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

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

Our training goal

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

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

9.30am **Welcome**

Check in
Brief intro to teaching styles
Icebreakers and warm-ups
To chat or not to chat

11.10pm **Break (at least 15 minutes)**

Training roadmap

After the break...

Using visual aids
Polls and quizzes
Some security basics
Web conferencing and equipment
Tips for organising your training

12.30pm **CLOSE**

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

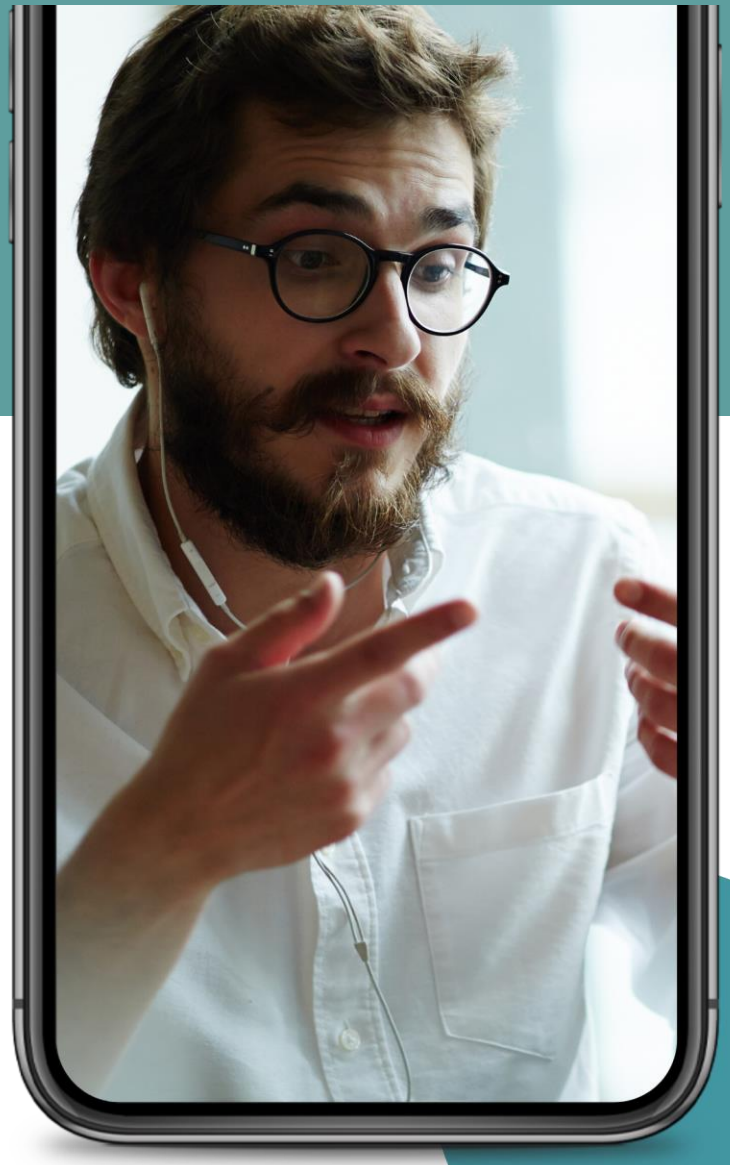
Materials posted online – own pace

Blended

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

In pairs in small breakout rooms.

5 mins



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)

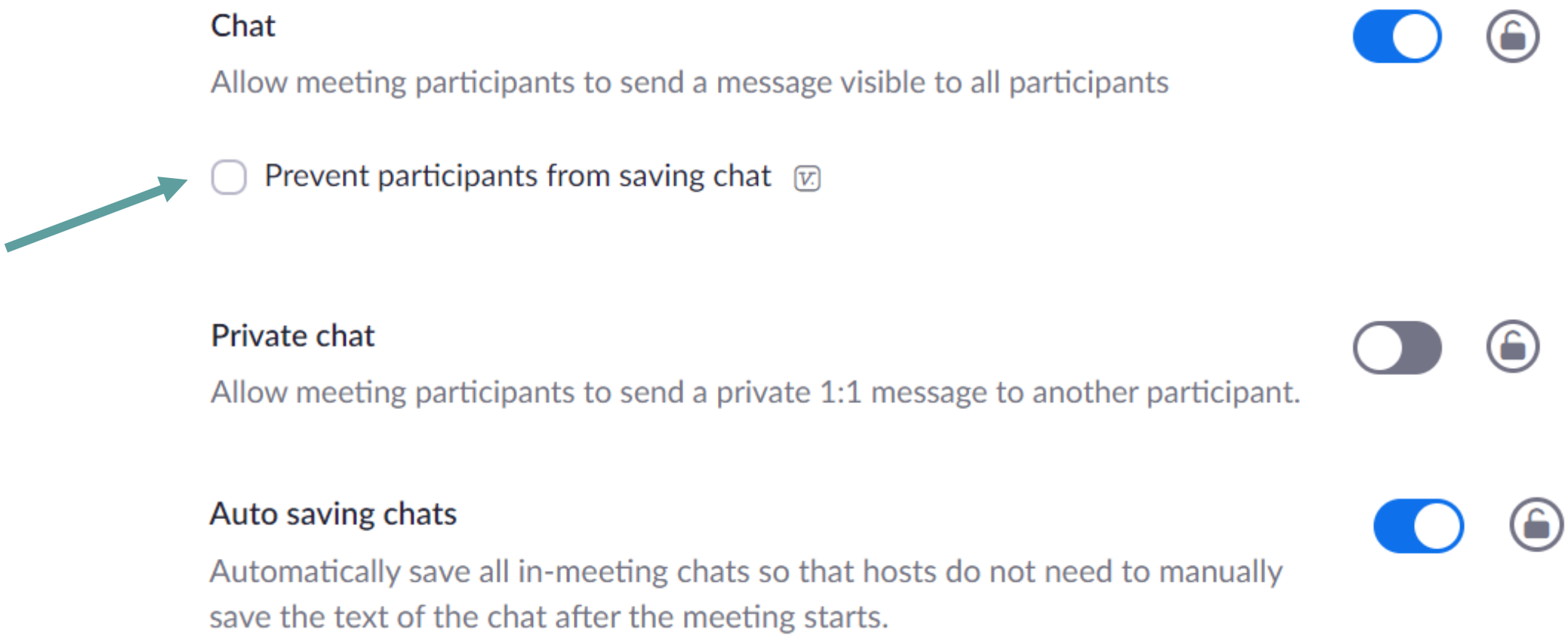
Clarify

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



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

Be right back! BREAK

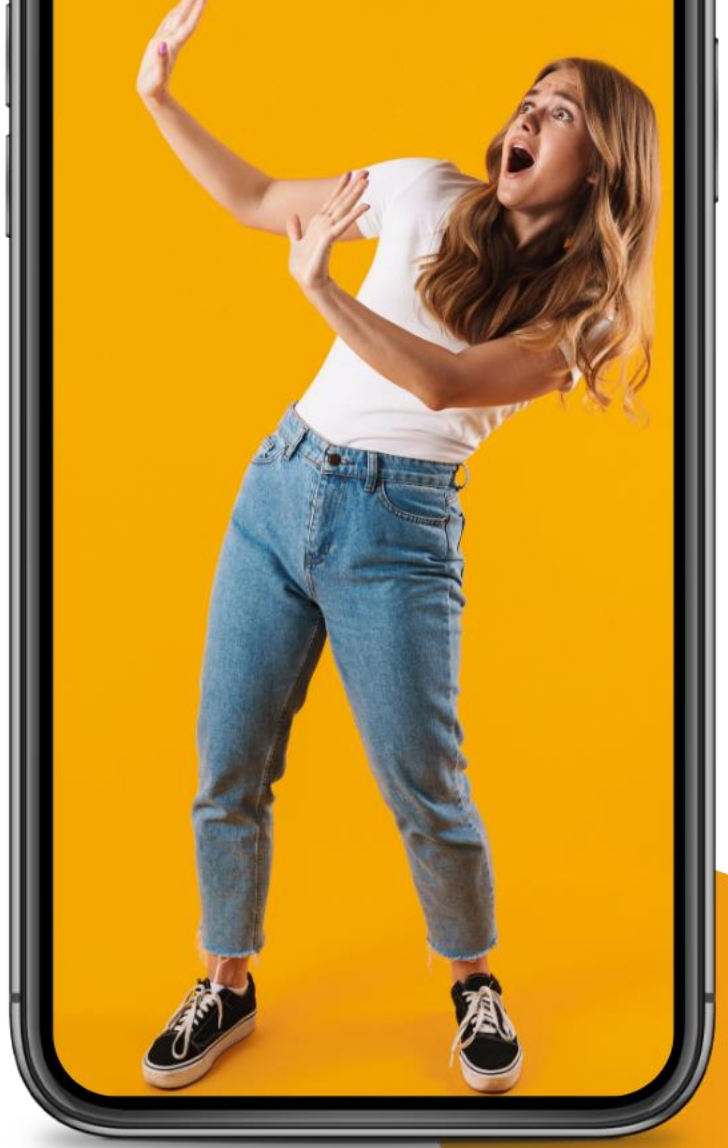
Followed by welcome back & Wheel Decide

15 mins

Let’s play Wheel Decide...

Individually you will be spinning the wheel of training doom. And thinking on your feet.

