



**NEXT
STEPS**

Take your training and workshops online



superhighways

harnessing technology for community benefit

About Superhighways



Providing tech support to the sector for 20 years

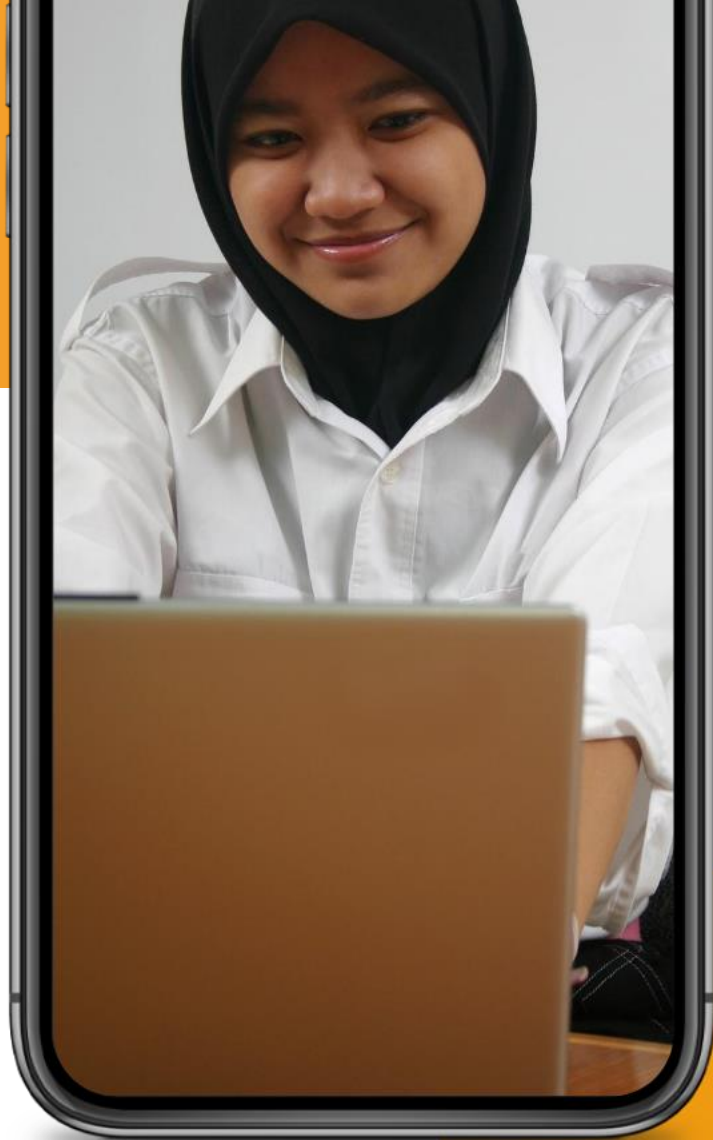
- ✓ Training
- ✓ Support
- ✓ Consultancy
- ✓ Digital inclusion
- ✓ [Datawise London](#)



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



**Who's in
the room?**



Recap on First Steps...



- ✓ Brief intro to teaching styles
- ✓ Icebreakers and warm-ups
- ✓ To chat or not to chat
- ✓ Show and Tell – using visual aids & sharing video
- ✓ Polls and quizzes
- ✓ Some security basics
- ✓ Web conferencing and equipment

Our training goal



Consider ways to deepen adult learning in online training or workshops. And discover online tools to increase interactivity.

You'll also start planning your own online session with peer feedback.

Training roadmap



9.30am **Welcome**

Intro to Miro & learning goals

Adult learning styles

Introduction to ADIDS learning theory

Collaboration tool practice

11

Break
(25/30 minutes incl. session plan)

Training roadmap



After the break...

Peer feedback on our session plans

Simple tools to create video

Accessibility top tips

Zoom breakout spaces and Q and A

12.30pm **CLOSE**



Adult learning styles: Prioritising with Miro



What is the most effective way of learning? →

- ✓ In pairs or small groups
- ✓ Zoom breakout spaces
- ✓ Open the Miro board
- ✓ Find your group
- ✓ Add your name on a post-it in the same colour
- ✓ Prioritise styles in order – they are already on post-its
- ✓ From most effective (top) to least effective (bottom)
- ✓ Add text 'Most Effective' and 'Least Effective' to show your ordering (however you do it)
- ✓ Be mindful of each other



Introduction to Andragogy and ADIDS

Adult learning: Androgogy



- ✓ Researcher Martin S. Knowles:
 - ✓ adult-led
 - ✓ adult-focused
 - ✓ adult-driven learning

Adults already have lots of experience and ideas!

Adult learning: Androgogy



- ✓ Summarised in 5 statements:
 - ✓ Adults need to understand and accept the reason for learning a specific skill.
 - ✓ Experience (including error) provides the basis for learning activities.
 - ✓ Adults need to be involved in both the planning and evaluation of their learning.
 - ✓ Adult learning is problem-centered rather than content-oriented.
 - ✓ Most adults are interested in learning what has immediate relevance to their professional and social lives.

LevelUp: [How Adults Learn: From Pedagogy to Androgogy](#)

ADIDS – Activity–Discussion–Input– Deepening–Synthesis →

Activity – interactive exercises to introduce the topic

Discussion – talk about the activity, facilitator guides

Input – facilitator offers information and advanced concepts

Deepening – put learning to use e.g. technical or practice

Synthesis – summary / results / participant feedback

What activities can we use to introduce a topic online?

- Back to Miro
- Use post-its to list activities
- If you have time, start trying to group similar items together

10
mins



ADIDS activities for collaboration →

- ✓ One-on-one conversations
- ✓ Order steps
- ✓ Rank methods or techniques
- ✓ Gallery walk – photos/images
- ✓ Explore scenarios
- ✓ Drawing e.g. workflows, mind-map, process

Tools for collaboration



[Jamboard](#)

- ✓ Easy to learn

[Miro](#)

- ✓ One big canvass
- ✓ Little time lag if any – great performance

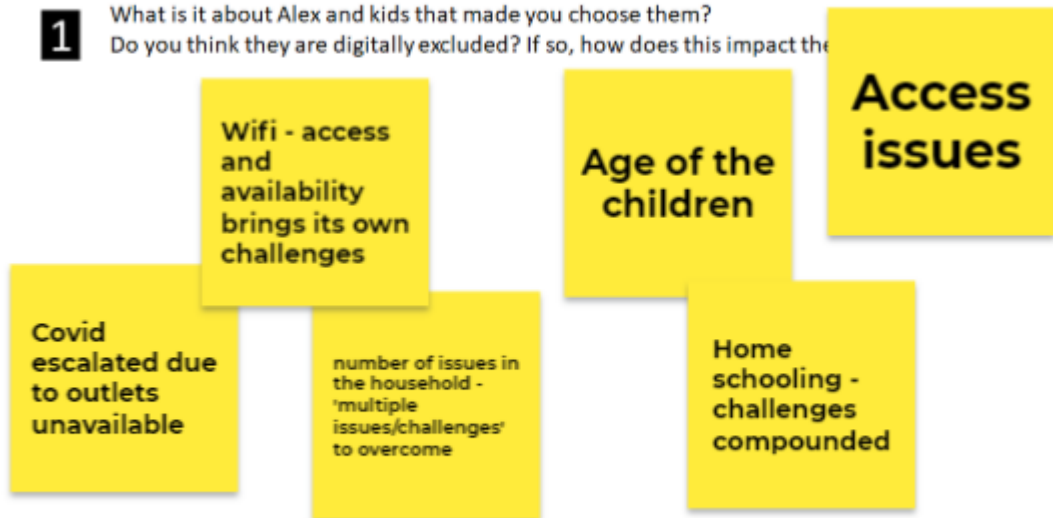
[Mural](#)

