



**FIRST
STEPS**

Take your training and workshops online



superhighways

harnessing technology for community benefit

About Superhighways



Providing tech support to the sector for 20 years

- ✓ Training
- ✓ Support
- ✓ Consultancy
- ✓ Digital inclusion
- ✓ [Datawise London](https://www.datawise.org.uk/)



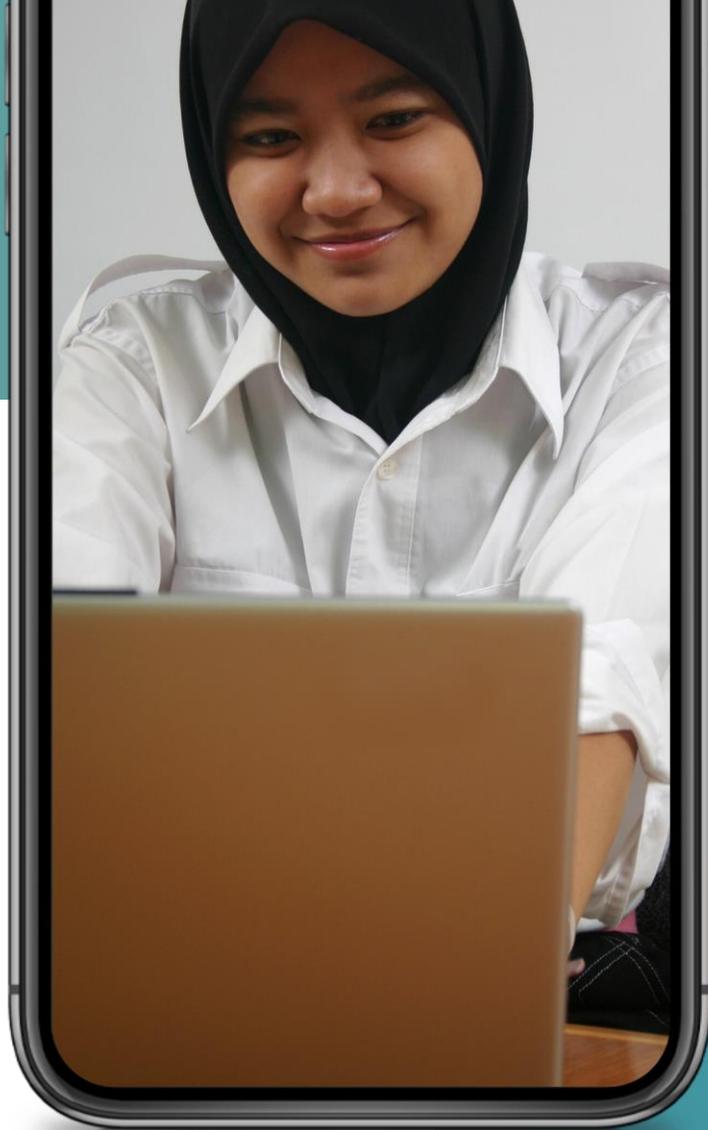
E-news sign up <https://superhighways.org.uk/e-news>

Our training goal



Discover tools and techniques for online group training (and facilitation).

Contribute to a best practice step-by-step guide to setting up your first session.



Explaining how to take part →

- ✓ Show people around your tool
- ✓ Give clear commands
- ✓ Mute all on entry or not
- ✓ Video on entry
- ✓ Registration time
- ✓ You're in control!

Training roadmap



1pm

Welcome

Check in

Brief intro to teaching styles

Icebreakers and warm-ups

To chat or not to chat

2.20pm

Break (at least 15 minutes)

Training roadmap



After the break...