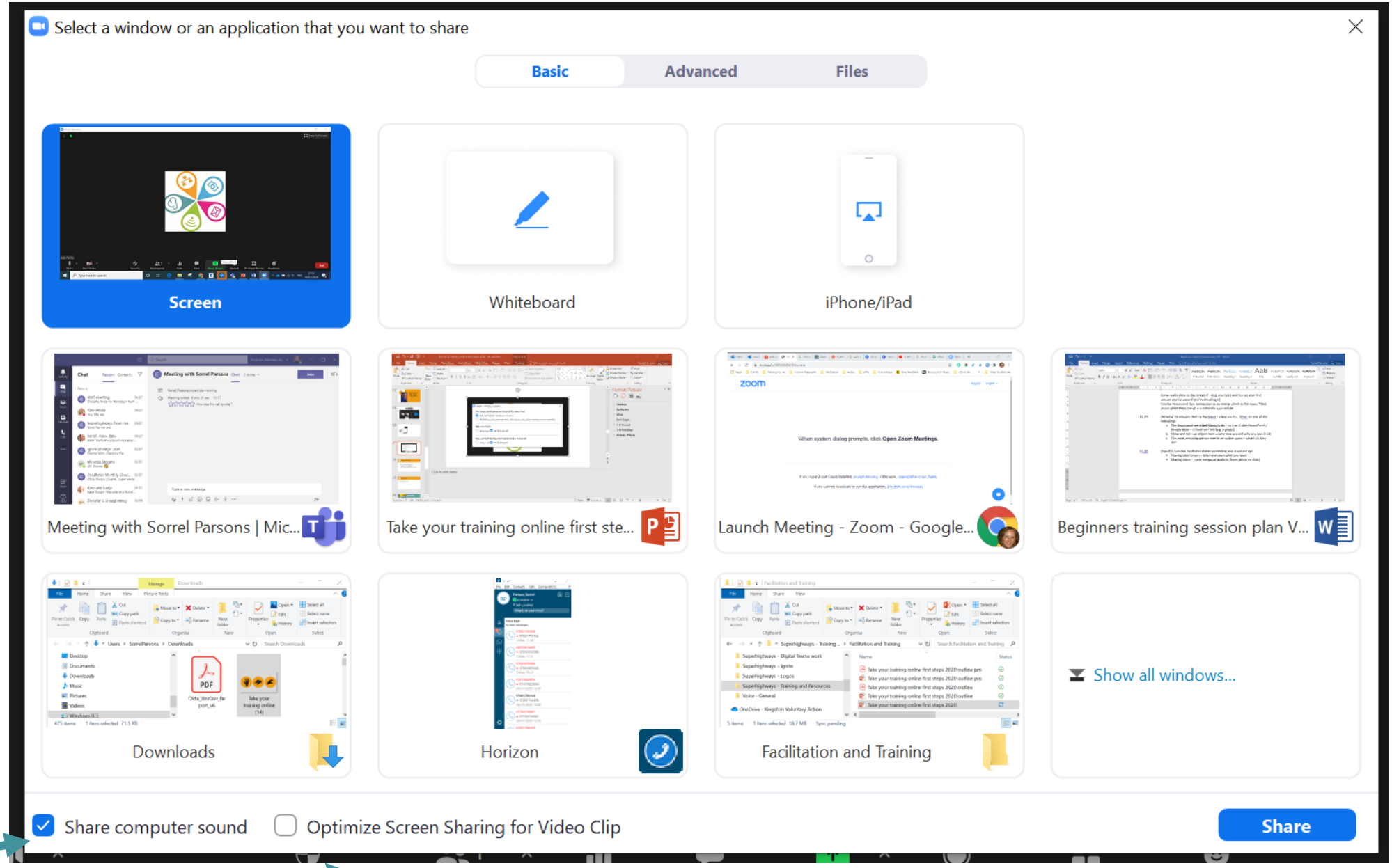
15 mins

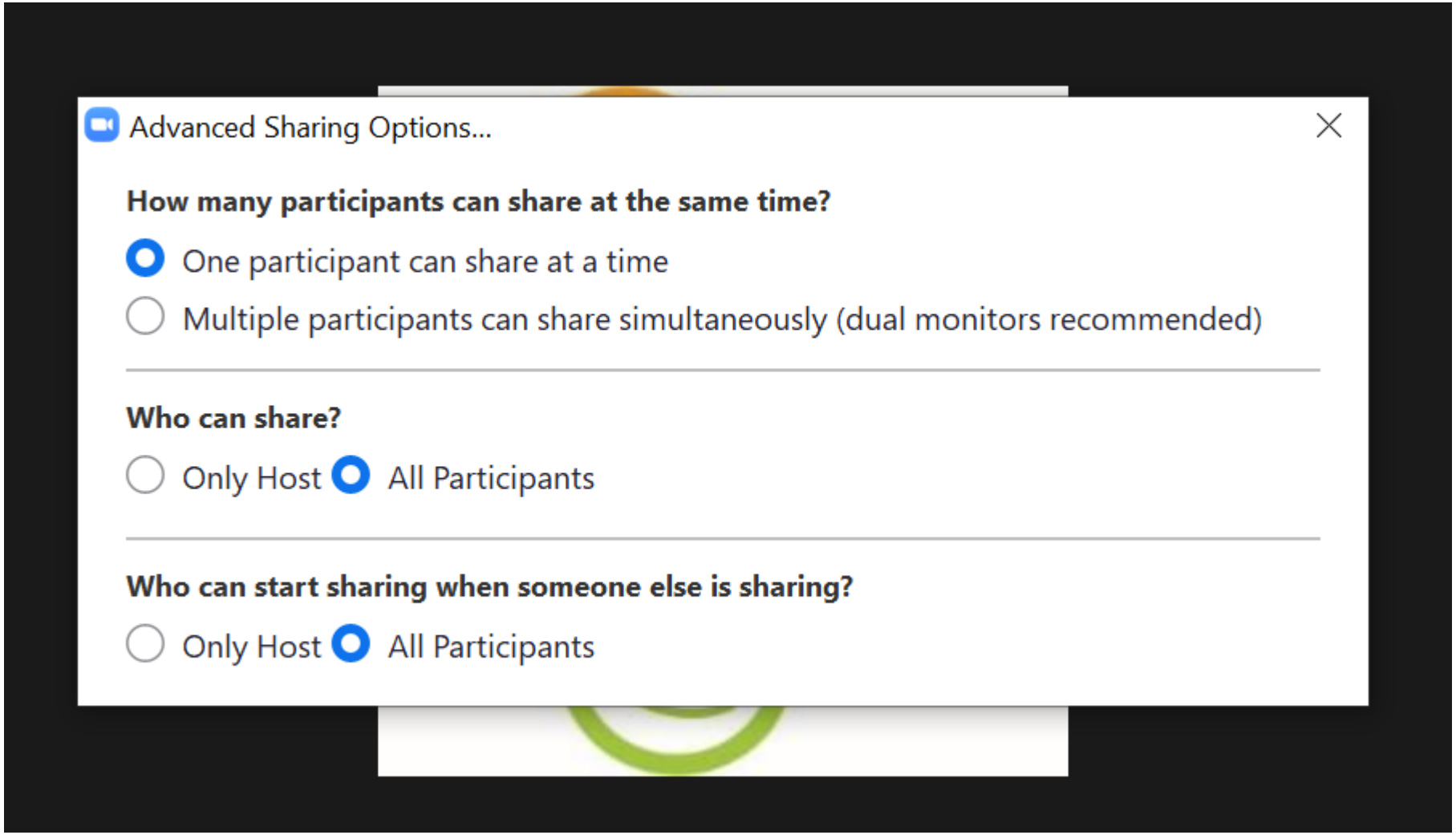


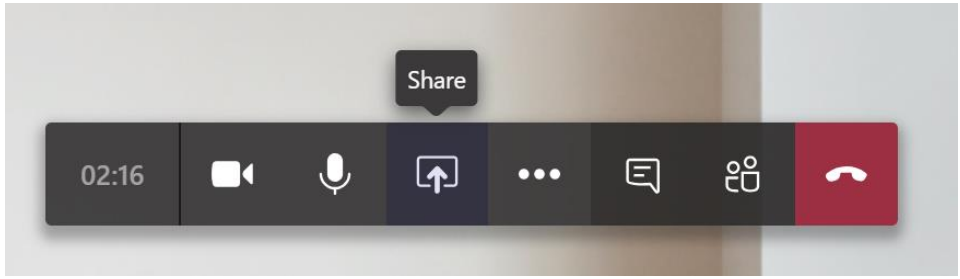
Some quick tips using visual aids....

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

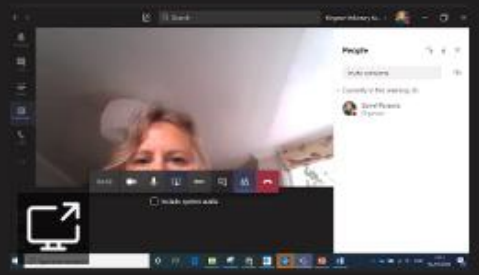

Select a window or an application that you want to share
Basic
Advanced
Files
Screen
Whiteboard
iPhone/iPad
Meeting with Sorrel Parsons | Mic...
Take your training online first ste...
Launch Meeting - Zoom - Google...
Beginners training session plan V...
Downloads
Horizon
Facilitation and Training
Show 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



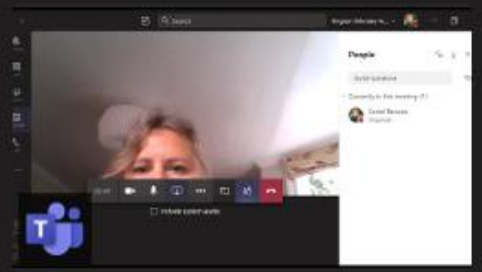
Include system audio

Desktop



Screen 1

Window



Meeting with Sorrel Pars...

