

Taking your meetings and activities 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://superhighways.org.uk)



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

What we'll cover...

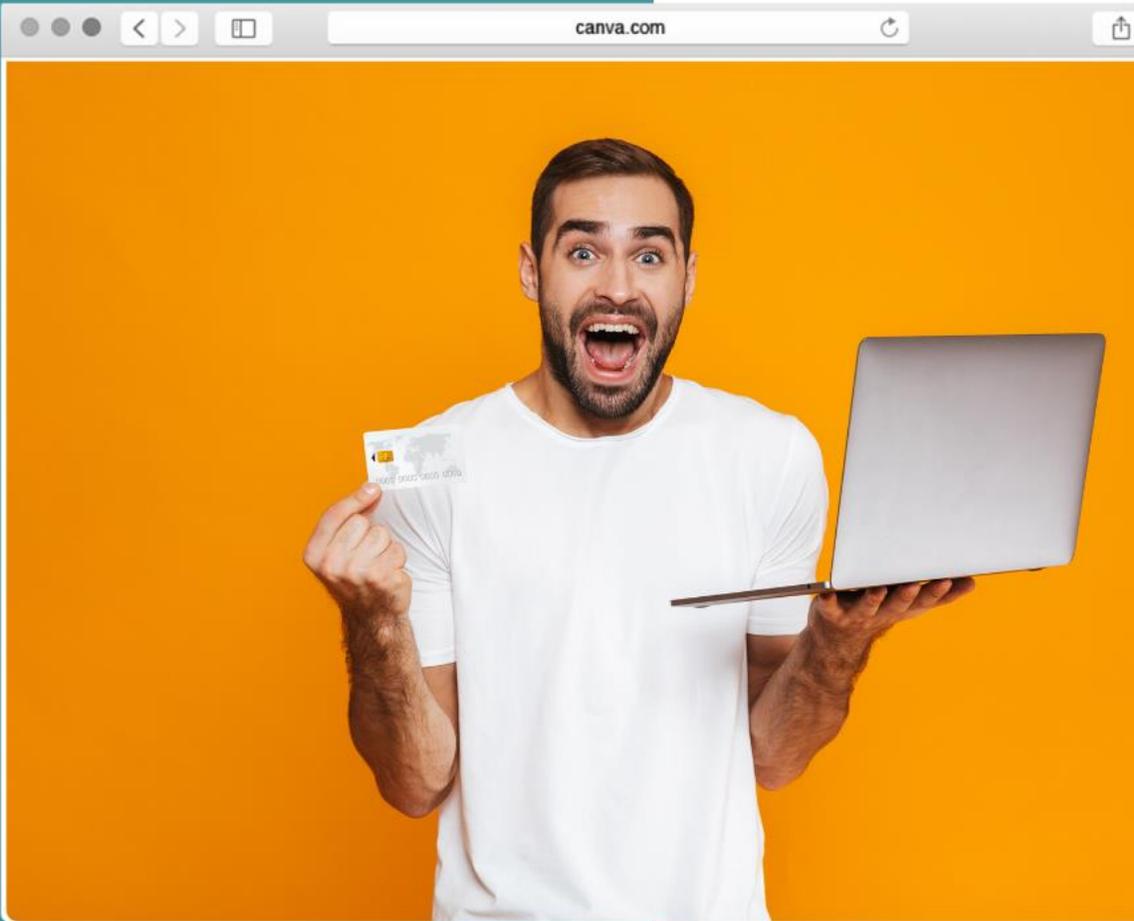


- ✓ Things to think about when planning your sessions
- ✓ Building in interaction & human connection (we've already started)
- ✓ Different digital platforms – focusing on Zoom
- ✓ Security & safeguarding considerations

We'll also have a short comfort break!



Toolbox

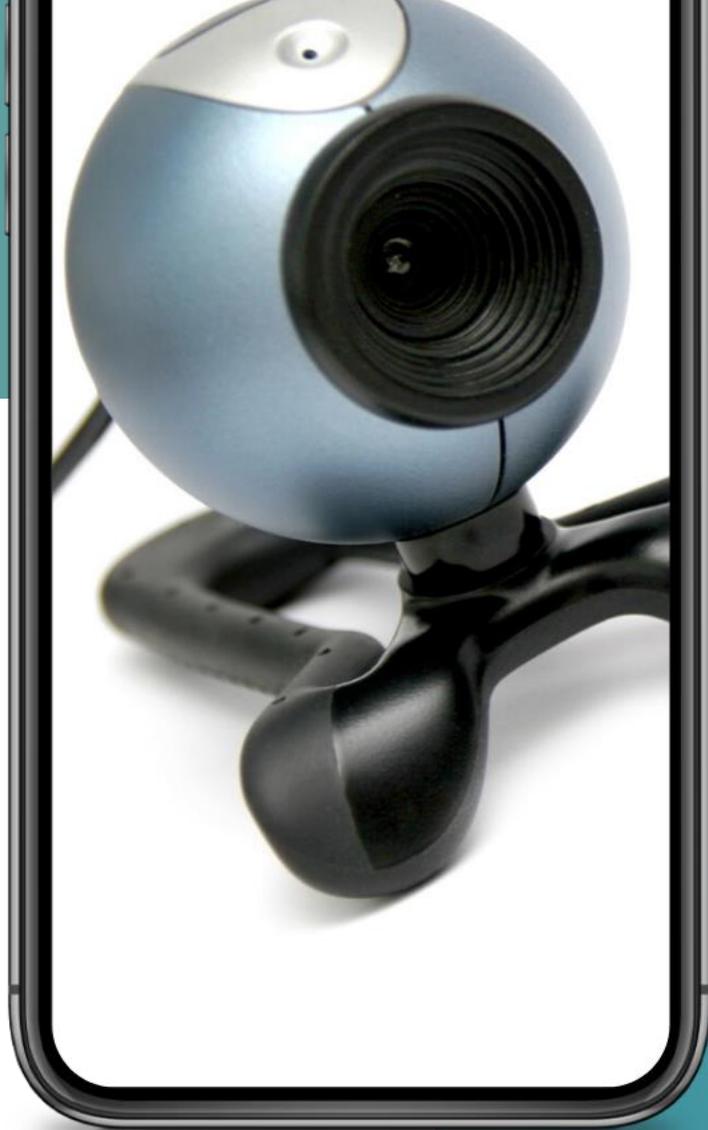


Web conferencing tools



- ✓ Zoom – more functionality (40 min sessions only in free account)
- ✓ Microsoft Teams – more controls coming soon
- ✓ Google Meet – simple, easy captioning
- ✓ Jitsi – free and open source

