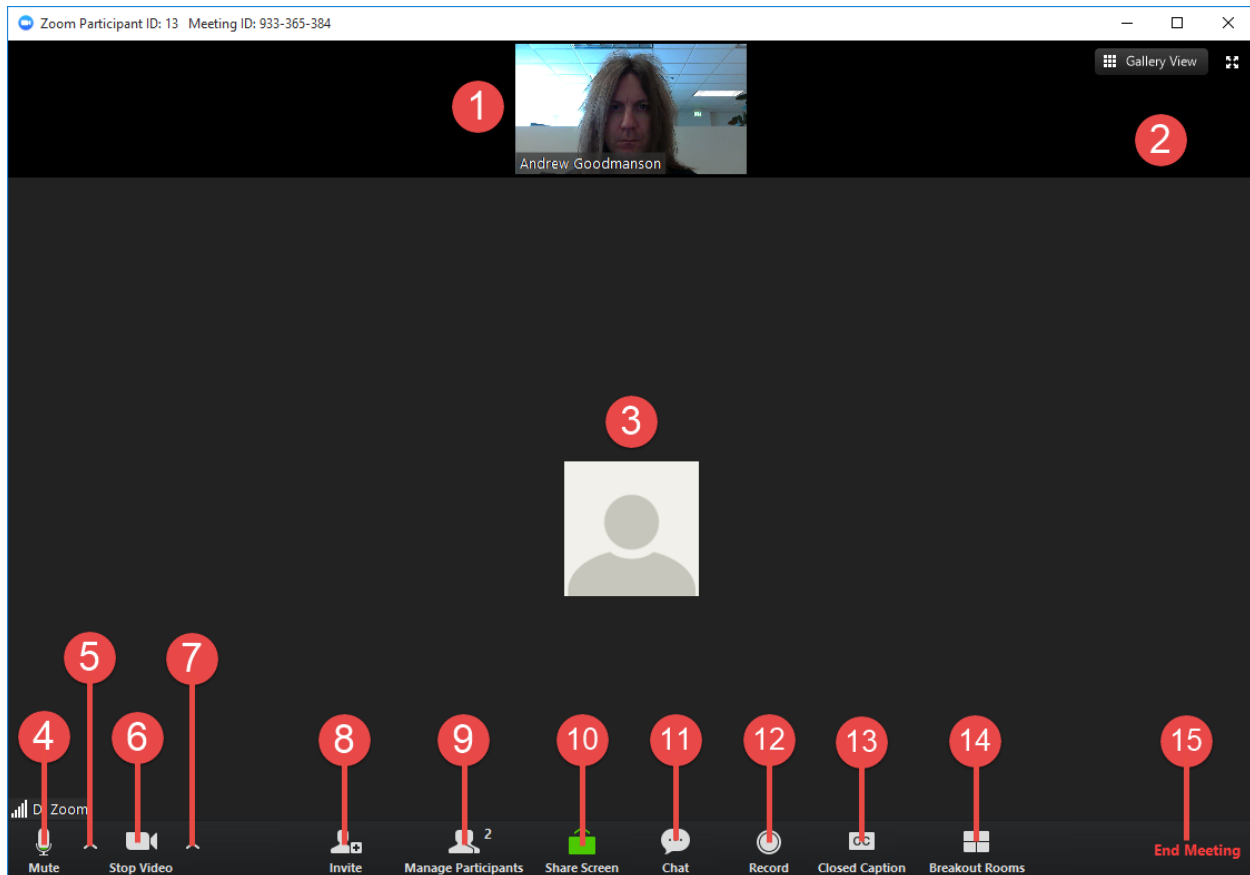


Zoom Quick Reference for Instructors



1) Host video – Here you will see the video you are broadcasting (assuming you have started video – see item 6 below).

2) Toggle viewing options – Here you can toggle between Gallery and Speaker view, as well as enter and exit full screen mode.

3) Participant video – Here you will see the video being broadcast by participants (assuming they have started video – see item 6 below).

4) Mute/Unmute – Here you can mute/unmute the audio being broadcast from your microphone.

5) Audio options – Here you can choose your audio broadcasting device (e.g. microphone) as well as your audio playback device (e.g. speakers or headset).

6) Start/Stop Video – Here you can start/stop the video being broadcast from your video source (e.g. webcam).

7) Video options – Here you can choose your video broadcasting device (e.g. webcam).

8) Invite – Invite others via email to join the meeting.

9) Manage Participants – Here you can view a list of students in the Zoom session, and you will be able to see when any student raises his/her hand. You can mute all students ('Mute All') and mute everyone on entry ('More' > 'Mute on Entry'). You can also unmute students individually by scrolling over their name and clicking 'Unmute'. You can prevent students from screen sharing by clicking 'More' > 'Lock Screen Share'.

10) Share screen – Here you can share an application on your computer (e.g. a PowerPoint presentation or website) with everyone in the Zoom session.

11) Chat – Here you can send instant messages to others in the Zoom session. You can send a chat message to Everyone, or you can select a specific individual.

12) Record – Here you can record the session as a video file. After the session has ended, the recording will process and save as an .mp4 file on your computer.

13) Closed Caption – Here you can assign a participant in the session as captionist ('Open Manage Participants') or you can caption the session yourself ('I will type').

14) Breakout Rooms – Here you can assign students to separate breakout rooms manually or automatically.

15) Leave Meeting – You can click this button to exit the Zoom session.

Go to [Distance Learning's Zoom for Faculty website](#) for the most up-to-date Zoom manuals!