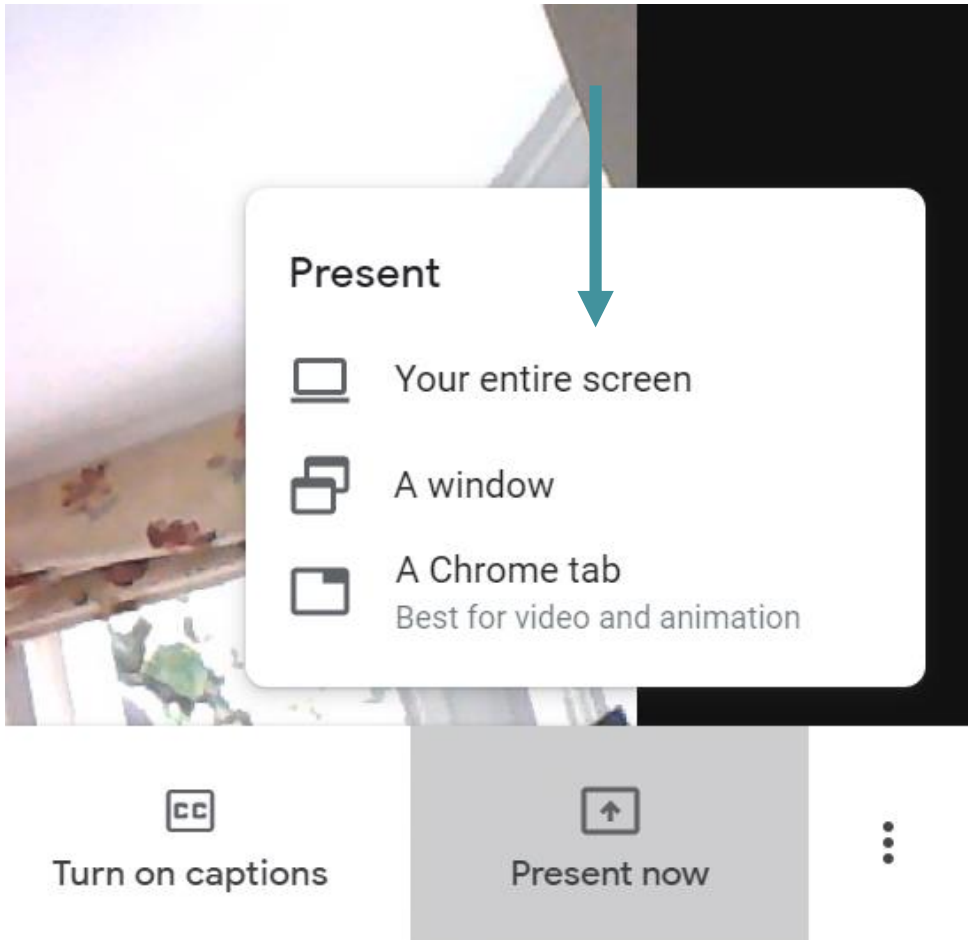
PowerPoint Browse

Take your training onli...

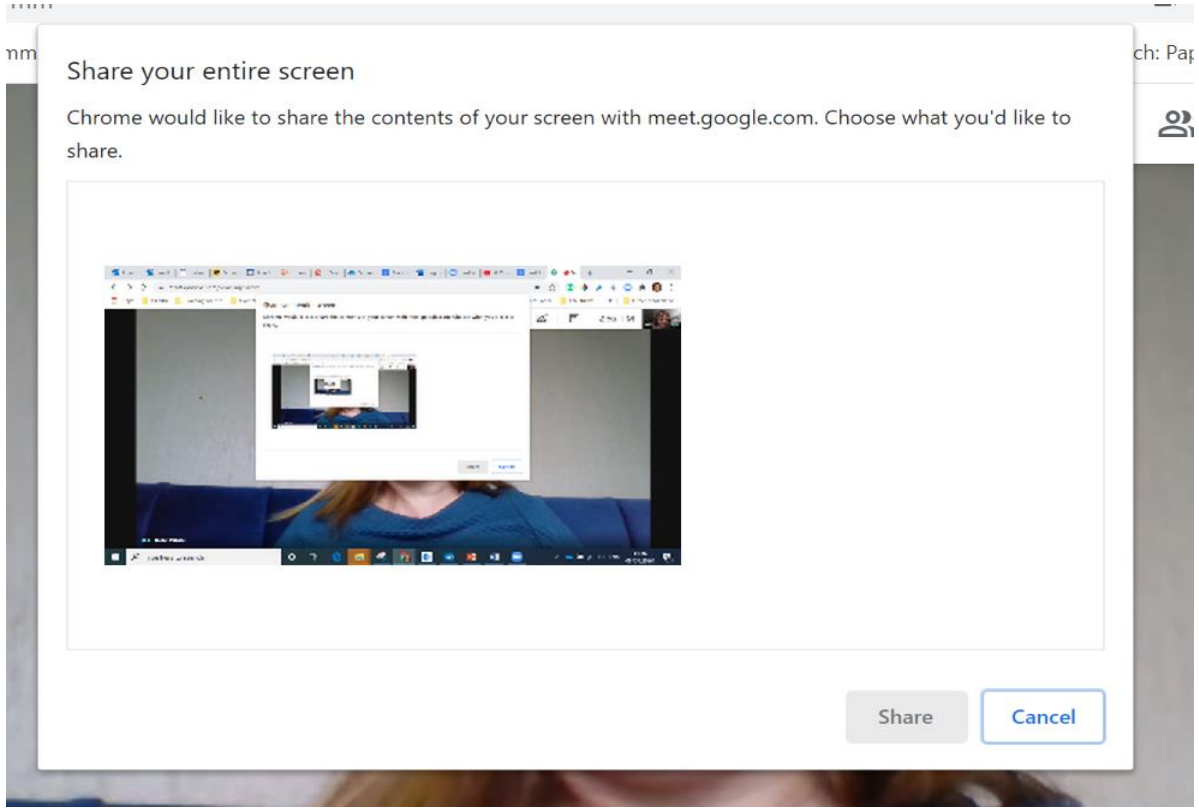
Whiteboard

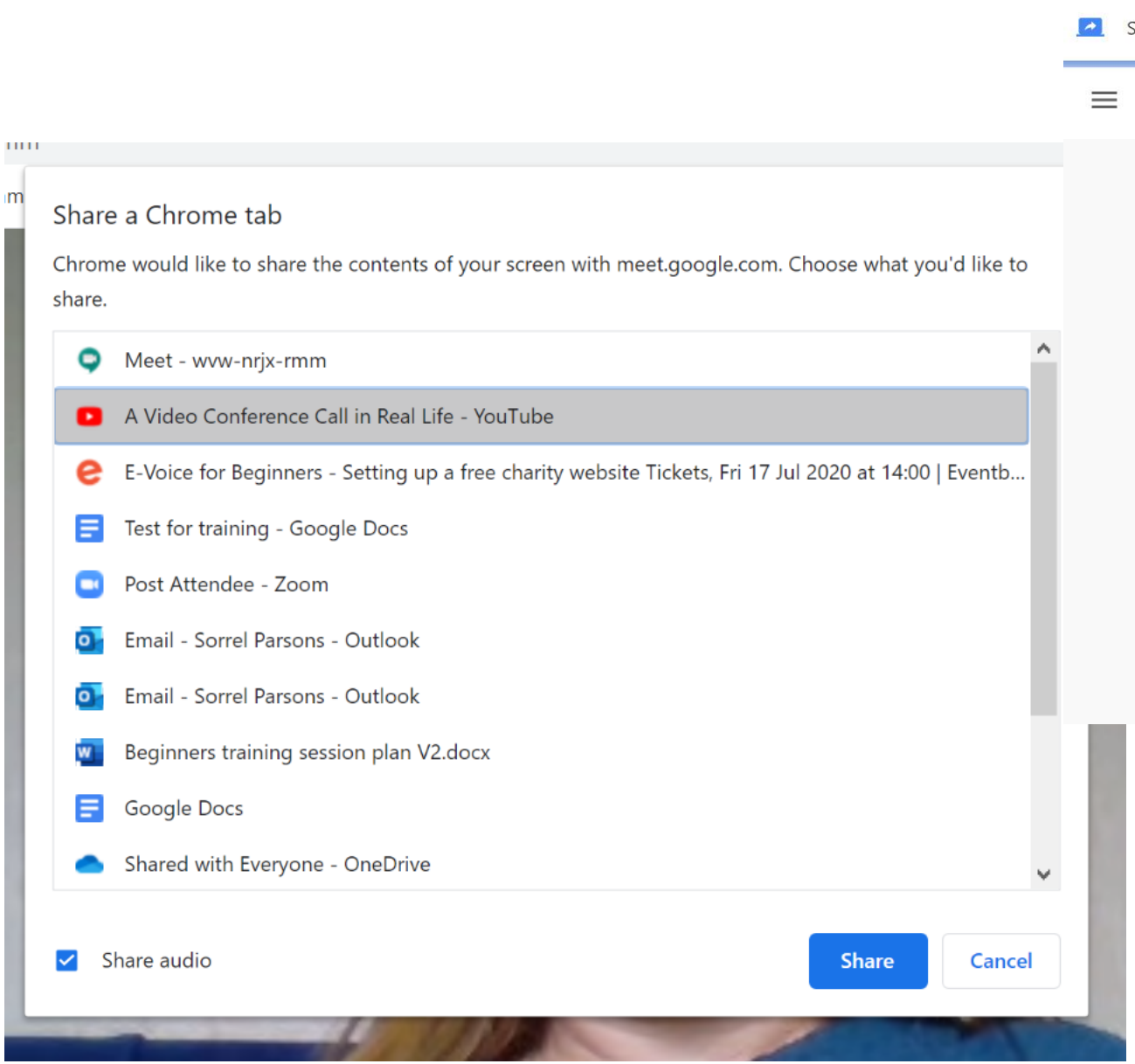
Microsoft Whiteboard

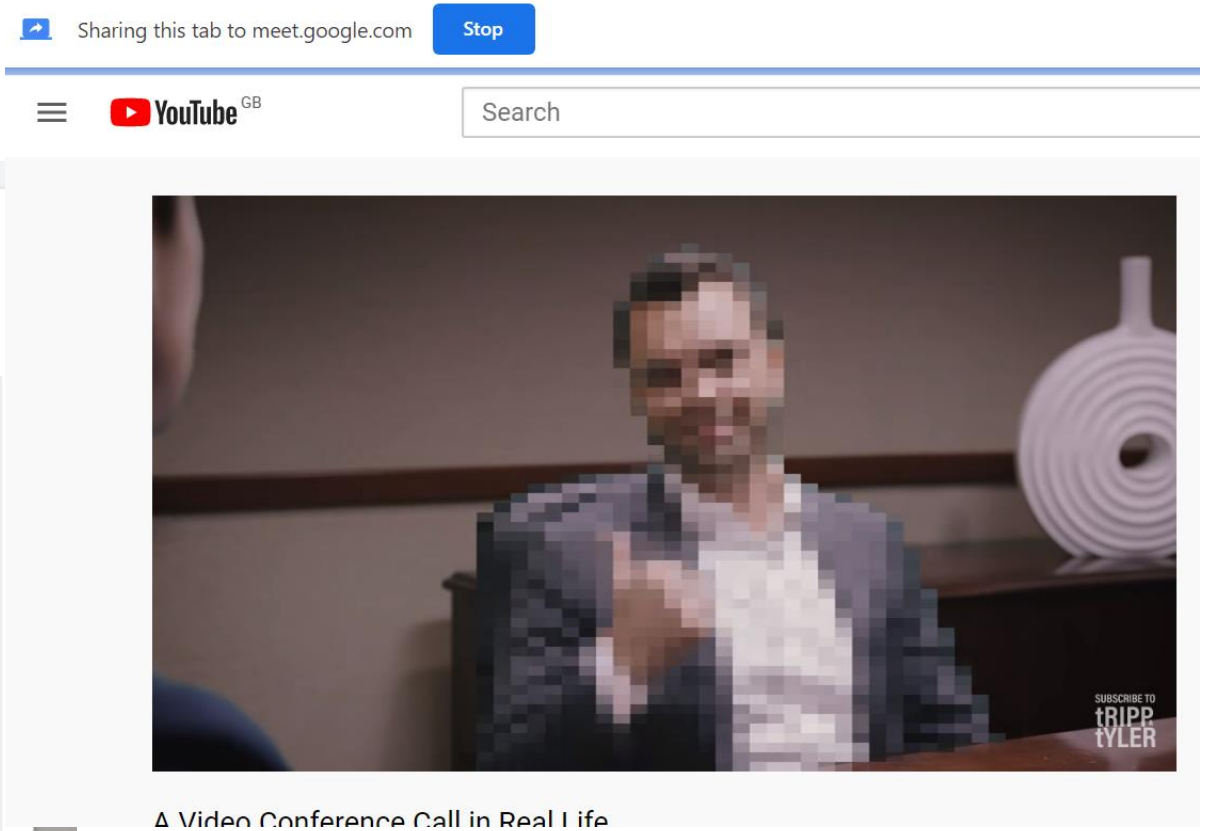
Sharing ‘Your Entire Screen’ is easier for sharing multiple visual aids