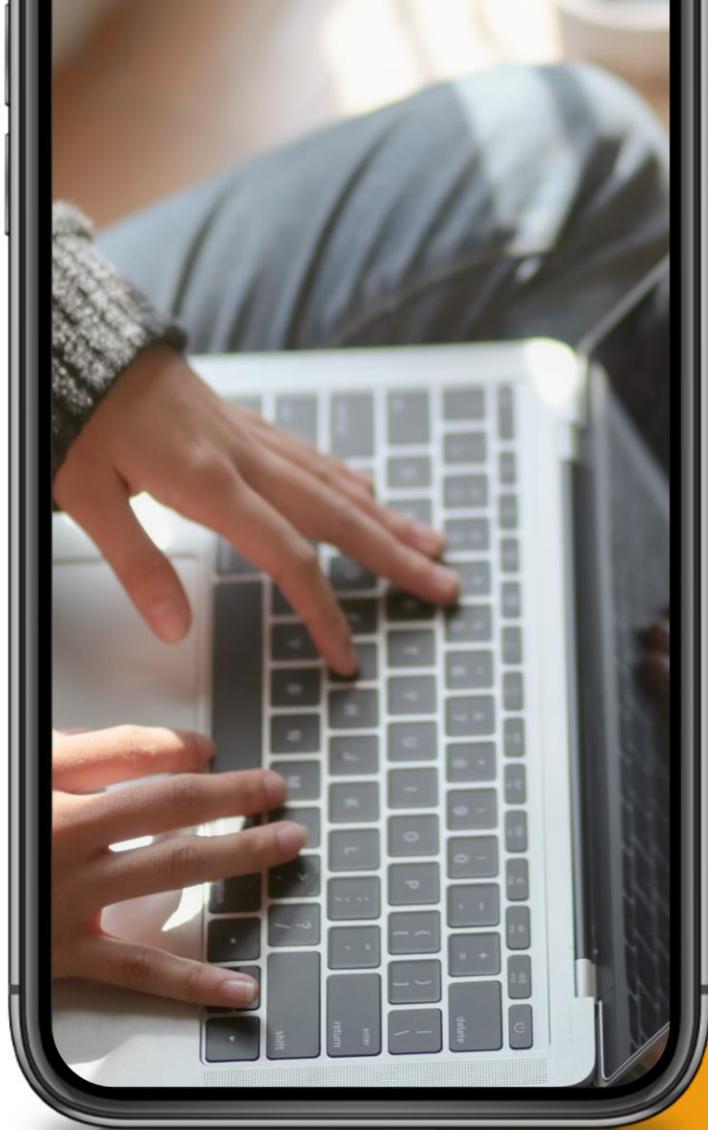
Don't forget Groop, Go to Meeting, Whereby & others!



Equipment to consider



- ✓ Webcam
- ✓ Second screen
- ✓ Additional device
- ✓ Headset with volume control
- ✓ Data – good, reliable broadband
- ✓ (Green screen?)



**Tips for inviting
people to your
activity....**

It's tool dependent but you can...



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

Also consider...

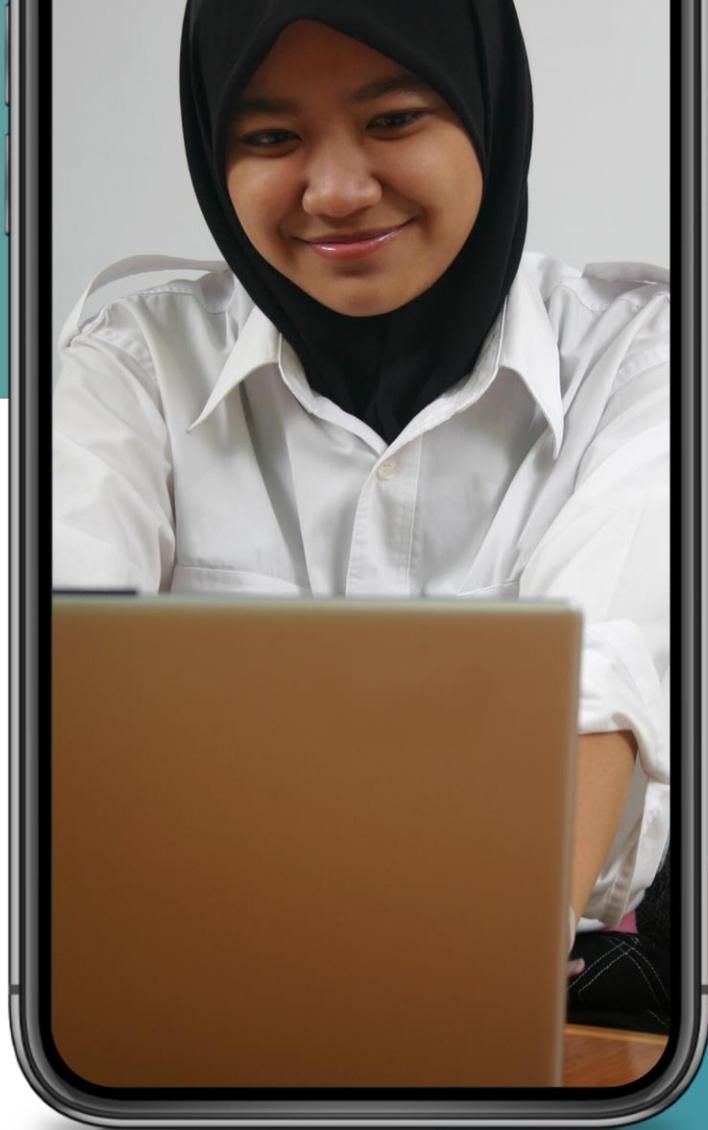
- ✓ Devices people are using to join
- ✓ Open vs Closed invitations



**Who's in
the room?**



Say hello as if
you've just
taken off your
coat and are
talking to the
person next
to you



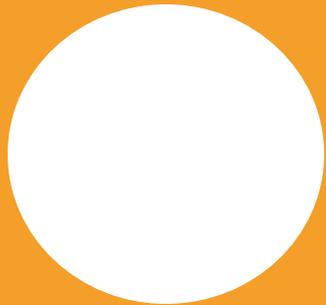
Explain how to take part

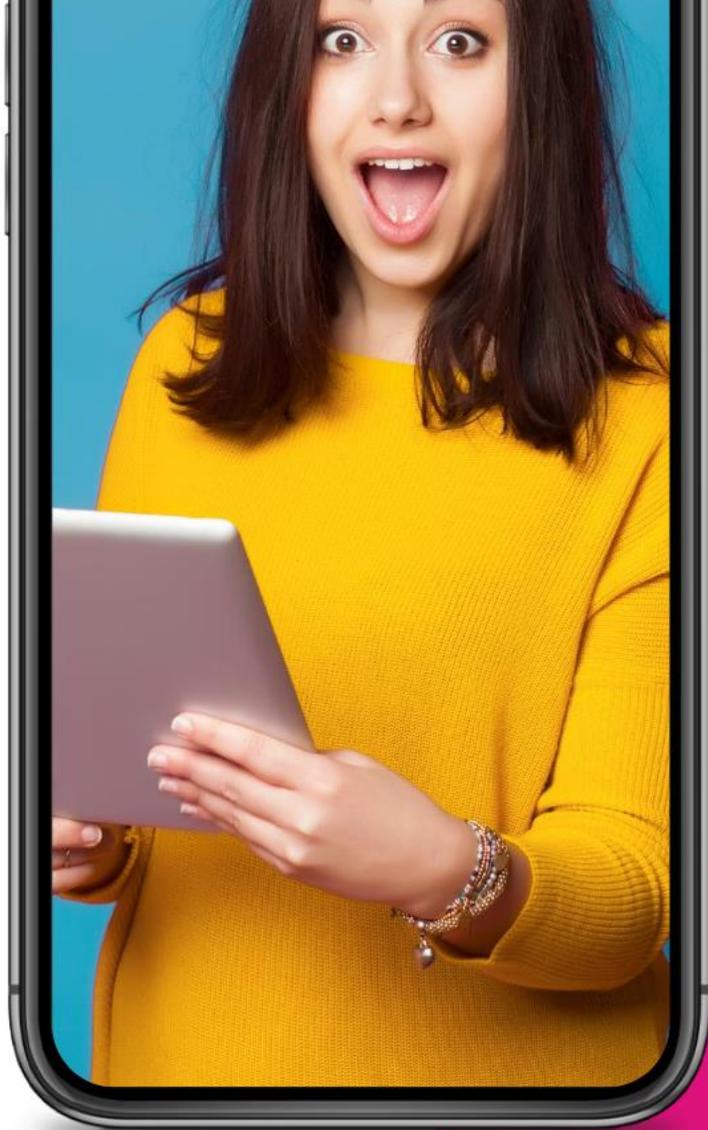


- ✓ Show people around your tool
- ✓ Give clear commands
- ✓ Mute all on entry or not
- ✓ Video on entry
- ✓ Registration time is good
- ✓ You're in control!

