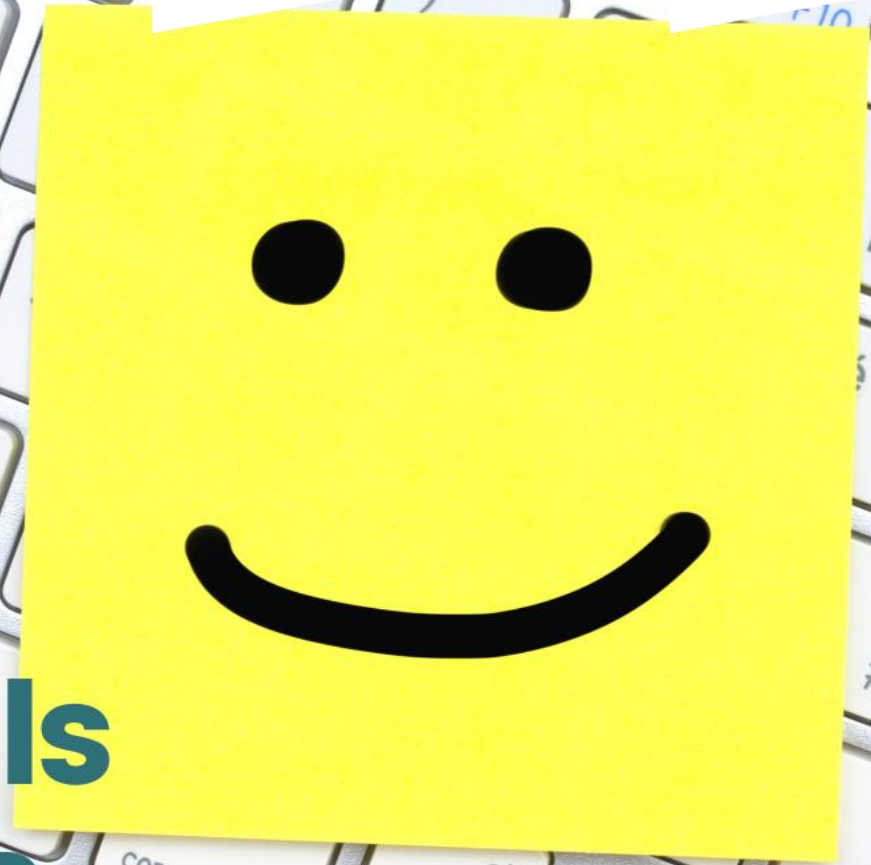




# Collaboration Tools for Small Charities



# What we'll cover...

Discover free and affordable online tools to enhance collaboration with your teams and stakeholders.

With time to play...





# About Superhighways....

Providing tech support to small local charities in London for 20 + years

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



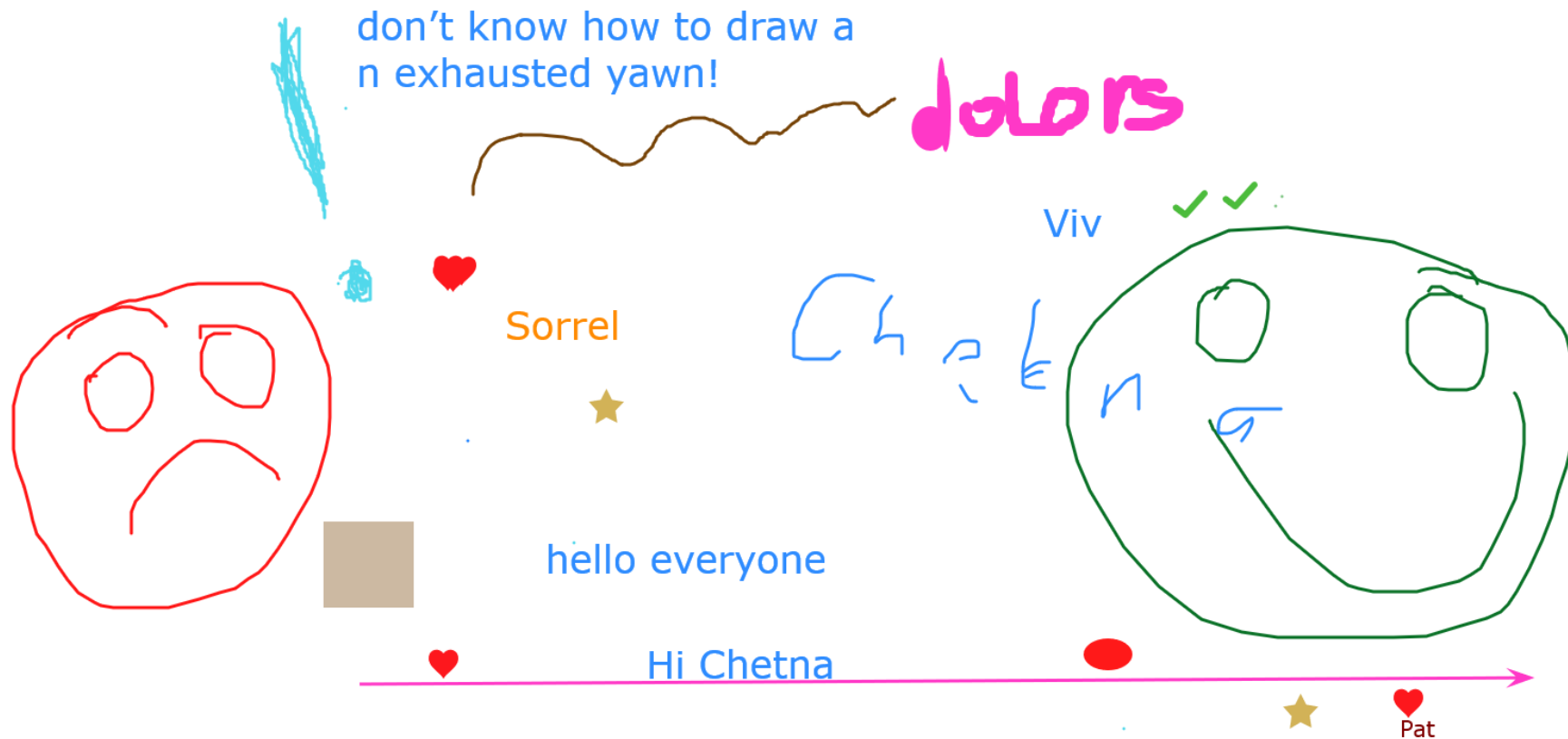
Don't forget to sign up to our monthly eNews

