

## HOW TO CREATE A YO!TEACH! BACKCHANNEL CHATROOM



1. Go to <https://yoteachapp.com/>
2. Scroll to “Make Room”
3. Enter your room details and create the room:

### a) Title:

Choose a unique room name.

### b) Description:

Enter a basic description for your room.

### c) Searchable:

Use this setting to hide your room from the general public.

If turned on, you will need to provide your students with the direct website link and/or pin number of your room.

### d) Enable Admin Features:

Use this feature to allow for room control and options, including voting mode, mute student and room statistics.

Choose a secure password and restore details.

*If you lose both your password and restore answer, your room admin features will not be recoverable.*

### e) Entry Password:

Students will be required to enter this password to access your room.

### f) Create room:

After entering your details, click this to generate your room.

A screenshot of the "Make Room" form in the YO! Teach! app. The form is white with a light gray border and contains the following fields and options: "Title:" with a text input field; "Desc:" with a text input field; "Hide from Search Result:" with an unchecked checkbox; "Enable admin features:" with an unchecked checkbox; "Enable entry Password:" with an unchecked checkbox; and a "CREATE ROOM" button at the bottom. Red lines connect the form fields to their respective explanatory text boxes.

4. Save your room link for future access!