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

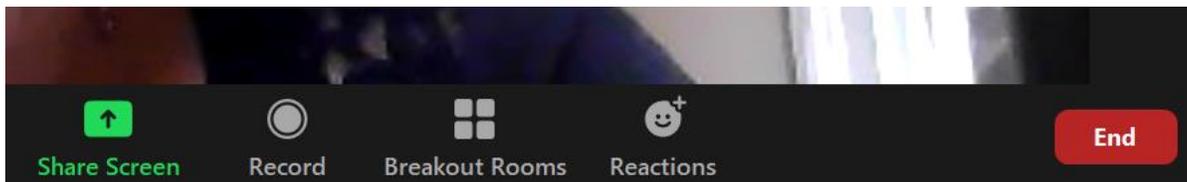
Group discussion





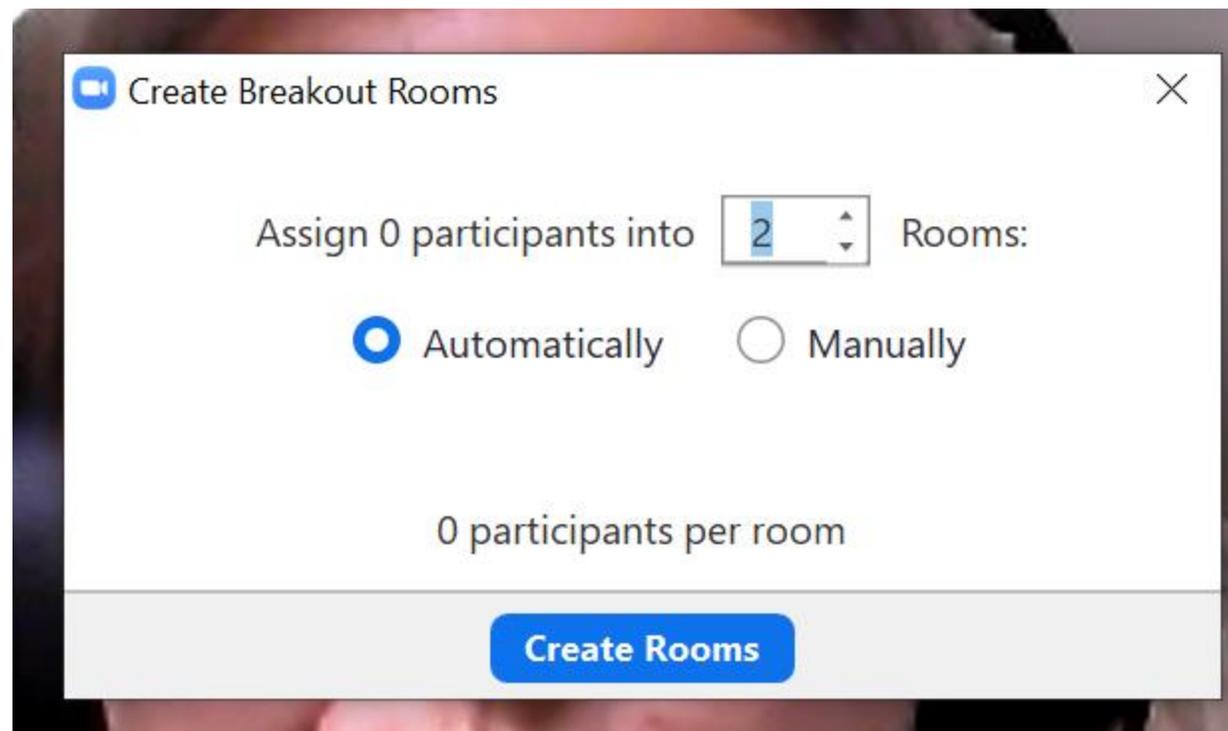
**Zoom breakout
rooms for smaller
group discussion**

Zoom: creating breakout rooms



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

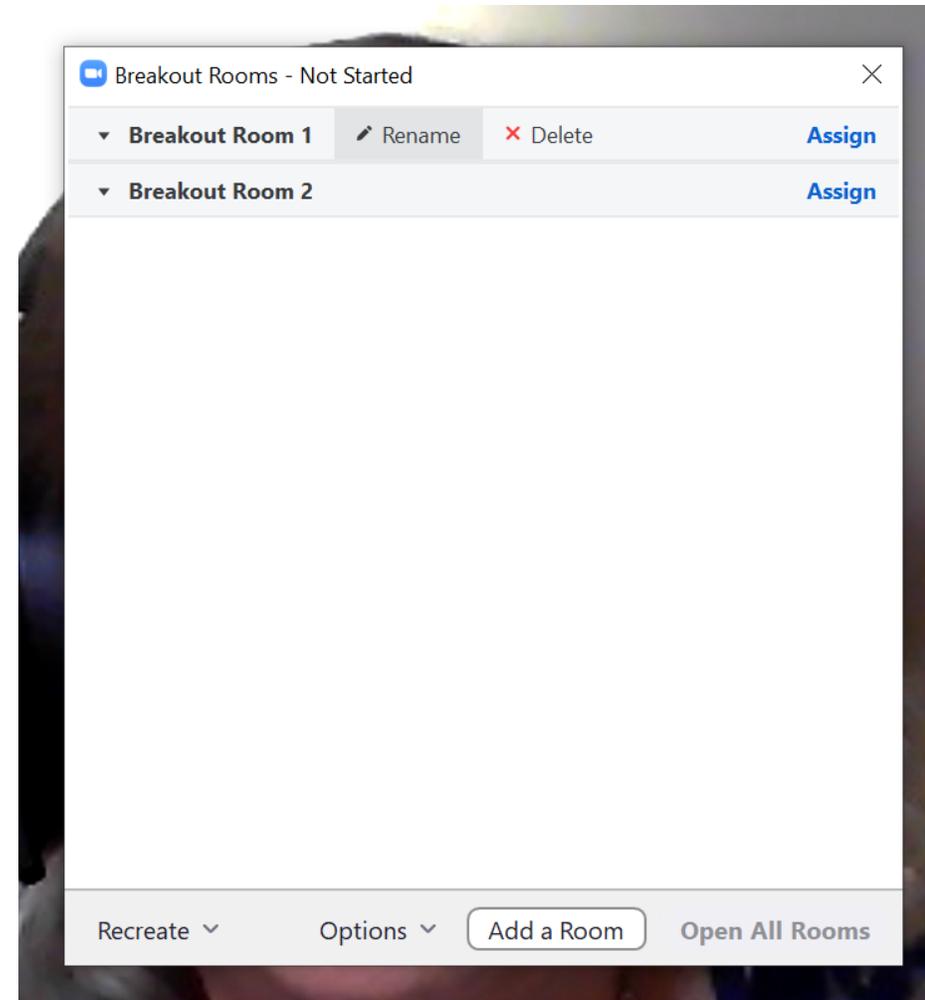
Decide if you want to randomly assign people to a space. Or pick and choose from a list (manually)