Show and Tell – using visual aids

Polls and quizzes

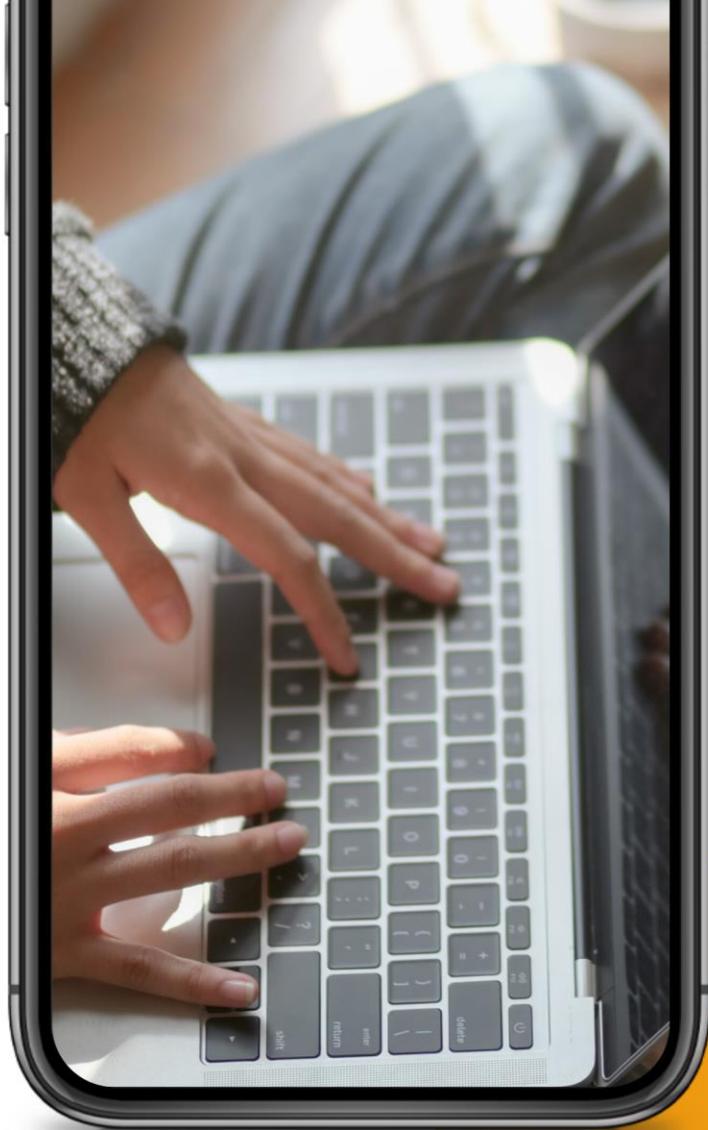
Some security basics

Web conferencing and equipment

4pm

CLOSE – Please stay until 4.15 if you can

Steps to creating your first session



**Some quick
tips for
inviting
people to your
training....**

It's tool dependent but you can... →

- ✓ Send a link in a bcc email
- ✓ Calendar invite
- ✓ Zoom registration
- ✓ Eventbrite page (be careful)
- ✓ Other integrations e.g. Doodle

Also consider...

- ✓ Devices people are using to join



**Who's in
the room?**



Styles of teaching

Synchronous

Tutor / facilitator together at same time



Asynchronous

Materials posted online – own pace

Blended

What icebreakers have worked in meetings you've attended and why?

In pairs in small breakout rooms.

5
mins

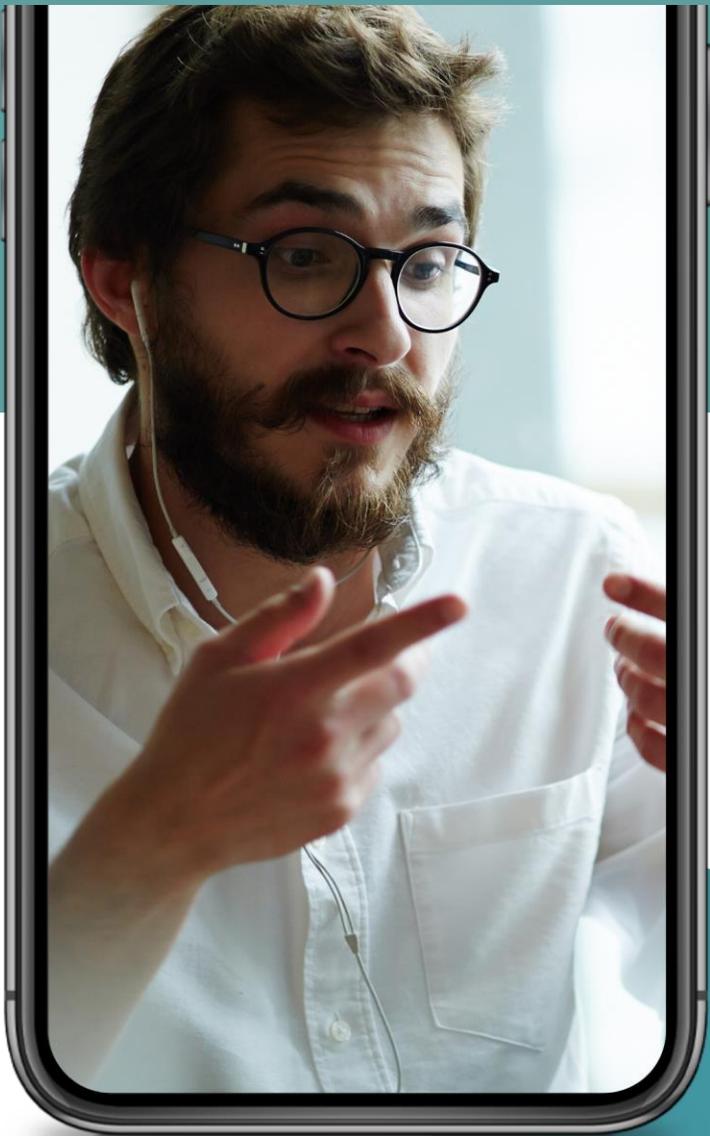




Be right back! BREAK

**Followed by welcome back &
Show and Tell**

**15
mins**



To chat or not to chat?

RECAP

1. Using raised hand functionality for agreement / having a say without speaking
2. Sharing content e.g. [video](#) and asking to reflect in silence & contribute to chat
3. Discussion, with scribing in live doc, followed by feedback

Speaking aids for chat



Want to talk/
Have a question



Direct response
(to previous)



Clarify

6 tips for a better conversation →

- ✓ Is conversation needed?
- ✓ Do groups need facilitating?
- ✓ Individual reflection works too
- ✓ Clear commands – tech & exercises
- ✓ Mute when necessary
- ✓ Allow enough time!



Zoom enhanced chat security

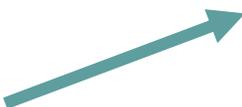


Chat

Allow meeting participants to send a message visible to all participants



Prevent participants from saving chat 



Private chat

Allow meeting participants to send a private 1:1 message to another participant.



Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.



Shut it down completely?