- ✓ Free guests!
- ✓ Community of people – so ideas for workshops online

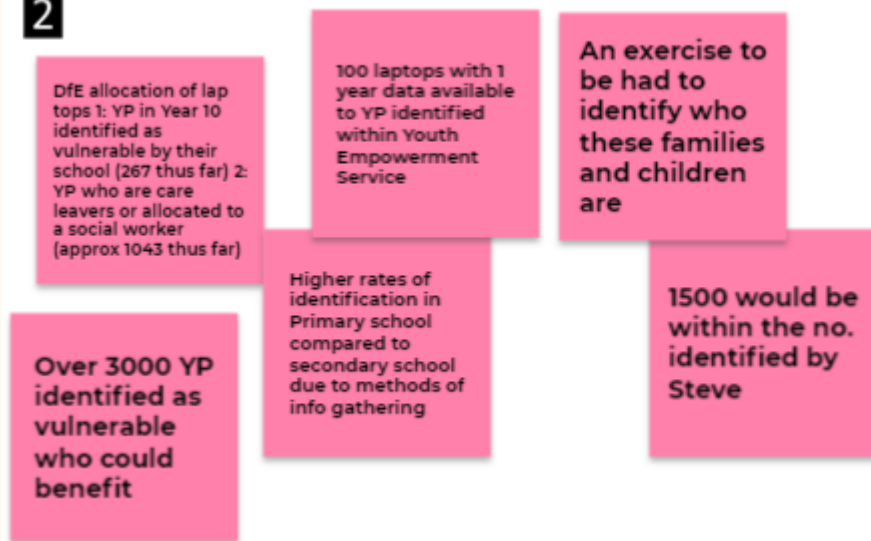
[Microsoft Whiteboard](#)

[Zoom Whiteboard](#)

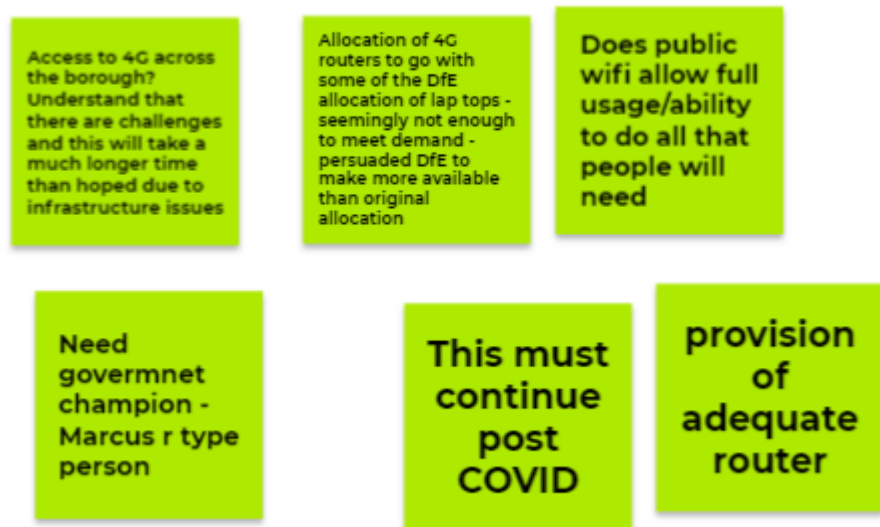
1 What is it about Alex and kids that made you choose them?
Do you think they are digitally excluded? If so, how does this impact them?



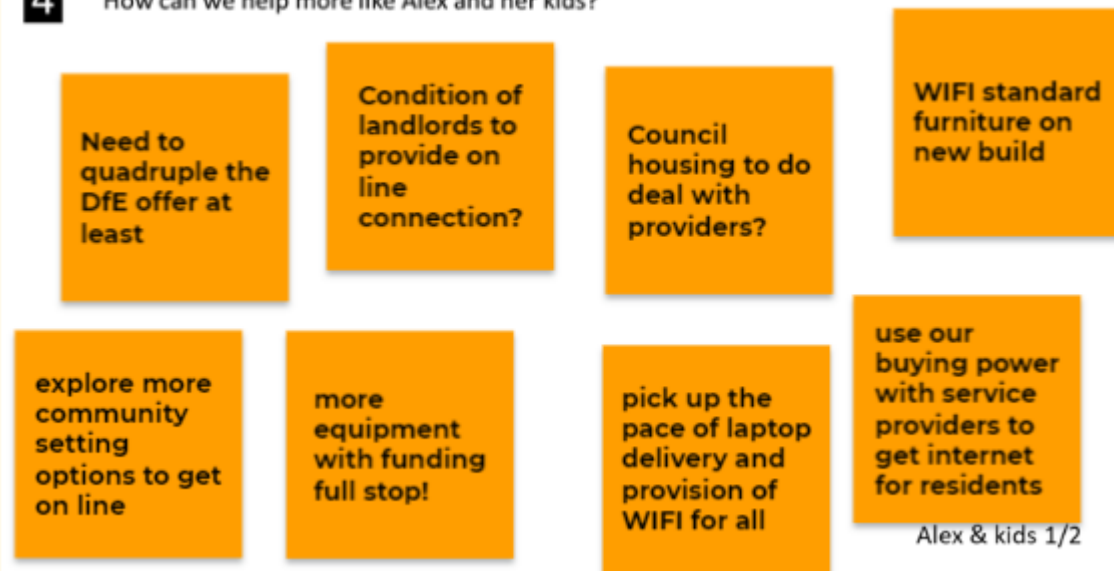
2 What I already offer to help? Please describe offer & org's name

