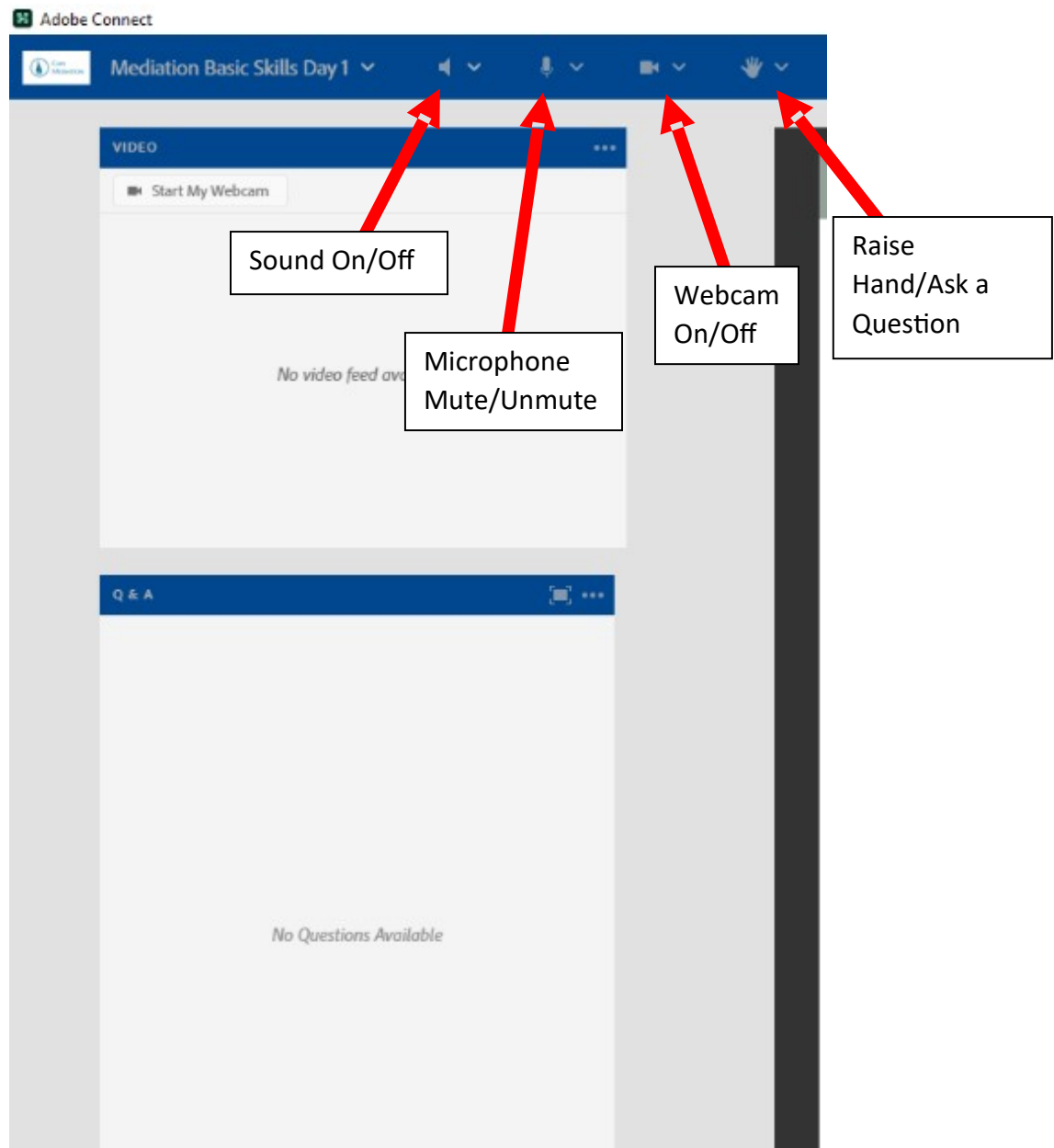


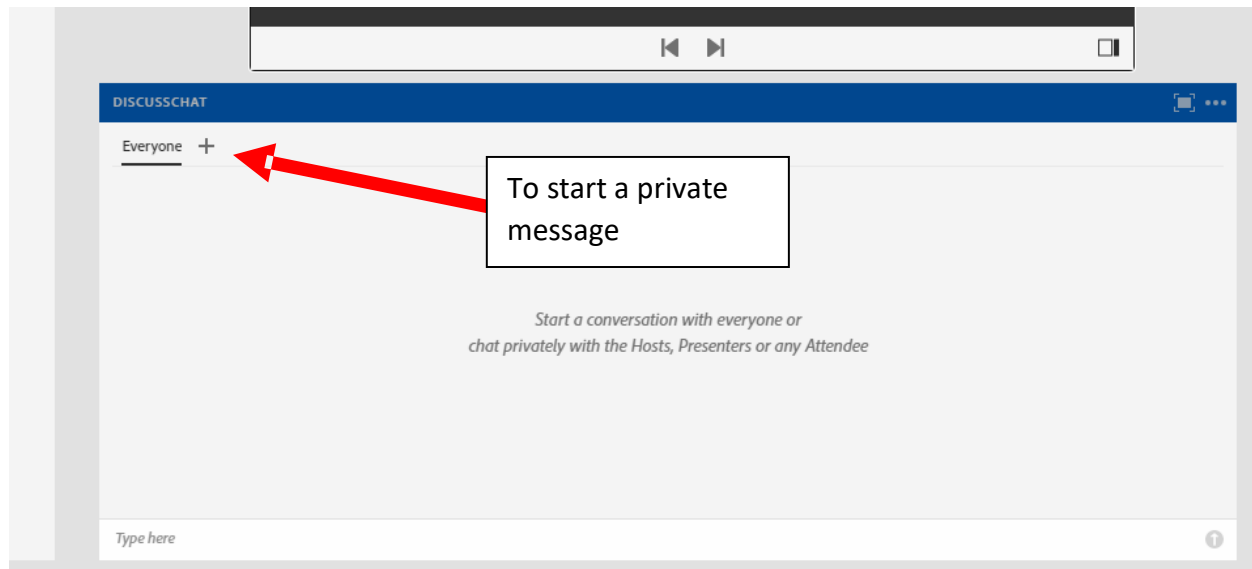
Classroom Instructions

1. Once in the classroom, check your settings in the top left of your screen.
(For example, if you can't hear when someone's talking, check sound on/off)
- *Be sure to check out the Raise Hand menu. There are a variety of useful actions and requests in the dropdown menu.*
 - *When in a breakout room, **the role play coach** will be elected as a scribe.*

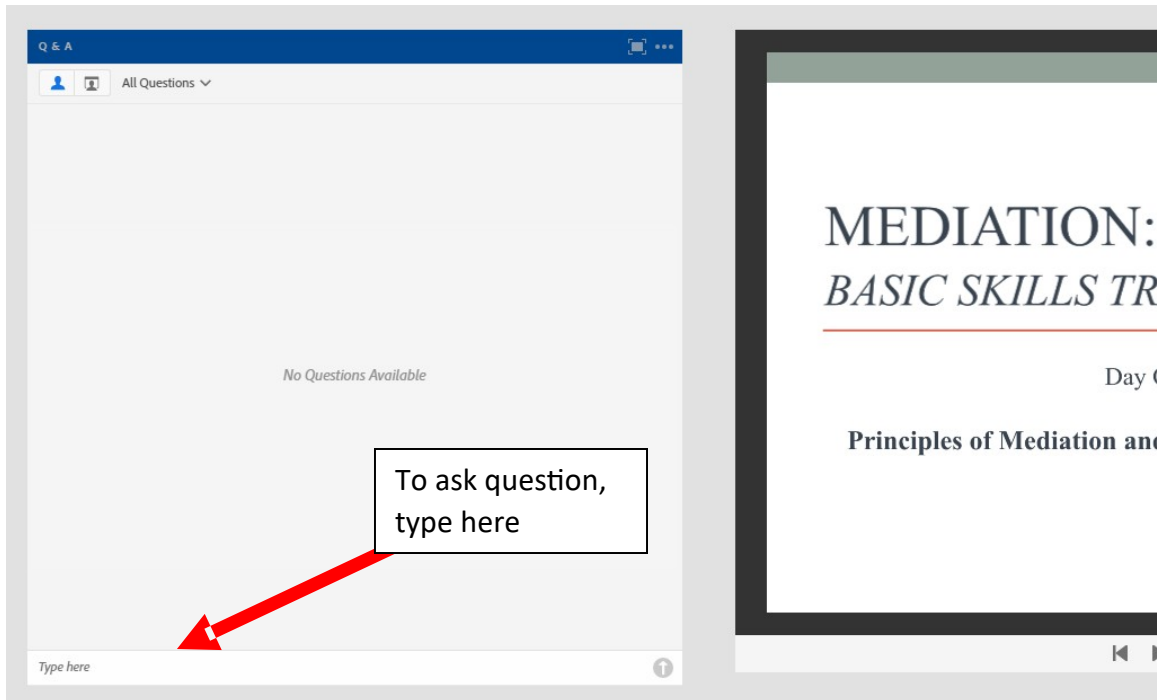


Asking a Question

- When a **discussion** is available you can either ask a question to everyone, or click the “plus” button to ask a question privately.
 - ***If you have a question for the Presenter, please message the host and they will relay your question to them as soon as possible.***



- When a **Q&A** is available, simply type the question. The host will have the option of displaying the answer publicly if it may help others. Otherwise you will be the only one able to see the question and answer.



- You can also email or call tech support.
 - Peter Kelsey (508-240-1717 ext. 101)
 - peterkelsey@capemediation.org

Settings and Tips

- ***If using a laptop, have it plugged in.***
- ***Have a quiet/private space available.***
- ***Have yourself muted when not talking.***
- ***Make sure you have your speaker/headphone volume up.***
- ***Use an ethernet cable to connect to internet if possible.***
- ***You must manually enable your camera during discussions.***
 - ***After enabling camera, wait for the host to disable it.***

Tech Support

Peter Kelsey

508-240-1717 ext. 101

peterkelsey@capemediation.org

