Monitoring Who is Where & Whose Microphones Are On
Facilitating Group Work

Who is Where and Doing What

1) Click on the **Attendees Tab** and scroll down to view rooms
   - Names of students will appear under their room name/number
   - Microphones will appear beside students names if their microphone is on
   - If a hand raise symbol is beside a student, their hand is raised in the group
Going In & Out of Groups

1) After starting the groups, click on the **Attendees Tab**
2) Scroll down to find the group and click the **Arrowed Door** to the right of the group’s name