Controls for Audio

Step 1

Click on "**Manage Participants**"
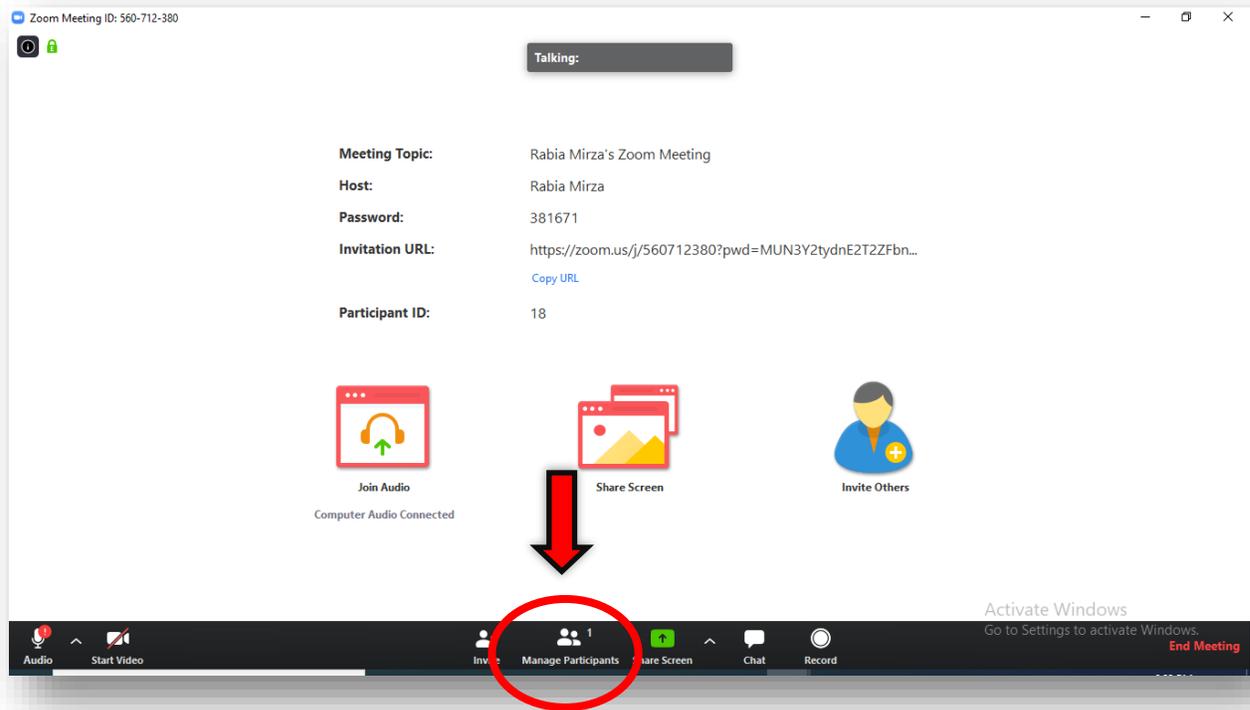
Step 2

