

Vanderbilt University Center for Teaching



How to navigate the Virtual Classrooms interface

This guide will show you the features available to you when you're participating in a Zoom meeting. If you are going to be using Zoom for the first time, be sure to check out these other guides.

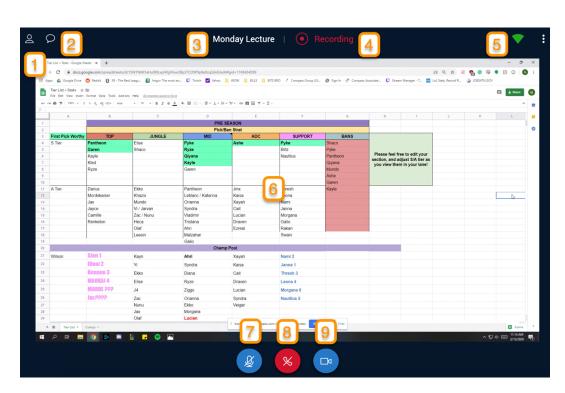
- How to prepare for your first Virtual Classroom meeting.
- How do I join a Virtual Classroom?

The Virtual Classroom meeting interface

This image shows a basic overview of the Virtual Classroom interface. We will also provide more detailed descriptions of the participant panel and chat panel.

- 1. Open the participant panel
- 2. Open the chat panel
- 3. Title of the meeting
- 4. Instructor is recording
- 5. PNG and download speeds

- 6. Whiteboard area
- 7. Mute/Unmute your mic
- 8. Stop the audio, but stay in the meeting
- 9. Share your screen or camera





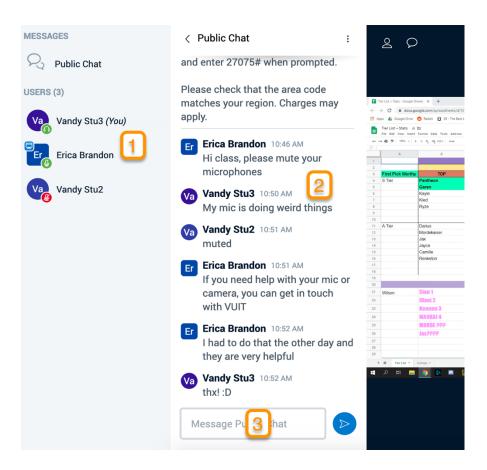
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The side panel

The side panel shows the Participant panel and Chat panel. You can show these by clicking the icons on the toolbar as described above.

- 1. Participant panel shows a list of participants and their audio status and who is sharing their screen.
- 2. Chat panel scrolling chat log
- 3. Chat field for entering chat



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