ZOOM TUTORIAL
For use with the Walk Through presentations

*Note:
Some of the features below cannot be accessed (for practice) unless 3 people are in a Zoom meeting.

Please familiarize yourself with these tools prior to your presentation. Your presenter will be meeting with you 15 minutes prior to your presentation start time and will answer any questions but the more familiar you are the tools below, the quicker we will be able to start the presentation and keep things running on time and smoothly.

TUTORIAL
Right click on individual (student/presenter) screen/window OR click on the 3 dots in the upper right hand corner of individual (student/presenter) screen/window to access the following:

- Co-Host: Make your Presenter a Co-Host (right click on presenter screen/window or 3 dots) This way the presenter can help with anything you need help with
- Edit Name - Change Student Name on Screen/Window
  Note: Each student should be able to do this on their own by right clicking on their own screen or accessing the 3 dots. (If a student is unable to access this feature, it is probably their device and the teacher will need to change the name for them)
- Add Spotlight – This will bring an individual student to the main screen when it is student turn to recite card.
  - o The Order of Presentation has been provided under the Teacher Guide section of our Web site to help you know who is coming up next. Presenter as co-host can also help spotlight. https://californiaweekly.com/teacher-preparation-guides/

Mute/Unmute one or all students
- This option is next to the 3 dots in upper right hand corner of each screen.
  Teacher can mute students but cannot unmute – to unmute, a request to unmute can be sent to the student and students can unmute themselves.

CHAT
- CHAT can be found at the bottom of your screen in the middle – make sure screen is not minimized so you can see it. A pop up column on the right will come up enabling you to choose who you want to chat with. Click on participants and it will provide you with this order: "Everyone" then the two hosts, then all the students in alphabetical order.
- If someone sends you a private chat you will need to choose again who you want to "chat" the next time you use it or it will automatically reply to the last person you were chatting with.