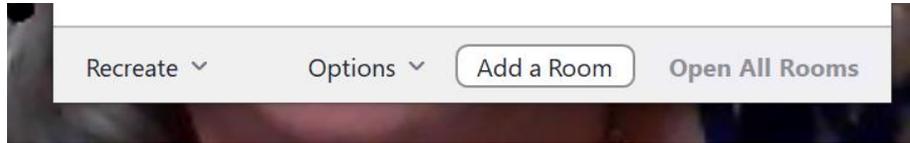
Zoom: creating breakout rooms



- ✓ 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

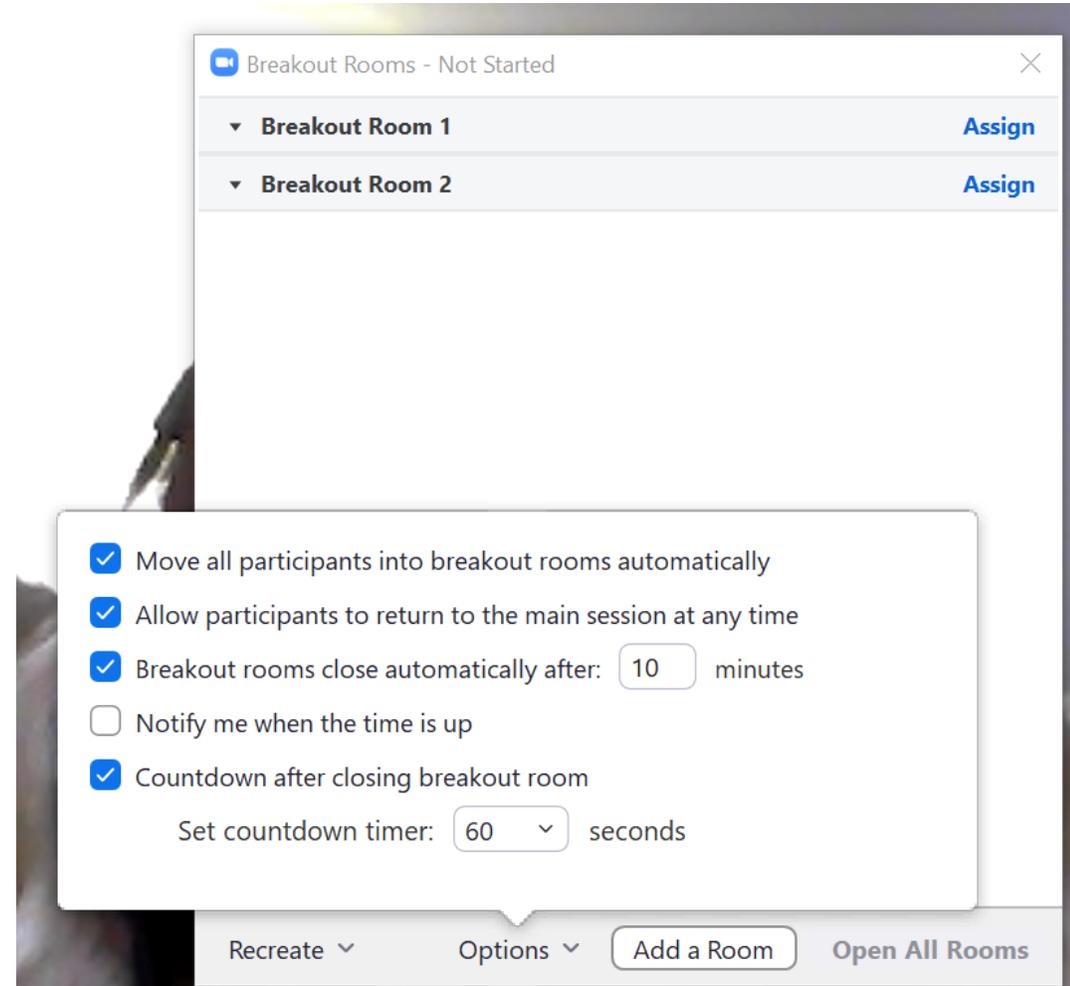


Zoom: creating breakout rooms



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 +

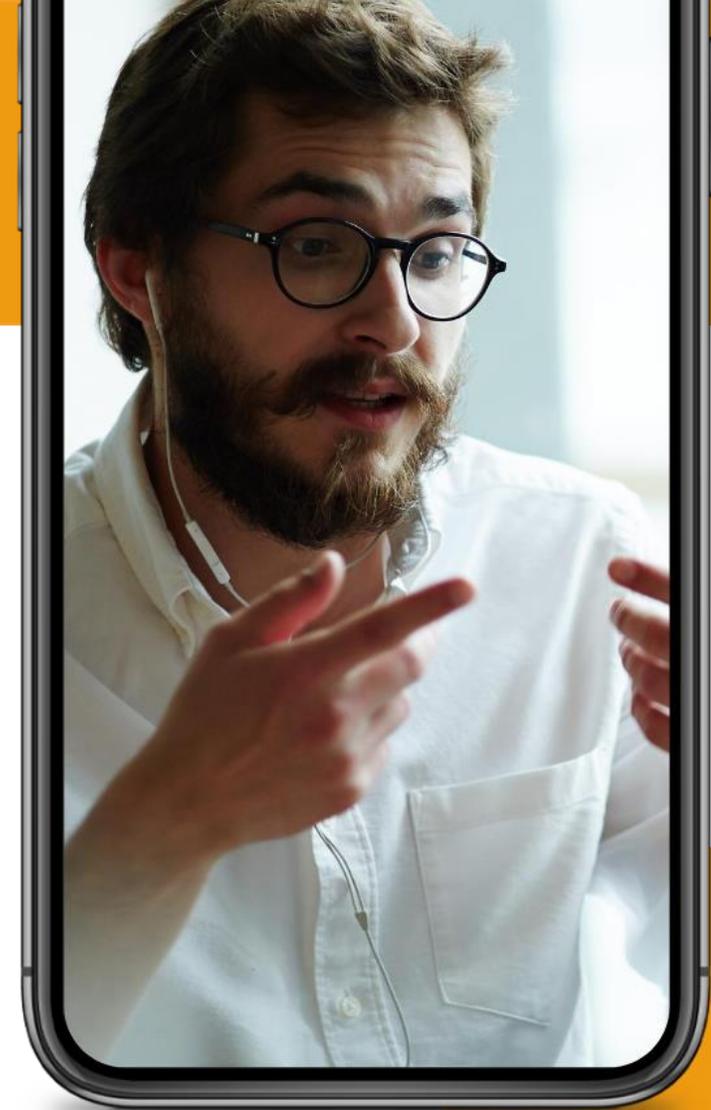
No Groups

Add a room by clicking +

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

To chat or not to chat?

What are the challenges
with managing
conversation?
What can we do to
make this easier?



