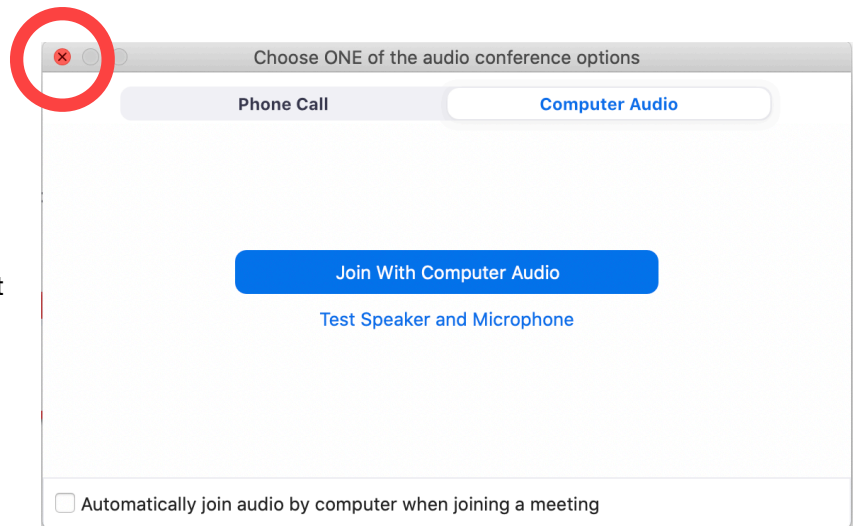
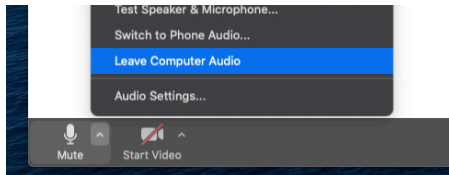

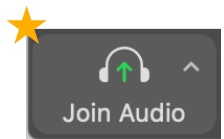


Connecting to a class using the Virtual Student

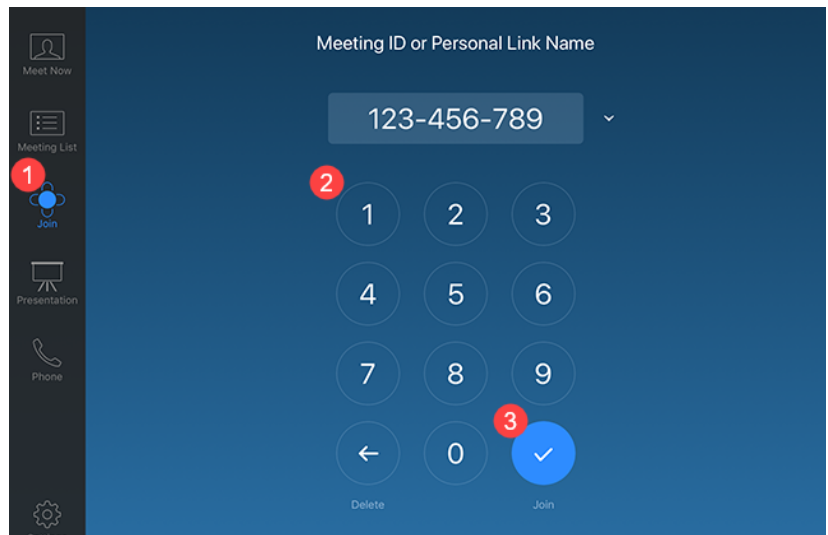
1. Connect to class on your laptop through the Zoom app. Do not connect audio when the option appears in your zoom meeting, closeout of the box. If you are already connected to audio, click the up arrow next to mute, and then leave computer audio.



2. You should see the Join Audio image  on the bottom left side of your laptop screen. The icon means you've done it right and will be using the Virtual Student audio feed, not the computer. This will avoid audio feedback.

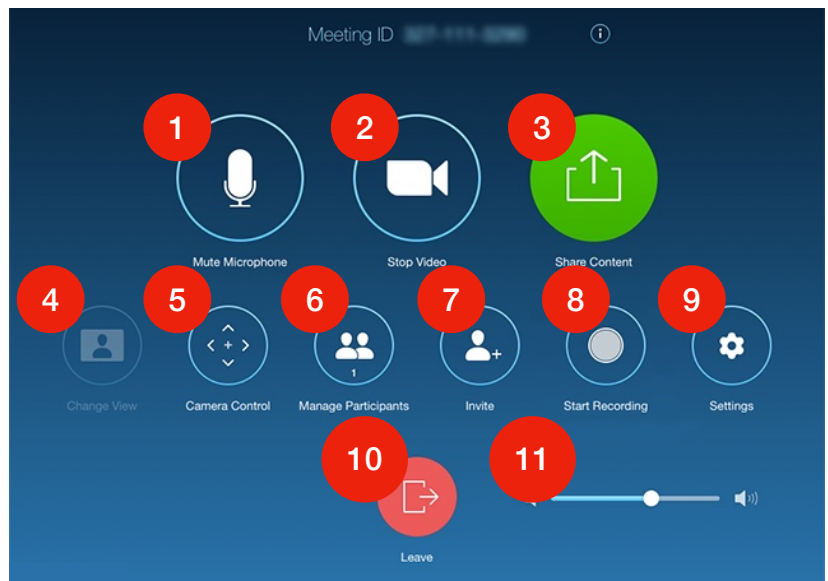


3. On the Poly Panel:
 1. Click Join on the left-hand side
 2. Type in the meeting ID
 3. Click the blue checkmark labeled Join.