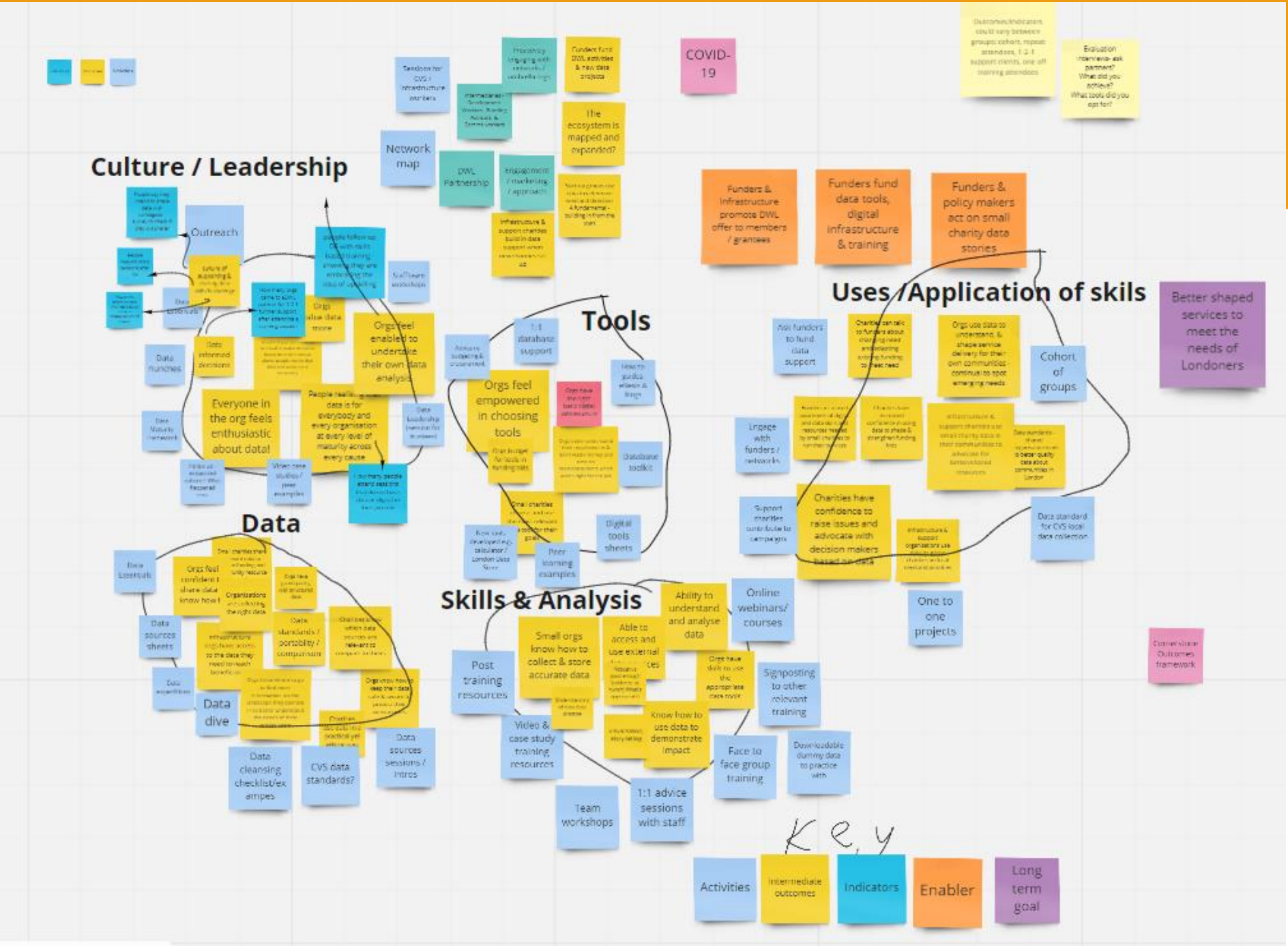
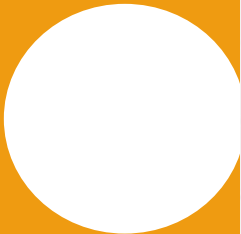


3 What more can be done to enhance their existing support?

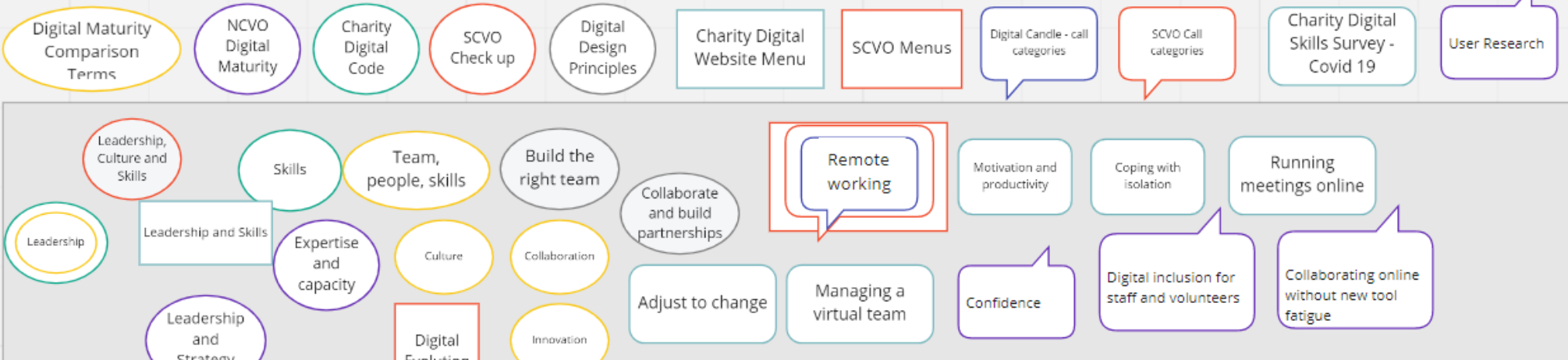


4 How can we help more like Alex and her kids?





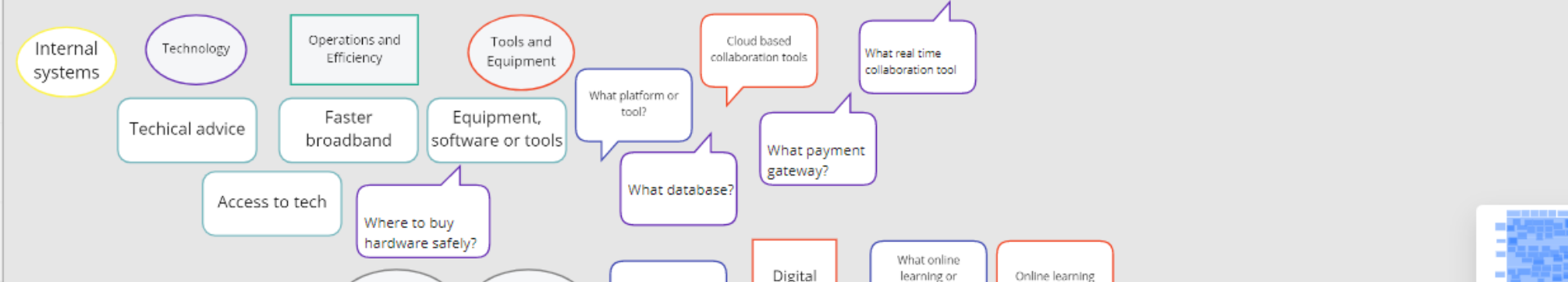
Team, culture, leadership



Strategy



Tools - Technology

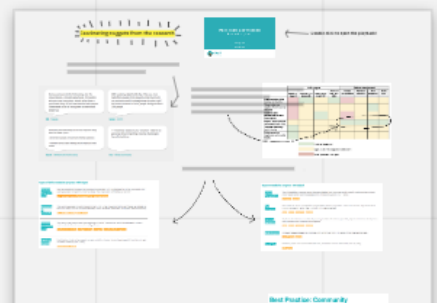


Service Design





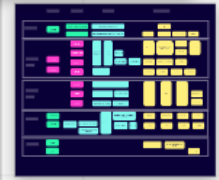
3. Research Nuggets



Lifecycle of a community



audiences



4. Shared purpose statement

General musings



entred focus areas 1st June check in



Skill & support needs matched to community activities



Retro template 1



Your session outline task



- ✓ Go to the Google Doc (dropped into chat)
- ✓ Click on your name
- ✓ Write a very brief outline of your training
- ✓ Keep it simple and short
- ✓ It doesn't have to be perfect