- ✓ Sign up <https://superhighways.org.uk/e-news/>



# Who's in the room?

## Using Whiteboard with Zoom...



# Who's in the room?

## Using Whiteboard with Zoom



To help your attendees take part in a Zoom Whiteboard exercise you'll need to explain to them that 'Annotate' is in the drop-down under 'View Options'



**Let's get creative:  
tools and  
techniques for  
collaboration**

**1 or 2 post-its on  
a Jamboard...**



Name and the tool that's helped you most to collaborate recently



# Creative – simply capture ideas

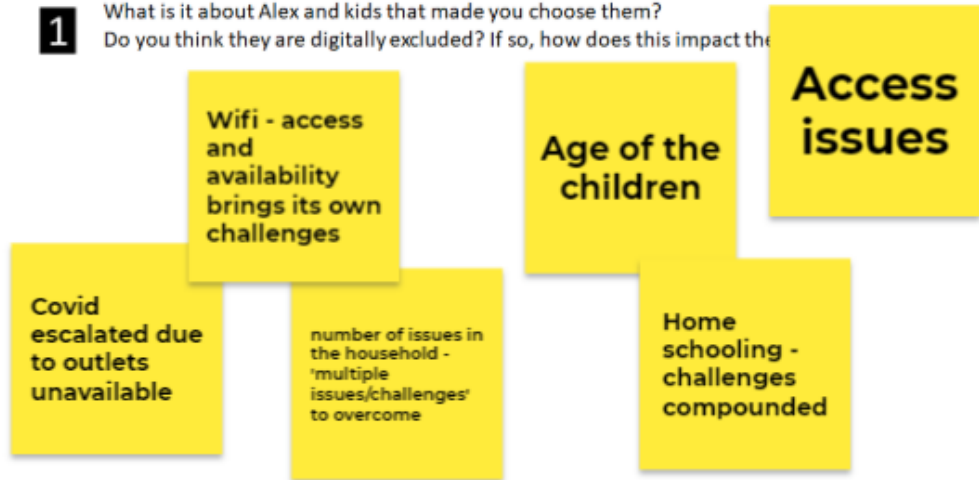
- ✓ Zoom whiteboard – available on free accounts
- ✓ Teams Whiteboard app – need Office 365
- ✓ Jamboard – need G-Suite (Google Workplace) account
- ✓ [Witeboard](#) – totally free, very simple
- ✓ [Pinup](#) – free, very simple public board
- ✓ [VideoAnt](#) – free collaborative video annotation

Let's take a look...

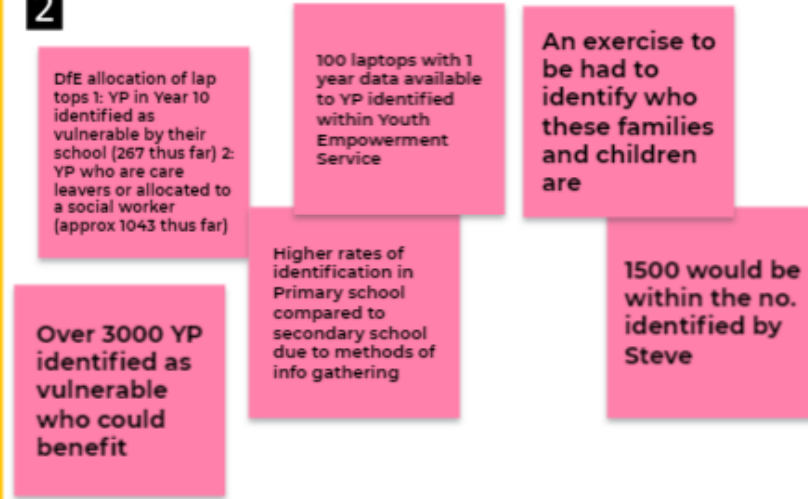




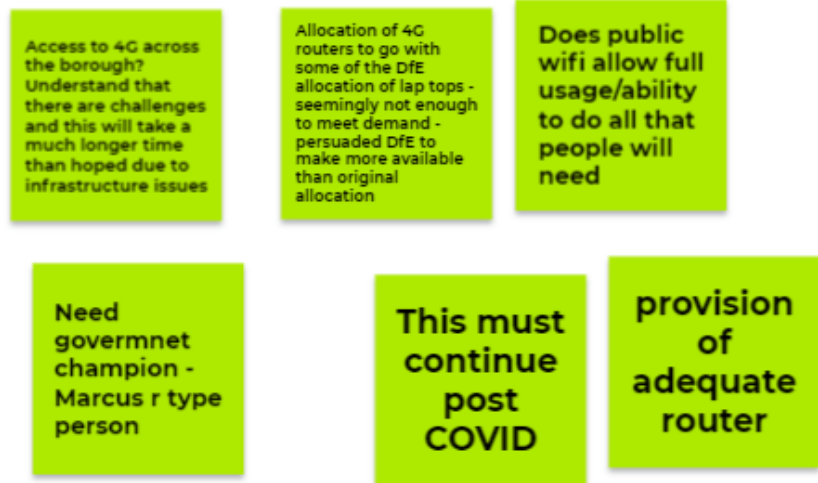
**1** What is it about Alex and kids that made you choose them?  
Do you think they are digitally excluded? If so, how does this impact the



