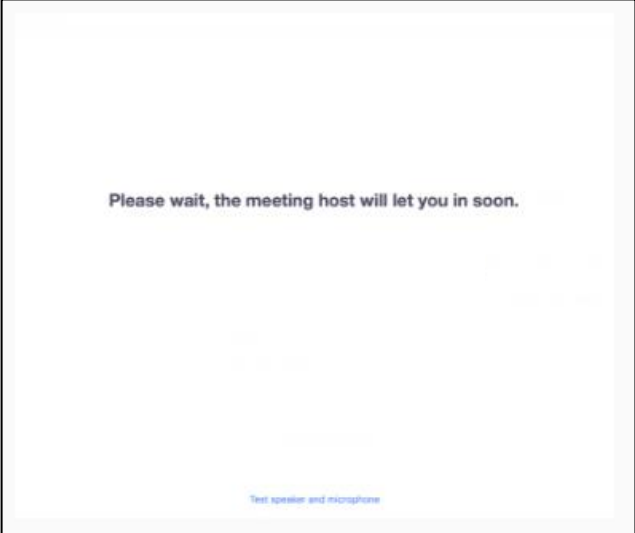
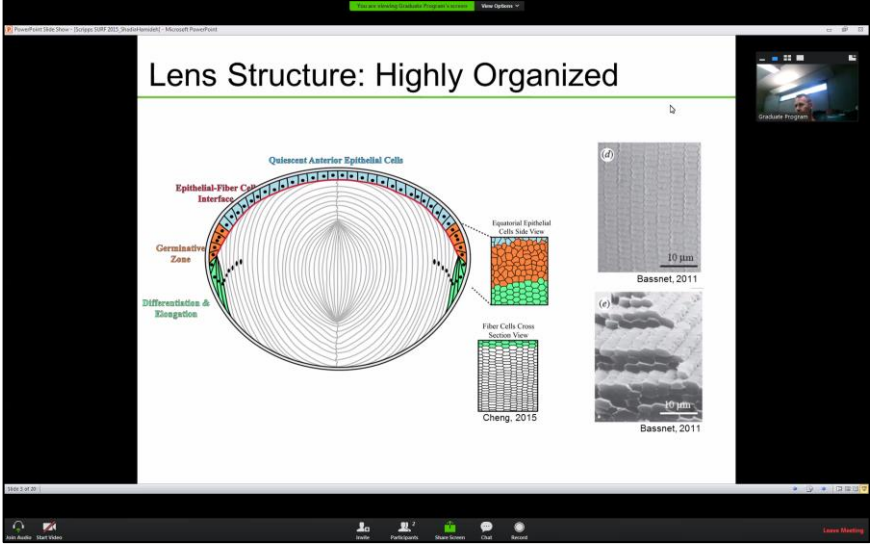
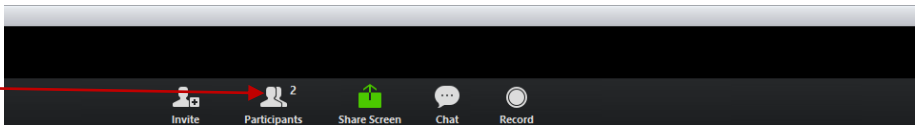


Using Zoom as a Participant

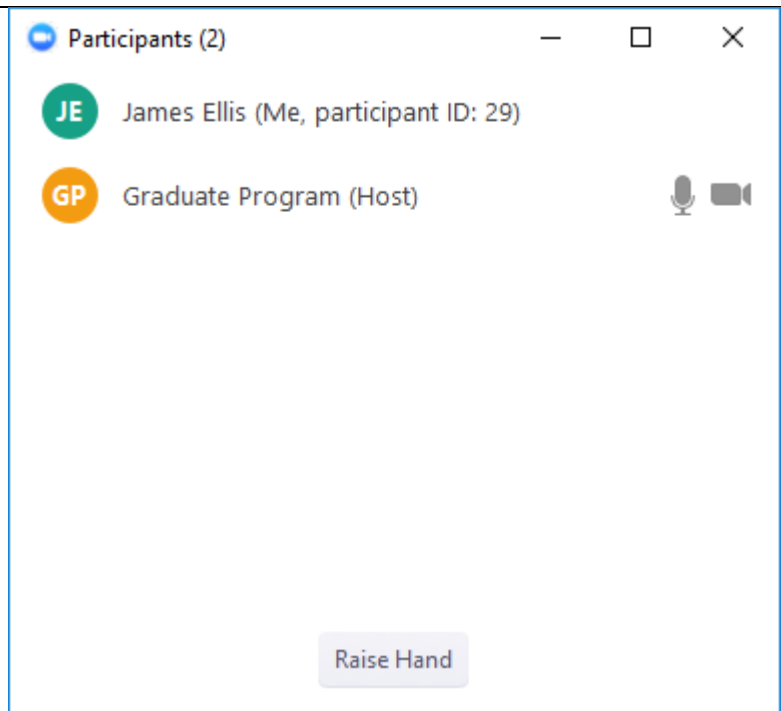
This is a short guide to setting up your Zoom interface as a participant.

This guide is applicable if you are a Course Director, a Moderator, or a student who is not presenting.

Step 1: Waiting Room	
<ul style="list-style-type: none">- When you connect to the meeting, you will get the message to the right, stating that the meeting host will 'let you in soon'.- This indicates you are in a waiting room.- Waiting rooms are used for Journal Clubs and other sessions to allow for moderators, presenters, and TAs to coordinate the session and check materials before the start.	