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.
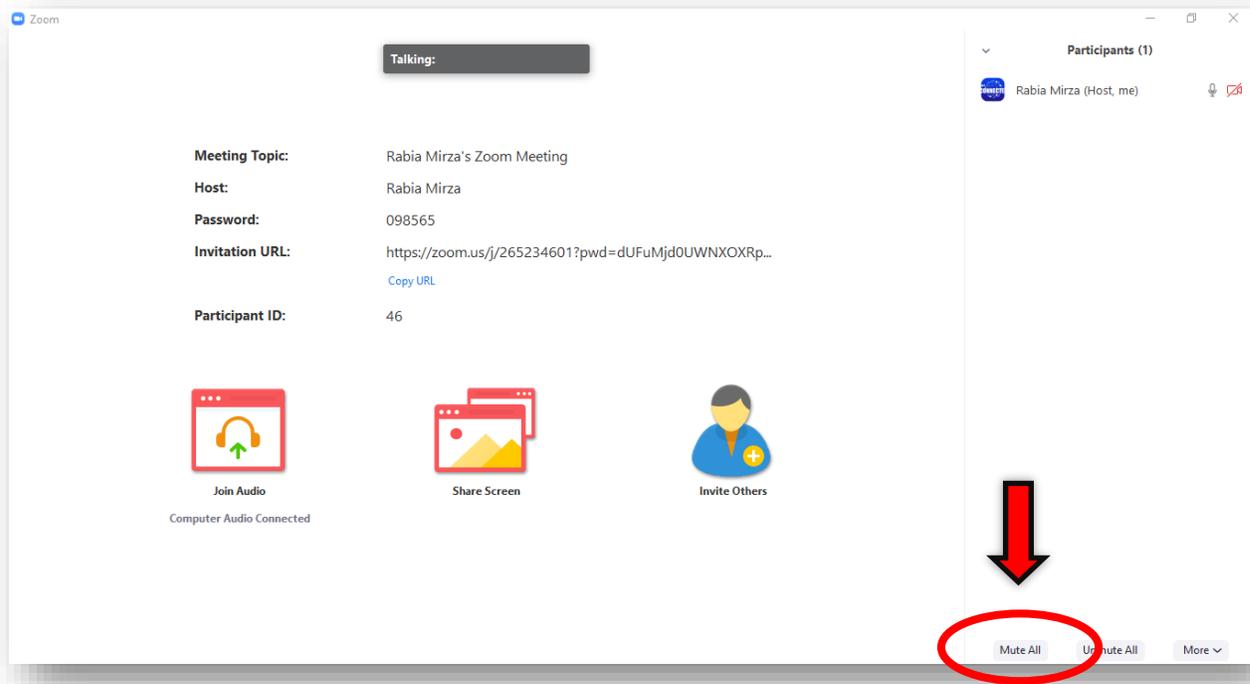
Step 3

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.
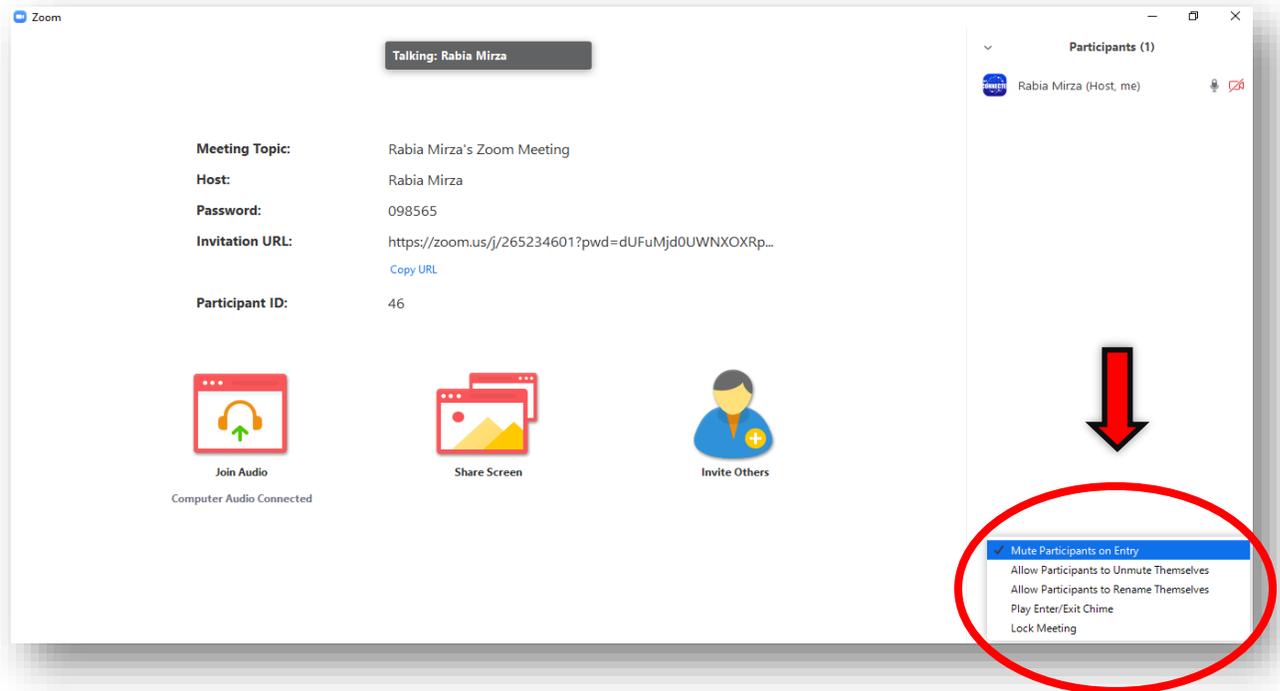
Controls for Chat

