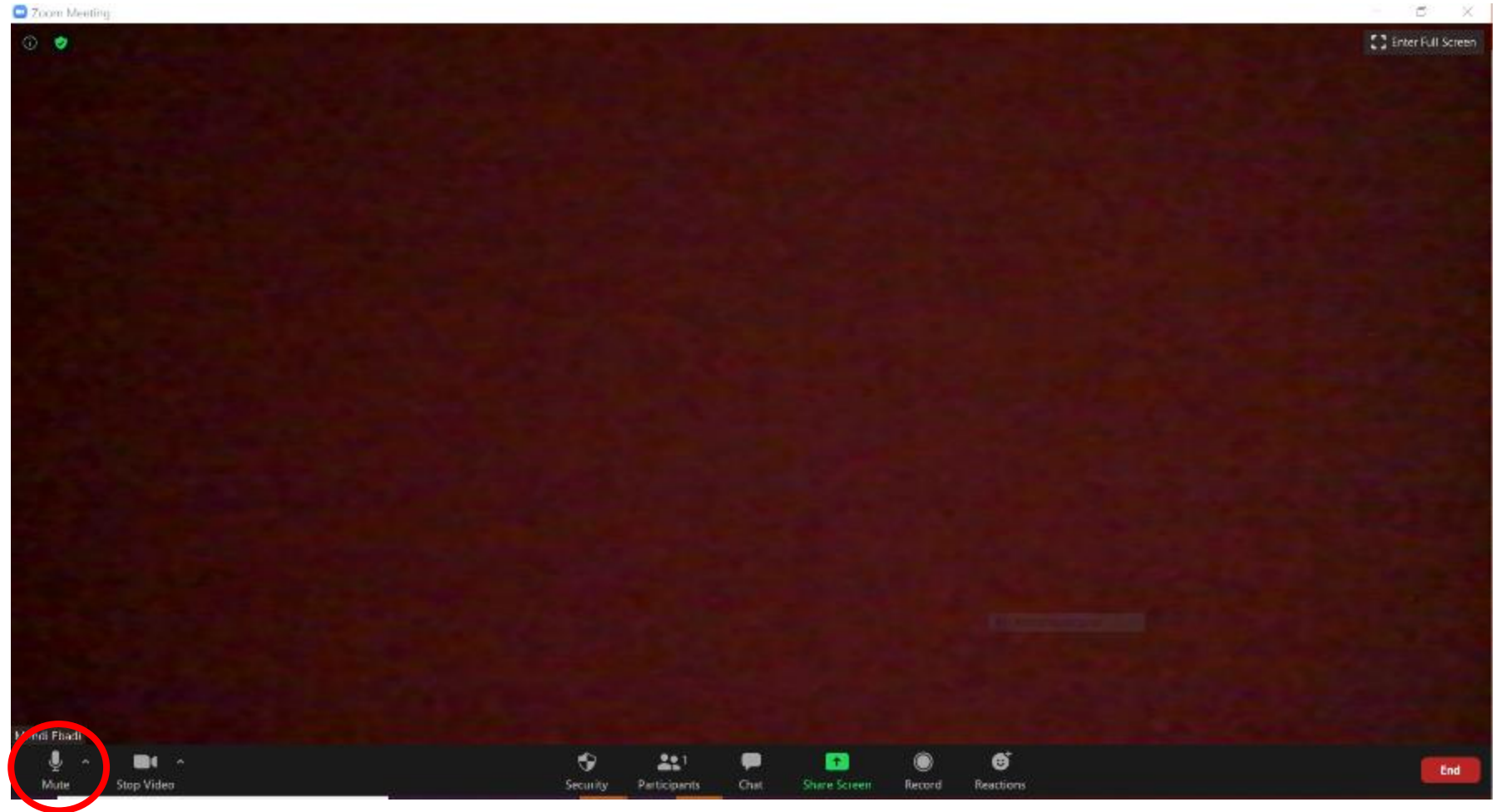
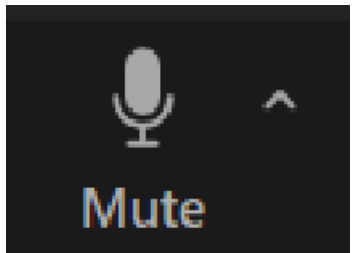