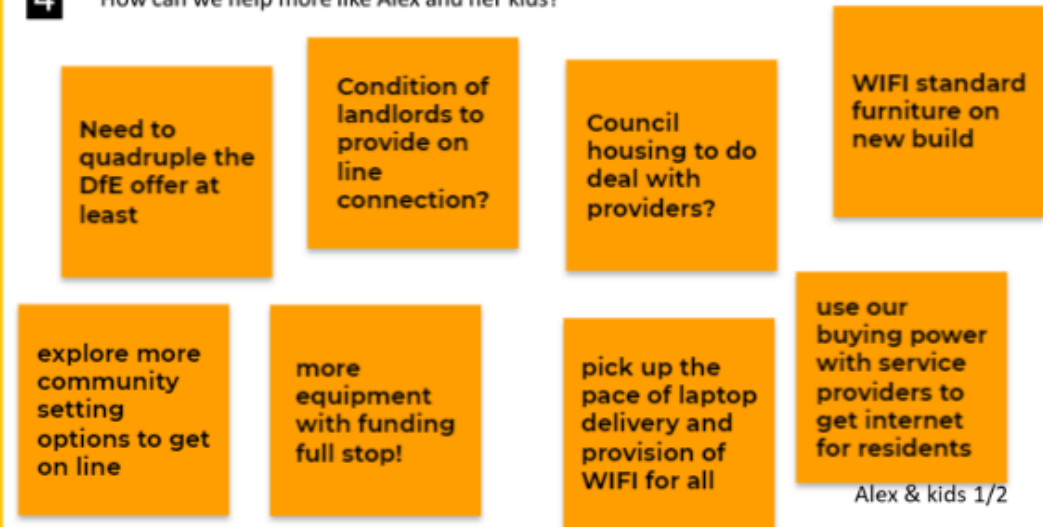
**2** What I already offer to help? Please describe offer & org's name