- ✓ Starts at £32/mo/host for 100 attendees
- ✓ 100 interactive video panellists
- ✓ 100 – 10,000 view only attendees
- ✓ Mute/unmute panellists
- ✓ Q & A with live or text answers
- ✓ Polling, registration, reporting
- ✓ Live streaming Facebook Live & YouTube

<https://zoom.us/webinar>



**Using visual
aids. Let's
share!**



6 tips for managing screenshare →

- ✓ Only have open screens you need
- ✓ Tell learners how to manage view
- ✓ Verbal ques from audience
- ✓ Session outline on another device
- ✓ Roles – do you need help?
- ✓ Alt tab to move between windows



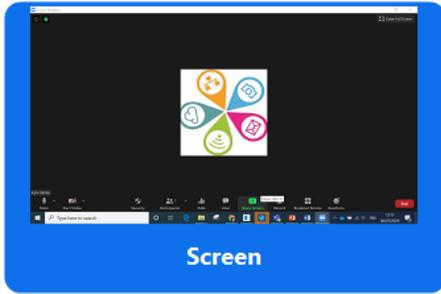
Select a window or an application that you want to share



Basic

Advanced

Files



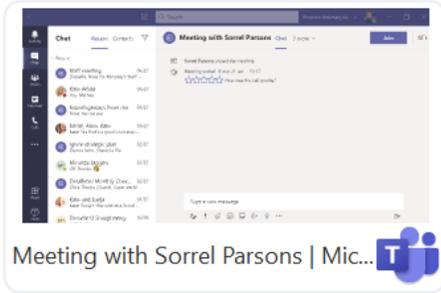
Screen



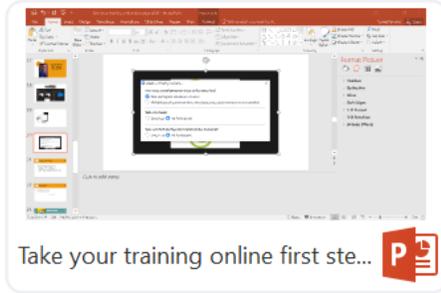
Whiteboard



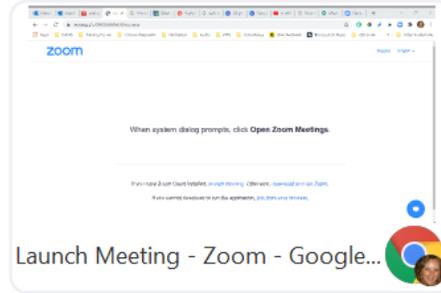
iPhone/iPad



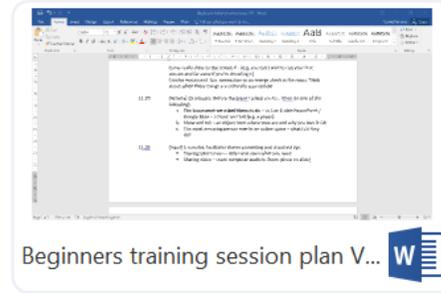
Meeting with Sorrel Parsons | Mic...



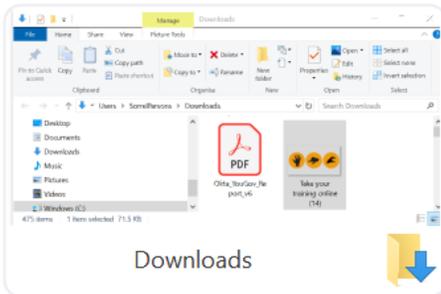
Take your training online first ste...



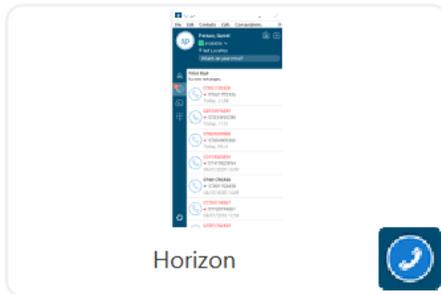
Launch Meeting - Zoom - Google...



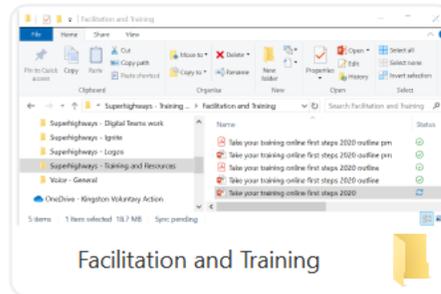
Beginners training session plan V...



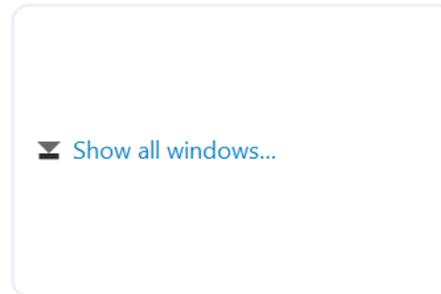
Downloads



Horizon



Facilitation and Training



Show all windows...

Share computer sound Optimize Screen Sharing for Video Clip

Share



 Advanced Sharing Options... 

How many participants can share at the same time?

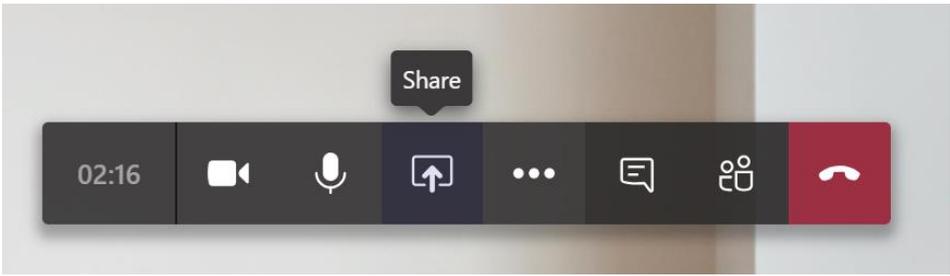
- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)
-

Who can share?