Activity – **D**iscussion – **I**nput – **D**eepening – **S**ynthesis



Be right back! BREAK

And your session outline /
ideas to share with peers
when we come back

**30
mins**



Styles of teaching Recap

Synchronous

Tutor / facilitator
together at same
time

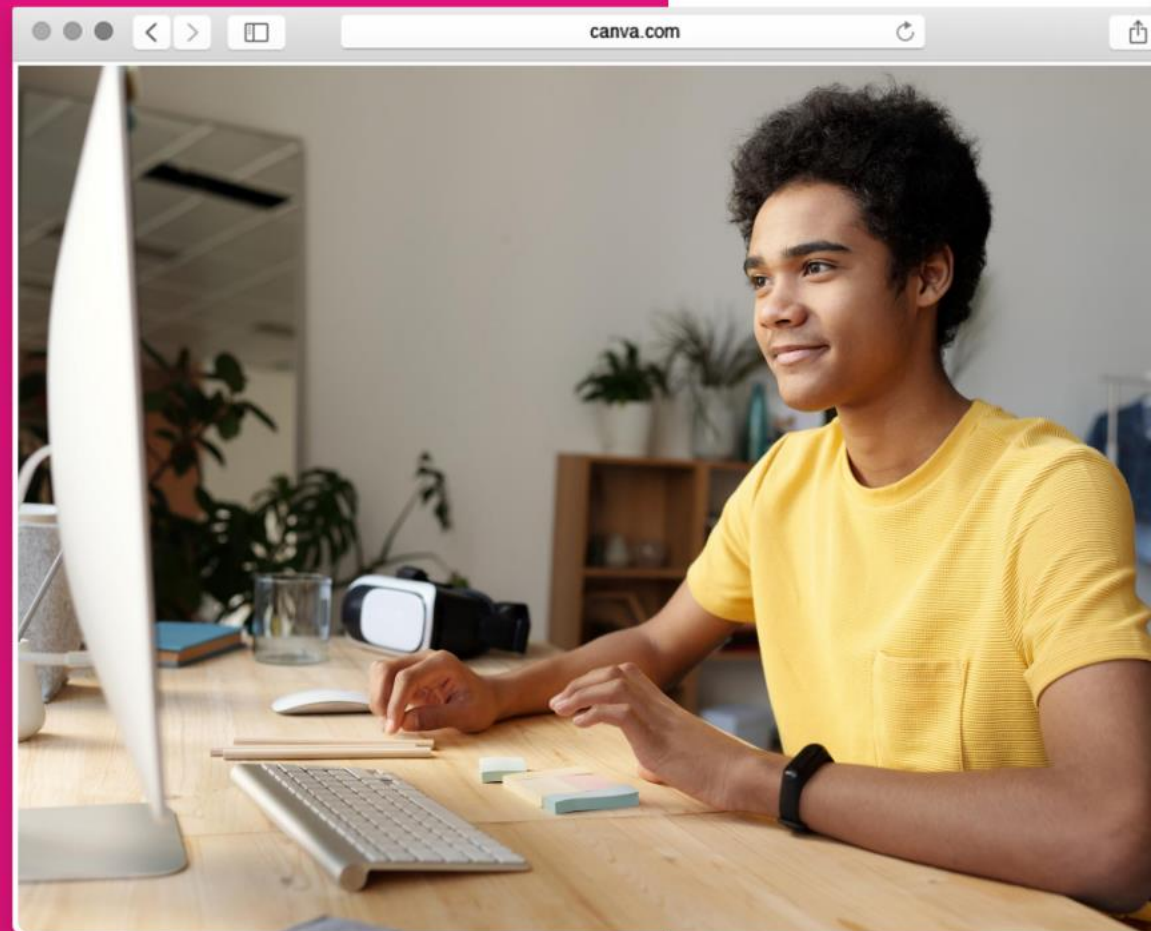


Asynchronous

Materials posted
online – own pace

Blended

Tools for simple video



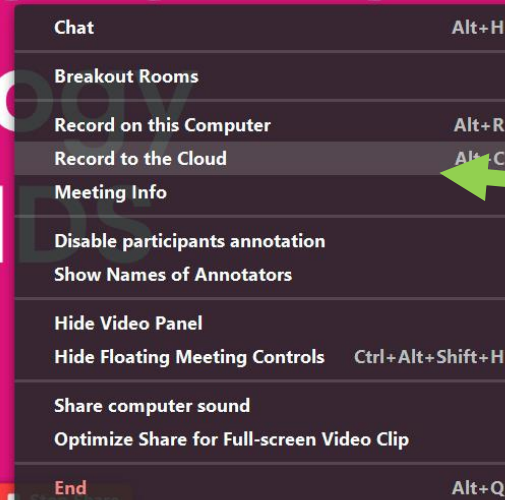
Zoom: record yourself! →



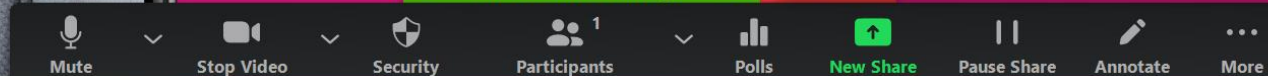
Introduction to
Andragogy
and ADI



→
Move
your
face!



Choose
recording
location



PowerPoint: Turn slides into video




The screenshot shows the PowerPoint application interface. On the left is a dark red navigation pane with the following options: Info, New, Open, Save, Save As, Print, Share, **Export** (highlighted), Close, Account, and Options. The main area is titled 'Export' and contains several options: 'Create PDF/XPS Document', 'Create a Video' (highlighted in orange), 'Package Presentation for CD', 'Create Handouts', and 'Change File Type'. The 'Create a Video' section is expanded, showing the following settings: 'Presentation Quality' set to 'Largest file size and highest quality (1920 x 1080)', 'Use Recorded Timings and Narrations' set to 'Slides without timings will use the default duration (set below). This option includes ink and laser pointer...', and 'Seconds spent on each slide' set to '08.00'. A 'Create Video' icon is visible at the bottom of this section. A dialog box titled 'Record Slide Show' is open in the foreground, with the following content: 'Select what you want to record before you begin recording.', a checked checkbox for 'Slide and animation timings', an unchecked checkbox for 'Narrations, ink, and laser pointer', and two buttons: 'Start Recording' and 'Cancel'. The name 'Sorrel Parsons' is visible in the top right corner of the application window.