Instructions on how to begin your live session with zoom

How to mute yourself

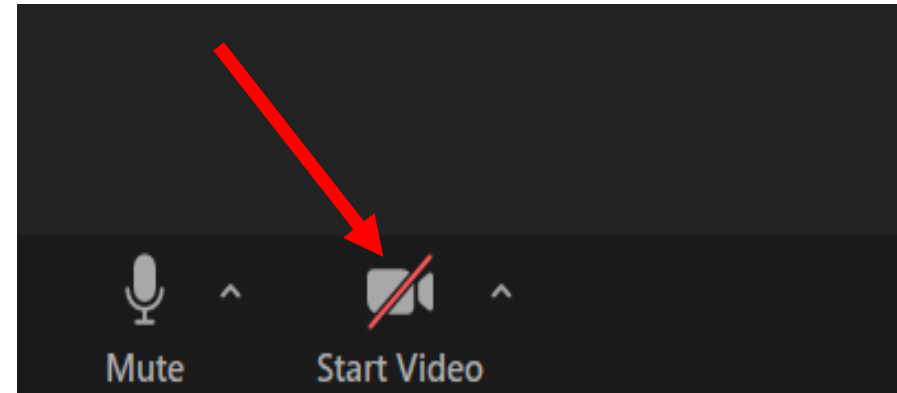
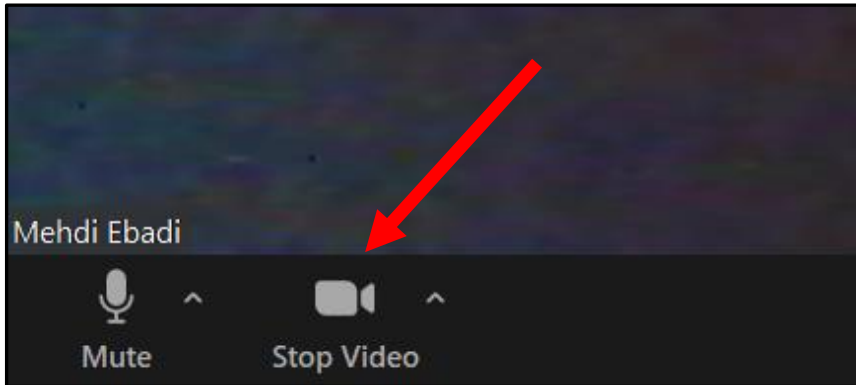
To **mute yourself**, click the **Mute** button (microphone)



- Always mute yourself unless you are supposed to speak

How to turn on and off your camera

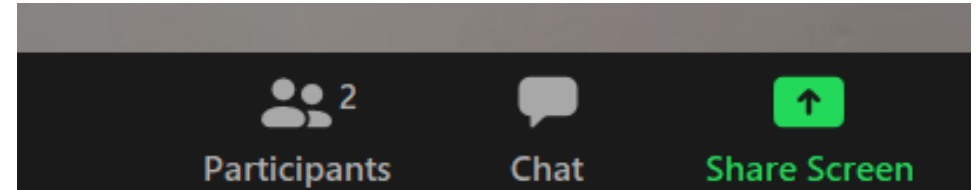
- Click on the camera icon to toggle between enabling and disabling the selected camera.



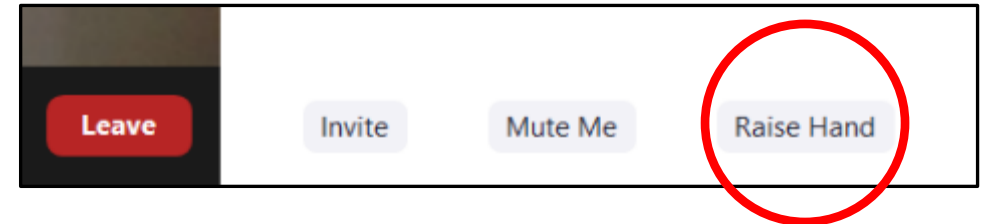
- Students are encouraged to keep video on

How to raise your hand

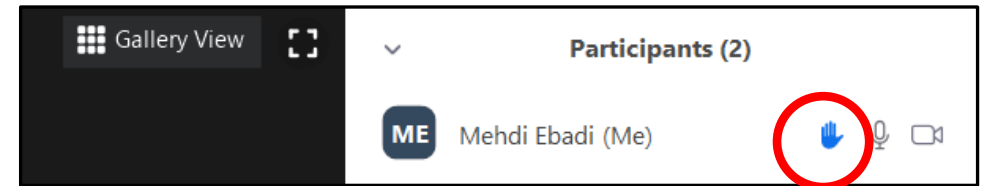
- Click on the icon participants at the bottom of your screen
- A window will be opened on the right side of the screen.