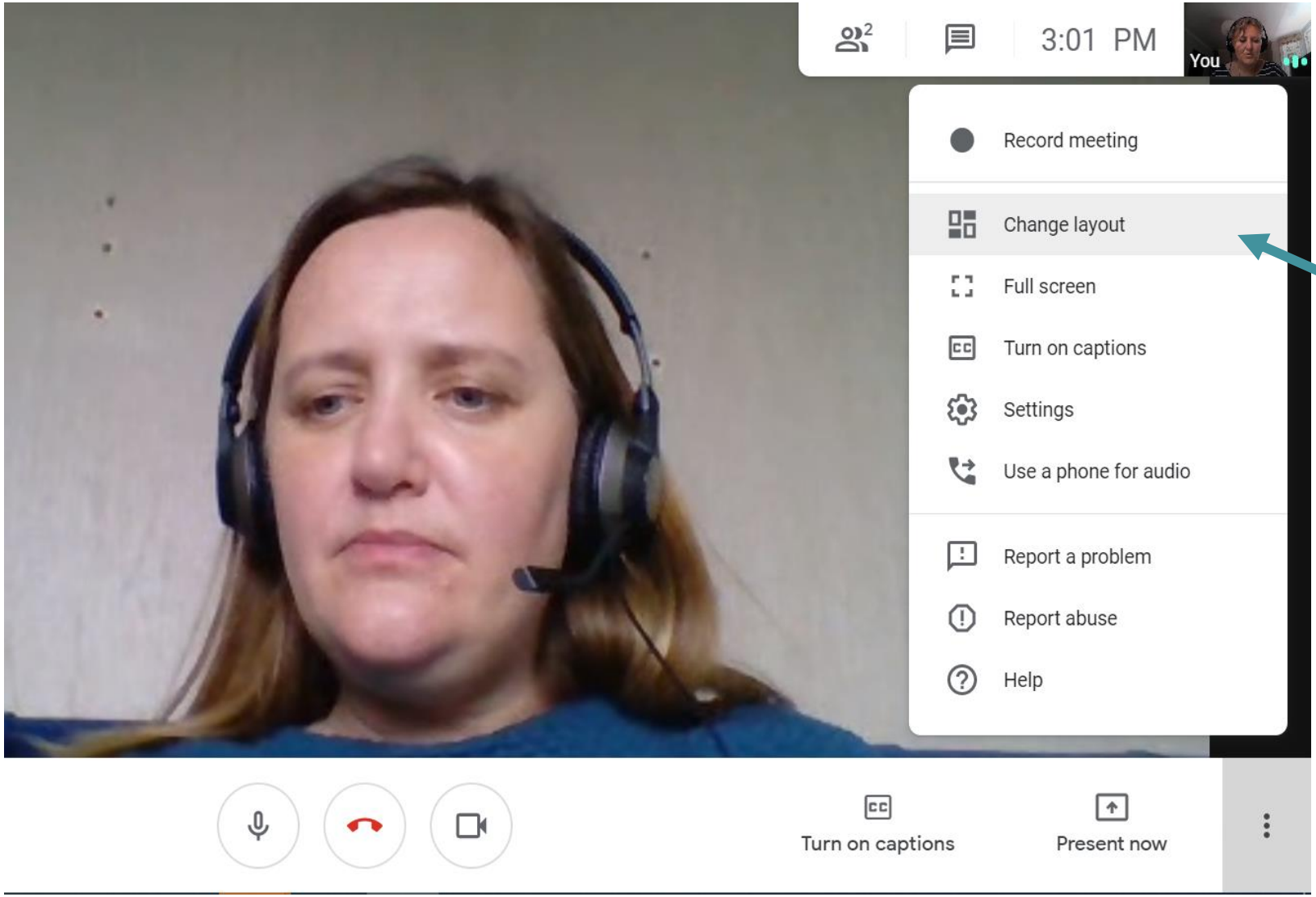


Once you have clicked on ‘Share’ you’ll need to navigate to the right place.




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 - wvw-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


Sharing this tab to meet.google.com
Stop
YouTube GB
Search
SUBSCRIBE TO
tRIPP
tYLER
A Video Conference Call in Real Life