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



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



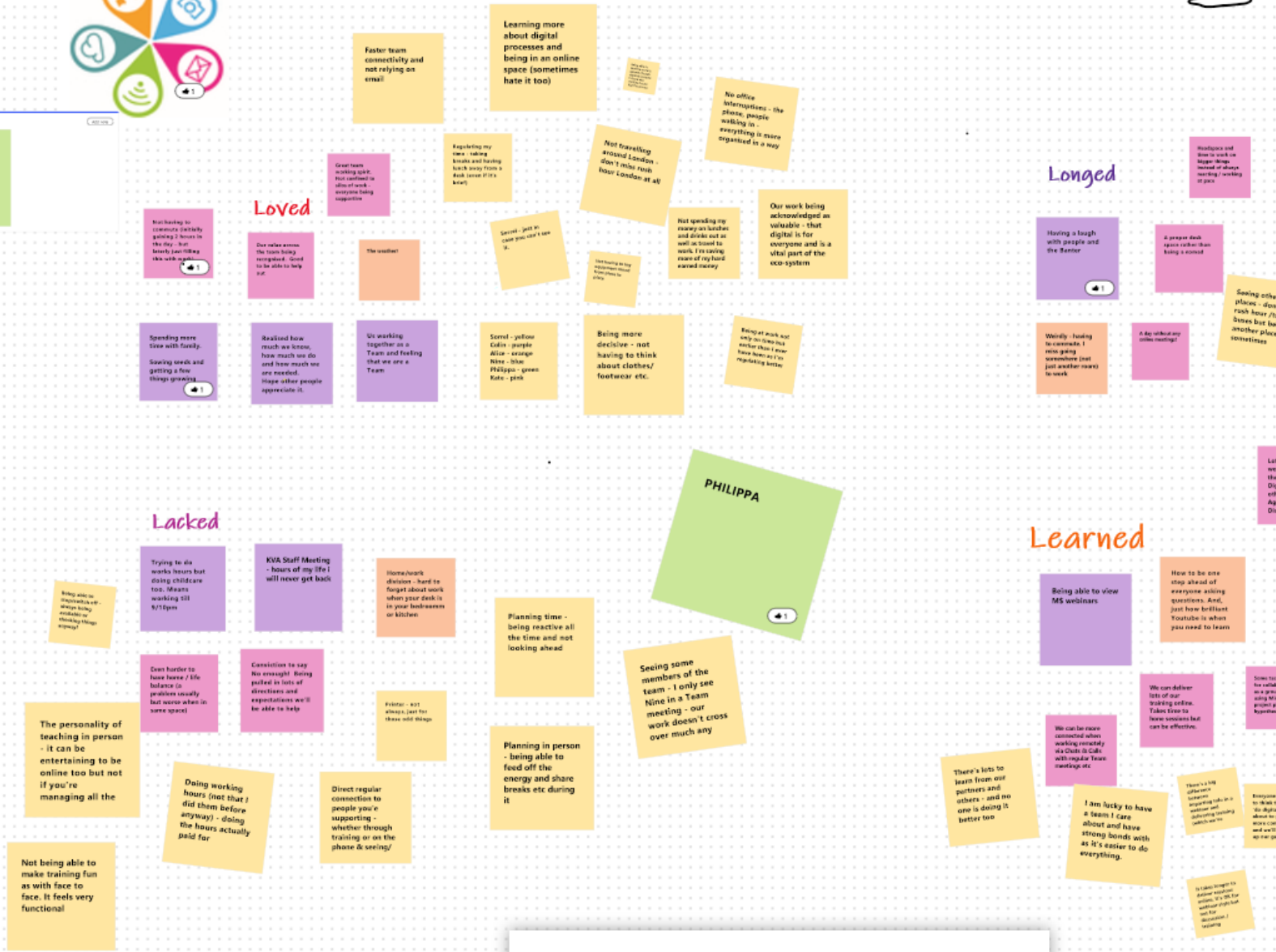


**Loved**

**Longed**

**Learned**

**Lacked**



**Settings**


- Active pen
- Ink to shape
- Ink to table
- Object snapping

- Export
- Post to Teams
- Send email summary










- Format background
- Toolbar location
- Clear canvas



✓ Board link has been copied to your clipboard.

 **witeboard**

---

-  Blackboard
-  Shape Detection
-  New Board
-  History
-  Sign Out
-  Save as Image
-  Language 
-  Get Slack Plugin

---

[Terms of Service](#) [Privacy Policy](#)

You can write anything you like, for free, on witeboard.com

 Enter a title      

The most basic board in the world...



Here's a sticky note board you can share with people for free with [www.pinup.com](http://www.pinup.com)

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and color selection (blue, red, green, white).



Vertical toolbar on the right side of the board with icons for +, gallery, cloud, and video.

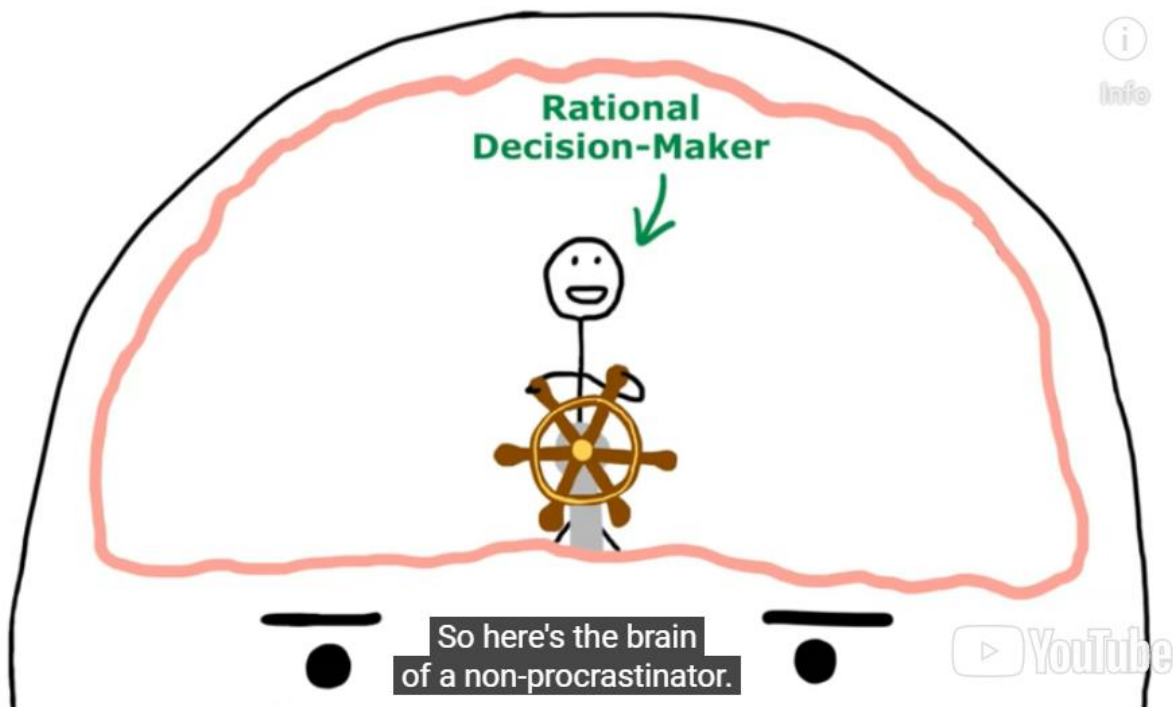
1 participants

Group Chat

Sometimes you fall in love with unexpected tools...







So here's the brain of a non-procrastinator.

YouTube

Kate's brain

3:44

This has to be your brain Kate?!

Superhighways on 2020-10-13T15:43:04.987-05:00

Respond



3:44 / 14:04



Collaboratively annotate videos with a private group or by sharing a public link.



# Advanced planning and decision-making

1 or 2 post-its on  
a Miro board.  
Vote for your  
favourite  
suggestions





# Notes for later on

about voting  
using Miro

# RECAP



# ← Create voting

Name

Duration, hh:mm

− 00:05 +

Votes per person

− 10 +

Voting area: custom space [reset](#)



Start now

Save to vote later

**miro** Sorrel's sil... ☆ | [Share] [Help] [13] [Search] [Menu]

[Tools: Arrow, Lasso, Text, Eraser, Highlighter, Pen, Eraser, Lasso]

**Winning ideas**

- My best idea ever
- Amazing idea 1
- Banza ideas
- Me, myself and my ideas
- Banging idea

**Ideas with bells on**

- Ideas for days
- Crystal clear ideas
- Idea monkey

**Ideas for days**

**Idea monkey**

[Share] [Help] [13] [Search] [Menu]

[Tools: Grid, Lasso, Comment, Reply, List, Link, Like, Clock, Video, Lightning, Left Arrow]

[Zoom: 17%]





# Voting session



## Ideas

10 votes left

00 03

Done



Click on objects on the board to vote



After you are done voting, press "Done"

Winning ideas

My best idea ever

Amazing idea 1

Ideas with bells on

Bonza ideas

Ideas for days

Crystal clear ideas

Idea monkey

Me, myself and my ideas

Banging idea

**Voting session is over**

Time is up, you can no longer vote.