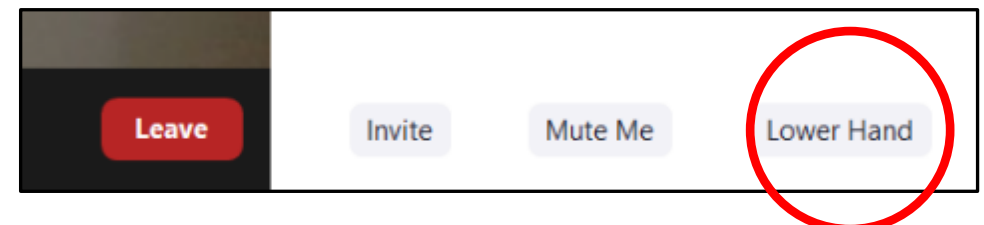
- Click on the button “Raise hand”.



- Your digital hand will be raised.

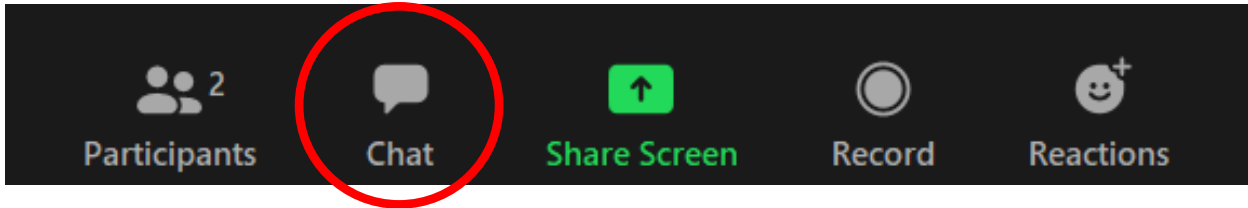


- Do not forget to lower your hand after your question has been answered.

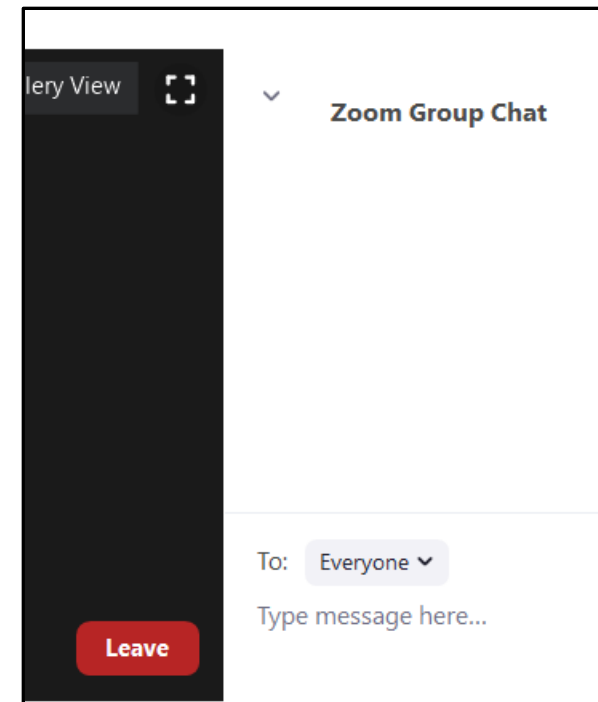


Chat in zoom

- Click on the chat bubble icon to start chat with any of the participants.