Step 1

Click on "**Chat**"
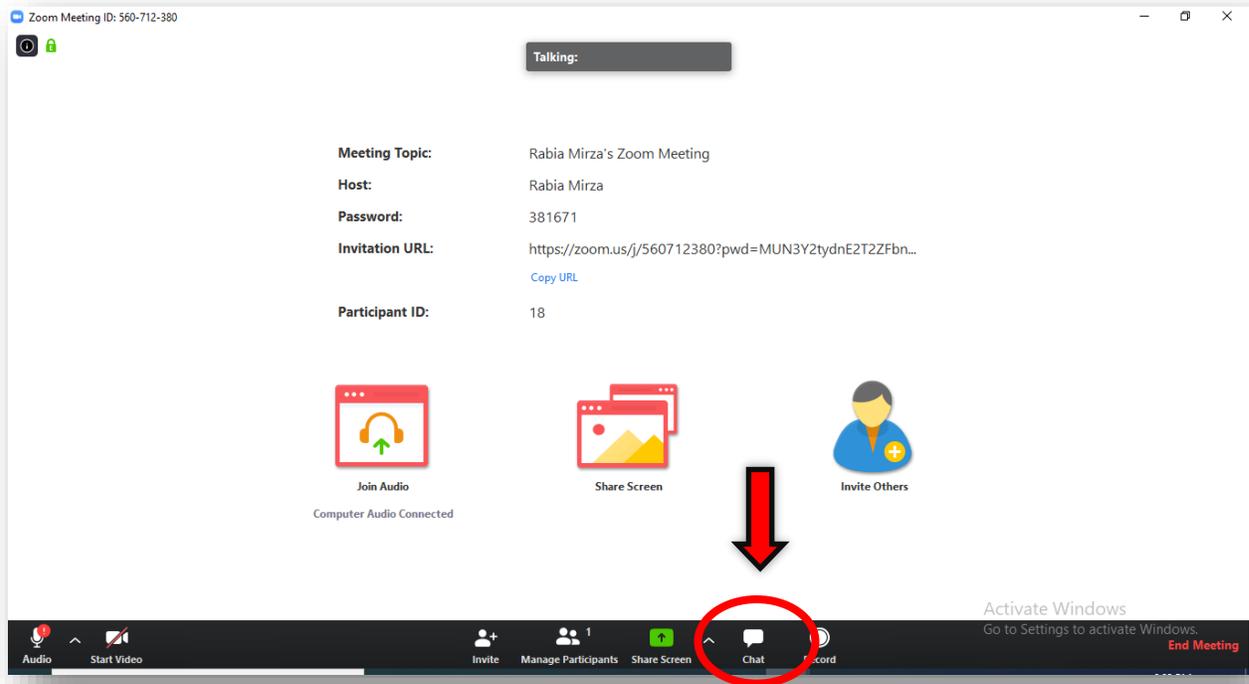
Step 2

Click on the "**dots**" as highlighted in the figure below.
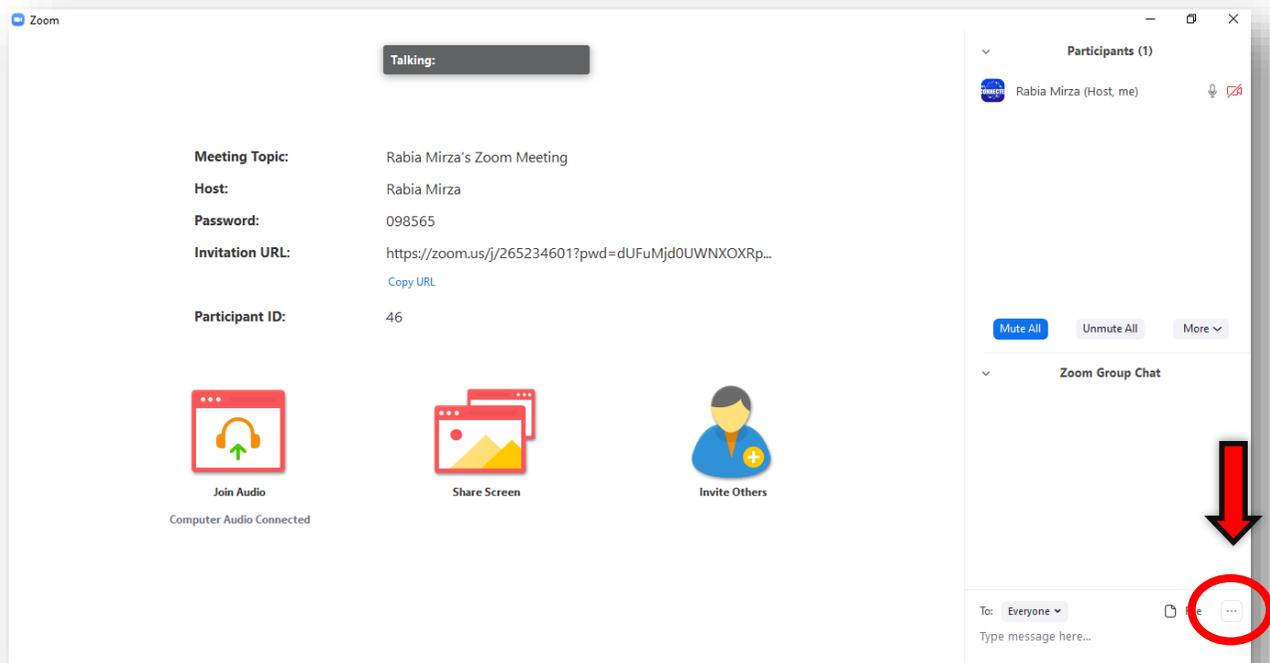
Step 3

