Managing Participants on Zoom

Once you are logged into Zoom and have started your class
1. Find the “Manage Participants” button on the menu bar at the bottom of the Zoom window. Click it on.
2. You will see a list of all participants in your class appears in a box next to your screen
   a. You can “Mute All”, “Unmute All”, or select additional options under the “More” dropdown
   NOTE: All participants will be Muted when they first enter the class using Zoom
3. The students will also have a button in their “Participants” section that says, “Raise Hand”. If they click it
   their name will show a blue hand next to their name on your participant list
   a. The students who raise their hands will move to the top of your Manage Participants list so you can
      see them
4. This list also shows whether the student is muted or unmuted, by clicking the “Mute” or “Unmute” button
   on their name in the list you can mute or unmute individual students