See results

Close



← Results



Name: Ideas  
Author: Sorrel Parsons  
Date: Today, 16:36

No idea (5)	Me, myself and my ideas (4)
Bonza ideas (3)	Banging idea (3)
I love ideas	Amazing idea 1

miro | Sorrel's sil... ☆ | [Share] [Tools] [Help] [Search] [Menu]

Winning ideas (1)

Amazing idea 1 (3)

Crystal clear ideas (1)

Banging idea (4)

Idea monkey (1)

Guest Muralist

[Grid] [Text] [Image] [Shape] [Pen] [Eraser] [Lasso] [Zoom] [Share] [Like] [Clock] [Camera] [Lightning] [Close]

[Navigation] [Zoom] 23%



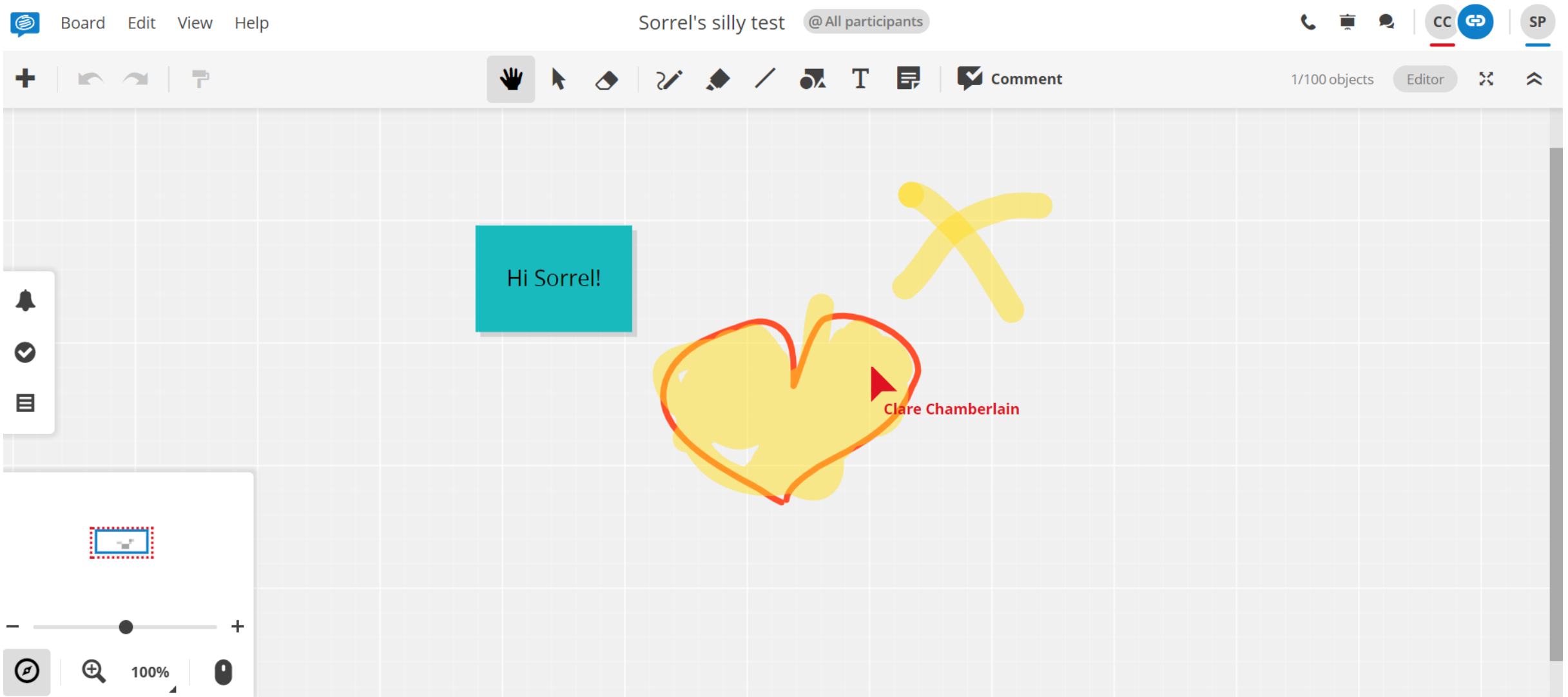
# Advanced collaboration boards

- ✓ Conceptboard – free version 100 objects, 50 people can take part (then \$6)
- ✓ Miro – starts at \$8 per member pm (30% non profit discount)
- ✓ Mural – starts at \$12 per member pm

There are many others! But can get quite expensive per user.

Let's take a look...





