

WPH Classroom Audio/Visual Instructions

Using Zoom “Focus Mode” in lieu of Webinar:

Step by step instructions for using the “**Focus Mode**” feature of Zoom to limit audience participation and direct online lectures and meetings.



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What is Zoom Focus Mode?

“Focus mode gives the host and co-hosts view of all participants’ videos without other participants seeing each other.”

“This extends into screen sharing, as the host and co-host can view and switch between each participant’s shared screen.”

“If the host finds a participant’s content should be shared with others, they can easily begin sharing the participant’s screen.”



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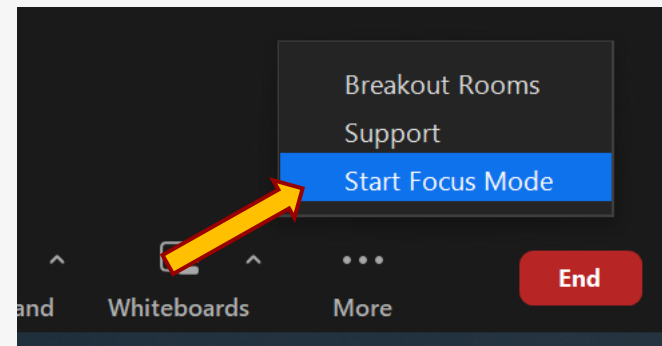
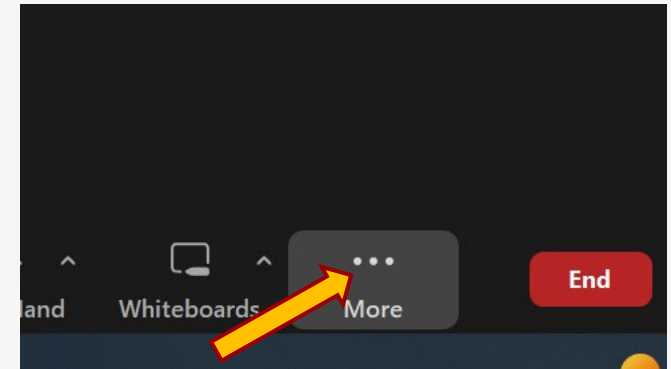


How do I activate Focus Mode?

Start your meeting.

Access the pop up menu by selecting the **“More”** button in the bottom right-hand corner.

Also designated with an *ellipses* icon (three consecutive dots ...)





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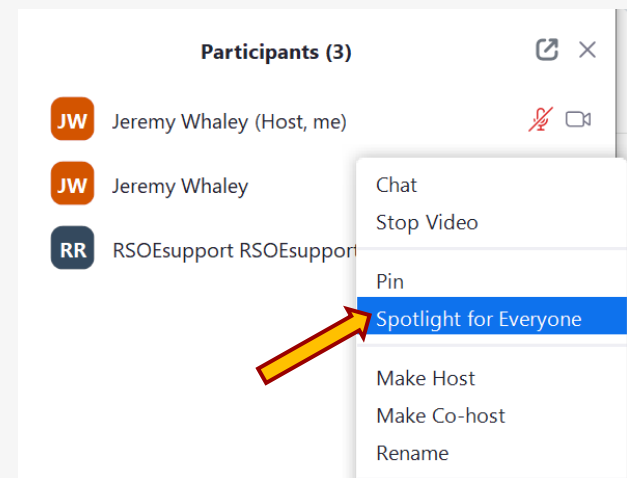
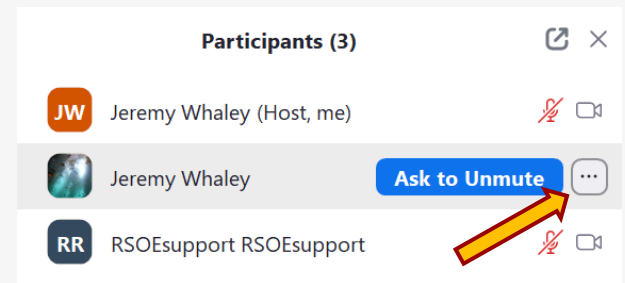


How do I feature (Spotlight) a presenter?

Open the **“Participants”** window from your Zoom toolbar.

Locate an attendee that you would like to feature in the presentation.