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

92 59 95 0

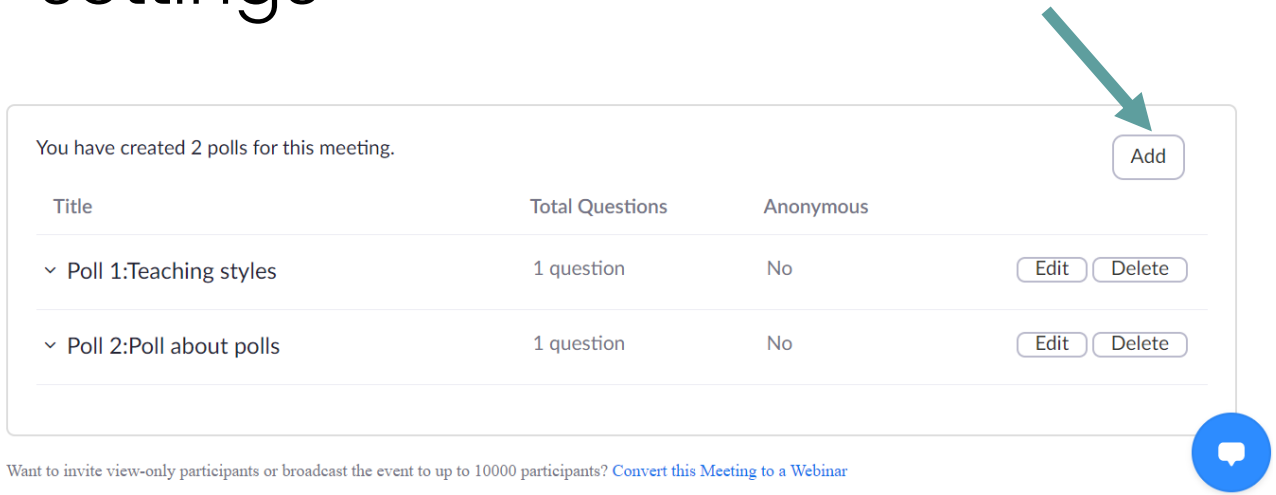
https://www.menti.com/zuwvxja13b

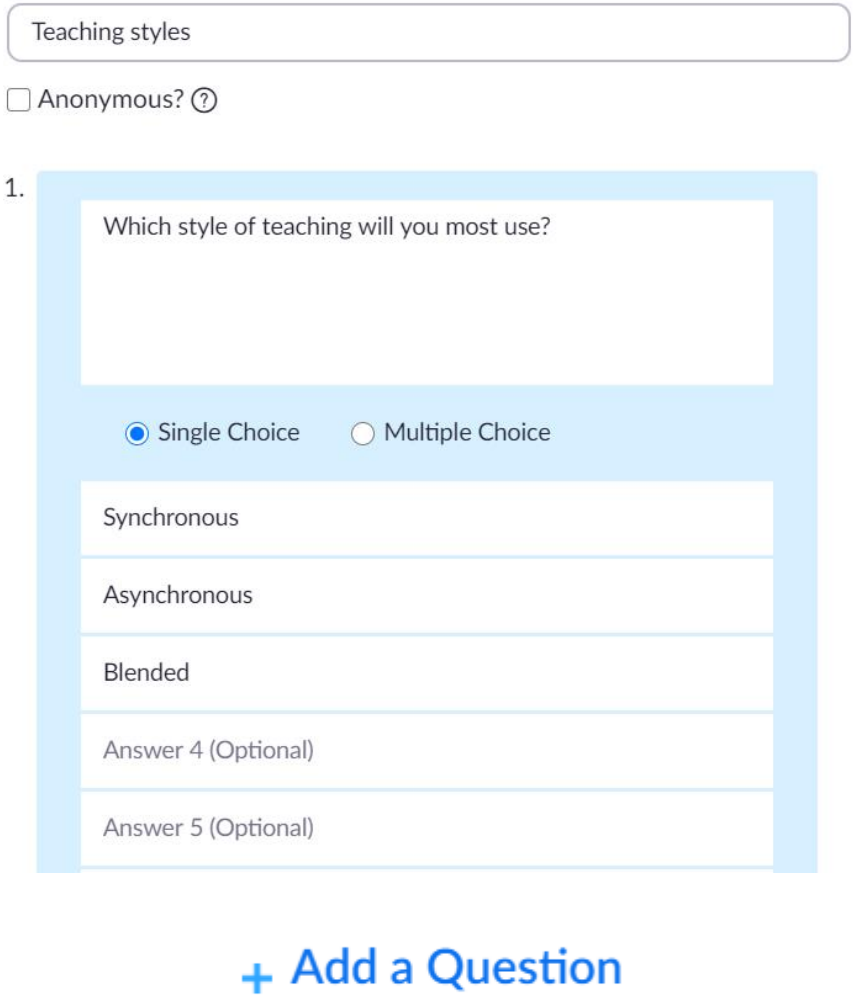
Quizzes and polls

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

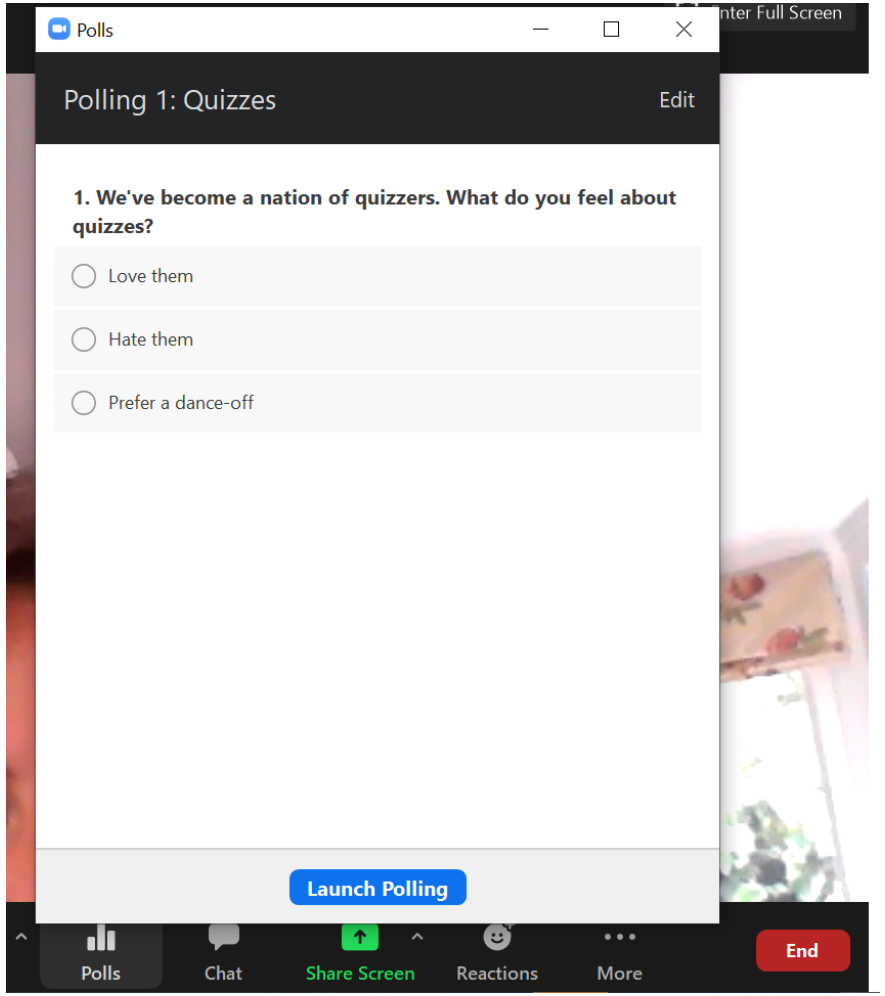
Zoom polls: creating your poll

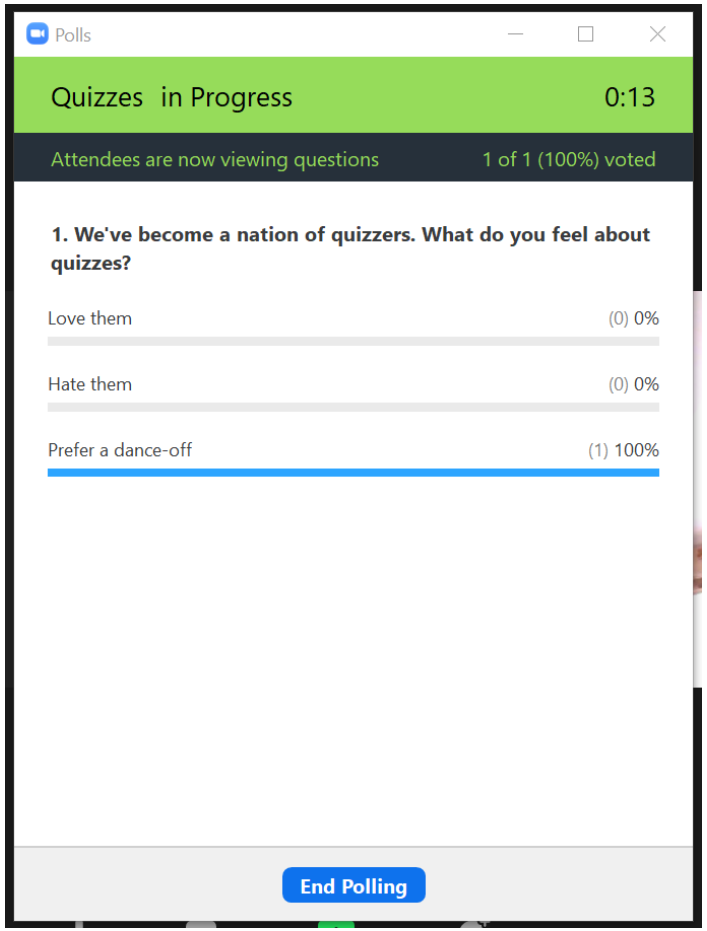
When you schedule a meeting you have the option to create a poll. Don't forget to turn Polls on in your account settings