Nice midway, easy to use board – somewhere between Jamboard and a Miro board





# Registration Process Flow - v 1



Activities Intermediate outcomes Indicators

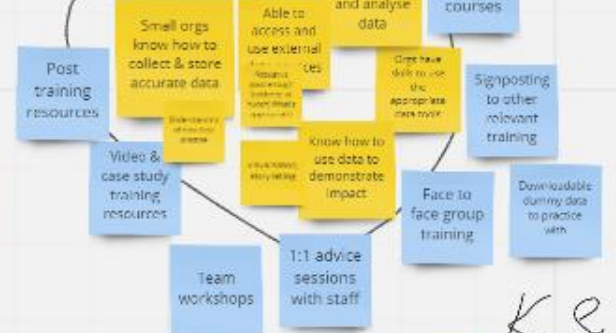
### Culture / Leadership



### Data



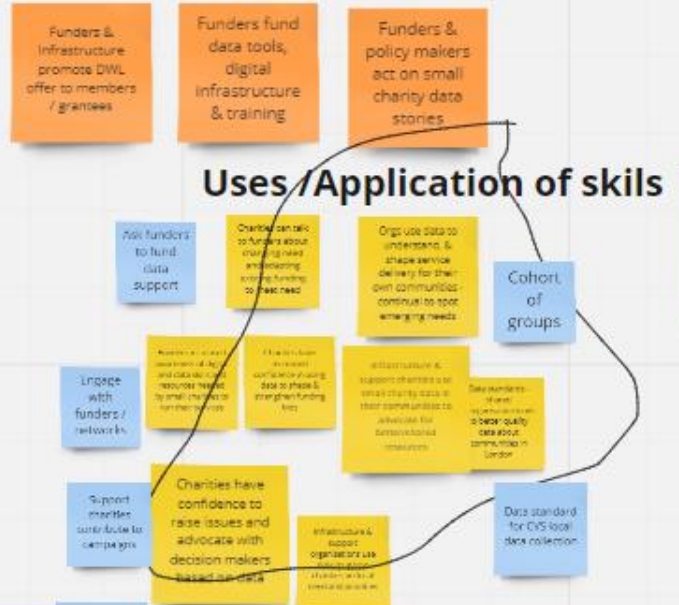
### Skills & Analysis



### Tools



### Uses / Application of skills



COVID-19

Customers/Indicators could vary between groups: cohort, repeat attendees, 1:1 support clients, one off training attendees

Evaluation (member-asked) - What did you achieve? What tools did you use for?

Activities Intermediate outcomes Indicators Enabler Long term goal

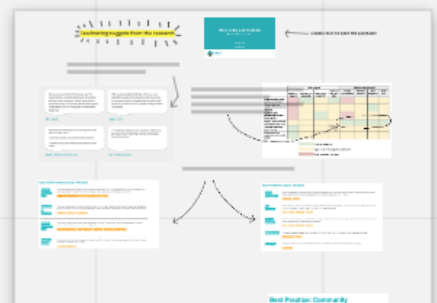
Better shaped services to meet the needs of Londoners

Outcome framework





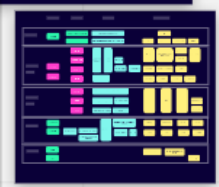
3. Research Nuggets



Lifecyle of a community



audiences



General musings

4. Shared purpose statement



Skill & support needs matched to community activities



1st June check in

Retro template 1



**5 minutes**

**break**





**Quick poll:**

**How do you  
mostly share or  
assign tasks  
with others?**



# Assigned task planning

- ✓ Asana – free version, 15 team mates
- ✓ Trello – free version, 10 Kanban boards
- ✓ Microsoft Planner – Need Office 365 account
- ✓ Kanbanchi – Google fave, \$7.95 per user /pm
- ✓ Zoho Projects – free (3 users, 2 projects), starts at £2.40

Let's take a look...





- Home
- My Tasks
- Inbox
- Portfolios
- Goals New!

- CASPA website
- Kingston VCS Strategy R...
- MAPS Website?
- Org Scenario building
- KVA training
- CVA Website refresh
- SLIC elink.io pilot
- Tool testing
- Impact Aloud training p...
- Impact Aloud 2017 ...
- Kylie Digital Marketing
- Cameron's last week



# Impact Aloud 2017

▼
ⓘ
☆
○ Set status



Share

Search



[List](#)
[Board](#)
[Timeline](#)
[Calendar](#)
[Dashboard](#)
[More...](#)

+ Add task

☑ All tasks
≡ Filter
↕ Sort
⚡ Rules
⚙ Apps

Task name	Assignee	Due date
-----------	----------	----------

## Speakers / sessions

☑ Charity Showreelers - identify who? 1

☑ Marketplace? 5

☑ Approach speakers 6

katewhite

Add task...

## Marketing / bookings

☑ Identify VIPs / funders to invite

☑ Approach funders to subsidise tickets

☑ Ticketing pricing / income targets

☑ Decide - re early bird? other ticket types?

☑ Eventbrite set up 2

Details >

### VC Sutton website

VC Sutton Website ☆ Team Visible

Subscribed Calendar Show Menu

#### Brief & project management

Brief

🗨 1

Expression of interest

🗨 1

Key dates

📅 Dec 10, 2015 🗨 6

Contract & payment schedule

🗨 1

Contract

Domain forwarding

🗨 1

Google Analytics

🗨 3

Add a card...

#### Audience

Digitally Avant Garde Potential Volunteer, Jack | Jack is a 21 year old digital native who recently graduated from uni with a degree in psychology and has moved back to Sutton living with his parents. He owns an iPhone and is a big Twitter user, from which he gets the majority of his news. He is currently working in Caffé Nero but is keen to use his time off (which varies each week due to rotating shifts) to create some social impact by helping those less fortunate out but wouldn't necessarily use the term 'volunteering'.

🗨 2 📌 0/7

Digitally Mainstream Potential Volunteer, Sarah | Sarah is a 42 year old wife and mum of two kids who have both now started at school. and as such wants to get

Add a card...

#### Wire frames

Dawn/Kate meeting with Pat/Nat/Matt on 10th

📅 Dec 10, 2015 🗨 1

D K



Website navigation - my thinking 6 weeks ago

🗨 2 🗨 2



Add a card...

#### Graphics & images



Killer photo/s for homepage

📅 Dec 31, 2015 🗨 4 🗨 4

Host Volunteer photos

🗨 3



Add a card...

