**Controls for Audio**

**Step 1**

Click on “**Manage Participants**”



**Step 2**

Click on “**Mute All**” to ensure that your students will be muted during the lecture to avoid any interruption. You can unmute them after the delivery of lecture.



**Step 3**

Do not click on “**allow participants to Unmute Themselves**”. After that, click on “**Yes**”. Now, your students will not be able to Unmute themselves after you mute them.



**Step 4**

Click on “**More**”



**Step 5**

Click only on “**Mute Participants on Entry**”. All other options should be deselected to ensure that your students do not Unmute or Rename themselves or Lock the meeting.

If you want to hear a sound each time your student join or leave the meeting, then Click on “**Play Enter/Exit Chime”** in the tool bar as highlighted in the figure below.



 **Controls for Chat**

**Step 1**

Click on “**Chat**”



**Step 2**

Click on the “**dots**” as highlighted in the figure below.



**Step 3**

Click on “**Everyone Publicly**” to make sure that your students interact with each other publicly instead of communicating in private.



**Controls for Screen Share**

**Step 1**

Click on the little arrow present at the right of Share Screen as the arrow depicts.



**Step 2**

Click on “**One participant can share at a time**” to ensure that your students do not share their screen during the lecture delivery.



**Controls for Whiteboard**

**Step 1**

Click on “**Share Screen**”



**Step 2**

Click on “**Whiteboard**”

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**Step 3**

Click on the “**More”** as shown by the arrow.



**Step 4**

Click on “**Disable participant’s annotation**” to make sure that your students do not write on the whiteboard while you are using it.



 **Step 4**

If you want any student to write on the whiteboard, then click on “**Show Names of Annotators**”. This will allow you to identify the specific student who have written on the whiteboard.