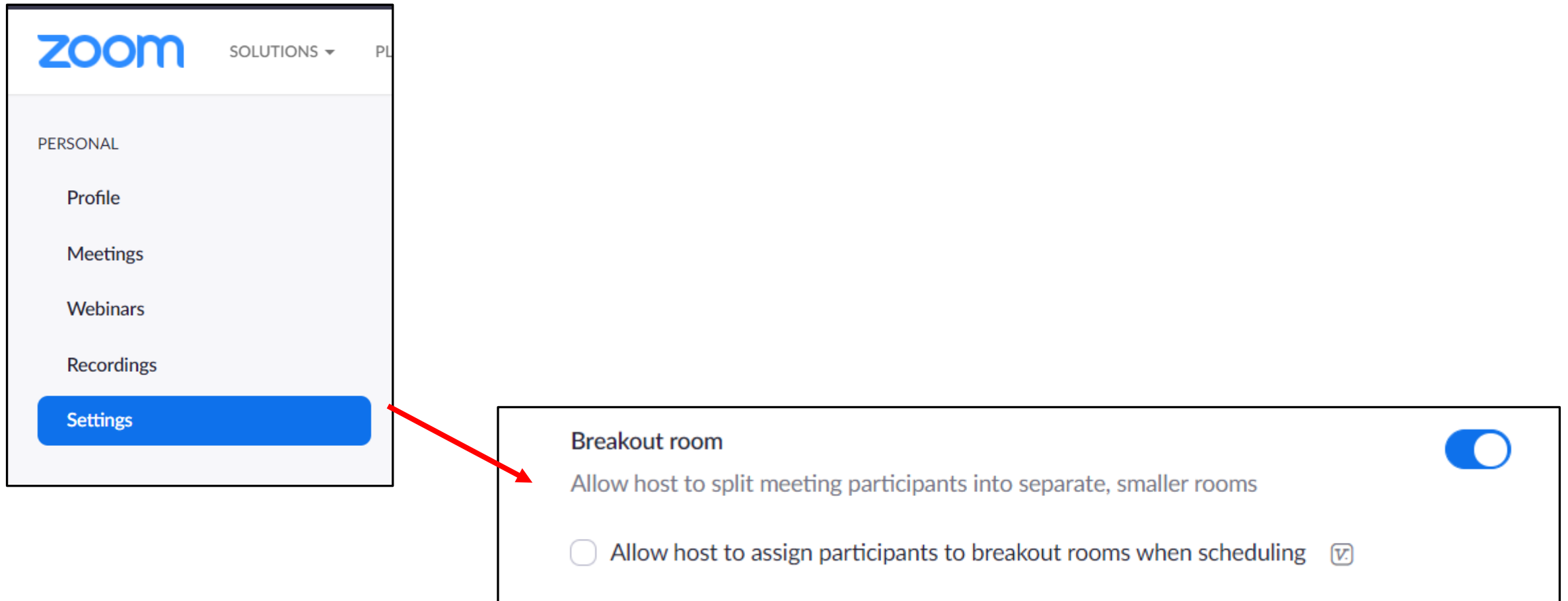


- A window will be opened to enter text and receive responses.
- You can also select a specific person you wish to chat.

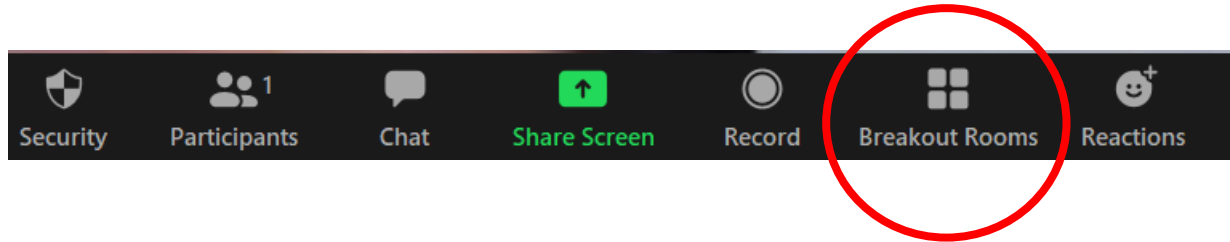


How to Break out the room (For Instructors)

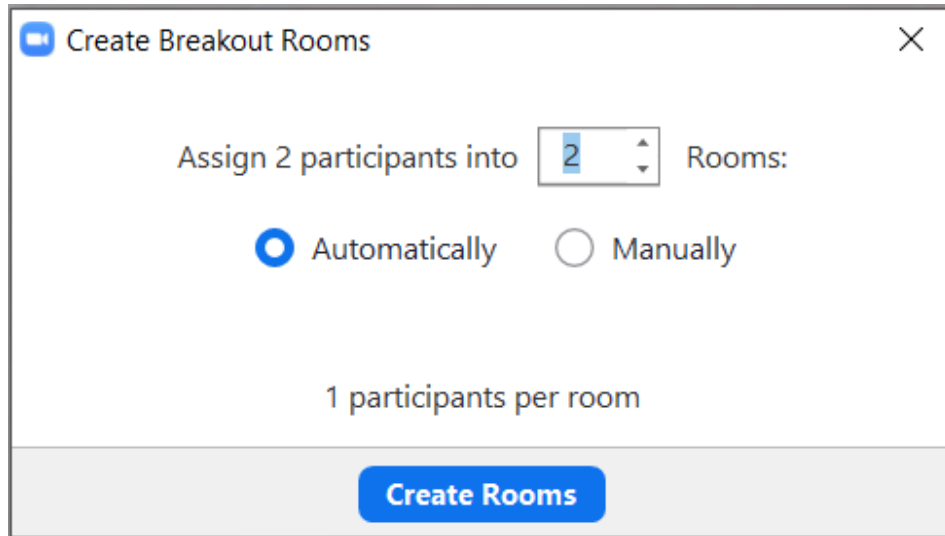
1. Enable breakout rooms in your meeting settings.