Speaking aids for chat



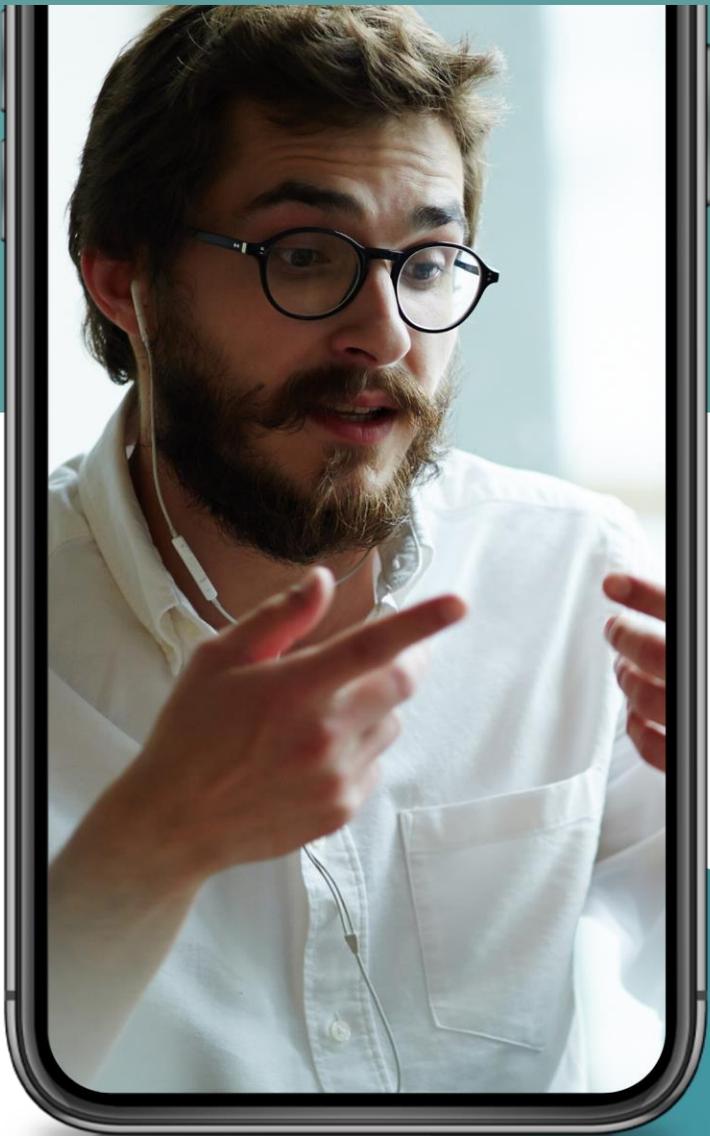
Want to talk/
Have a question



Direct response (to
previous)



Clarify



To chat or not to chat?

IDEAS

- 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

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.





Be right back! BREAK



5 mins



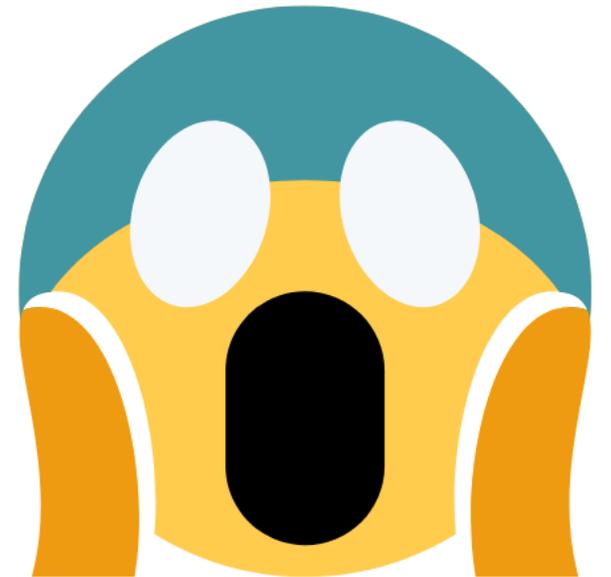
**Some quick tips
using visual aids....**



6 tips for managing screenshare



1. Only have open screens you need
2. Tell learners how to manage view
3. Verbal cues from audience
4. Session outline on another device
5. Roles – do you need help?
6. Alt tab to move between windows



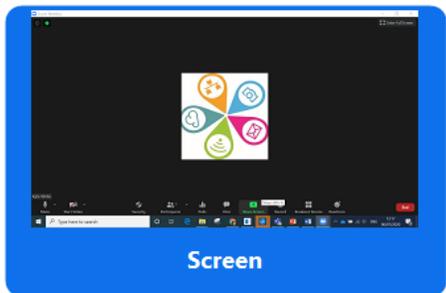
Select a window or an application that you want to share



Basic

Advanced

Files



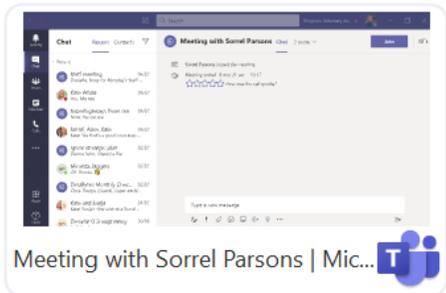
Screen



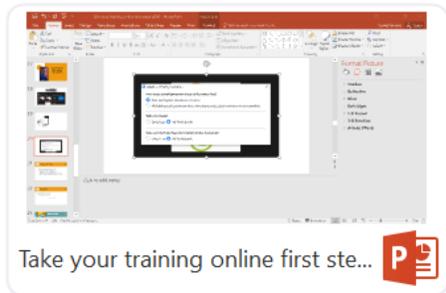
Whiteboard



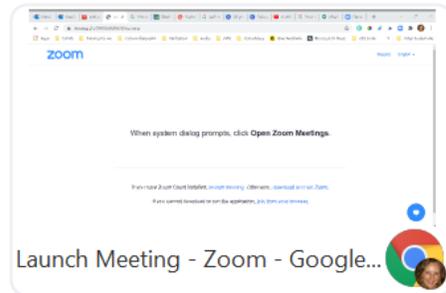
iPhone/iPad



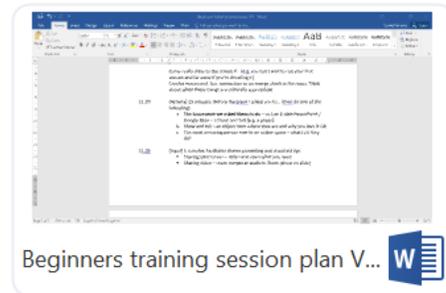
Meeting with Sorrel Parsons | Mic...



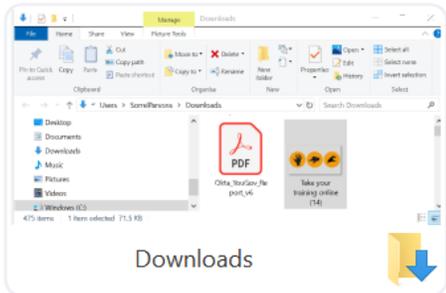
Take your training online first ste...



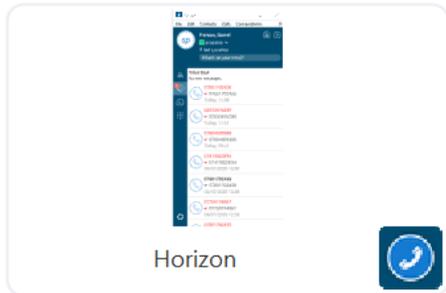
Launch Meeting - Zoom - Google...



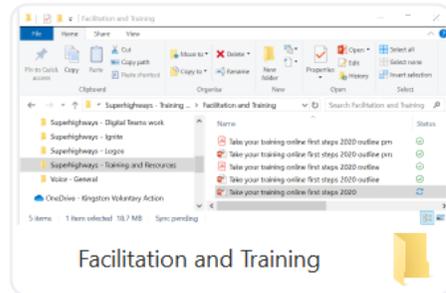
Beginners training session plan V...