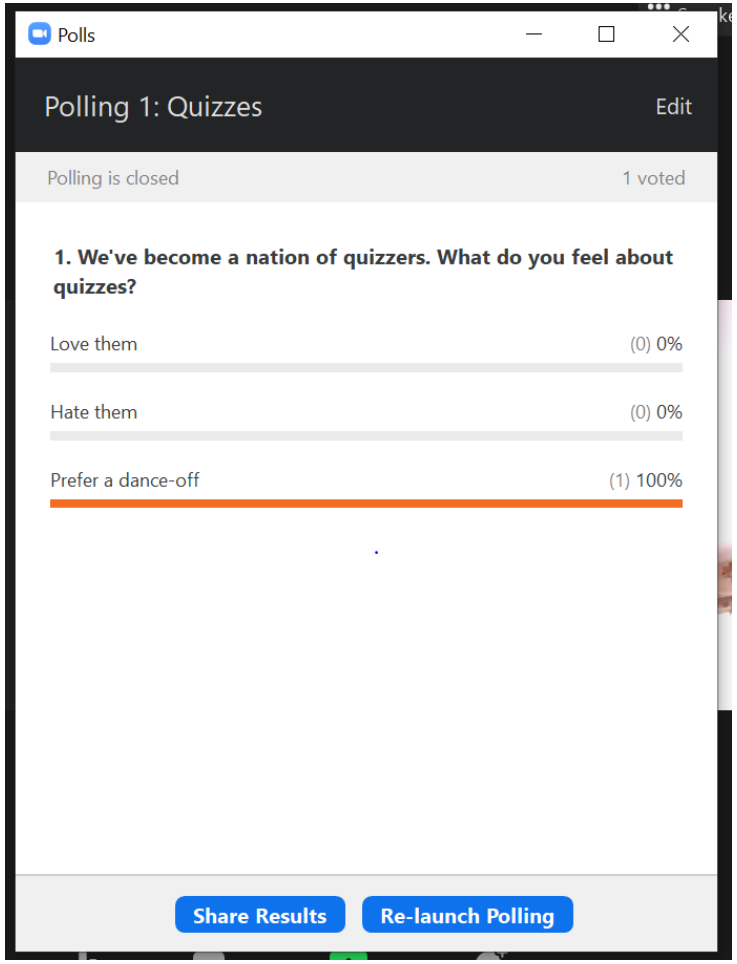




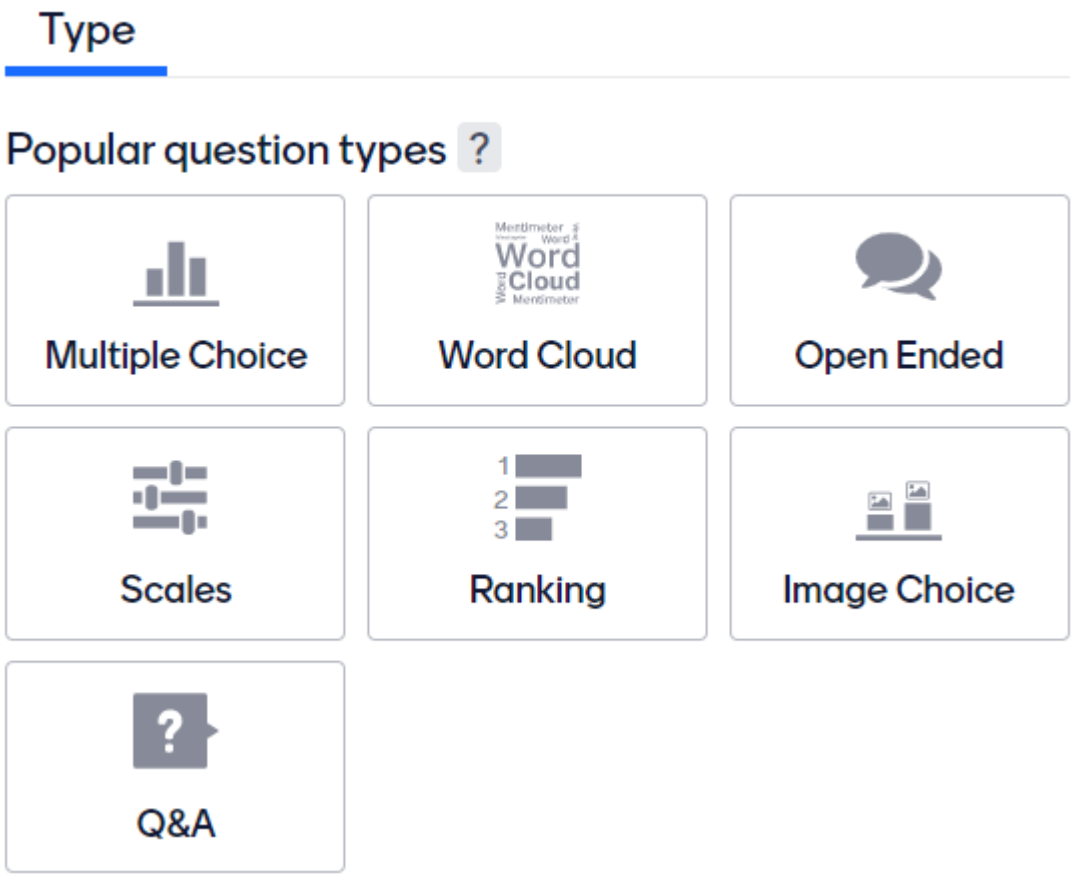
Zoom: using polls in sessions







Mentimeter

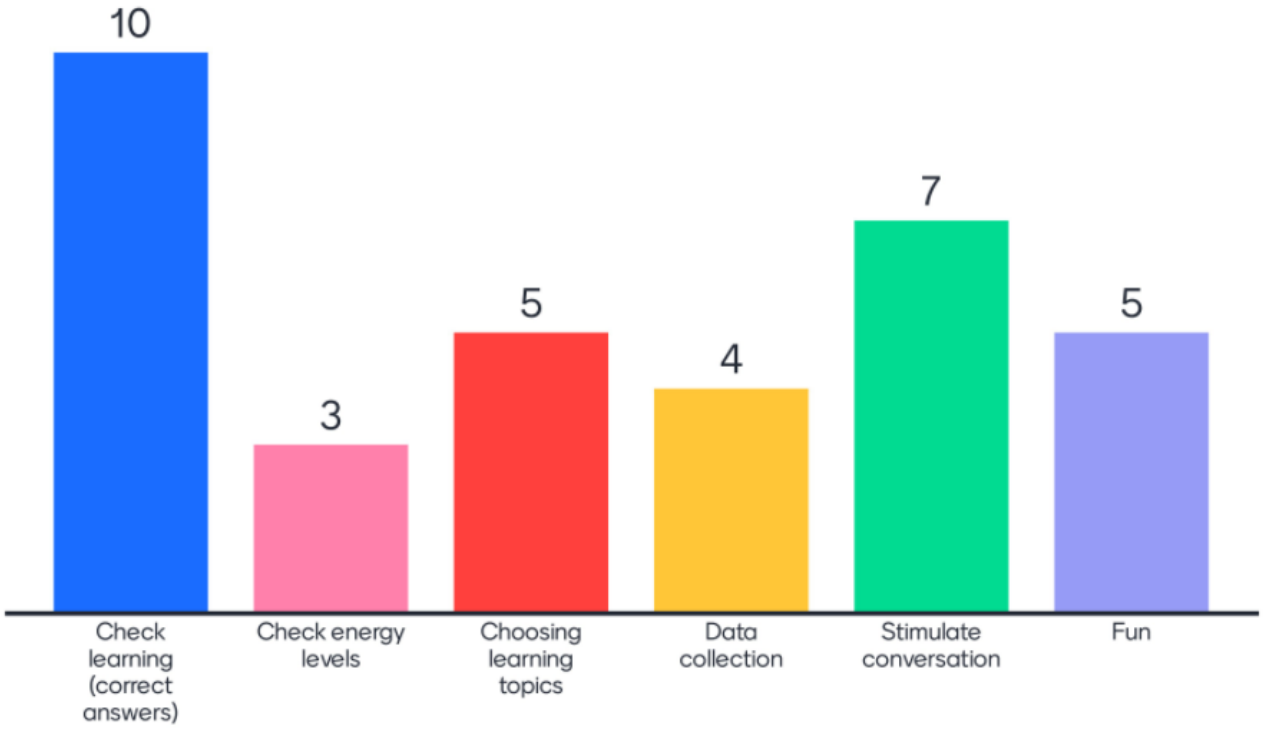


- ✓Multiple presentations for free
- ✓Upgrade for presentations *held at the same time*
- ✓Quiz questions – display answers
- ✓Light on data use

Let's take a look...

What will you use quizzes or polls for?

Mentimeter



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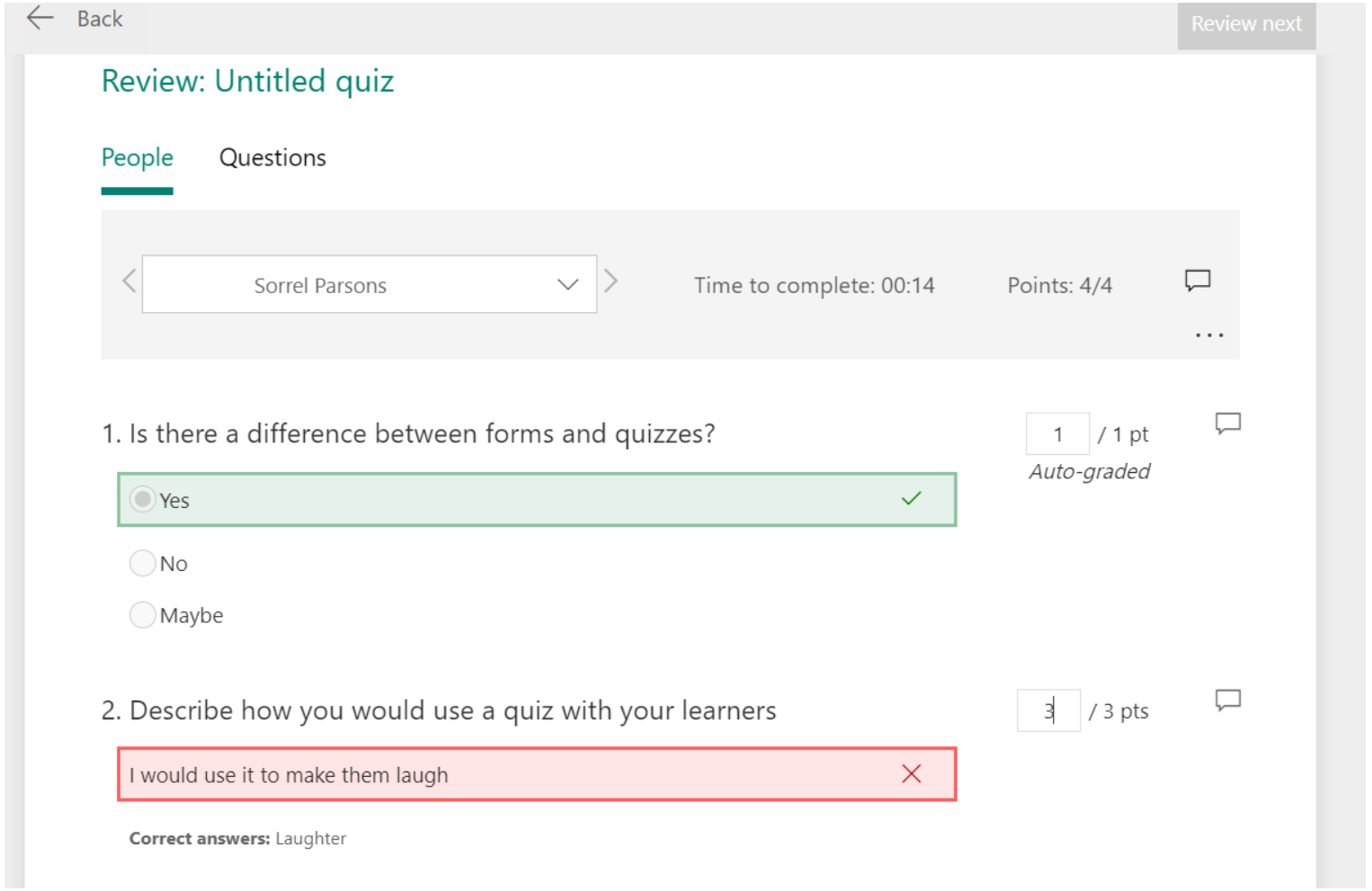
Link to your live results

Microsoft Office quizzes



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

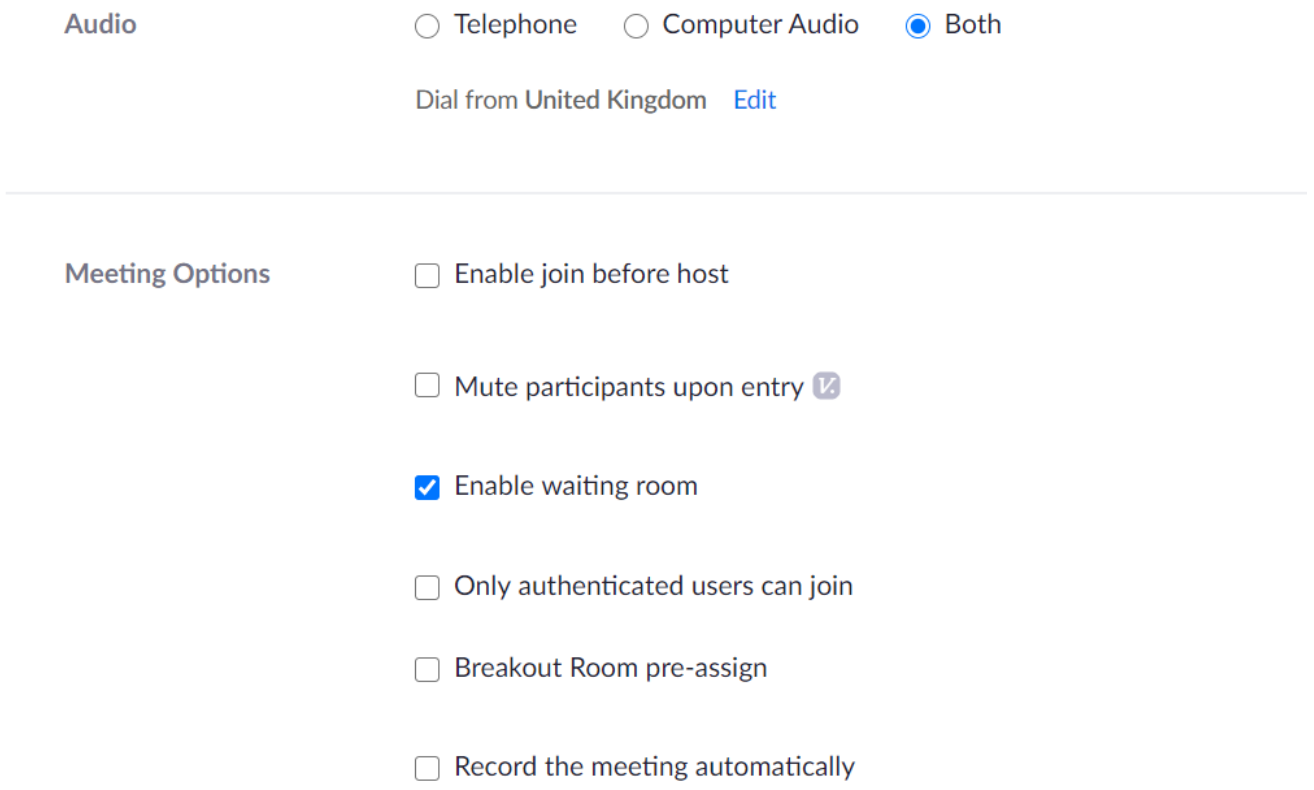
You can also post directly and show them the results in synchronous teaching.