Canva: presentation or animation →

Getting Residents Online Under Lockdown

Watch later Share

1





4G
TABLET

10:10

ALCATEL 3T®


**WELCOME TO
YOUR NEW
ALCATEL 3T
TABLET**


Here's a step by step
guide to help you get
started.



Screencasting tools



SCREENCAST  MATIC Education Work



I need to record my screen

Create screencast videos with our screen recorder. It's fast, free and easy to use!
Capture your screen, add a webcam and use narration to customize your video.

[Download FREE screen recorder](#)

Free

✓ [Screen-o-matic](#)

✓ [Screencast](#)

Paid for

✓ [Snagit](#)

Phone

✓ [AZ Screen Recorder](#)

Online

✓ [Adobe Spark](#)

Sharing video – don't forget!



- ✓ 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

Improving accessibility



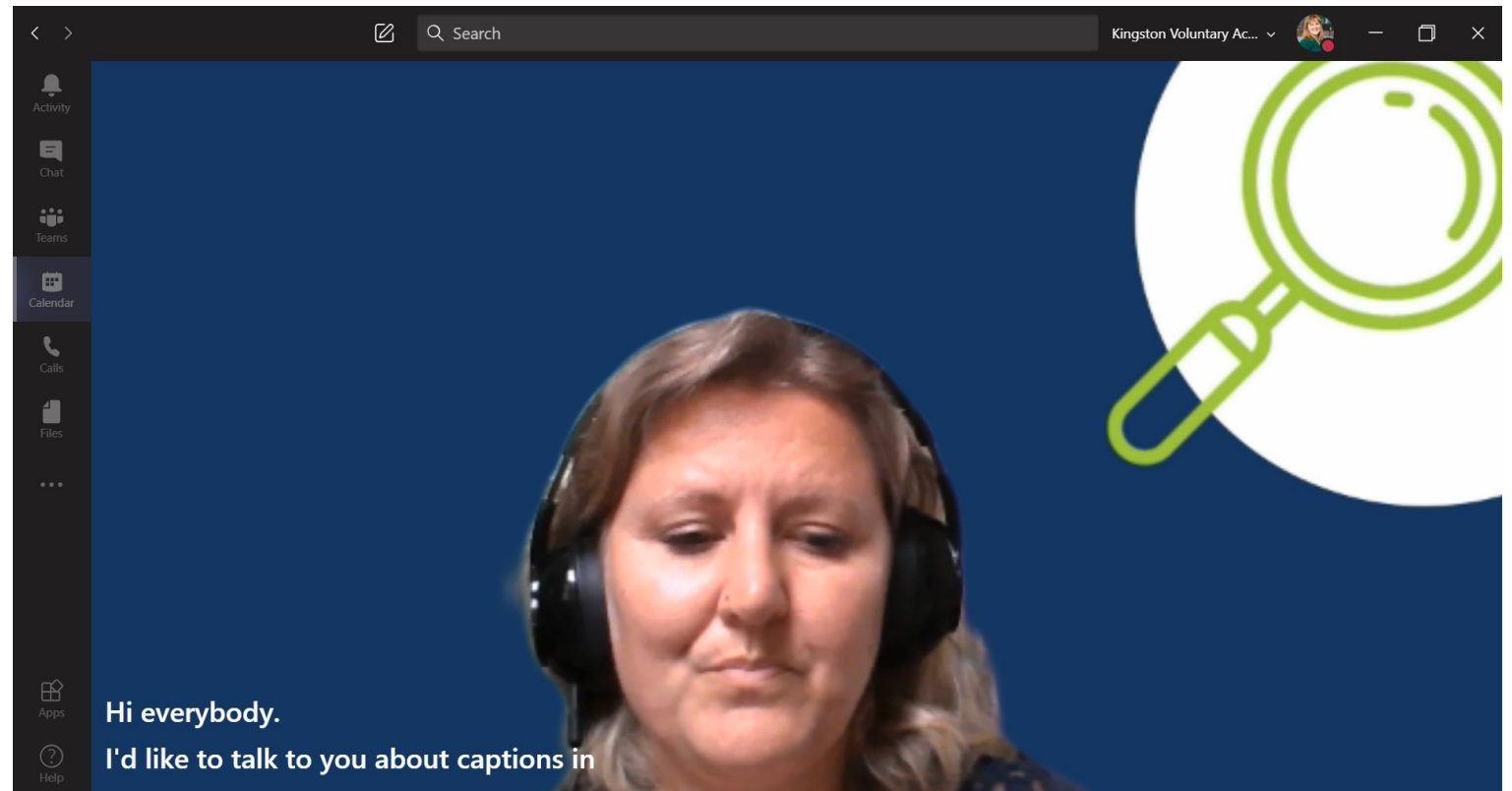
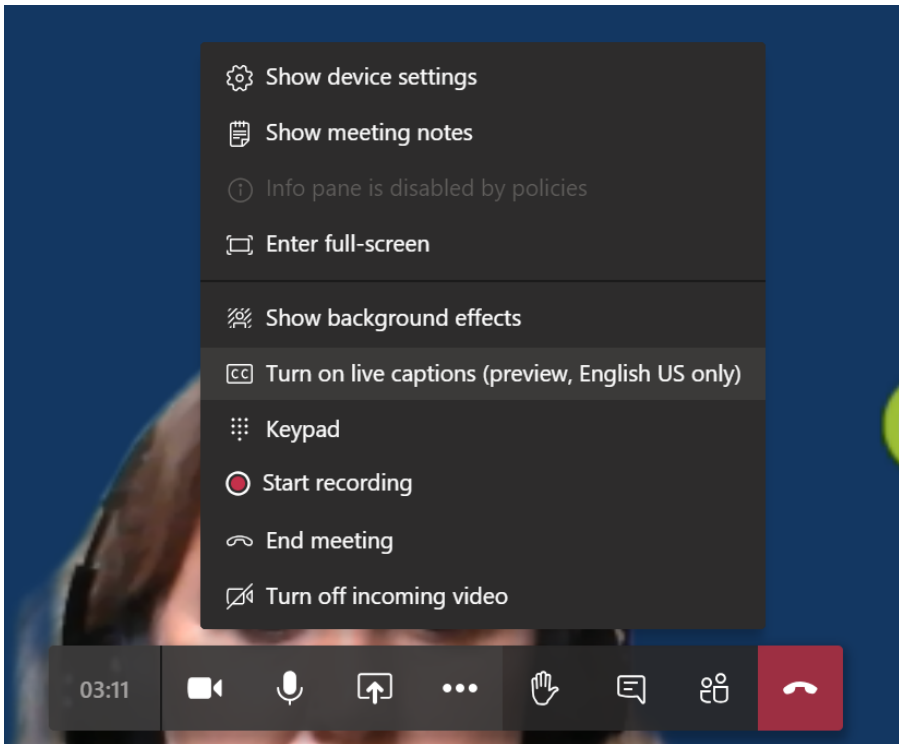
Captioning with Google Meet



- ✓ Easy
- ✓ Punctuation is good
- ✓ Speak clearly

A screenshot of a Google Meet interface. The main video feed shows a woman with short brown hair wearing large black headphones, looking slightly down. The background is a plain wall with a wooden door. In the top right corner of the video area, there are icons for participants (1), chat, and the time (12:14 PM). A small thumbnail of the woman is also visible. Below the video, a chat bubble from 'You' contains the text: 'Hello. I want to show you how captions work.' At the bottom of the screen, there are control icons for microphone, end call, and video. On the right side, there is a 'Turn off captions' button and a 'Present now' button.