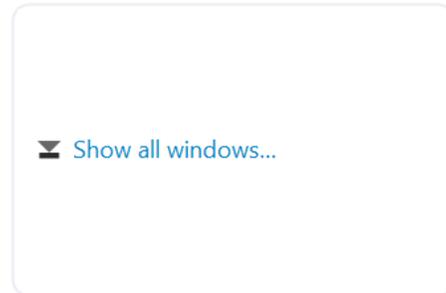
Downloads



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

Sharing video

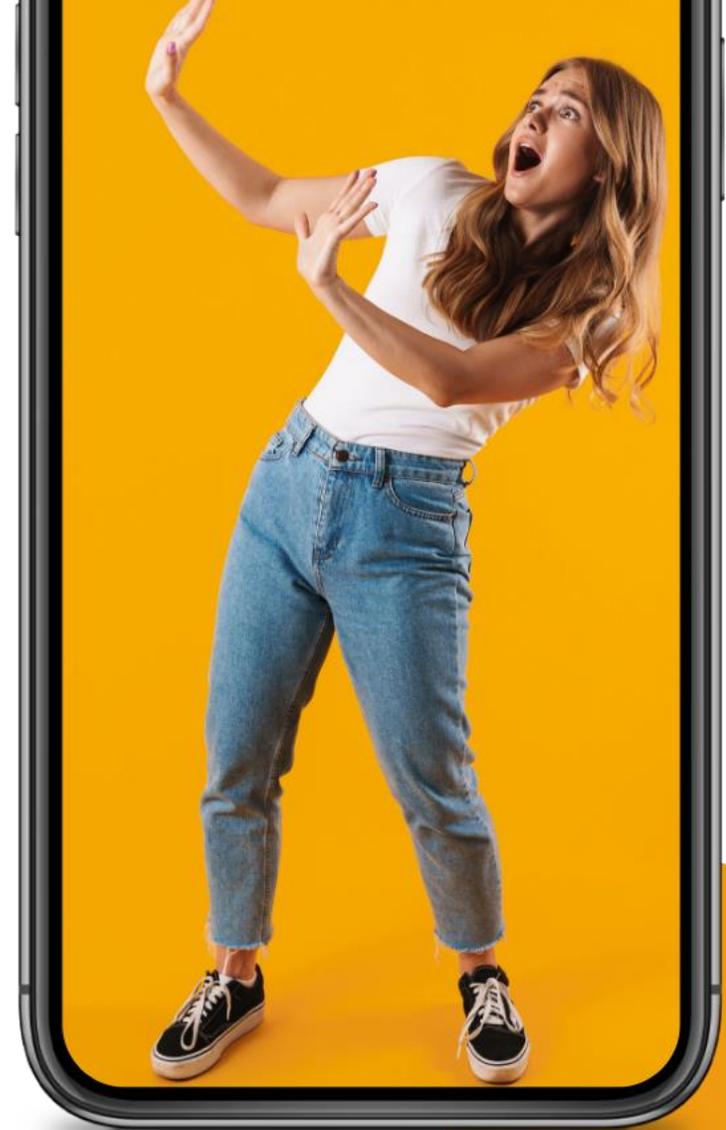


- ✓ Turn computer audio on!
- ✓ Check your sound levels pre-session
- ✓ Video ready to start on one screen
- ✓ Decide on embedding
- ✓ Stop share and re-start if you make a mistake

Let's play Wheel Decide...

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

15
mins



Quizzes and polls in your sessions

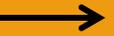


Quizzes and polls



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

Zoom 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 quizzers?". 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 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 quizzers?". 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.

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...

Go to

www.menti.com

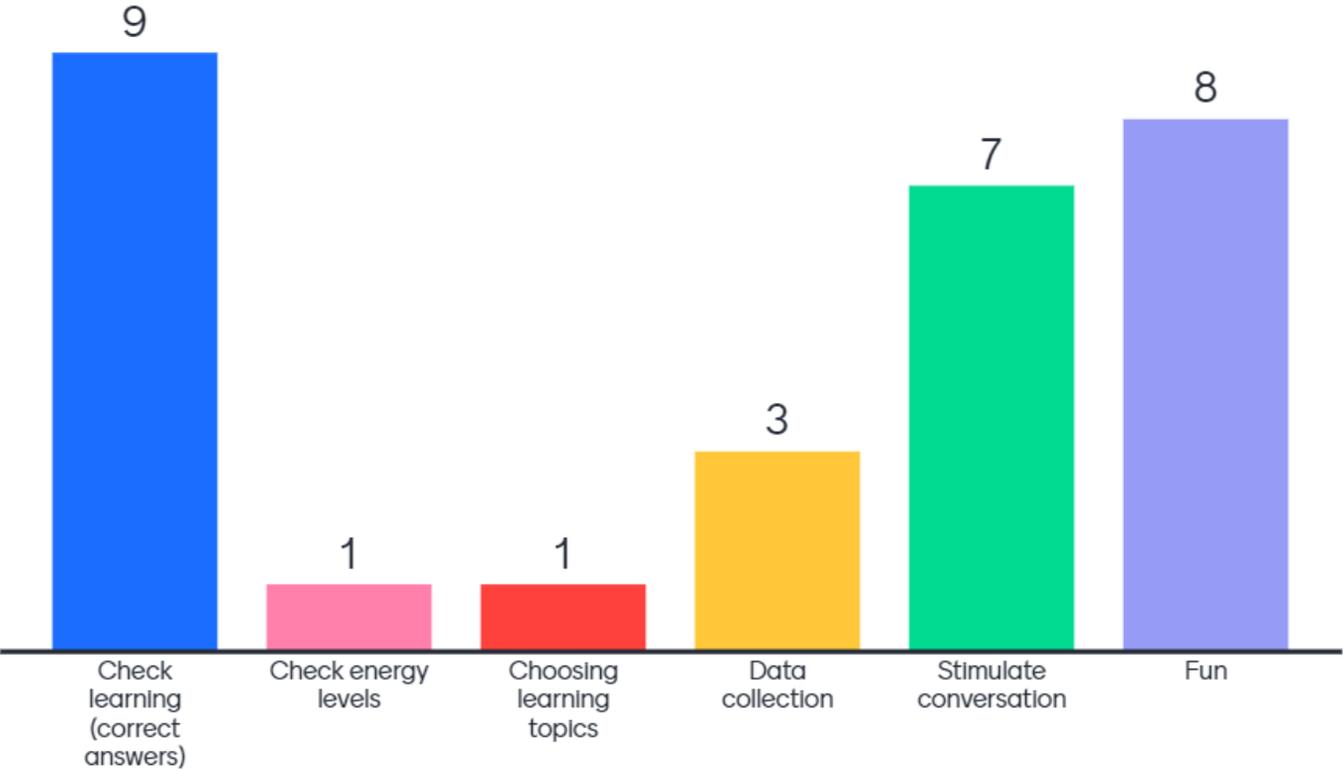


Enter the code

73 71 50 7

<https://www.menti.com/9427gce5i9>

What will you use quizzes or polls for?



