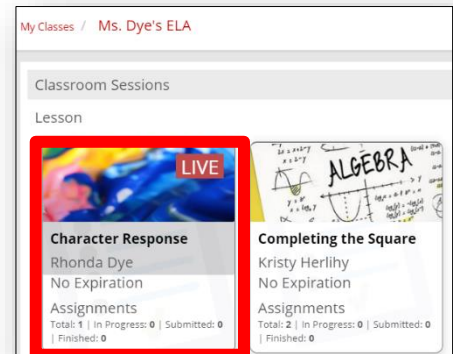


Live Digital Sessions for Students

These directions describe the process for students to join a live digital session in CTLS Learn.

Joining From Within a Session (preferred)

1. Click on the **digital session** from inside your digital classroom.



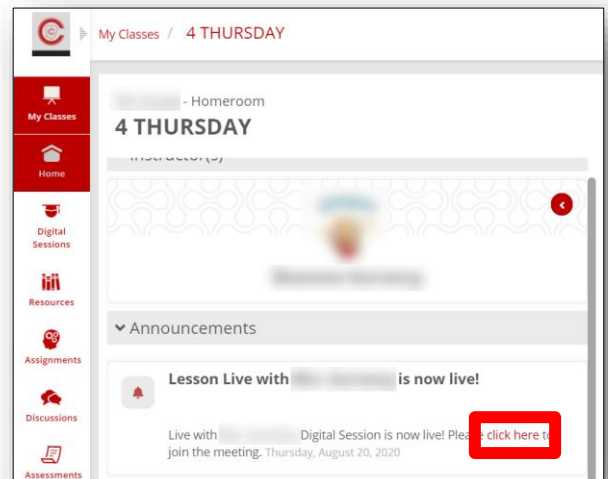
2. You should automatically be taken into the live meeting. You will need to wait in the lobby until admitted by the teacher. If the live meeting does not automatically open, click the "Join Live Classroom" button at the top of the session.



Note: If your device is unable to launch the live meeting, you may need to use the Chrome browser and install a Chrome extension. Directions for that can be found [HERE](#).

Joining From The Classroom Homepage (if needed)

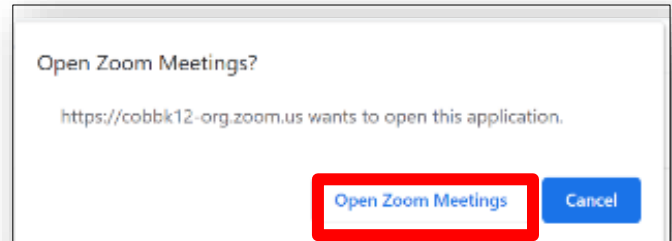
1. If for some reason you are unable to join the call through the session, you can navigate back to the classroom homepage and look in the Announcement section. There will be an announcement posted that the session is live. Click on the **click here link** to join the session.



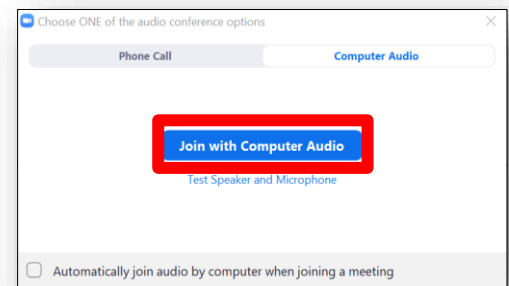
Live Digital Sessions for Students

Launch Zoom App

1. Once you join the meeting you will be prompted to choose some settings. If you see the pop-up pictured here, select **Open Zoom Meetings**.

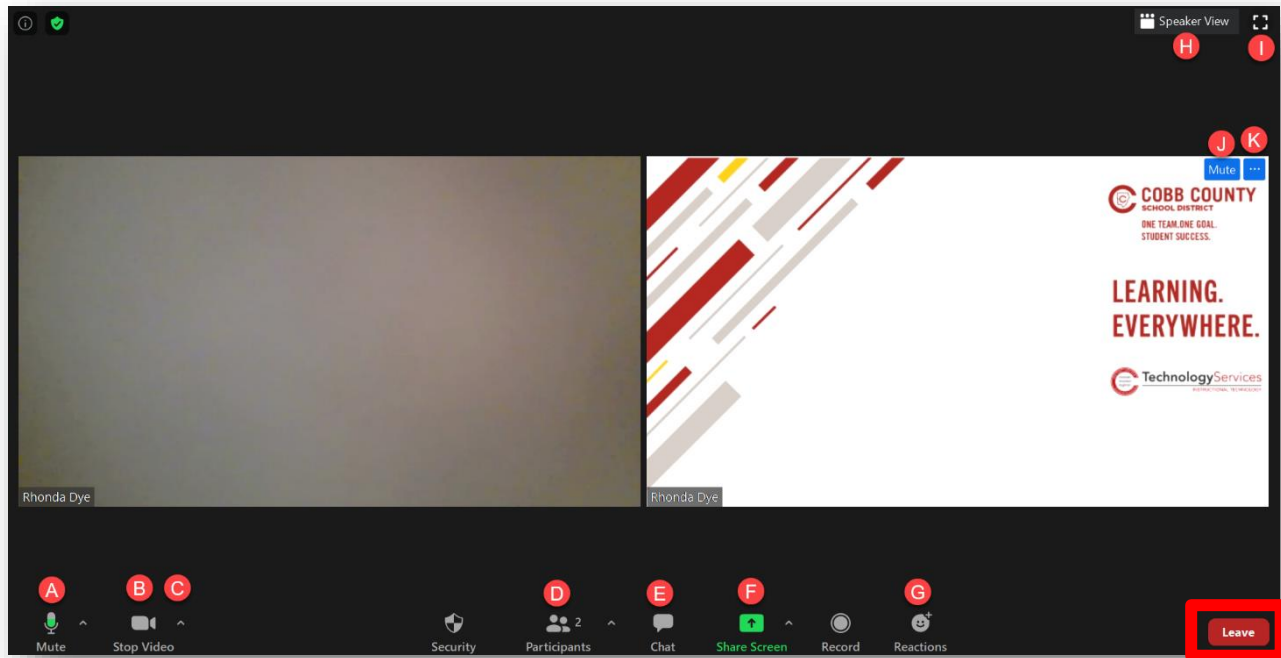


2. Select **Join with Computer Audio**.
Note: This will be the default setting, if you need to use dial in audio on your phone you can select that.



Live Digital Sessions for Students

3. From the bottom of the screen participants will have the following options.
 - a. Mute and unmute microphone.
 - b. Turn camera on and off.
 - c. Choose a virtual background or video filter.
 - d. View a list of participants and their reactions, select reactions (Raise hand, yes, no, go slower, go faster, thumbs down, thumbs up, clap, need a break, away
 - e. Join Zoom Group Chat.
 - f. Share screen if enabled by the teacher.
 - g. Select reactions that will appear on their image in gallery view (clap, thumbs up)
 - h. Change the how you see participants (Speaker View/Gallery View)
 - i. Enter and exit Full Screen mode.
 - j. Mute him/herself.
 - k. Pin a video in Gallery view.



1. At the bottom right of the screen click **Leave** to leave the meeting.
Note: Participants can also wait until the teacher ends the meeting for everyone.