#### Content: static pages

Front Page

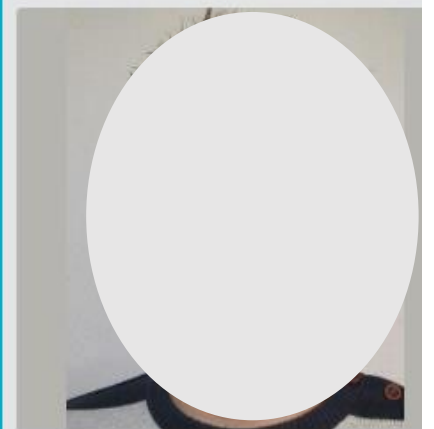
🗨 6

Volunteer

🗨 3

Organisations

🗨 4



Add a card...





Group by Bucket ▾

Filter ▾

List

**Board**

Charts

Schedule

To do

+ Add task

In progress

+ Add task

Evaluation

📅 15/06/2018

 Kate White

Done

+ Add task

Book venue

Contact all speakers

Finalise agenda

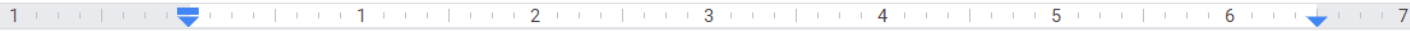
Order lunch



**What should you look for before choosing a collaboration tool?**

**Let's collaborate & organise using a [Google doc](#)**





Collaboration Tools

What should you co

COST/BUDGET

IT PLATFORM

SUPPORT/TRAININ

---

Share with people and groups

No one has been added yet

---

Get link

<https://docs.google.com/document/d/1ZnYgD9GNvBYWRISk3aGpZ4ciMoB...> Copy link

Anyone with the link

Editor

[Send feedback to Google](#) Done

Click on the blue share button top right in your Google Doc.

The you need to change the link to 'Anyone with the Link'.

Don't forget to change 'Viewer' to 'Editor'.



# Document collaboration

- ✓ Google Docs – works well online, easy to share
- ✓ Word – share with One Drive, Teams or SharePoint
- ✓ Dropbox Paper, free product. Dropbox for Business starts at £10 per user, per month (40% discount possible)
- ✓ Zoho docs – free for 5 users, 25 version history
- ✓ [Etherpad](#) – free, open source (there are others)

And what about live editable notes? Otter.ai anyone?

Let's have a look at a shared Word document



# 😊 My brilliant Paper doc

Sorrel P

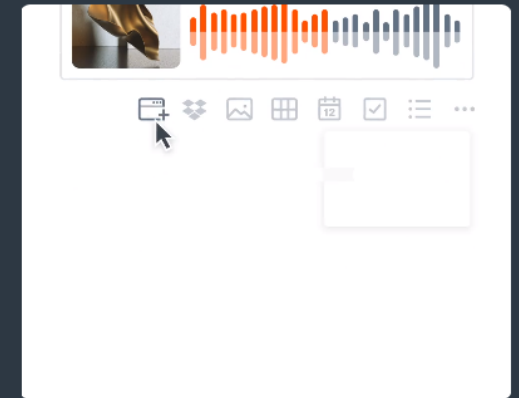
Loving the free version.

## Discover more

📄 Formatting that flows >

📺 Live links to photos, videos ▾

On a blank line, click "Add media" or paste a link.



👤 Tools for working together >





We've come a long way...now we've got conversations with bells on.

**DEMO**





# Chat, messages and more

- ✓ Whatsapp – free, business version, needs mobile
- ✓ Slack – free (1:1 calls), £5.25 per user, pm
- ✓ [Element](#) (Matrix) – open source software, currently glitch but worth keeping an eye on
- ✓ Google Chat – need G-suite
- ✓ Microsoft Teams – need Office 365
- ✓ Kaizala / Facebook Workplace – suits big teams

*But there are a whole bunch of others –Monday, Flock, Brief*

Let's take a look...



Slack - NetSquared

**NetSquared**

Kate White

Ctrl+1

Jump to...

Ctrl+2

**All Unreads**

**New Threads**

Channels

- # europe
- # general
- # london
- # random
- # uk

Direct Messages

- slackbot
- Kate White (you)
- David Wilcox
- David Wilcox, Ellie Hale
- Ellie Hale
- Paul Webster

Apps

---

**#london**

☆ | 👤 10 | 🗑️ 0 | For organisers of the NetSquared Lo

Sunday, May 13th

**Siddharth Bannerjee** 11:13 PM

Hey checking in for the meetup this week. I'll be at the venue by 5.30. Having a chat with Helen Lang who's looking to get more involved in our meetup and will also help start setting up and buy some juice, crisps etc.

[@ellie-cast](#) / [@mattmoorut](#) - do we have confirmation from the speakers you've been in touch with? If so, could you please add them to the meetup event page?

we could all do some last min promo on socials as well - try and get the RSVPs to about 50, so we get around 25 showing up...

Monday, May 14th

**Kate White** 7:56 PM

Will do. Did you check re connections to projector etc? I'll have my laptop but not my usual array of connectors as Sorrel needs elsewhere that day. But I will have my clicker 😊 I'll aim for 5.30 too...