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](#)

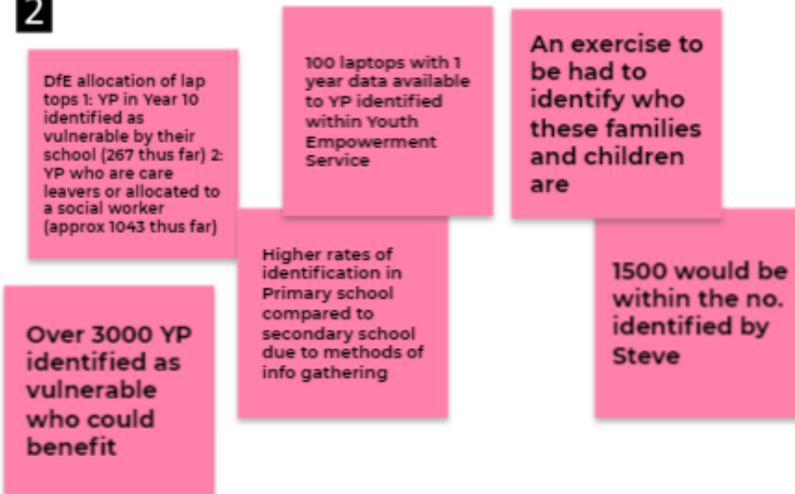
[Zoom Whiteboard](#)

Jamboard example

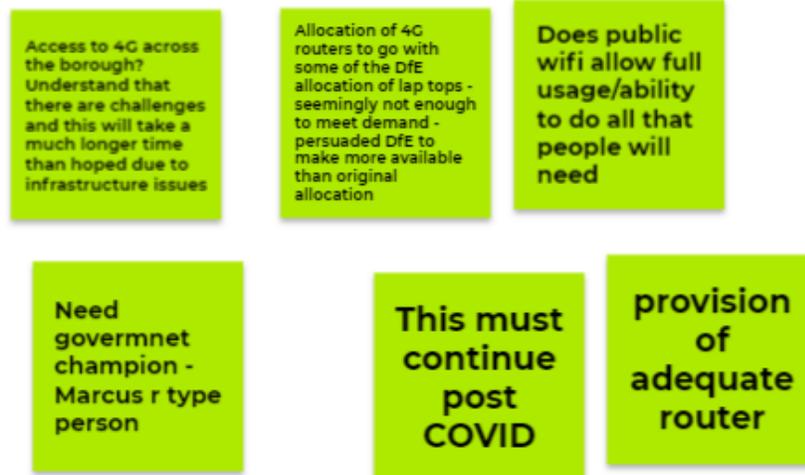
1 What is it about Alex and kids that made you choose them?
Do you think they are digitally excluded? If so, how does this impact the



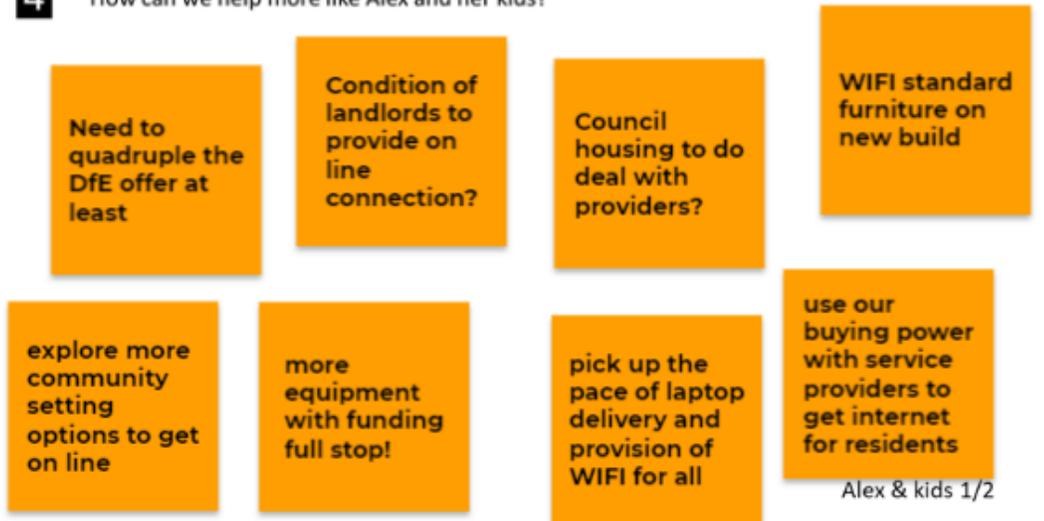
2 What I already offer to help? Please describe offer & org's name