2. Click Break out Rooms button



3. Select the number of rooms you would like to build

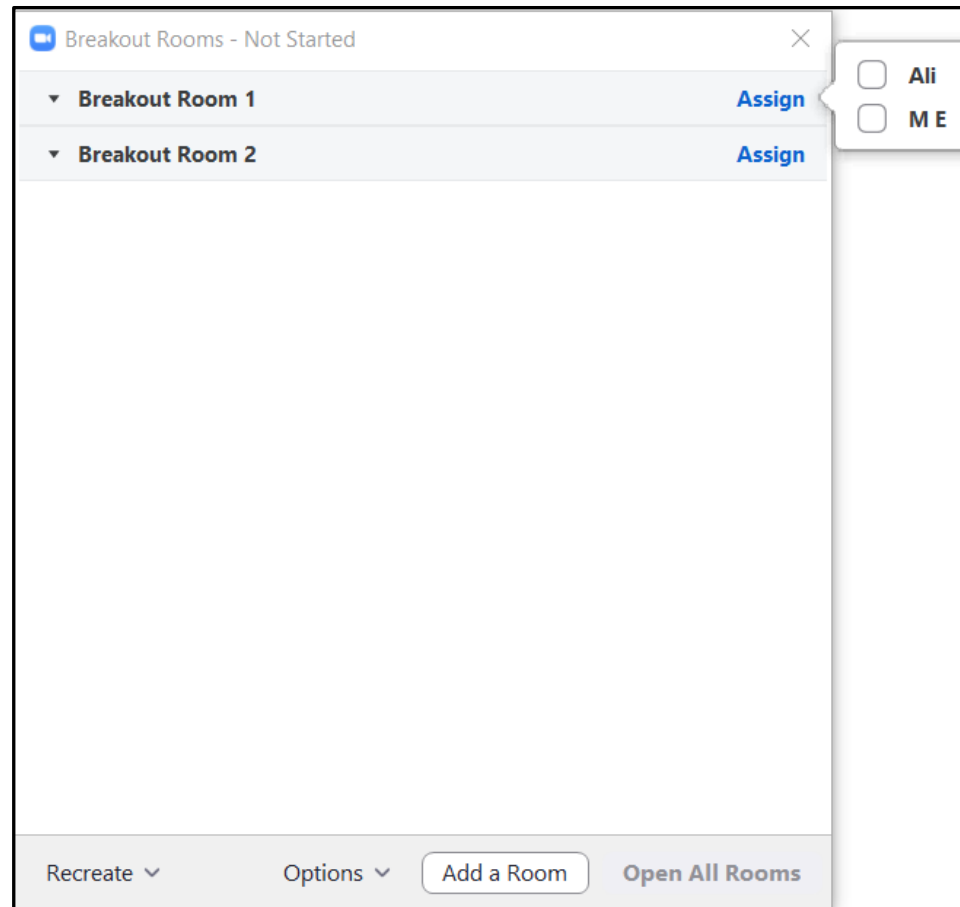


Automatic mode: You let zoom divide the participants evenly into each room

Manual mode: You can select the participants you would like to assign in each room

