



ZOOM INSTRUCTIONS FOR MENTORS

Click on the Zoom link and join the meeting.

In Meeting Controls

1. Your Program Coordinator will host the meeting.
2. Everyone can
 - a. Turn on and off their own video and audio
 - b. Rename themselves in their window
 - c. Share their screen
 - d. Use a virtual background (optional)
3. You will find a control bar at the bottom of your screen with several options-Microphone Icon (Mute), Video Icon (Stop Video), Security Icon, Participants, Share screen. You may have to bring your cursor to the bottom of the window for that bar to appear.
4. Be sure to have your browser open to your digital book prior to your session. Clicking on Share Screen will bring up options for which screen you want to share. You will select and share the digital library book (only) from your screen. You can click on Stop Share at any time.
5. The Program Coordinator will assign you to a breakout room with your reading buddy and we will all convene in the main meeting room before signing off at the end the session.
6. The Program Coordinator will visit your breakout room during the session. This is required for virtual supervision.
7. You may ask for help while in the breakout room with the Ask for Help button (looks like "?") at the bottom of your screen, and the Program Coordinator will be cued to enter the breakout room.
8. After we briefly meet back in the main room, the Program Coordinator will end the meeting for all, or you can leave the meeting by clicking on Leave Meeting.