Participants Panel-Student-Step Away/Step Back

This feature is used to let others in the session know that you are temporarily unavailable. The Participant will still be connected to the session and can see and hear everything that is going on. It just means that a Participant won’t be available for interaction with other Participants.

Step Away

To Step Away from the session, do one of the following:

☆ Click the Step Away button (see illustration at right) on the Participants Panel.
☆ Click the Tools Menu, select Interaction, and then select Step Away.
☆ On a Windows computer, use the key combination Ctrl + Shift + A.
☆ On a Mac computer, use the key combination Command-A.

The Step Away indicator as shown in the illustration at the right, will appear next to the Participant’s Name in the Participants List.

The indicator will also appear next to the Participant’s Name in the Status area at the top of the Participants Panel.

Step Back

To Step Back into the session, do one of the following:

☆ Click the Step Away button (see illustration at right) on the Participants Panel.
☆ Click the Tools Menu, select Interaction, and then unselect Step Away.
☆ On a Windows computer, use the key combination Ctrl + Shift + A.
☆ On a Mac computer, use the key combination Command-A.