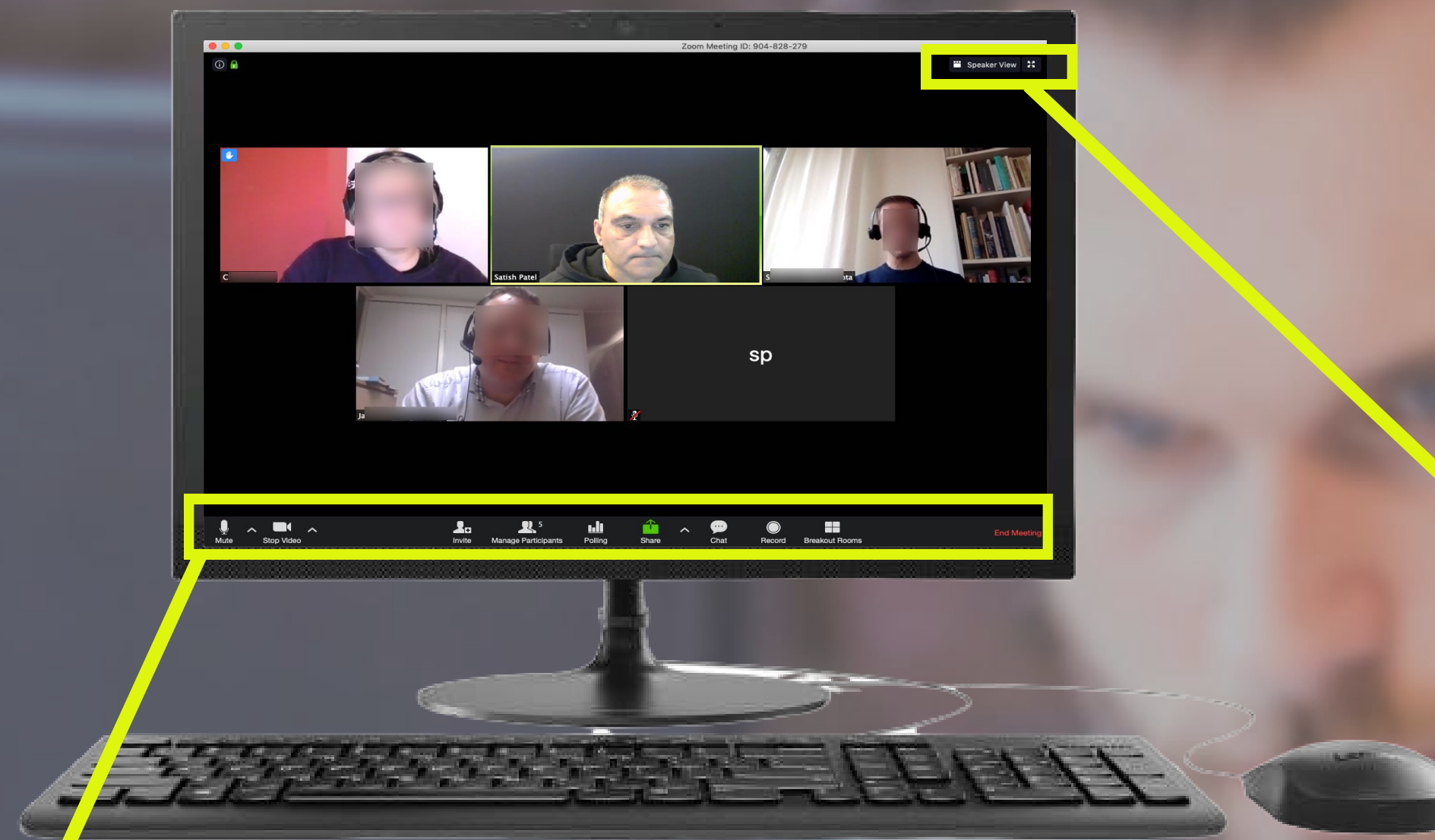


ZOOM 'LAZYDOG' FOR TUTORS



DISPLAY MODE

GALLERY VIEW: Everyone's image/video is the same size. A yellow frame appears around the edge of the person who is speaking.

SPEAKER VIEW: The speaker is in the larger frame. Other participants appear at the top as thumbnails.



VIDEO

Red line over = You cannot be seen. If so, you can see your name in your video box. Click the icon to activate your webcam. Click the arrow to select a different webcam or to access video settings.

PARTICIPANTS

Click here and the participant's panel will appear on the right. You can see when a student raises their hand, applauds give a thumbs up / down, and more.

CHAT

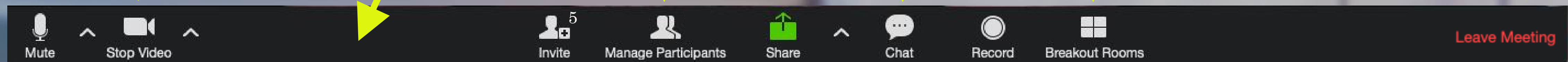
A chat panel opens to the right. Here you can exchange messages, as well as share files. You can write to all participants or to a specific person. You can direct these chat settings.

BREAKOUT ROOMS

With Breakout Rooms you can divide students into groups who - during their meeting - get their own group rooms. Only the 'host' in the room can create breakout rooms and assign students to the rooms. Create groups automatically or manually.

LEAVE MEETING

Leave the meeting - whenever you want - by clicking here. NOTE! As the tutor, you can also end the meeting for everyone.



AUDIO

Red line over = You cannot be heard. Click the icon to activate your microphone. Click the arrow to select the microphone and other audio settings.

INVITE

Click here to invite more students / colleagues to attend the meeting. You can share via link or eMail.

SHARE SCREEN

Click here to share a specific application eg. Powerpoint, or your entire screen. You may also want to use a whiteboard or your share your iPhone / iPad.

RECORD THE MEETING

Click here to record the meeting. You can - if you wish - allow students to record the meeting if they so request.

You should inform students of your intention to record the meeting and if it is OK to do so.

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