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

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

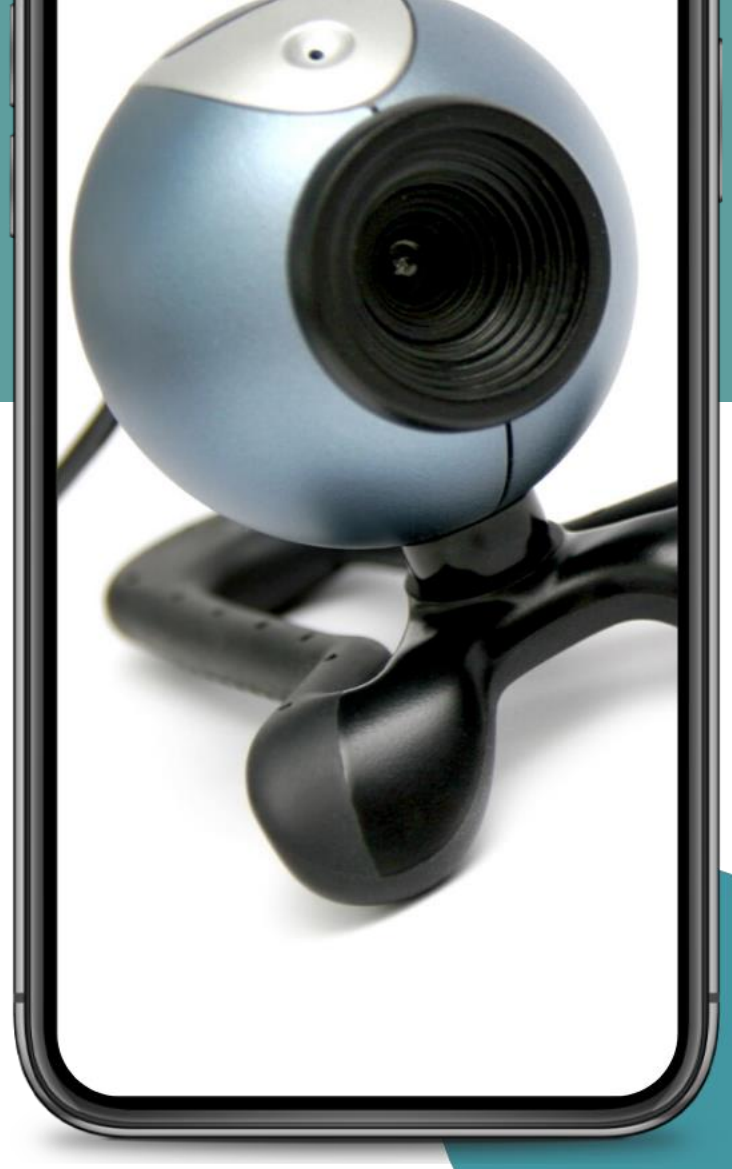
Web conferencing tools

→

- ✓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?

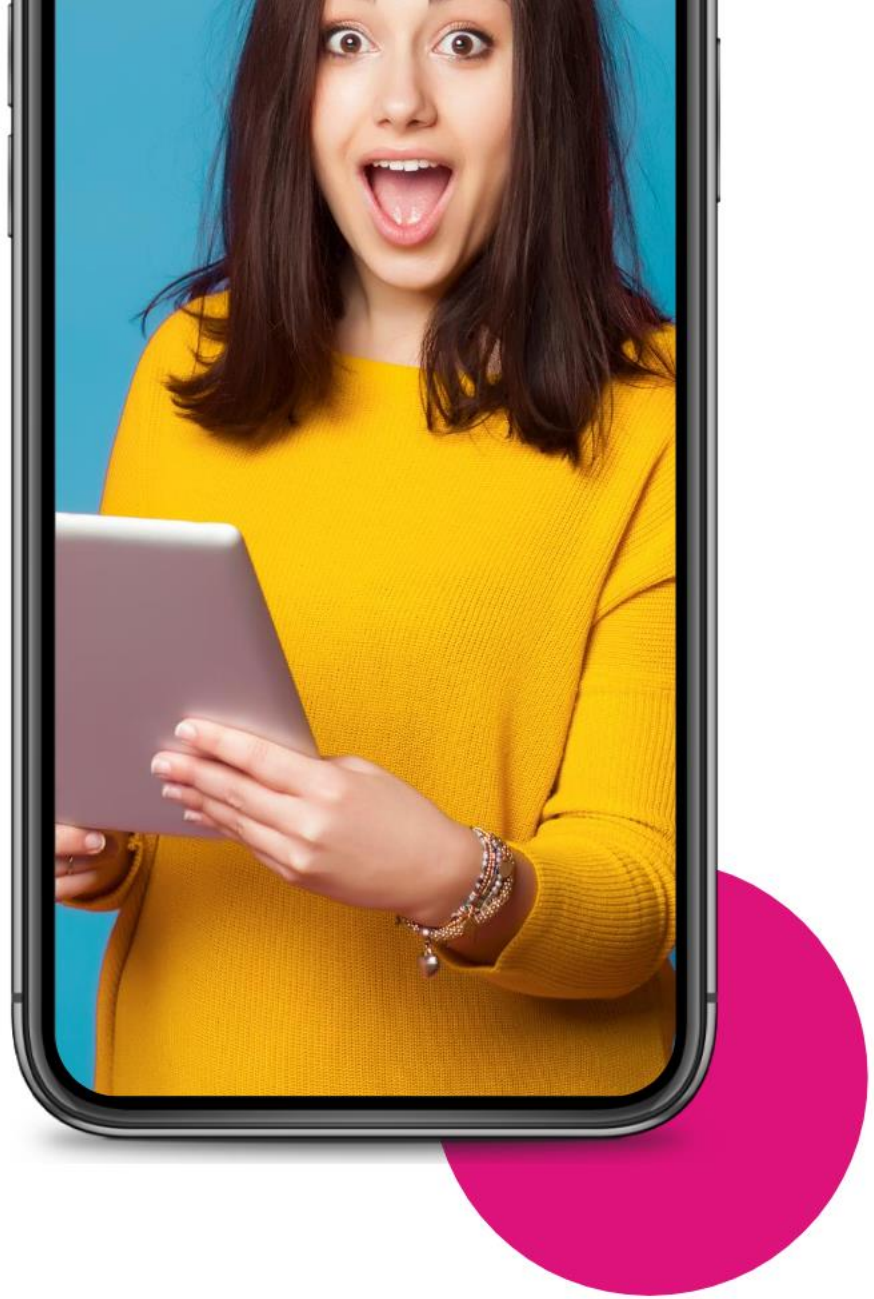
Say hello as if you've just taken off your coat and are talking to the person next to you