Tuesday, May 15th

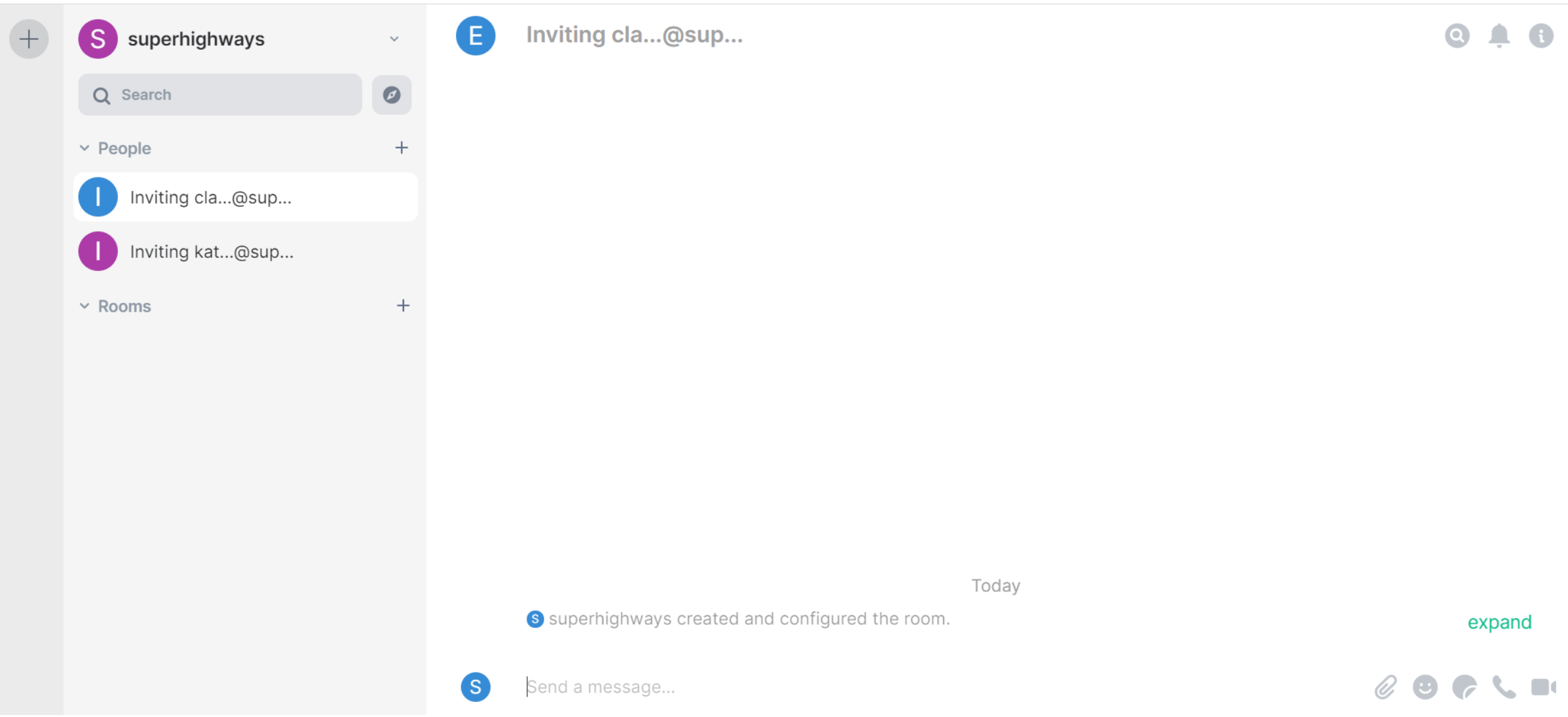
**Matt Moorut** 9:12 AM

There aren't any speakers from me [@siddharthb](#) - nice easy one. I'll do a bit of promo today and get TT to sponsor bits though. How much leftover cash do we have?

**Siddharth Bannerjee** 4:04 PM

I've written to James to ask about projector etc [@katewhite](#)





Element seems to be the only genuinely free chat and share tool. But no document collaboration





Chat

Active



Find people, rooms, bots

CHAT



Kate White

You: Hi Kate, you'll get tired of hearing ...

ROOMS



The lounge - hangout space

BOTS



Bots can automate tasks or send timely updates.

Kate White

Away



Kate White

katewhite@superhighways.org.uk

TODAY



Sorrel Parsons 1 min

Hi Kate, you'll get tired of hearing from me soon with all these apps! 🤖

History on





## Create room



The lounge - hangout space

26 / 64

Enter name or email of person or group

- Allow people outside your organization to join
- Notify people via email  
Invitations will not be emailed to groups larger than 100 members

Cancel

Create



# Your Teams

# Tabs

# Apps

# A chat

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search for or type a command". Below the search bar, the "General" tab is selected, showing a list of tabs: "General", "Posts", "Files", "OneNote", "Superhighways", "Calendar", and "Office clear out day". The main chat area displays a message from Philippa Leary at 07:07, which includes a photo attachment (IMG\_2903.JPG) and a video attachment (how to make a team call.mp4). Below this, a reply from Alice Linell at 08:41 is visible, followed by another message from Philippa Leary at 09:09. The left sidebar contains navigation options: Activity, Chat, Teams, Calendar, Calls, and Apps. The bottom of the chat area features a text input field with the prompt "Start a new conversation. Type @ to mention someone." and a toolbar with icons for text, attachments, emojis, reactions, video, voice, and a plus sign. A watermark for "Activate Windows" is visible in the bottom right corner.



# All in one? Collaboration suites



Office 365 Starts at  
£3.80 per user per  
month



Google Workspace starts at  
£4.14 per user per month

Both donated via [Charity Digital Exchange](#) for registered charities



# Next steps...

- ✓ Complete the evaluation survey and access the slides
- ✓ [Book an Ask an Expert session](#) if you need support with a particular tool / challenge







**Thanks**

for taking part today:

Kate White  
Sorrel Parsons



[info@superhighways.org.uk](mailto:info@superhighways.org.uk)  
[www.superhighways.org.uk](http://www.superhighways.org.uk)