Basic security options

Zoom scheduling security

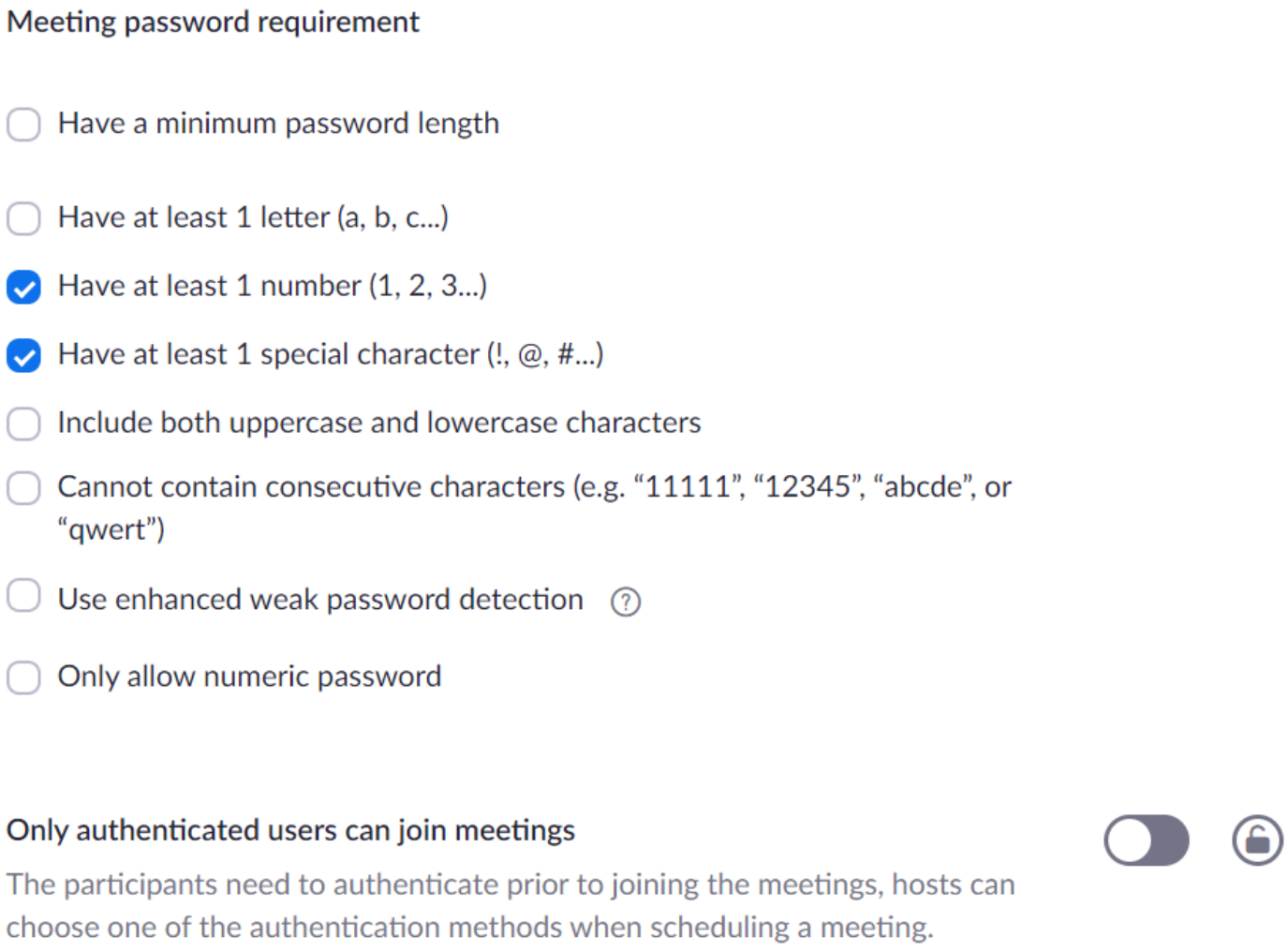
These are some things you can do when scheduling your meeting e.g.