Captioning in-meeting using Teams →



✓ Be careful of background (white writing)

Go to Microsoft Stream to edit



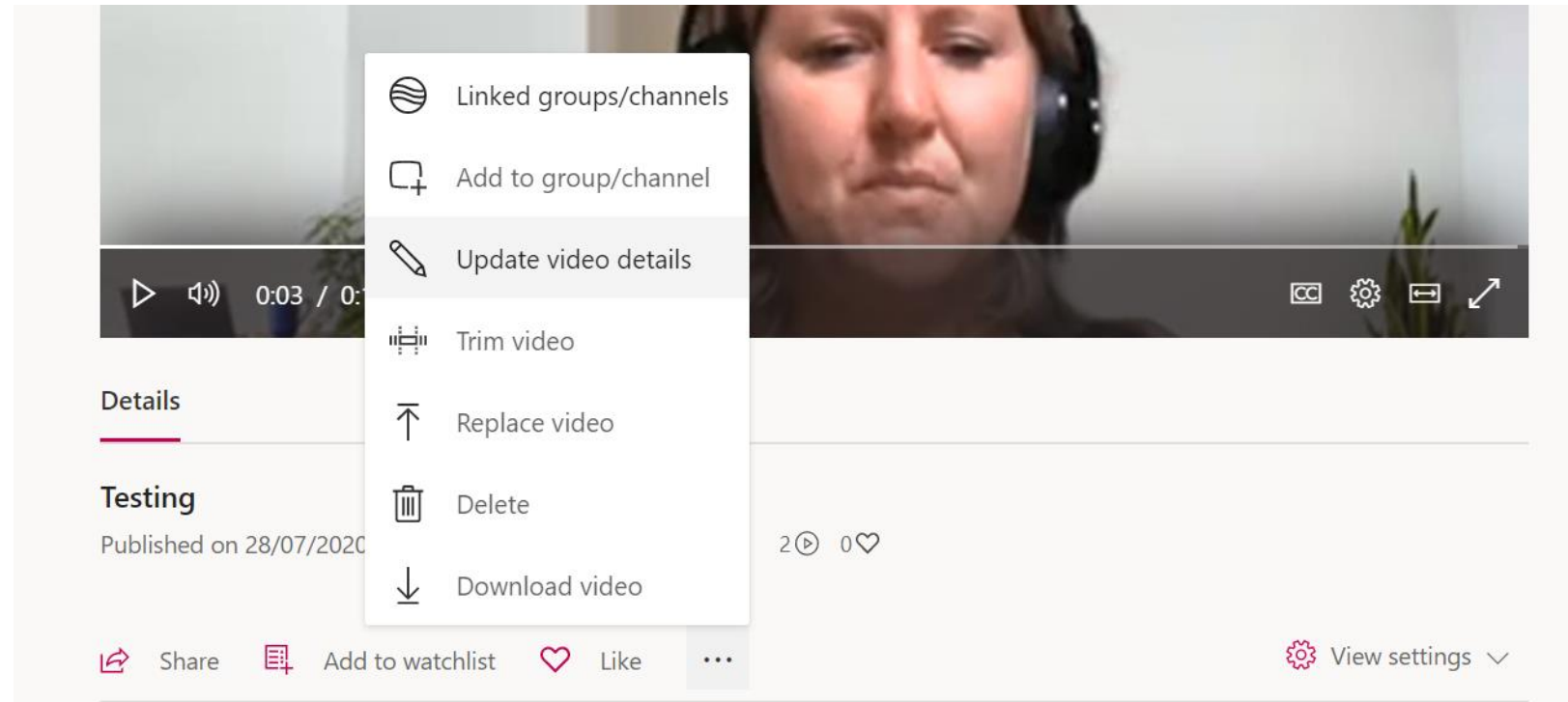
The screenshot displays the Microsoft Stream interface. At the top, there is a navigation bar with the 'Stream' logo, a notification bell with a '1' badge, a settings gear, a help question mark, and a user profile picture. Below this is a secondary navigation bar with 'Home', 'Discover', 'My content', 'Create', and 'Search' options. The main content area features a video player on the left and a transcript panel on the right. The video player shows a woman wearing headphones, with a progress bar at the bottom indicating 0:03 / 0:17. The transcript panel has two tabs: 'Transcript' (selected) and 'Interactivity'. It includes a search bar labeled 'Search transcript' and a list of transcript entries:

Time	Text
00:02	The UM?
00:06	Would actually gets recorded and whether the captions are there.

Update your video details



- ✓ Click on the three dots ellipsis to 'update video details'
- ✓ Edit your transcript



Cancel Apply

Editing "Testing"

Details

Name

Testing

Description

Create a description for your video, including #hashtags

Setting a video language enables automatic closed captioning for supported languages. [Learn more](#)

Video Language

English

Permissions

Allow everyone in your company to view this video

Share with

People Search for People

Viewers

Owner

Display

- ✕ Sorrel Parsons (sorrelpars...)
- ✕ Sorrel Parsons (sorrelpars...)