Step 2 - Zoom Interface: Set up Participants List	
<ul style="list-style-type: none">- Once you enter the Zoom interface, you will see a gallery view of the other participants, as well as the first presentation (if the screen has been shared).	
<ul style="list-style-type: none">- To enable the participants list, select 'Participants' from the Zoom menu bar.	

- The participants list will pop up. This can be moved and expanded
- You can raise your hand to indicate that you have a question or a comment for the presenter. When you raise your hand, the host gets notified of this.

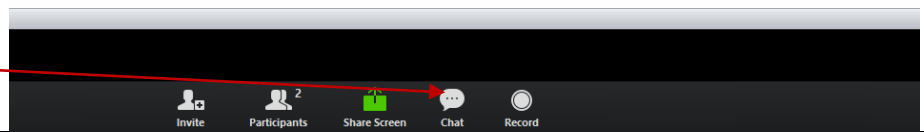


Some Notes on Raised Hands:

- Either the Presenter or the Teaching Assistant (TA) will acknowledge the raised hand when appropriate and the Participants microphone will be unmuted.
- At that point the Participant can address the entire "room" with their question or comment. Their microphone will remain active until that discussion is completed.
- The TA will then mute their microphone.
- When you raise your hand, you are moved towards the top of the participant list. If multiple people raise their hands, the participant list re-shuffles in order, starting with 'earliest hand-raise'.
- When the Presenter poses a question, Participants who have not spoken are encouraged to raise their hands so they have an opportunity to contribute to the discussion.
- Every effort will be made by the TA or Presenter to select students who have not spoken previously. If no such individual has been chosen, they may be called upon.

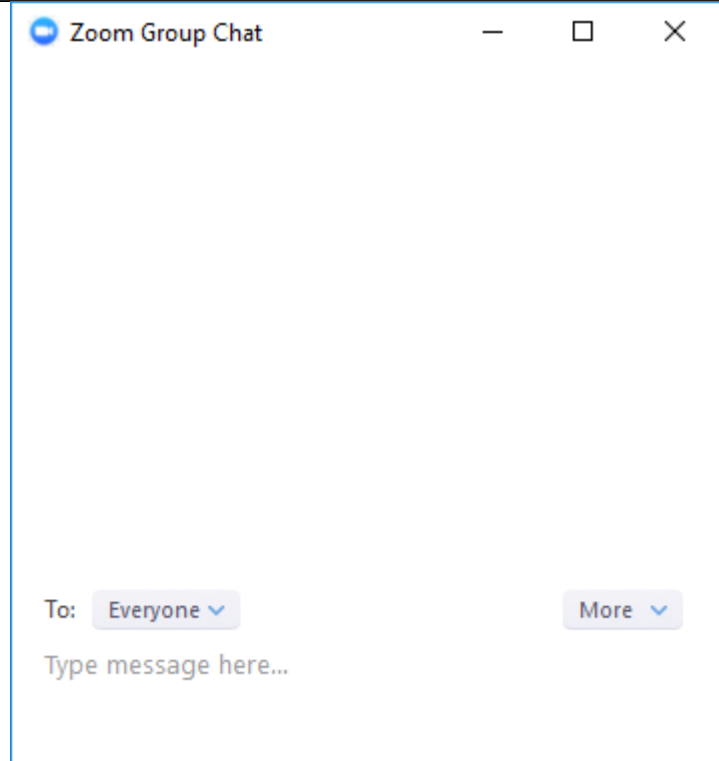
Step 3 – Zoom Interface: Set up chat window

- To enable the chat window, select 'chat' from the Zoom menu bar.



- The chat window will pop up. This can be moved and expanded
- You can chat with the host or everyone, or individual participants.

The TA will be monitoring the chat window, and he/she will either bring the question to the attention of the presenter at an appropriate time or answer the question.

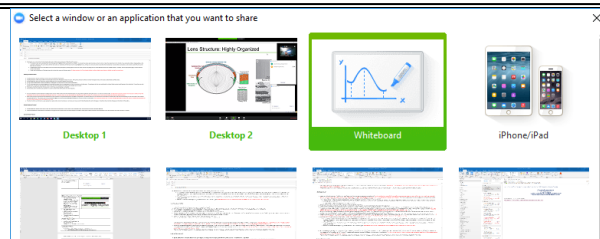


Optional: Using Annotations and Whiteboard

- Participants may be invited to annotate the screen.
- To activate annotations, select View Options > Annotate. These options may be at the top of your screen.
- Select the desired tool on the Tool Bar that pops up.
- Close the annotations toolbar by using the red 'X'.



- Participants can also use the whiteboard feature.
- To activate this, Select 'Share Screen' from the menu bar.
- Select the Whiteboard.
- The Whiteboard has the annotations tools as well.



Some notes on annotations:

- Erase annotations before changing slides as the annotation will persist.
 - o This can be done with the Clear button or selectively with the Eraser tool.
- Viewer annotation can be turned on and off by the host under 'More' on the Zoom menu bar.

When screen sharing is discontinued:

The Participants and Chat windows are automatically pinned to the gallery of participants.

The pinned windows can be unpinned from the Gallery by selecting the small downward pointing arrow at the top left of each window and selecting Pop Out.

The windows can also be individually toggled on and off by selecting the Participants or Chat options on the Zoom menu bar.

When screen sharing begins again:

Re-enable the participants list and chat pop-up windows as these will not automatically reappear.

Zoom Menu Bar Appearance:

The Zoom menu bar may minimize itself during a meeting. Move your mouse to make it reappear.

Participant Screen Sharing:

Under rare circumstances, a Participant may wish to share their screen to illustrate a point. On these occasions, the TA can decide whether to allow multiple screen shares or whether to stop the current share.