

Meeting Mode

Districts often project SameGoal during parent meetings to collaboratively edit and review documents. **Meeting Mode:**

- Maximizes the available screen and hides other students
- Shows all document sections top to bottom
- Allows you to temporarily sign out of chat

Steps To enter **Meeting Mode:**

1. Visit the document you might project during a meeting.
2. Hover your mouse over the vertical line border that separates the left menu from the right pane. Your mouse will become a dragger with two arrows. Double click the border, or drag to cover up students on the left.
3. Click the two upward pointing carrots next to the printer icon to increase the screen available for editing the document.
4. If the document has multiple sections, click the **All** tab to view all sections top to bottom.

Repeat the above steps to revert back to your original settings.