In Meeting Panel Overview

1. Mute
2. Stop Video
3. Share Content
4. Change View
5. Camera Control
6. Manage Participants
7. Invite
8. Start Recording
9. Settings
10. Leave the meeting
11. Volume

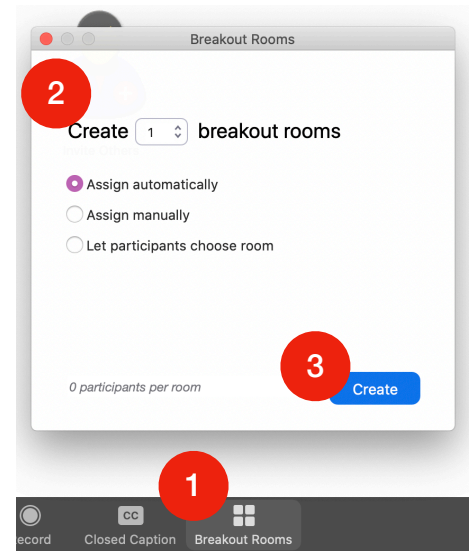


Breakout Groups

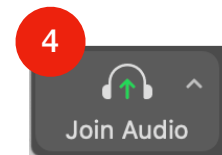
If you are going to use breakout groups through Zoom:

* Everyone in the classroom, including yourself, will need a pair of headphones to use while in breakout groups.

1. From your computer, click Breakout Groups. (*Breakout groups can not be run from the Poly Panel/Virtual Student*)
2. Set the Breakout Groups up with the needed specifications.
3. Create Breakout Groups and then open them up for students.



4. If you are looking to travel within Breakout Groups, you will need to reconnect your audio to interact with the group. Click the Join Audio icon on the bottom left corner.
5. We recommend that you mute the Virtual Student from the Poly Panel before connecting your audio on the laptop. (*Option 1 on the panel. See chart on the reverse side.*)



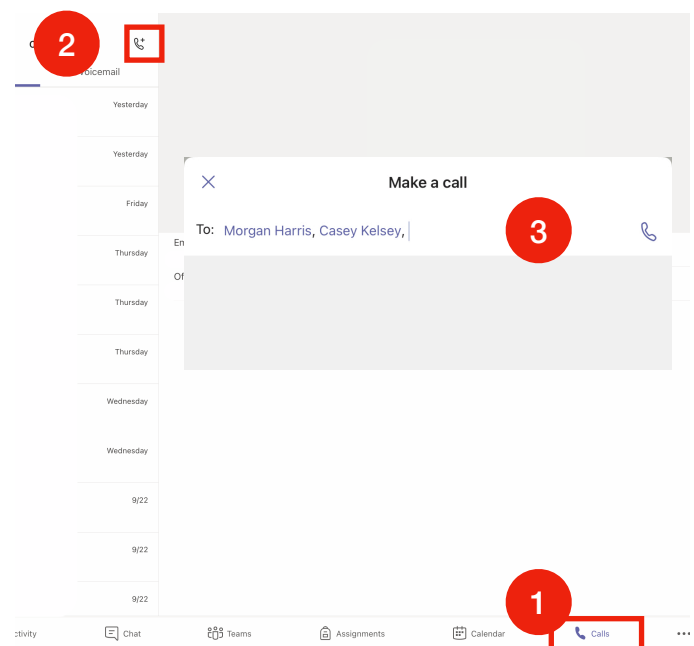
If you are going to use Teams for small group work:

* If you have two or more in-person students in the same group, they will need to share a device and not use headphones. If they are one-to-one, it is recommended they use headphones.

1. Assign your student groups and decide who will initiate the Teams call for that group.
 - i. Ex. Morgan, Casey, and Kelsey, you will be a group. Kelsey, please call Morgan and Casey.
2. Have all remote students mute the Zoom audio on their device.
3. Mute the Virtual Student and lower the volume. (*Option 1 and 11 on the panel. See chart on the reverse side.*)

If you or a student are unsure how to initiate a call using Teams, here are directions that use Teams on the iPad.

1. Open the Teams app and select *Calls* on the bottom of the screen. If you don't see it, you may need to select the three horizontal dots first.
2. Click the phone icon with the plus to start a new call.
3. Enter the names of those you wish to call. When you have entered all of the names, select the phone icon.
4. If you would like to turn on the video, a bar will show up on the bottom of the call window; you can toggle the video on from there with the camera icon.



Need Support? Reach out to us via Teams by scanning the QR code with the camera on your iPad.