Click on "**Everyone Publicly**" to make sure that your students interact with each other publicly instead of communicating in private.
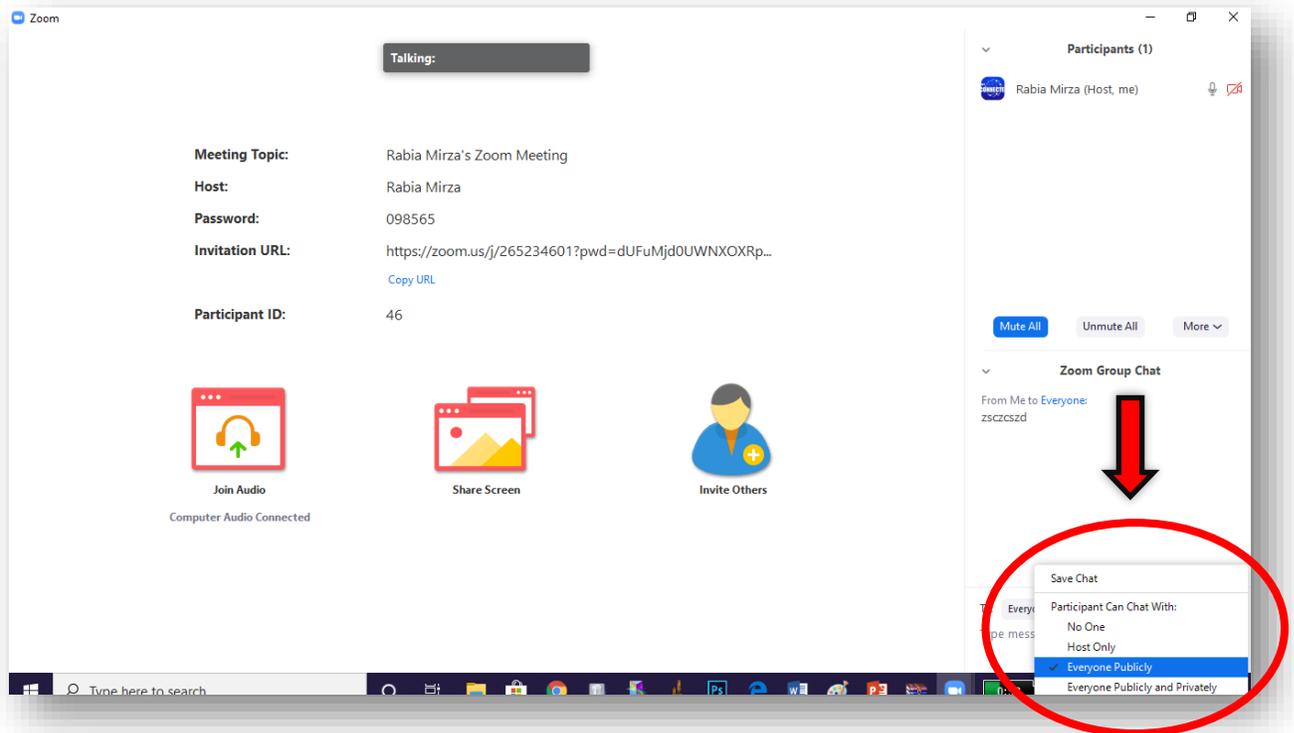
Controls for Screen Share