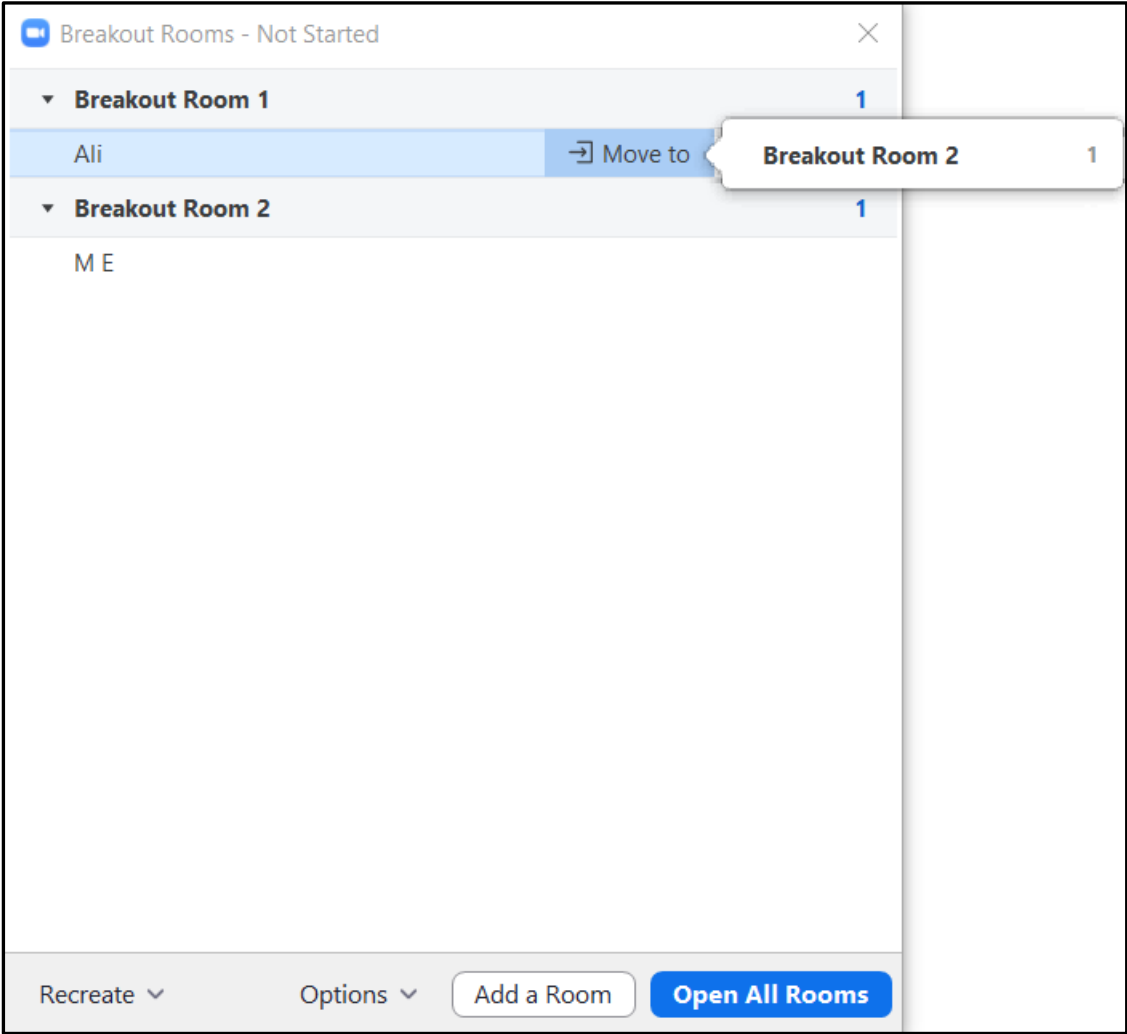
Assigning participants to a room

- 1- Select **Assign** next to the room you wish to assign participant
- 2- Choose the participants you would like to assign to that room