- Only Host All Participants
-

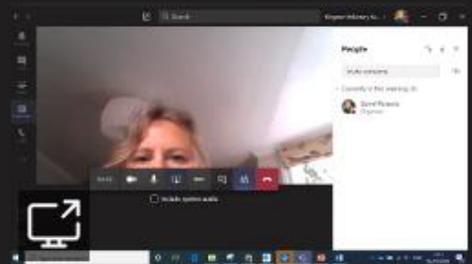
Who can start sharing when someone else is sharing?

- Only Host All Participants



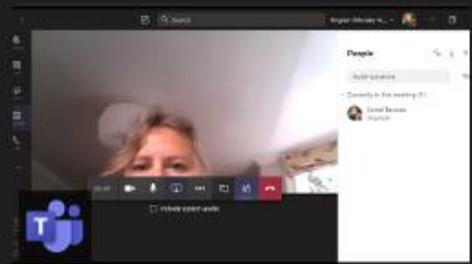
Include system audio

Desktop



Screen 1

Window



Meeting with Sorrel Pars...

PowerPoint



Take your training onli...

Browse

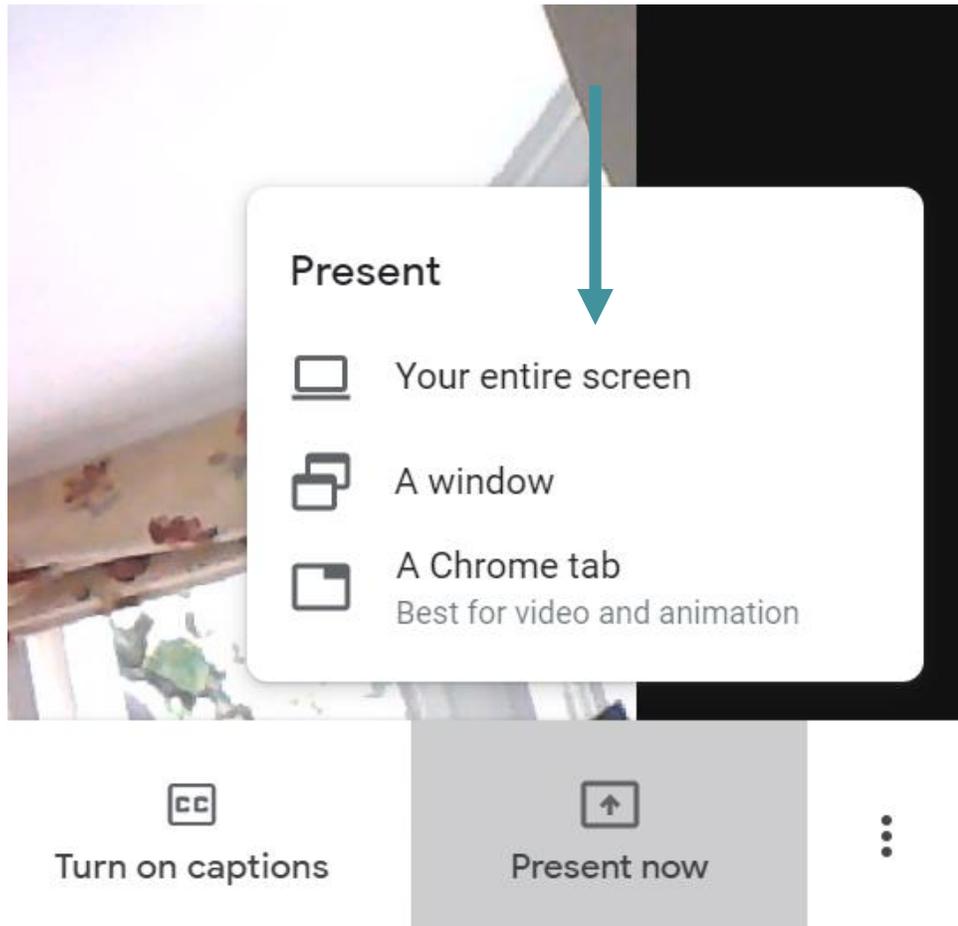


Whiteboard

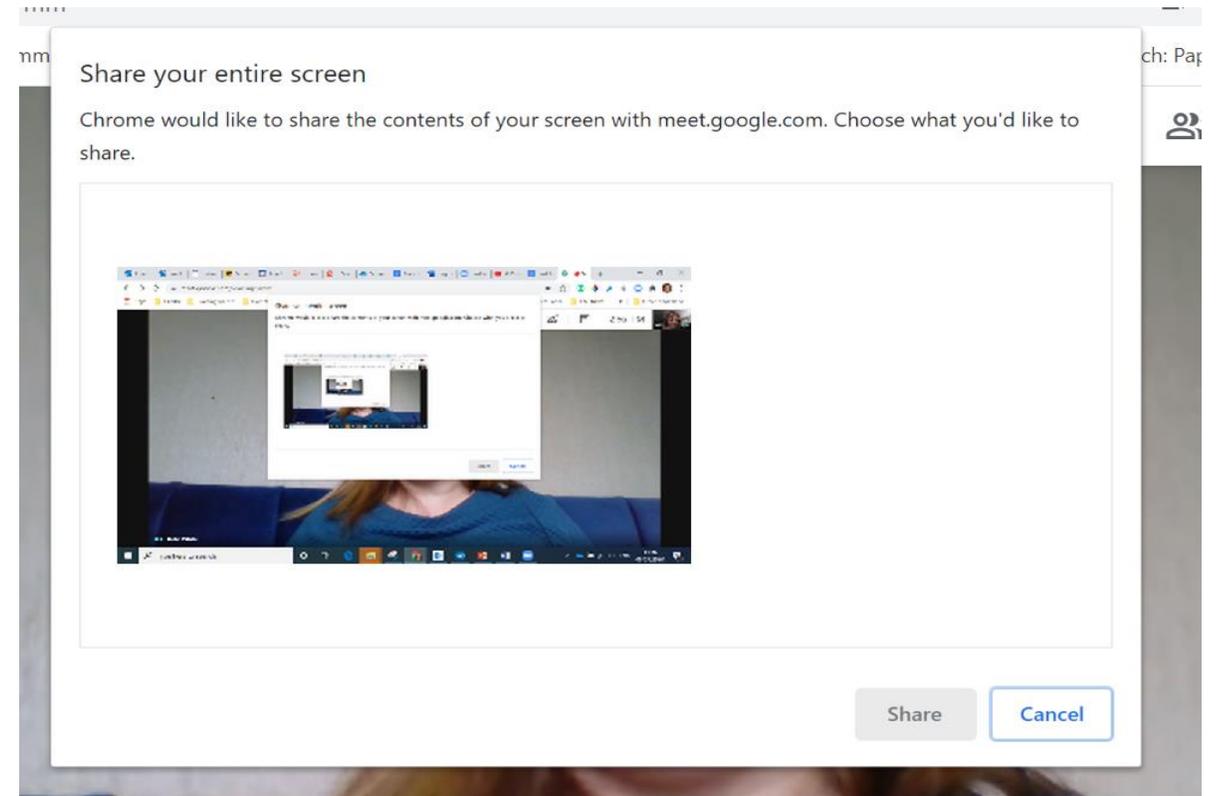


Microsoft Whiteboard

Sharing 'Your Entire Screen' is easier for sharing multiple visual aids



Once you have clicked on 'Share' you'll need to navigate to the right place.



Sharing this tab to meet.google.com

Stop



YouTube^{GB}

Search



A Video Conference Call in Real Life

Share a Chrome tab

Chrome would like to share the contents of your screen with meet.google.com. Choose what you'd like to share.

- Meet - www-nrjx-rmm
- A Video Conference Call in Real Life - YouTube
- E-Voice for Beginners - Setting up a free charity website Tickets, Fri 17 Jul 2020 at 14:00 | Eventb...
- Test for training - Google Docs
- Post Attendee - Zoom
- Email - Sorrel Parsons - Outlook
- Email - Sorrel Parsons - Outlook
- Beginners training session plan V2.docx
- Google Docs
- Shared with Everyone - OneDrive

Share audio

Share

Cancel

2 | | 3:01 PM | You

- Record meeting
- ☐ Change layout
- ☐ Full screen
- ☐ Turn on captions
- ⚙ Settings
- 📞 Use a phone for audio
- 🗨 Report a problem
- ⚠ Report abuse
- ❓ Help

🎤 | 📹 | ☐ Turn on captions | 📄 Present now | ⋮

Sharing video



- ✓ Turn computer audio on!
- ✓ Check your sound levels pre-session
- ✓ Video ready to start on one screen
- ✓ Decide on embedding
- ✓ Stop share and re-start if you make a mistake

Quizzes and polls in your sessions



Go to

www.menti.com



Enter the code

23 64 22

<https://www.menti.com/xo7vsytj6x>

Quizzes and polls



- ✓ Clear instructions for managing multiple screens
