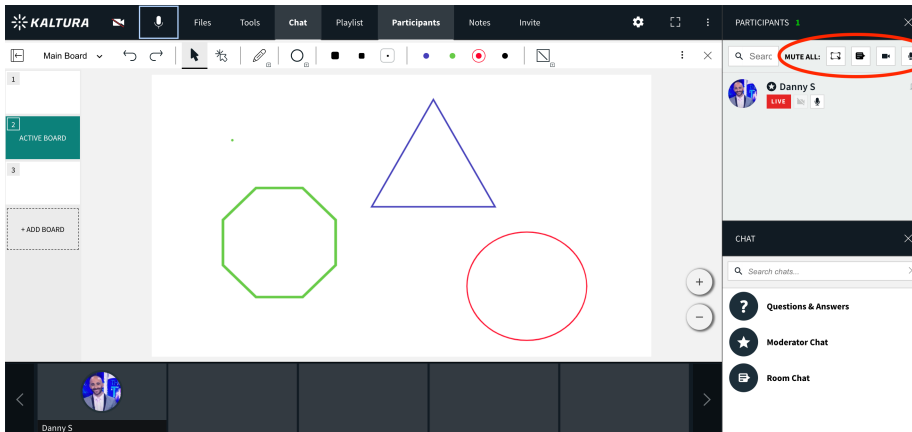


# Use Quick Controls To Moderate (Mute Participants Devices & Capabilities)

Last Modified on 02/23/2023 8:47 pm IST

Instructors can remove permissions quickly with quick controls.

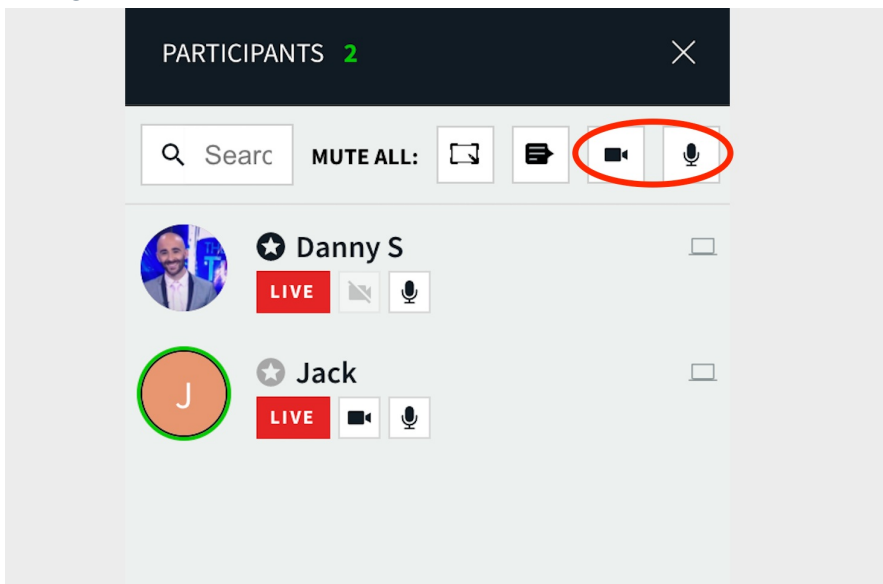


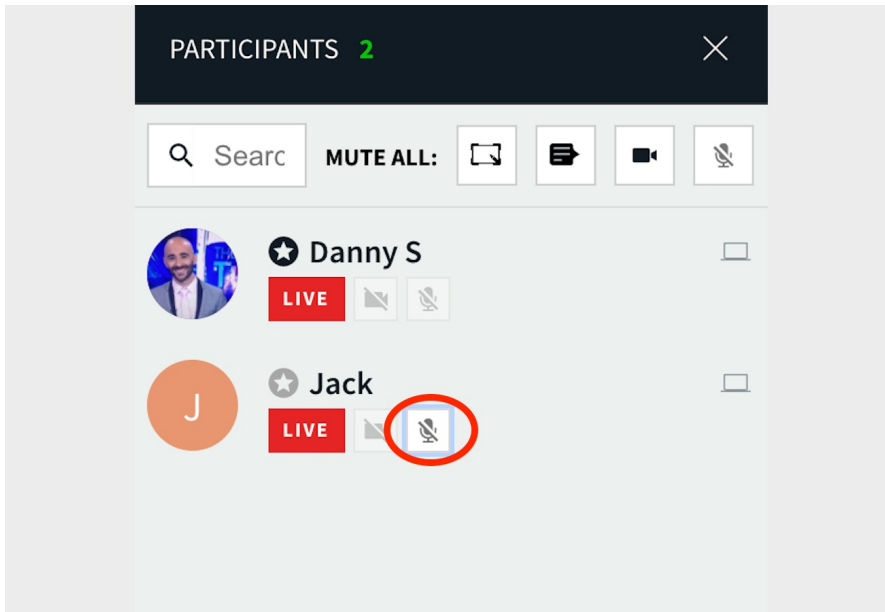
## Mute All Webcams/Mute All Microphones

Instructors/Moderators can *Mute All* devices of participants in the live session to control the environment of the live class. If an instructor/moderator wishes to mute all microphones or webcams, they must:

1. Click on the **Mute All Webcams** or **Mute All Microphones** icon in the participant list.
2. Participants can simply unmute themselves when they want to speak or be seen with their webcam.

☒ A *Standard Mute All* state exists that allows participants to unmute themselves once muted by Host. A *Strong Mute All* state option exists that *does not* allow participants to unmute themselves can be set in Settings - Room Mode.

