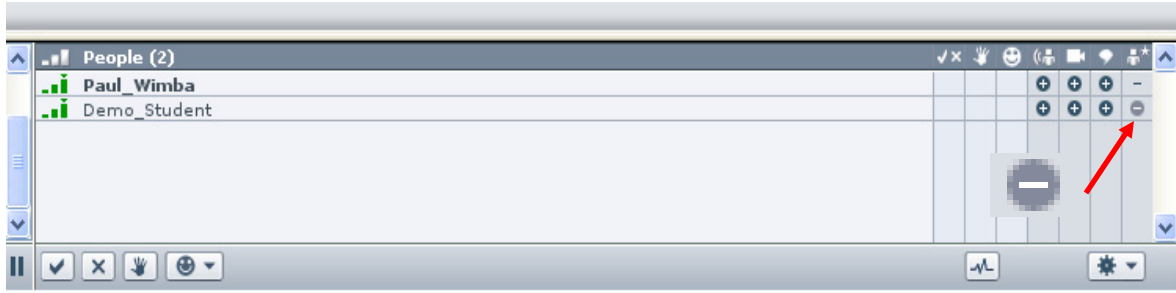


Promoting and Demoting Students To/From Presenter Status

Typically, students enter the room as participants (as opposed to presenters), as seen in Figure 1. The rightmost column of the participant list is headed by a person with an asterisk. This is the Presenter Status column. Note that for a “permanent presenter” such as faculty, the column has an uncircled hyphen; this status can not be changed. A student normally enters with a circled minus sign, indicating participant status.

FIGURE 1



Click on the circled minus sign in the row for the student you wish to promote (Figure 1). The circle will change to a circled plus sign as shown in Figure 2. The student’s name will be bolded. The student then has presenter privileges such as uploading and navigating slide shows, archiving, application sharing, etc.

FIGURE 2



To demote a student from presenter status, click the circled plus sign (Figure 2) and the student will revert to participant status (Figure 1). Note that the chat window displays these actions as you do them, as seen in Figure 3.

FIGURE 3