- ✓ Is it accessible?
- ✓ Know typical pain points

Zoom polls: creating your poll



When you schedule a meeting you have the option to create a poll. Don't forget to turn Polls on in your account settings

You have created 2 polls for this meeting.

Title	Total Questions	Anonymous	
✓ Poll 1:Teaching styles	1 question	No	Edit Delete
✓ Poll 2:Poll about polls	1 question	No	Edit Delete



Add

Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)



Teaching styles

Anonymous? ?

1. Which style of teaching will you most use?

Single Choice Multiple Choice

Synchronous

Asynchronous

Blended

Answer 4 (Optional)

Answer 5 (Optional)

+ Add a Question

Zoom: using polls in sessions



Zoom Polls interface showing the creation of a poll. The poll title is "Polling 1: Quizzes". The question is "1. We've become a nation of quizzers. What do you feel about quizzes?". The options are "Love them", "Hate them", and "Prefer a dance-off". A "Launch Polling" button is visible at the bottom.

Zoom Meeting Controls: Polls, Chat, Share Screen, Reactions, More, End

Zoom Polls interface showing the poll in progress. The poll title is "Polling 1: Quizzes". The question is "1. We've become a nation of quizzers. What do you feel about quizzes?". The options are "Love them", "Hate them", and "Prefer a dance-off". The "Prefer a dance-off" option is selected, showing 100% of the vote. A timer shows 0:13 remaining. A "End Polling" button is visible at the bottom.

Zoom Meeting Controls: End

Zoom Polls interface showing the poll results. The poll title is "Polling 1: Quizzes". The question is "1. We've become a nation of quizzers. What do you feel about quizzes?". The options are "Love them", "Hate them", and "Prefer a dance-off". The "Prefer a dance-off" option is selected, showing 100% of the vote. A "Share Results" button and a "Re-launch Polling" button are visible at the bottom.