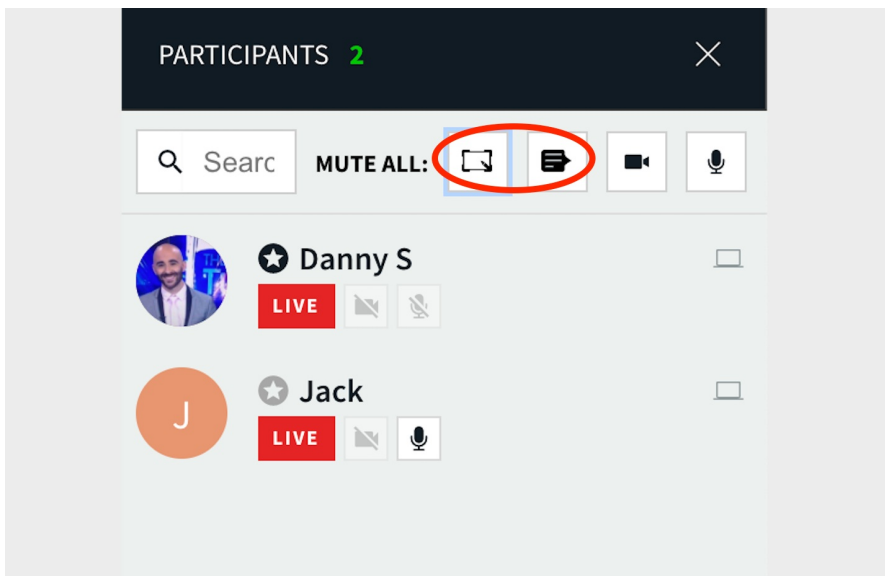




### Mute Whiteboards/Mute Room Chat

Instructors/Moderators can *Mute* the ability to work on the whiteboard or write in the room chat. If an instructor/moderator wishes to mute the whiteboard or room chat, they must:

1. Click on the **Disable Whiteboard** or **Disable Chat** icon in the participant list.
2. Click on the **Disable Whiteboard** or **Disable Chat** icon again to enable them.

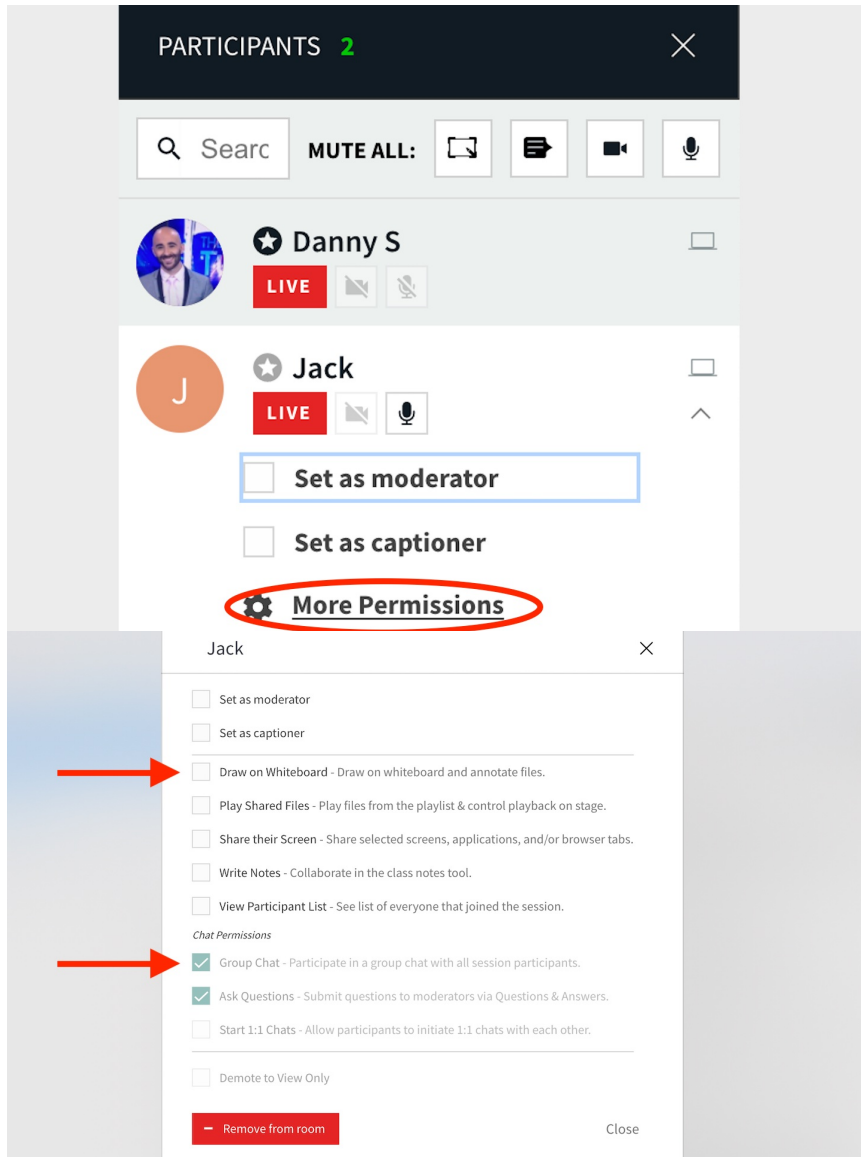


To allow Individuals to Draw on Whiteboard/Write in Chat, while everyone else remains disabled:

3. Click the drop down menu next to their name.
4. Click **More Permissions** under the individual participant's name.
5. Click **Draw On Whiteboard** or **Room Chat**.

☑ Those individuals will be able to engage in the room chat and draw on the whiteboard while the rest of

the participants in the session still have the whiteboard and chat disabled.



## Lower Raised Hands

Instructors/Moderators can put down raised hands all at once.

- Click **Put Hands Down** icon in participant list.
- All hands that have been raised will be put down.