Download video Replace video Delete video

Options

Comments

On

Captions [Download file](#)

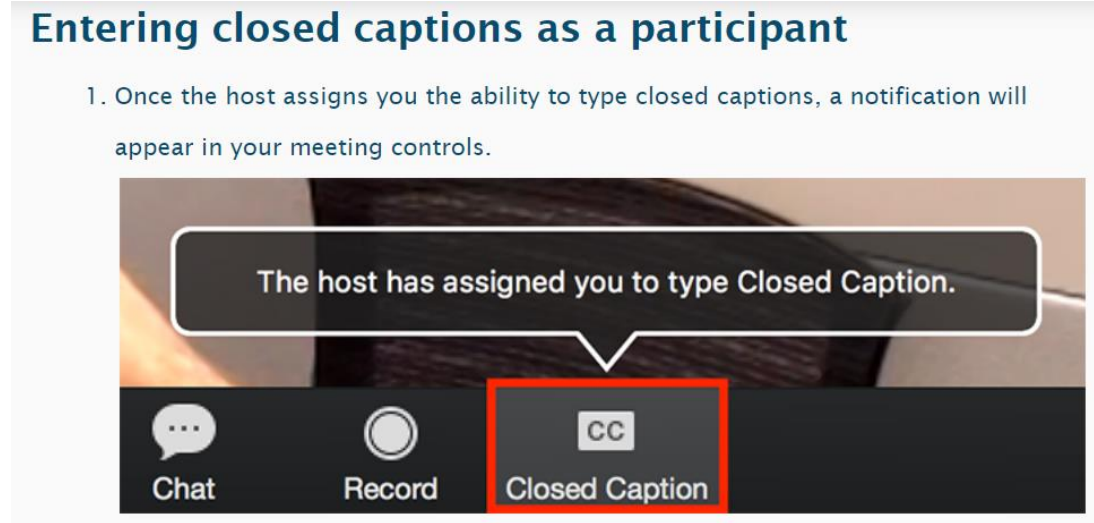
Autogenerate a caption file

Subtitles

No files have been added [Upload a subtitle file](#)

- ✓ Include captions in your video.
- ✓ You need to set the language
- ✓ Captions take time to process

Zoom captioning – not so easy!



You'll need to buy a third party app for auto transcription

✓ E.g. Otter.ai

✓ Or type live with '[closed captions](#)' by assigning a co-host

✓ Embed transcript afterwards

Top tips for accessibility

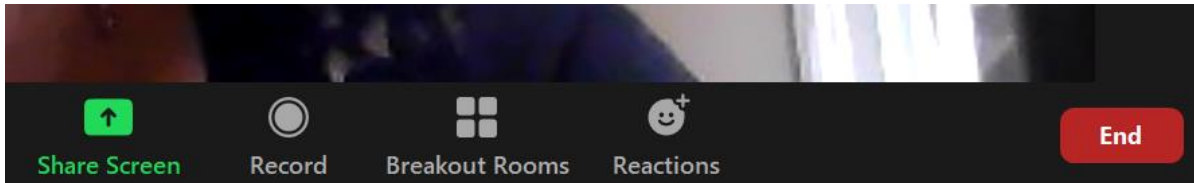


- ✓ What do you send beforehand?
- ✓ What do you ask on booking?
- ✓ Captioning? Translated?
- ✓ Zoom – add clickable link to invite
- ✓ Time to help people who are less digitally confident
- ✓ Explain diagrams on screen
- ✓ Simple slides, less text



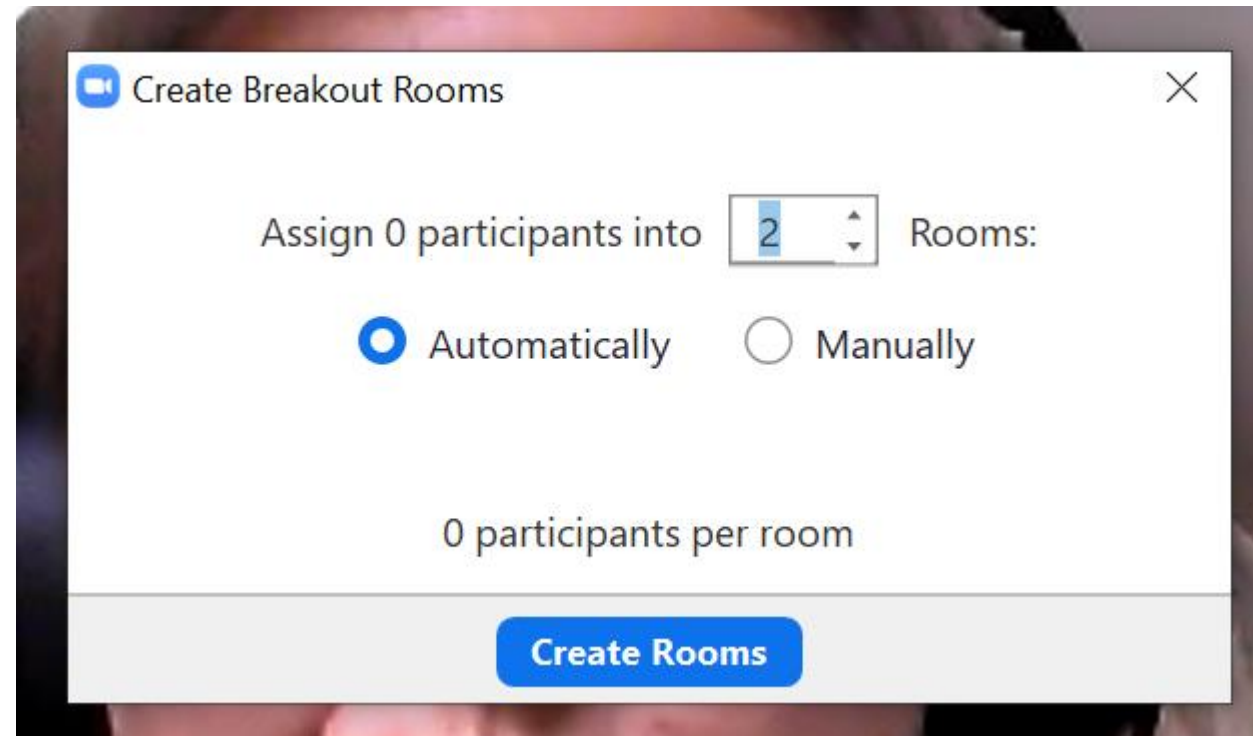
**Zoom breakout
rooms for
smaller group
discussion**

Zoom: creating breakout rooms



Click on Breakout Rooms – sometimes you'll find this if you click on the three dots