Zoom Meeting Controls: Share Results, Re-launch Polling

Mentimeter



Type

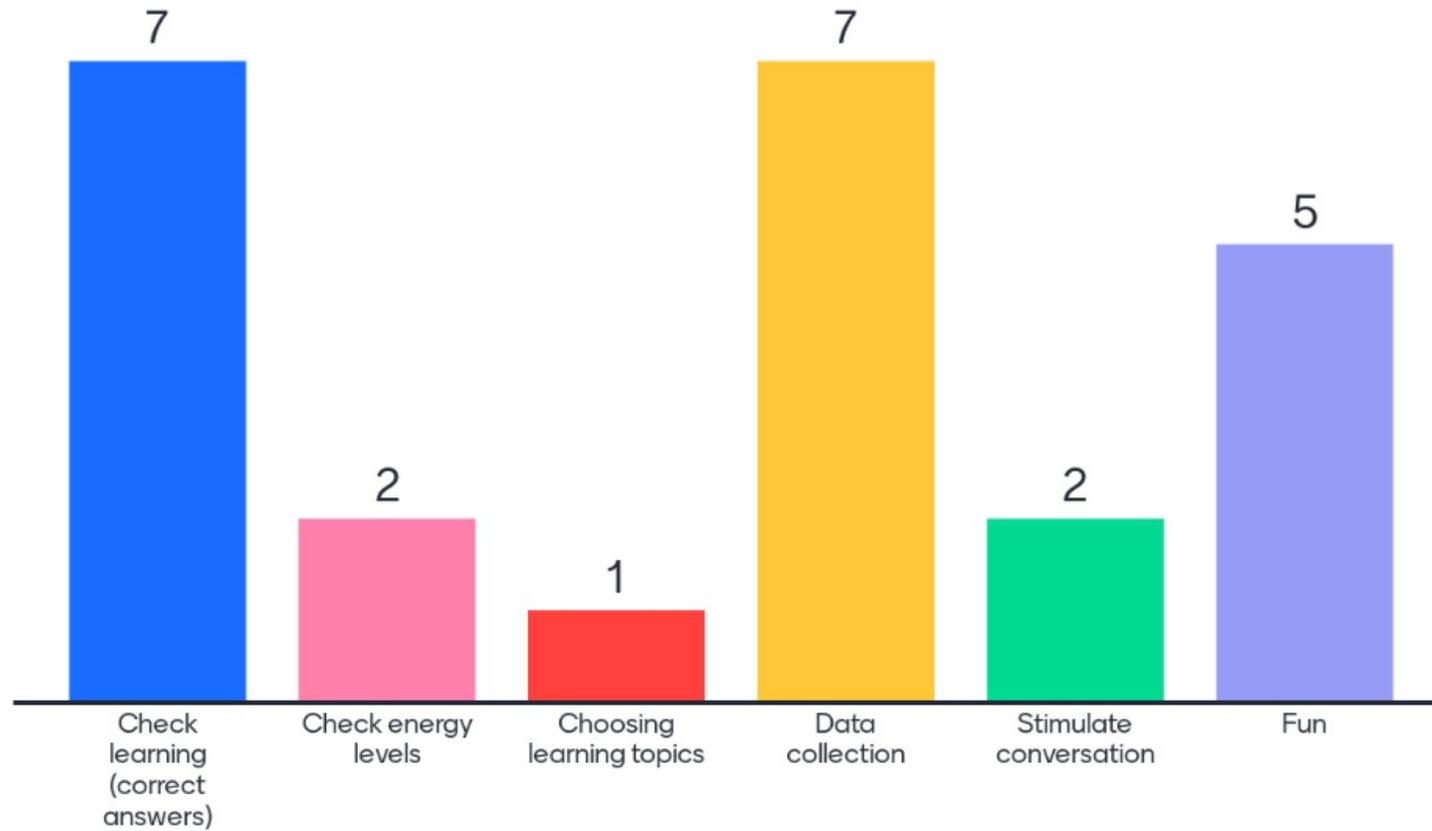
Popular question types ?

- Multiple Choice
- Word Cloud
- Open Ended
- Scales
- Ranking
- Image Choice
- Q&A

- ✓ Multiple presentations for free
- ✓ Upgrade for presentations *held at the same time*
- ✓ Quiz questions – display answers
- ✓ Light on data use

Let's take a look...

What will you use quizzes or polls for?



Microsoft Office quizzes



The screenshot shows a quiz review interface. At the top, there is a 'Back' button on the left and a 'Review next' button on the right. Below this is the title 'Review: Untitled quiz'. There are two tabs: 'People' (selected) and 'Questions'. Under the 'People' tab, there is a dropdown menu showing 'Sorrel Parsons', a 'Time to complete: 00:14' indicator, and 'Points: 4/4'. Below this, there are two questions. The first question is '1. Is there a difference between forms and quizzes?' with a score of '1 / 1 pt' and 'Auto-graded'. The 'Yes' radio button is selected and highlighted with a green box and a green checkmark. The second question is '2. Describe how you would use a quiz with your learners' with a score of '3 / 3 pts'. The answer 'I would use it to make them laugh' is entered in a text box, which is highlighted with a red box and a red 'X' icon. Below the text box, it says 'Correct answers: Laughter'.

Set your correct answers. Then review and grade each individual.

You can also post directly and show them the results in synchronous teaching.

Zoom scheduling security



There's are some things you can do when scheduling your meeting e.g.

- ✓ enable waiting room
- ✓ mute participants on entry

Audio

Telephone Computer Audio Both

Dial from United Kingdom [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Breakout Room pre-assign

Record the meeting automatically

Zoom scheduling security



Change your main account settings to control how people both join your sessions and interact in them.