Step 1

Click on the little arrow present at the right of Share Screen as the arrow depicts.
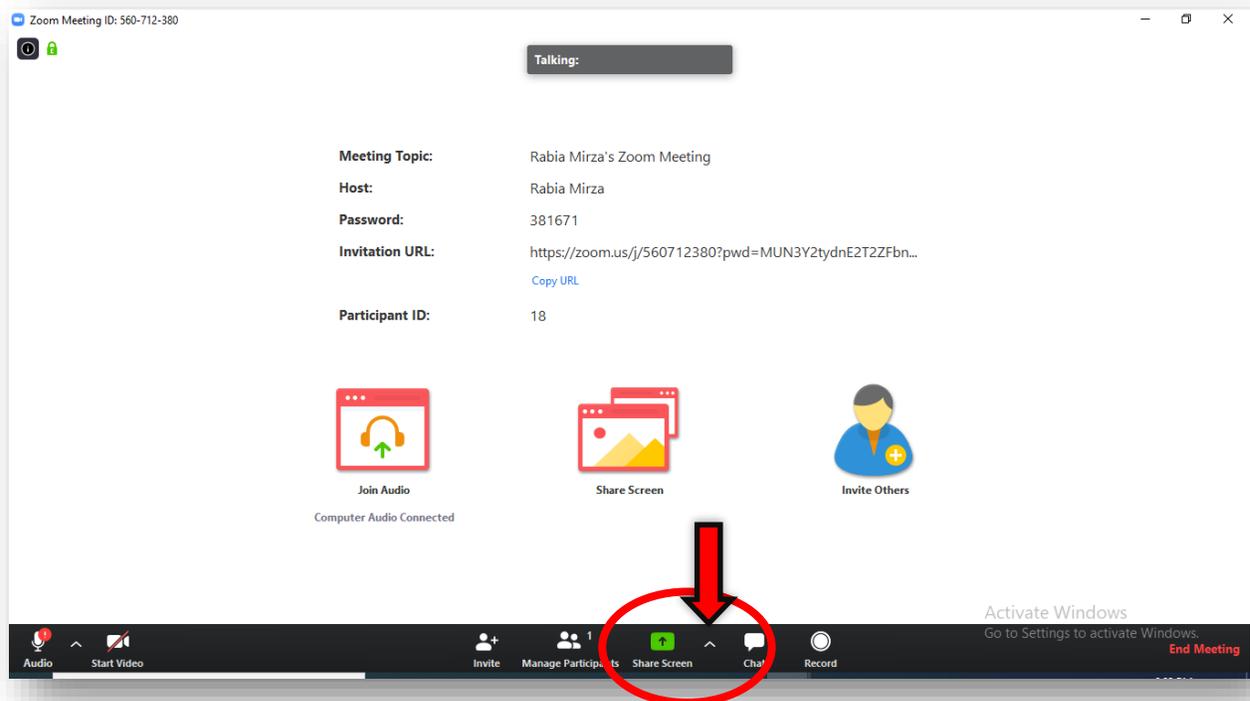
Step 2