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

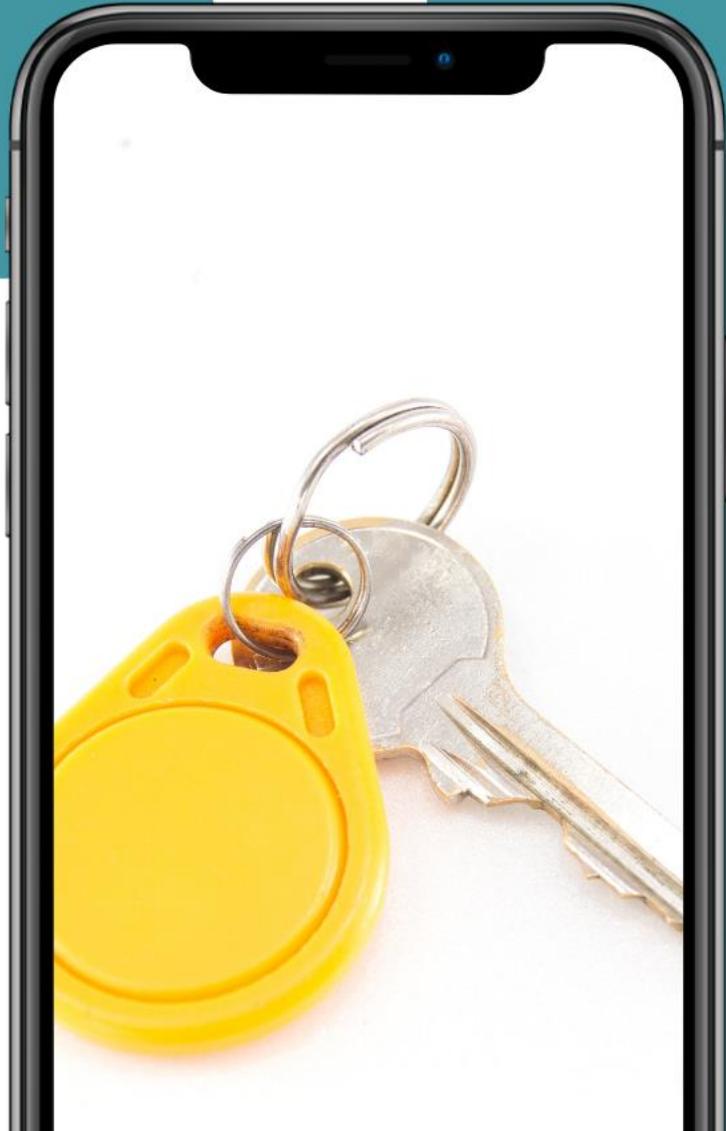


4 How can we help more like Alex and her kids?





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

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

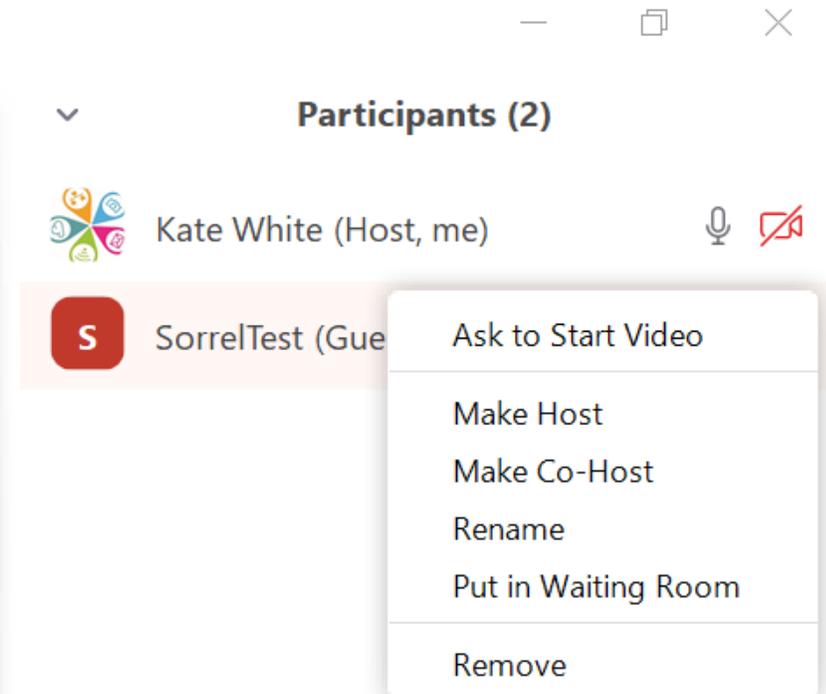
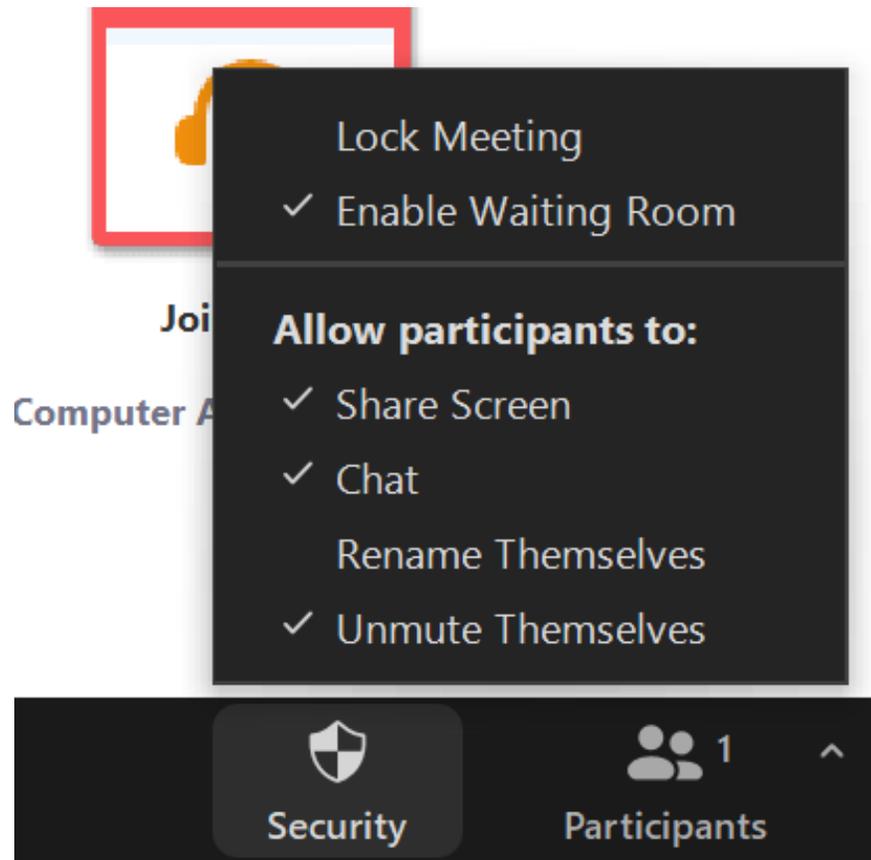
The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.



Zoom in-meeting security



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

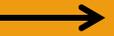


Zoom – who's in control

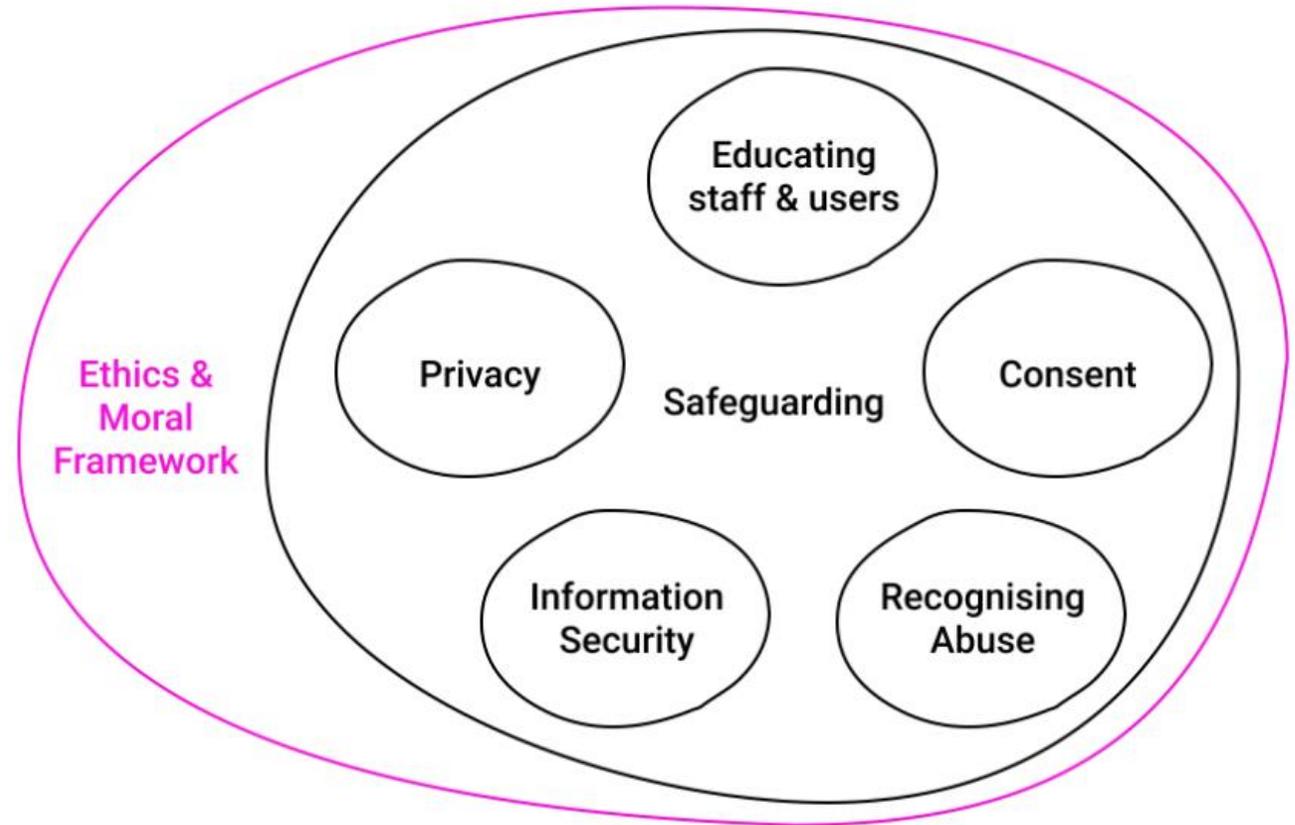


- ✓ Only Hosts can start the meeting
- ✓ Only Hosts can set up break out rooms
- ✓ Only Hosts can assign Co-hosts
- ✓ Co-hosts can admit people from the waiting room
- ✓ Co-hosts can put everyone on Mute & Start a recording

Digital safeguarding



- ✓ Activity & audience specific
- ✓ Check out the [DigiSafe resource](#) a step-by-step digital safeguarding guide, for charities taking services online



Your digital safeguarding landscape



Finally...

**Jump in but keep
it simple.**

**Start small and
have fun.**

Check out:

What's the one thing
you're going to try in your
first or next online
activity?

10
mins



Need help?



Thanks for taking part today:

Philippa Leary



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www.superhighways.org.uk