Meeting password requirement

- Have a minimum password length
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Have at least 1 special character (!, @, #...)
- Include both uppercase and lowercase characters
- Cannot contain consecutive characters (e.g. "11111", "12345", "abcde", or "qwert")
- Use enhanced weak password detection 
- Only allow numeric password

Only authenticated users can join meetings

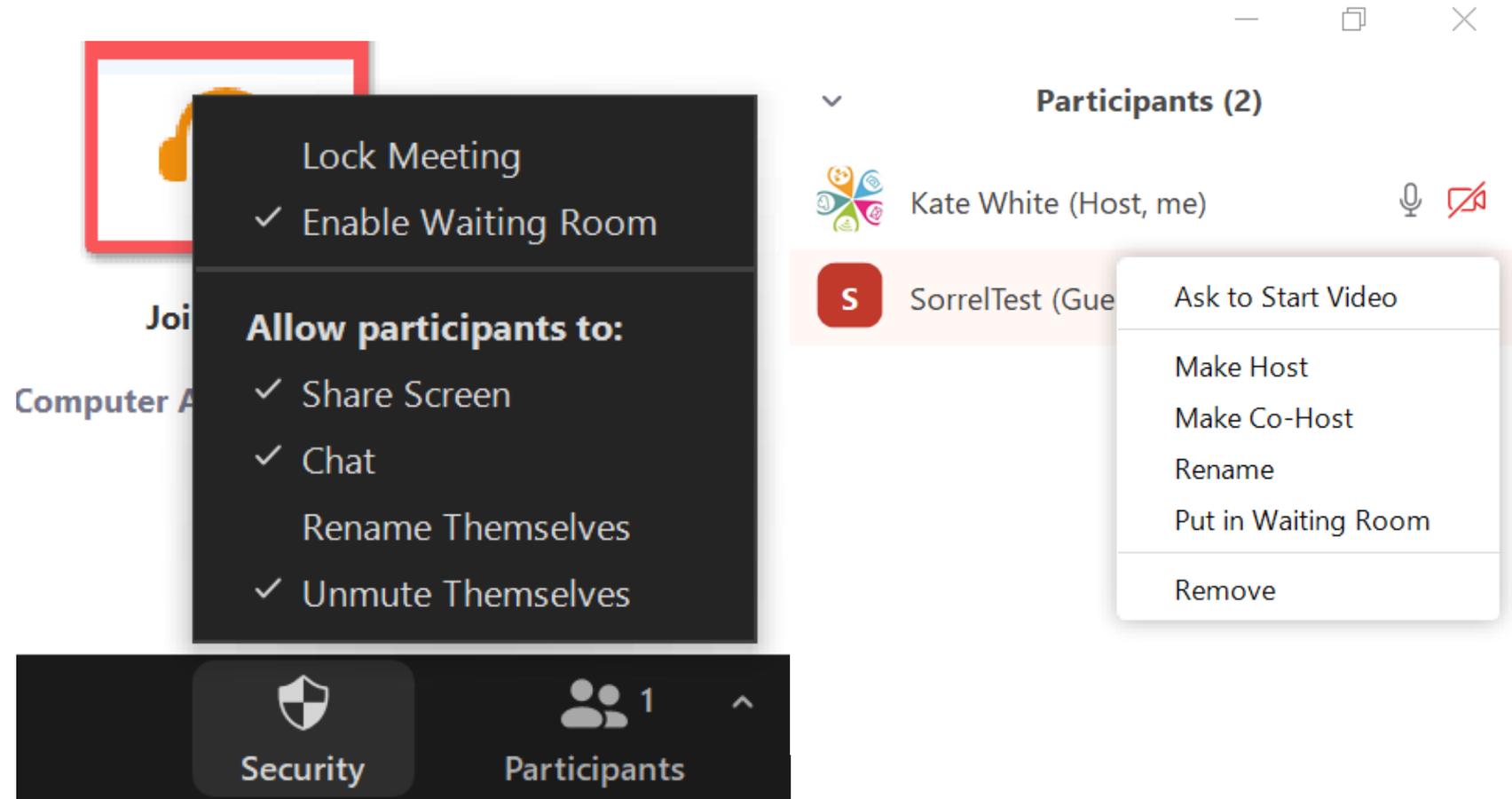
The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.



Zoom in-meeting security



- ✓ Decide who can share screens
- ✓ Kick people out
- ✓ Lock the space
- ✓ Ask people to re-name



Teams meeting options



A screenshot of the Microsoft Teams meeting interface. At the top, there is a search bar and the text 'Kingston Voluntary Ac...'. Below this, the meeting title 'Staff meeting' is displayed with tabs for 'Chat', 'Details', and 'Scheduling Assistant'. To the right are 'Join' and 'Close' buttons. A 'Cancel meeting' dropdown is on the left. The time zone is set to '(UTC+00:00) Dublin, Edinburgh, Lisbon, London'. A 'Meeting options' dropdown menu is open, showing 'Organiser' and 'AllStaff Unknown' as participants. The meeting name 'Staff meeting' and a participant 'AllStaff' are visible in the main area.

1. Go to the three dots ellipsis ...
2. Click on 'Meeting options'
3. It will open your options online

Teams meeting options



Staff meeting

📅 Occurs every other Mon @15:00

👤 Sorrel Parsons

Meeting options

Who can bypass the lobby?

People in my organization



Always let callers bypass the lobby

No



Announce when callers join or leave

Yes



Who can present?

Everyone



Save

- ✓ Staff can always bypass the lobby
- ✓ This is where you can control who can present
- ✓ Don't forget to save!