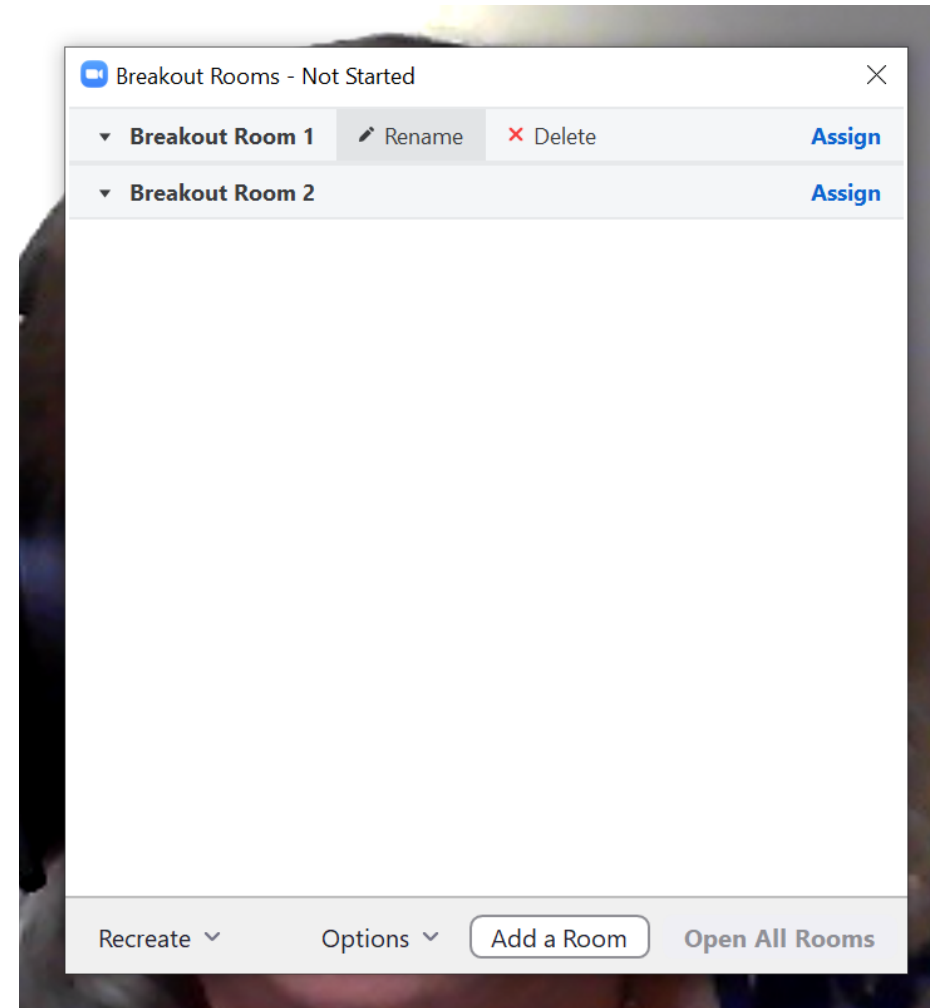
Decide if you want to randomly assign people to a space. Or pick and choose from a list (manually)



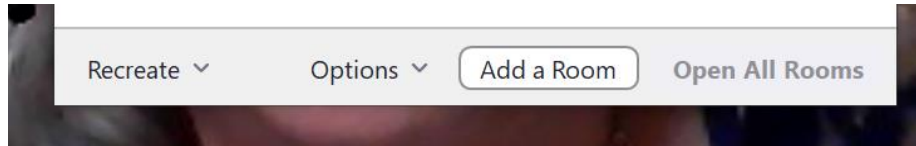
Zoom: creating breakout rooms



- ✓ Re-name your rooms
- ✓ Delete if you created too many
- ✓ Assign individuals to specific rooms
- ✓ Names disappear from the tick list as you assign people to each room

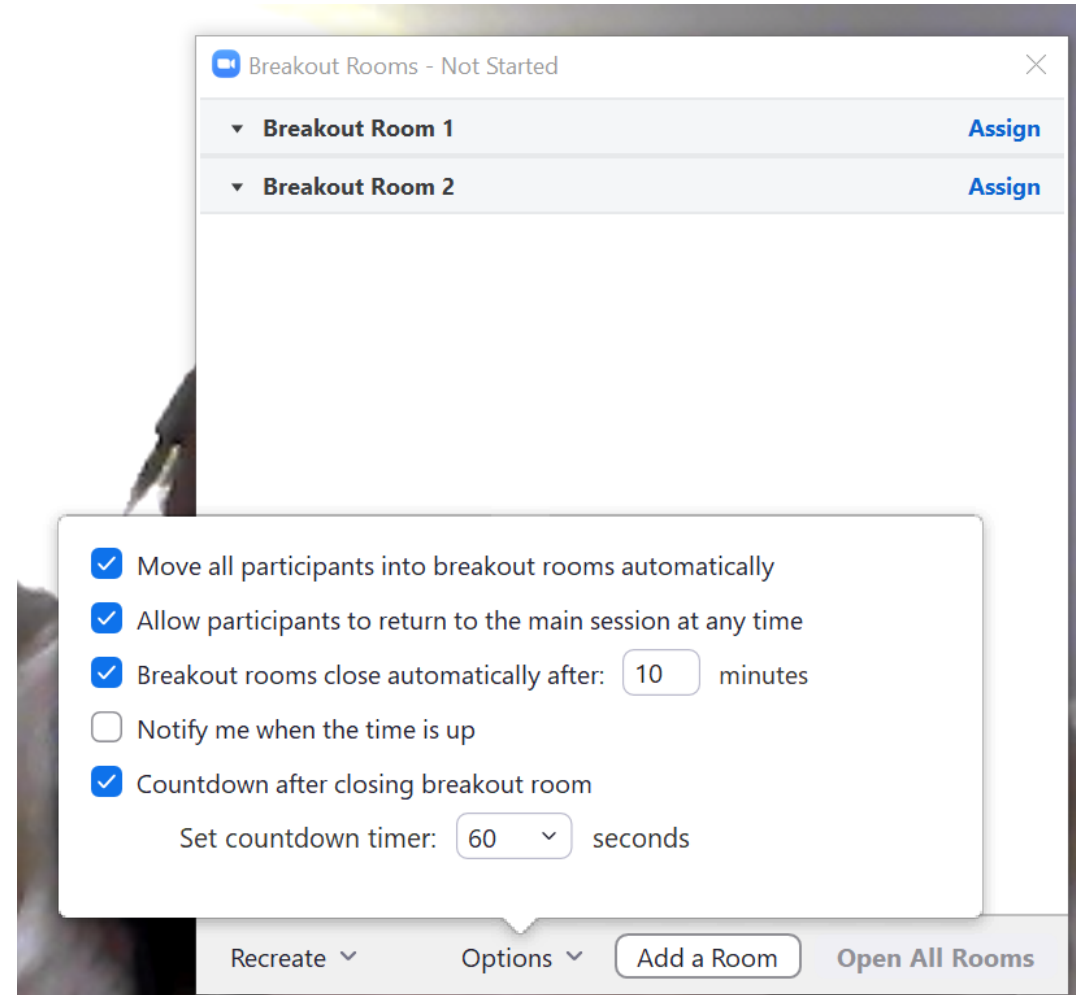


Zoom: creating breakout rooms



Don't forget to click on Options to set the time for your session and a countdown that will be broadcast to the group.

When you are ready 'Open All Rooms'.



Zoom: pre-assign breakouts



Useful for:

- ✓ big groups
- ✓ pre-registered
- ✓ when you want specific people to work with each other

Meeting Options

- Enable join before host
- Mute participants upon entry
- Only authenticated users can join
- Breakout Room pre-assign
 - [+ Create Rooms](#)
 - [↑ Import from CSV](#)
- Record the meeting automatically

Breakout Room Assignment

0 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms +

No Groups

Add a room by clicking +

[Import from CSV](#) [Cancel](#) [Save](#)



Finally...

**Jump in but
keep it simple.**

**Start small
and have fun.**



**Any other
questions
about
anything?**



Need help?



Thanks for taking part today:

Co-host: Clare Chamberlain
Trainer: Sorrel Parsons



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www.superhighways.org.uk