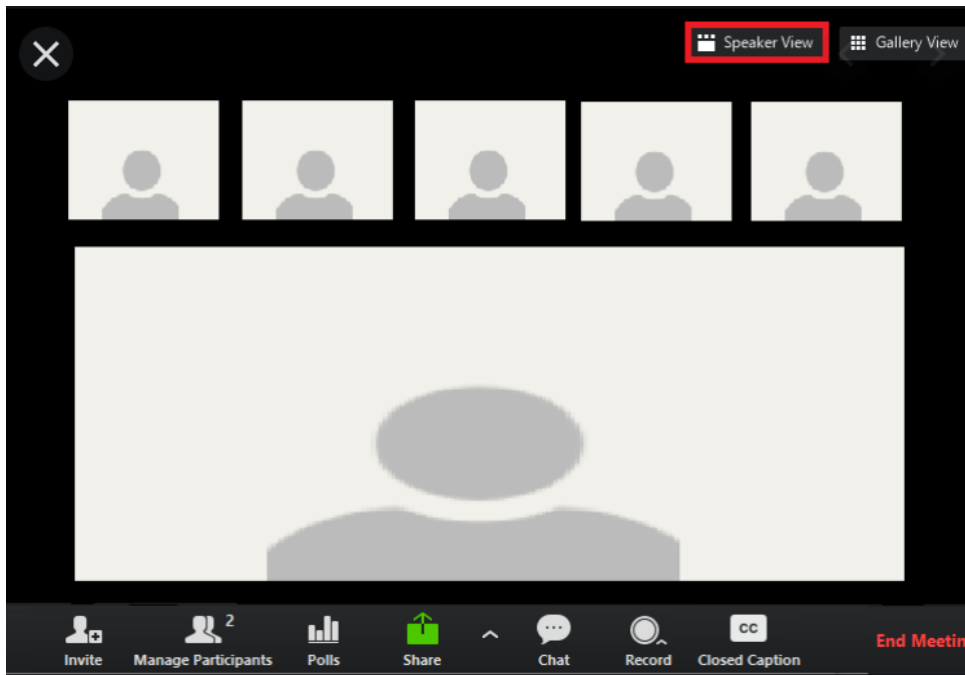
The Chat feature is where you can ask questions. Your teacher may also ask you to use the chat to respond to a prompt, give feedback or other class related responses.

Remember, the Chat is not to be used for personal conversations between students or useless chatter. These things fill up the Chat feed and prevent your teacher from easily seeing real questions.

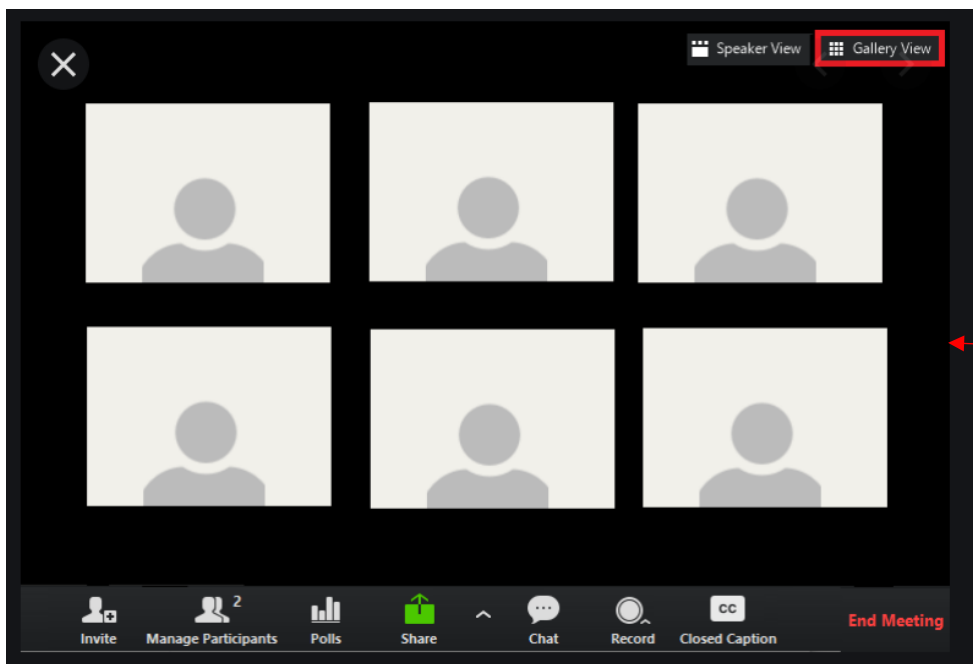
Zoom Screen Views

Screen views can be changed by selecting icon in upper right corner. You can choose from Speaker View or Gallery View. Full screen mode allows you to see the entire Zoom screen. To exit full screen, click upper left icon labeled 'Speaker View'.





Speaker view is the default layout in Zoom. Whoever is speaking is in the largest window.



Gallery view displays thumbnails of everyone in class.

If the class is large, there may be more than one page of thumbnails. Click on the arrow on the right or left side to move between pages.