Google Meet

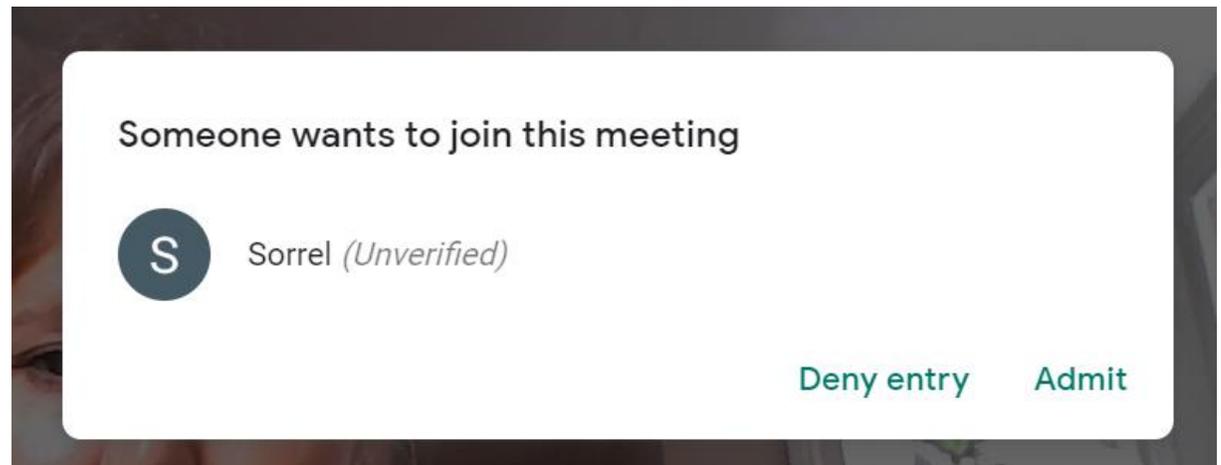


Google Meet is much simpler but fewer overall controls e.g. lobby?

What's your name?

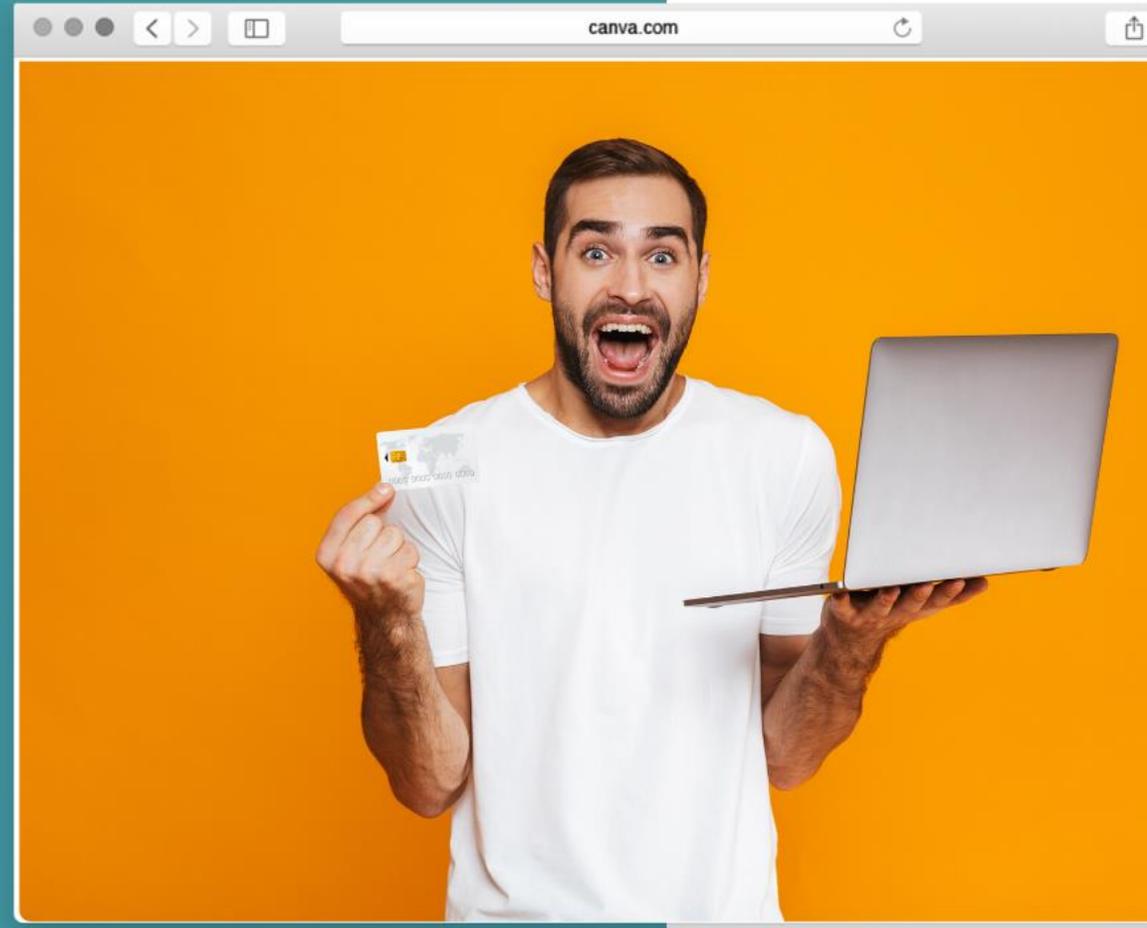
Sorrel

Ask to join





Toolbox



Web conferencing tools



- ✓ Microsoft Teams – more controls coming soon
- ✓ Google Meet – simple, easy captioning
- ✓ Zoom – more functionality
- ✓ Jitsi – free and open source

Don't forget Groop, Go to Meeting & others!



Equipment to consider



- ✓ Additional webcam
- ✓ Second screen
- ✓ Additional device
- ✓ Green screen
- ✓ Headset with volume control
- ✓ Data – increase broadband?

Steps to creating your first online training or workshop

Individually on the
document.
Link...

15
mins





Finally...

**Jump in but
keep it simple.**

**Start small
and have fun.**

Need help?



Thanks for taking part today:

Kate White
Sorrel Parsons



info@superhighways.org.uk
www.superhighways.org.uk