- ✓enable waiting room
- ✓mute participants on entry



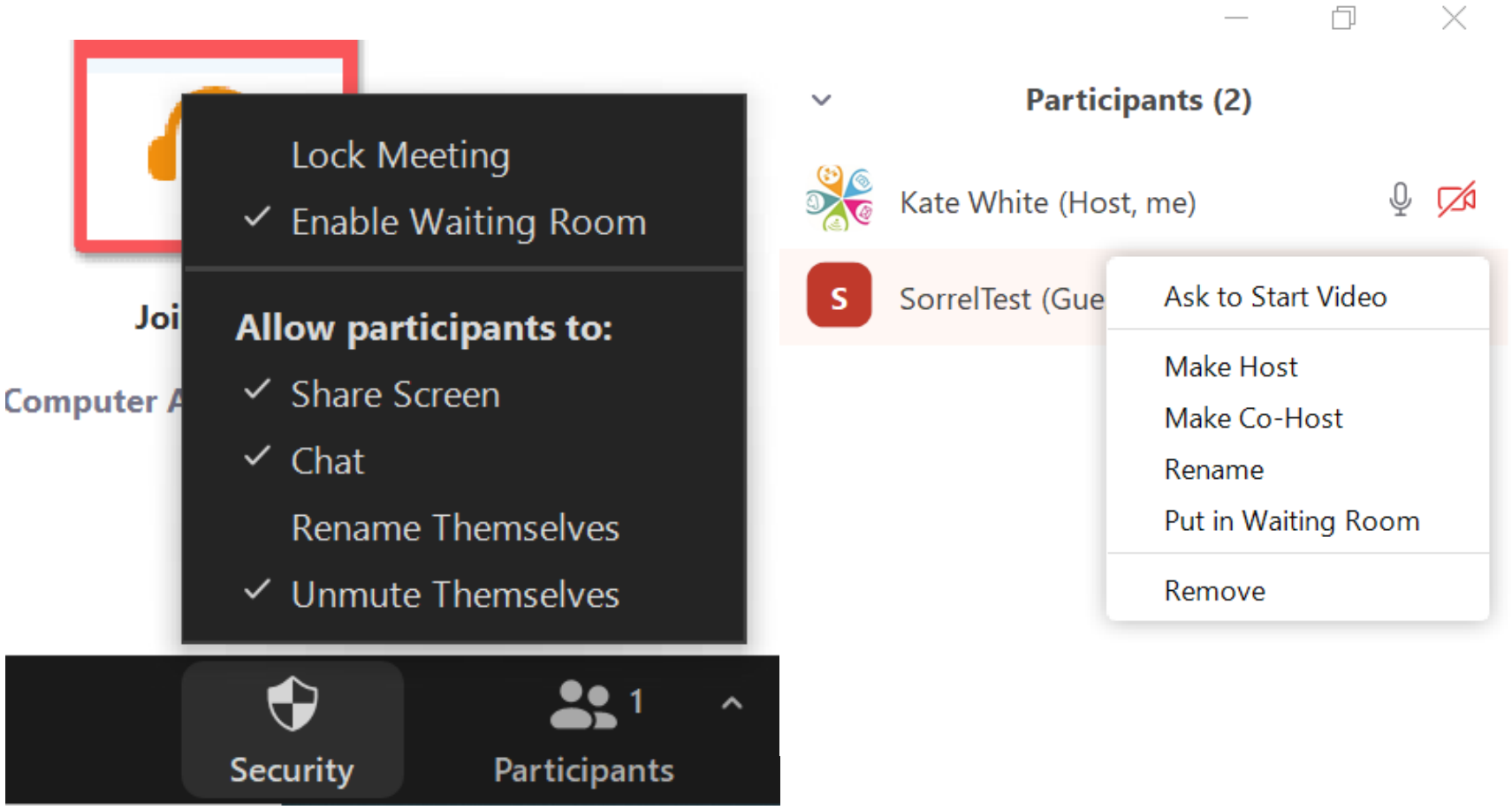
Zoom scheduling security

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

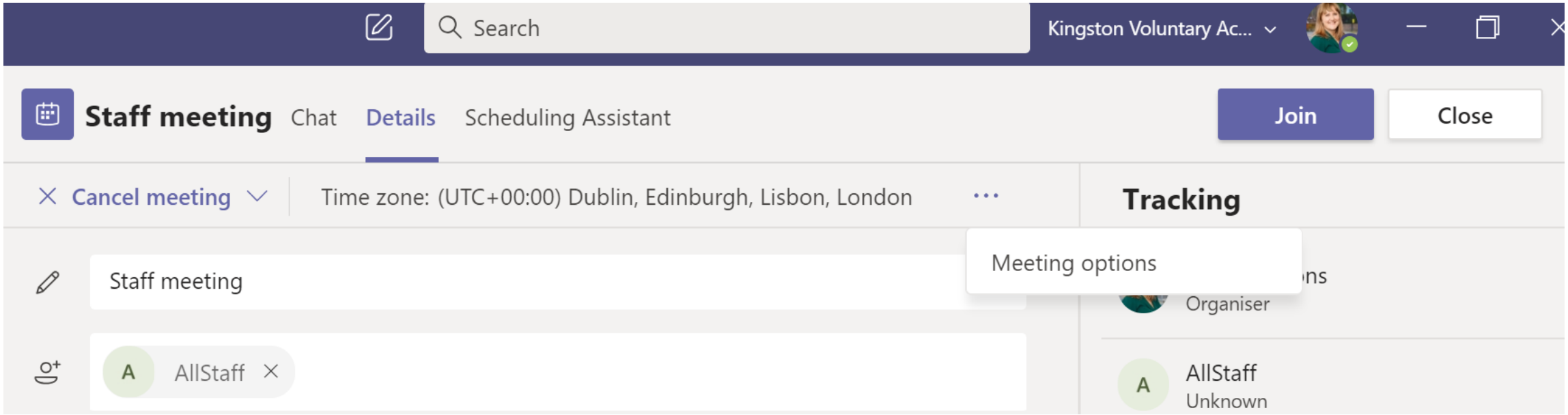


Zoom in-meeting security

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

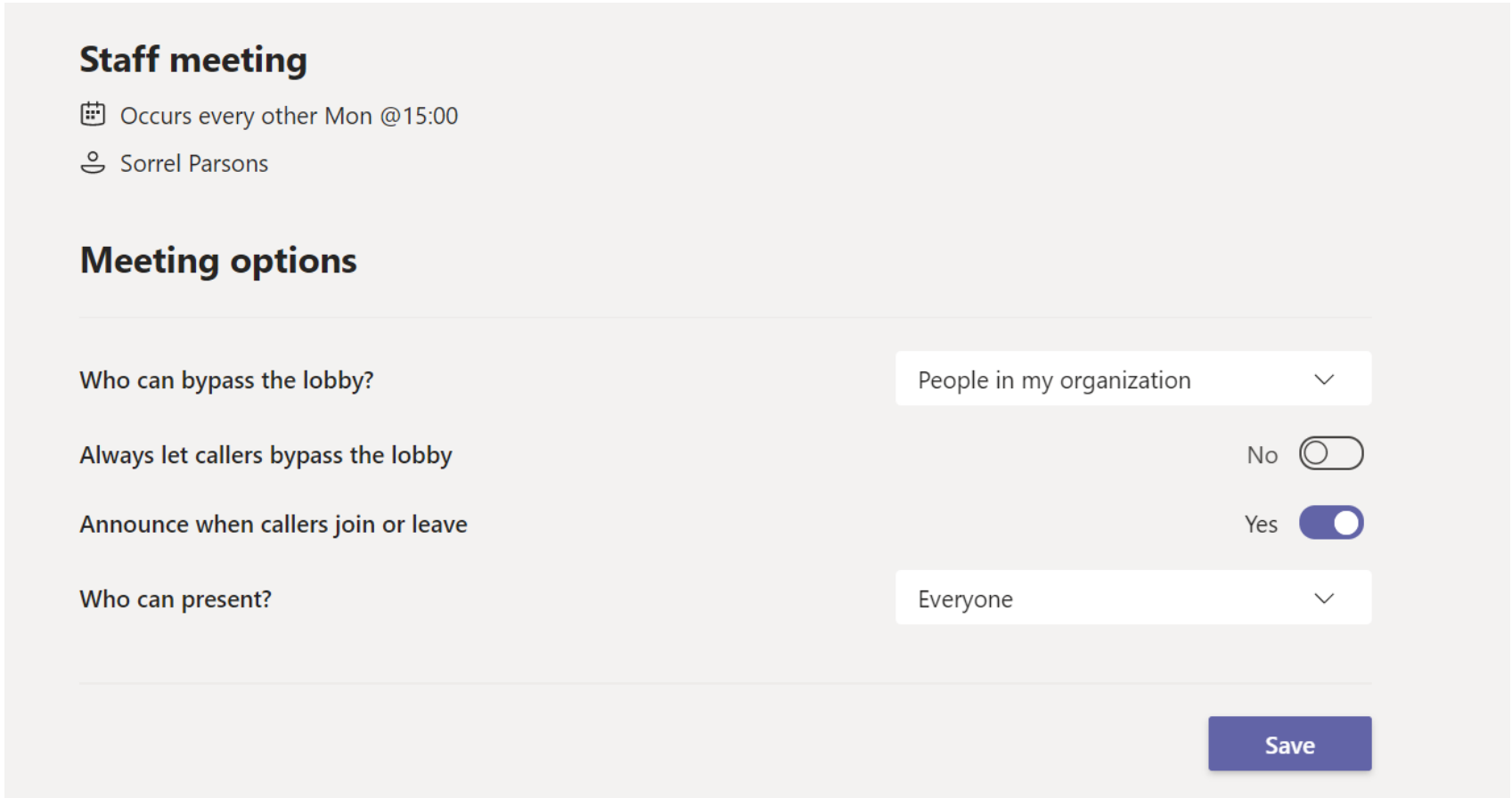


Teams meeting options



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

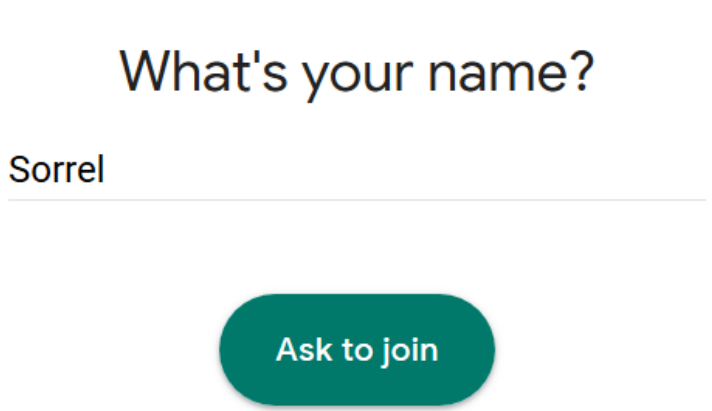
Teams meeting options

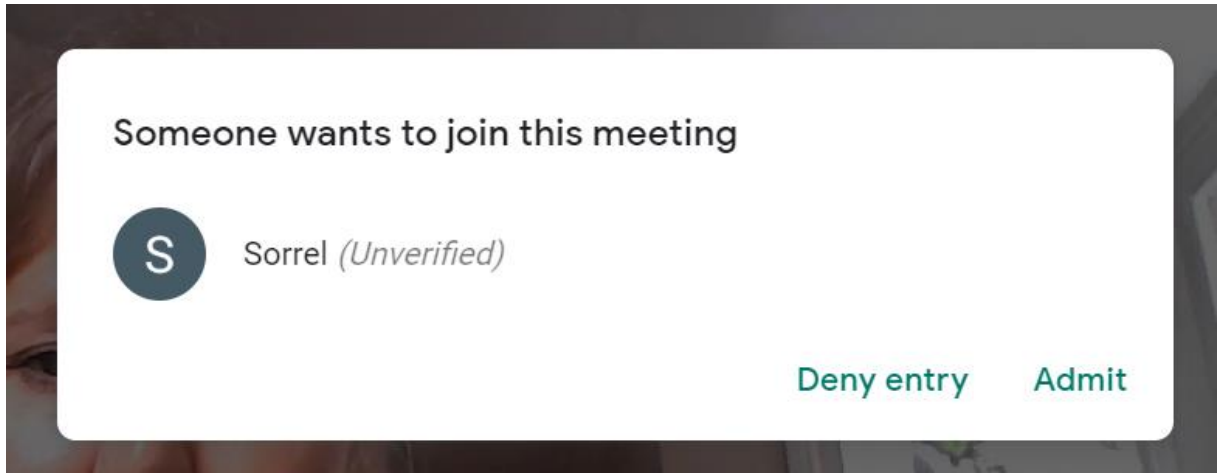


- ✓Staff can bypass the lobby or you can set it for 'Only me'
- ✓This is where you can control who can present
- ✓Don't forget to save!

Google Meet

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





Toolbox

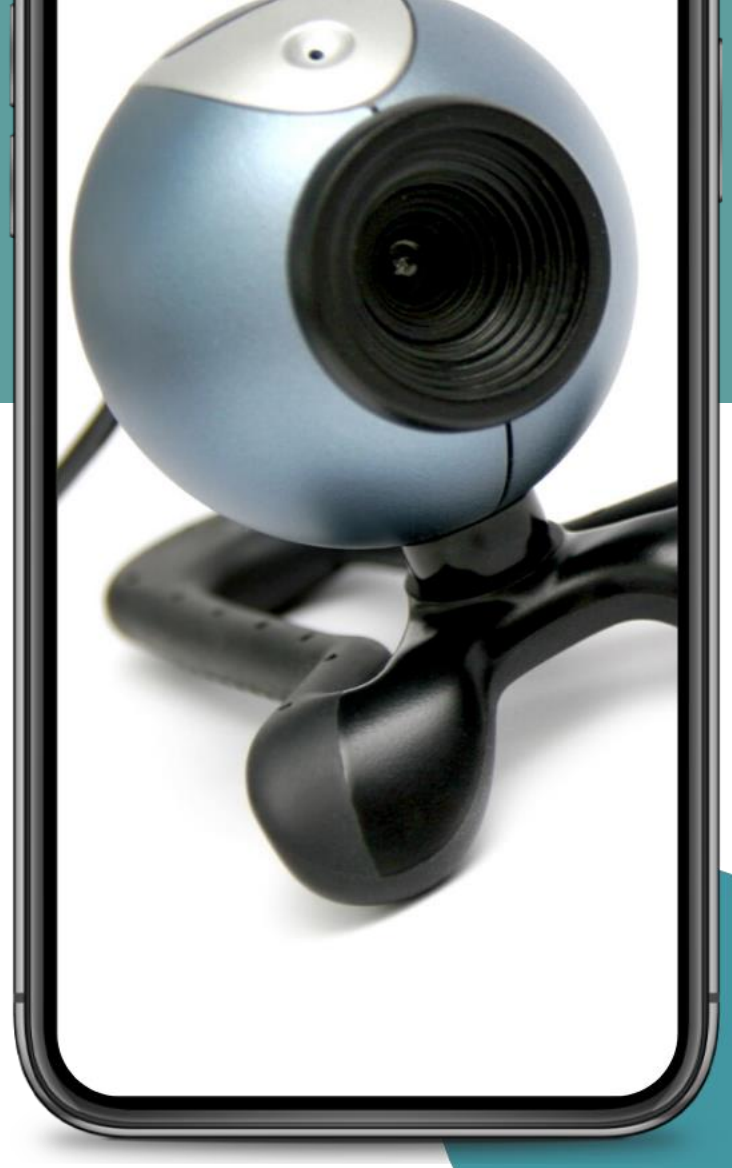
Web conferencing tools

→

- ✓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?

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