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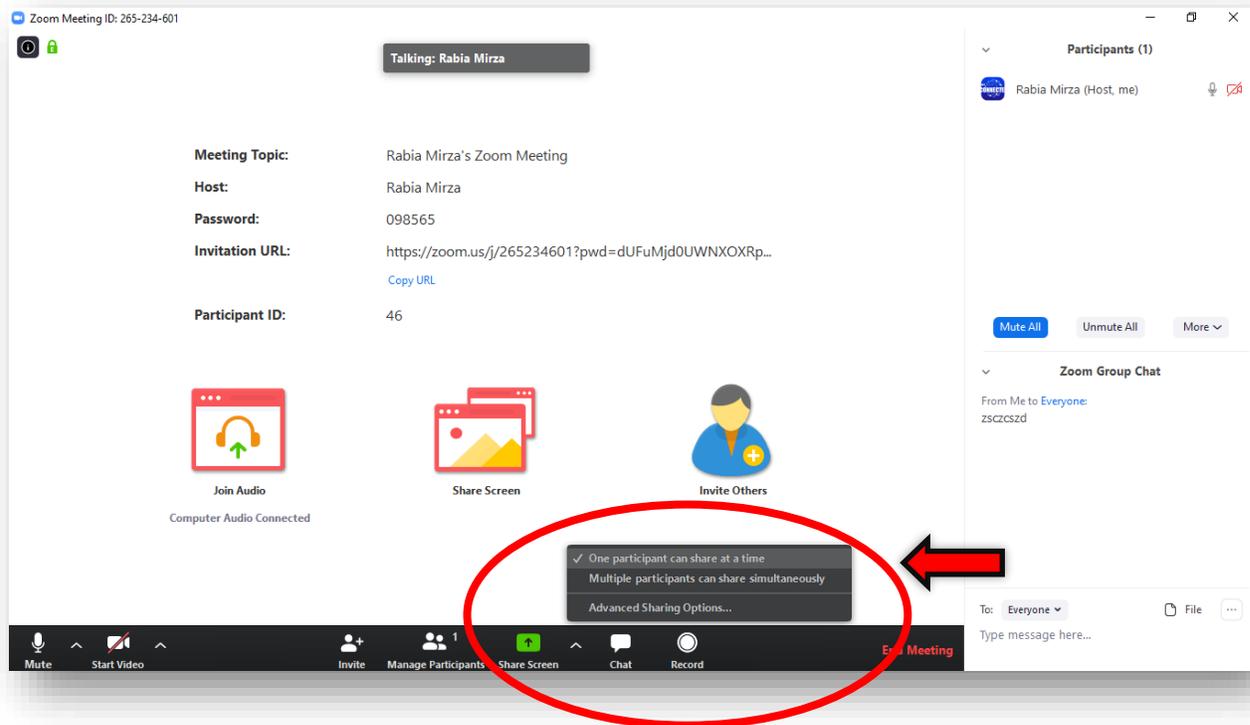
Controls for Whiteboard