Select the ellipses and then choose **“Spotlight for Everyone.”**





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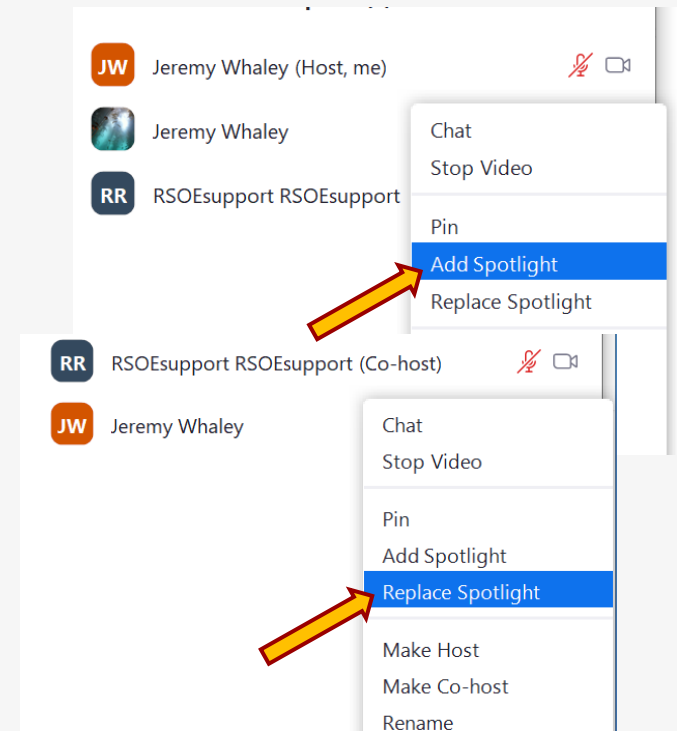
How do I add more featured speakers?

Locate additional attendees that you would like to feature in your presentation.

Click the ellipses next to their name in the participants panel.

Choose **“Add Spotlight.”**

Hosts can also **“Replace”** the originally spotlighted speaker from this menu.



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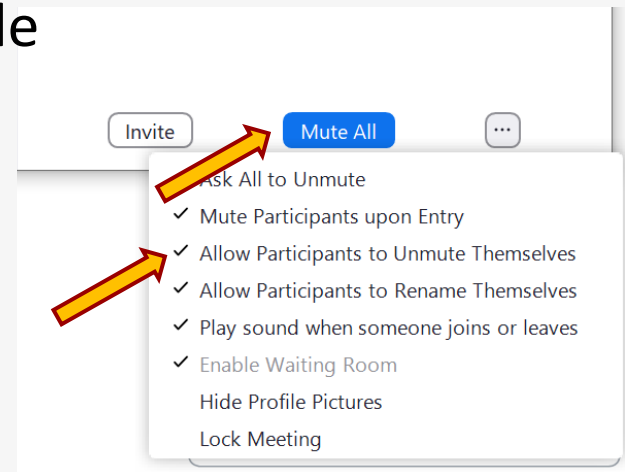
How do I manage the guests in Focus Mode

There are additional tools you can use to control participation in focus mode.

Without hovering over a particular participant in the Participants list, look at the bottom of the list for more controls.

Of particular interest are the **“Mute All”** command as well as the ability to uncheck the selection and prohibit participants from unmuting themselves.

- Note – **“Mute All”** does not mute the host, but could mute one of your intended speakers.



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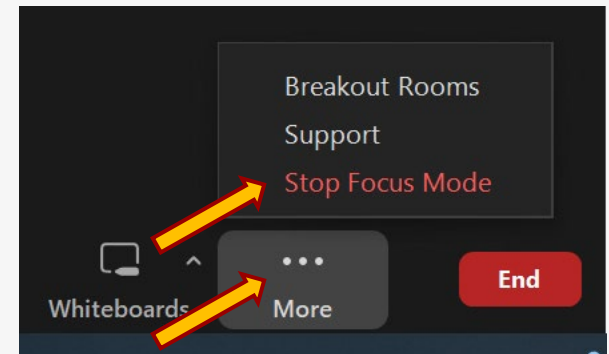
How do I end Focus Mode?

In full screen mode, on the bottom right, are the same ellipses you used to activate Focus Mode.

Select the ellipses.

Choose **“Stop Focus Mode.”**

*** Please note that once focus mode is deactivated, all participants can see and interact with each other. ***



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How do I get in person help using Zoom features?

Please feel free to reach out to Rossier MIS Classroom Support to schedule a time for in-person assistance and training on:

- Zoom Meetings
- Zoom Webinars
- Zoom Phone





Rossier MIS Classroom A/V Support

In-Person Training and A/V Tech Support:

Hours:

- Monday through Friday - 9:00am until 5:00pm

Video training and downloadable step by step instructions:

- Rossier Support Wiki – rossierportal.usc.edu

Contact:

- Email - rsoesupport@rossier.usc.edu
- Call Rossier Classroom Support at (213) 740-9800.

Scan QR code



MIS Training and Support Wiki