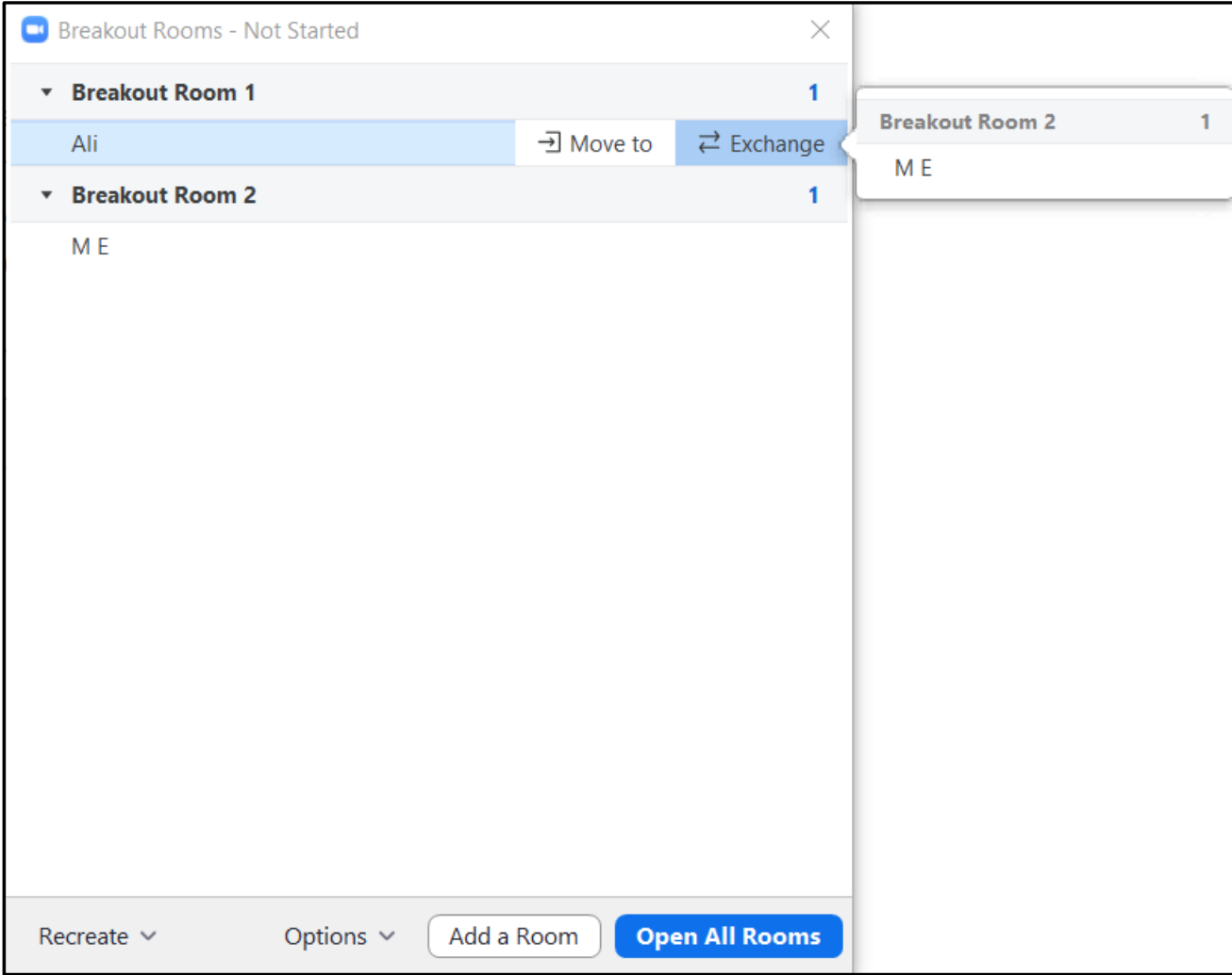


Move or exchange participants

You can move a participant to a selected room



It is possible to exchange a participant with a selected one in another room



Options available to use breakout rooms:

Move all participants into breakout rooms automatically:

- ✓ will move all the participants to the break out rooms
- ☐ Participants need to click Join to be added to rooms

Allow participants to return to the main session at any time:

- ✓ Participants can return to the main session
- ☐ Participants should wait the host to finish the breakout rooms

Breakout rooms close automatically after x minutes

The screenshot displays the Zoom Breakout Rooms interface. At the top, a window titled "Breakout Rooms - Not Started" shows two rooms: "Breakout Room 1" with 2 participants (Ali and M E) and "Breakout Room 2" with an "Assign" button. Below this, a settings panel is open, listing several options: "Move all participants into breakout rooms automatically" (unchecked), "Allow participants to return to the main session at any time" (checked), "Breakout rooms close automatically after: 30 minutes" (unchecked), "Notify me when the time is up" (unchecked), and "Countdown after closing breakout room" (checked). A "Set countdown timer: 60 seconds" option is also visible. At the bottom of the interface, a red circle highlights the "Options" dropdown menu, which is currently set to "Recreate". Other buttons at the bottom include "Add a Room" and "Open All Rooms".

Cont.

Notify me when the time is up:



The host will be informed once the breakout time is over.



The host will not be informed once the breakout room time is over.

Countdown after closing breakout rooms:



A countdown will be given to the participants of how much time is left before being returned to the main room



A countdown will not be given to the participants