Step 1

Click on "**Share Screen**"
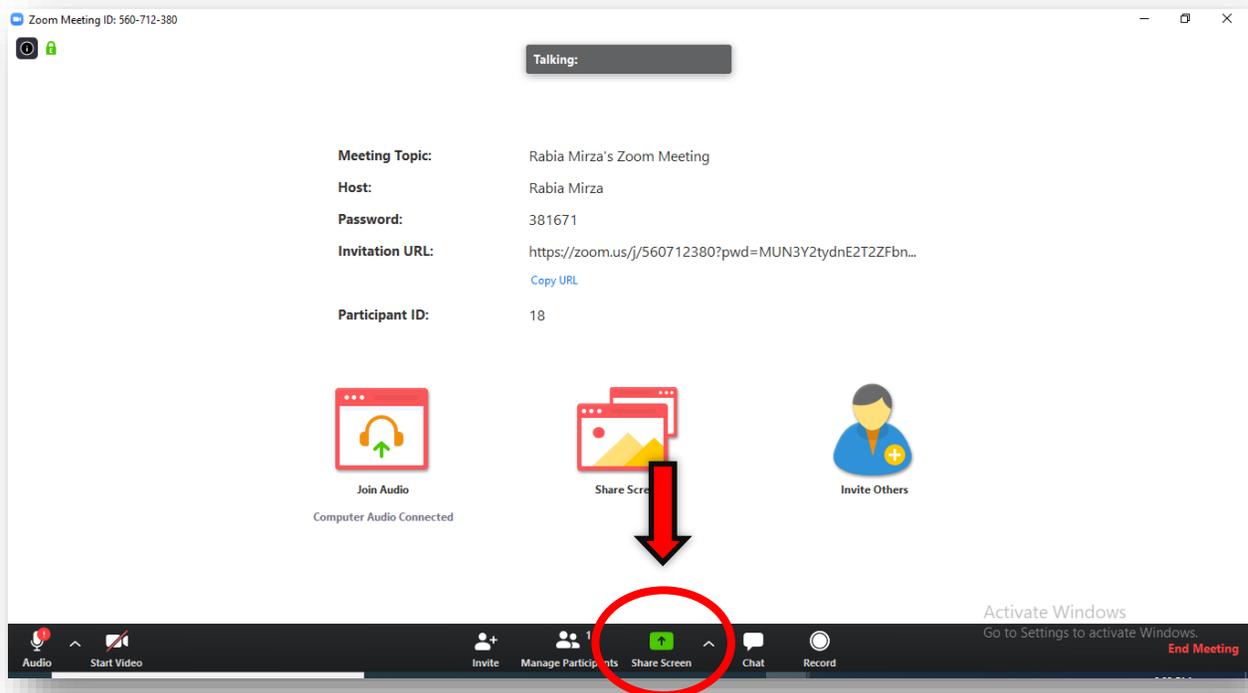
Step 2

Click on "**Whiteboard**"
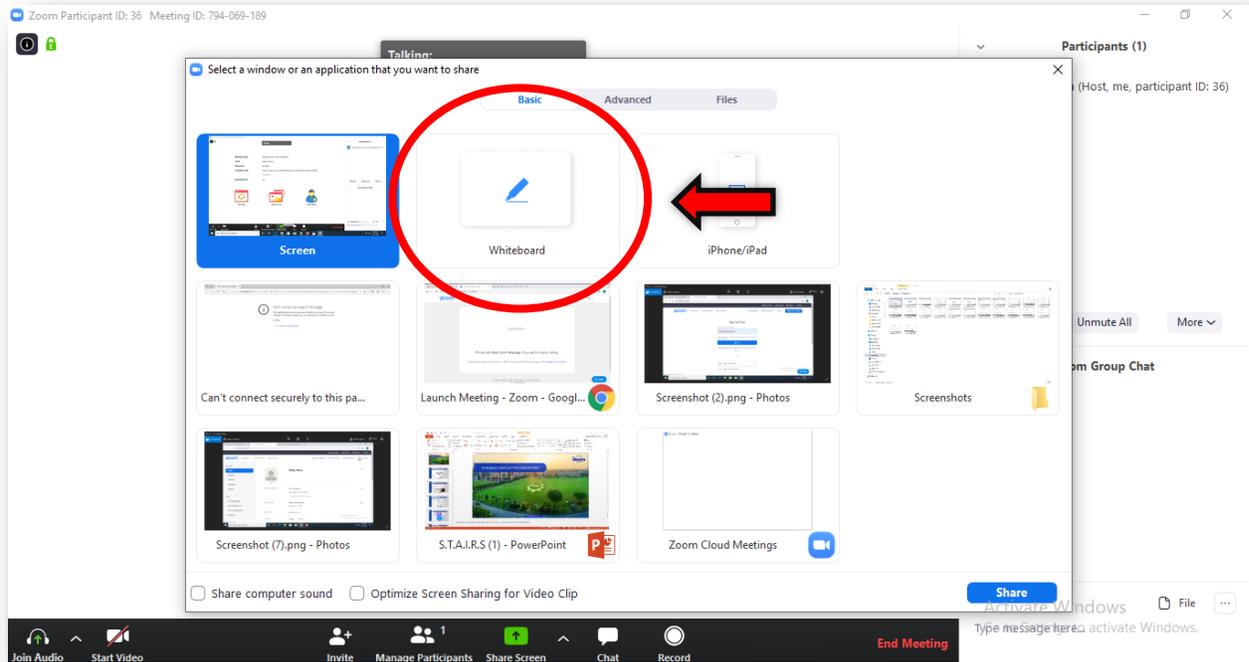
Step 3

Click on the "**More**" as shown by the arrow.
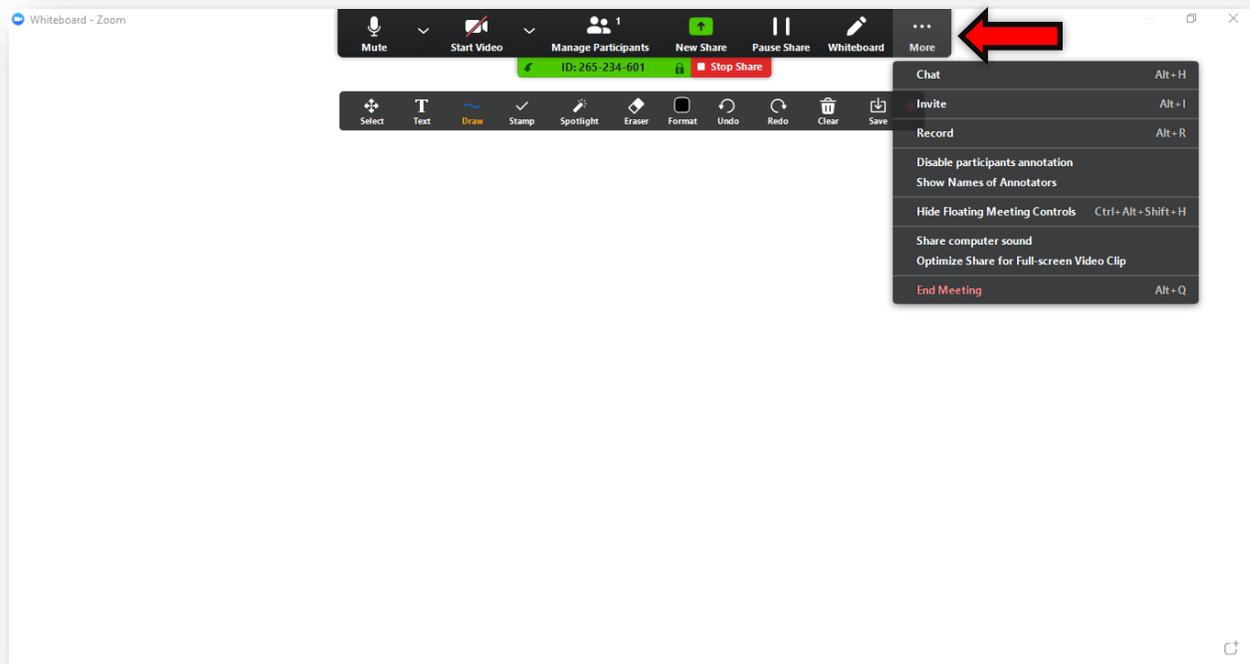
Step 4

Click on "**Disable participant's annotation**" to make sure that your students do not write on the whiteboard while you are using it.
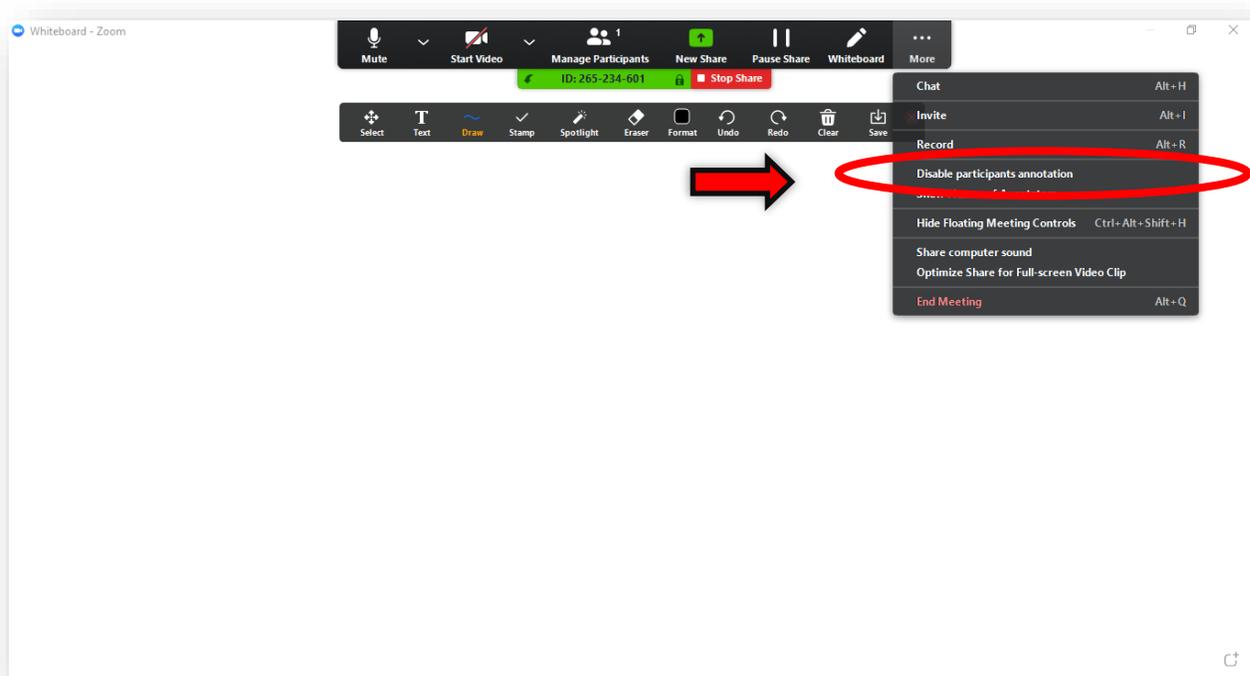
Step 4

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.