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!

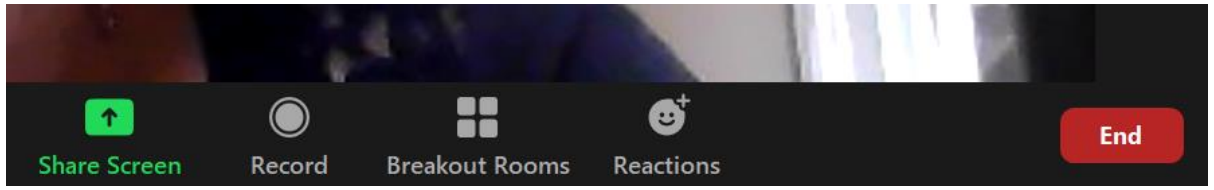
What icebreakers have worked in meetings you've attended and why?

Group discussion



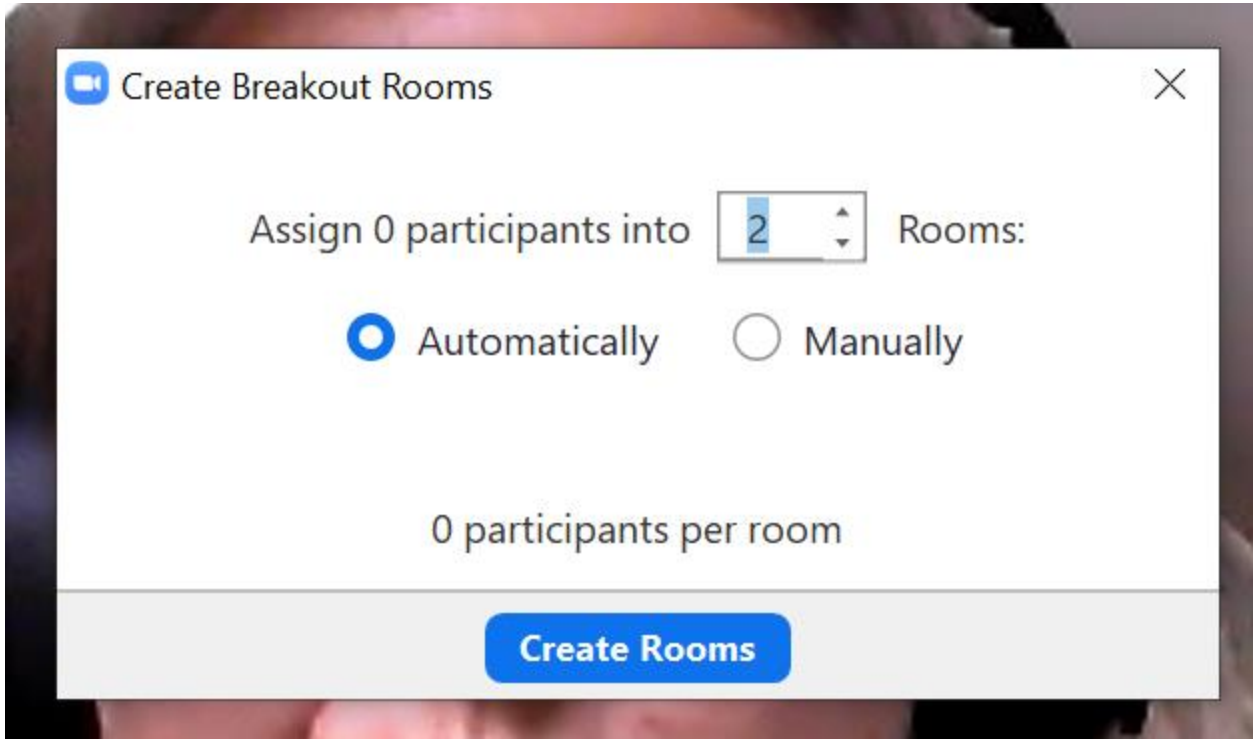
Zoom breakout rooms for smaller group discussion

Zoom: creating breakout rooms



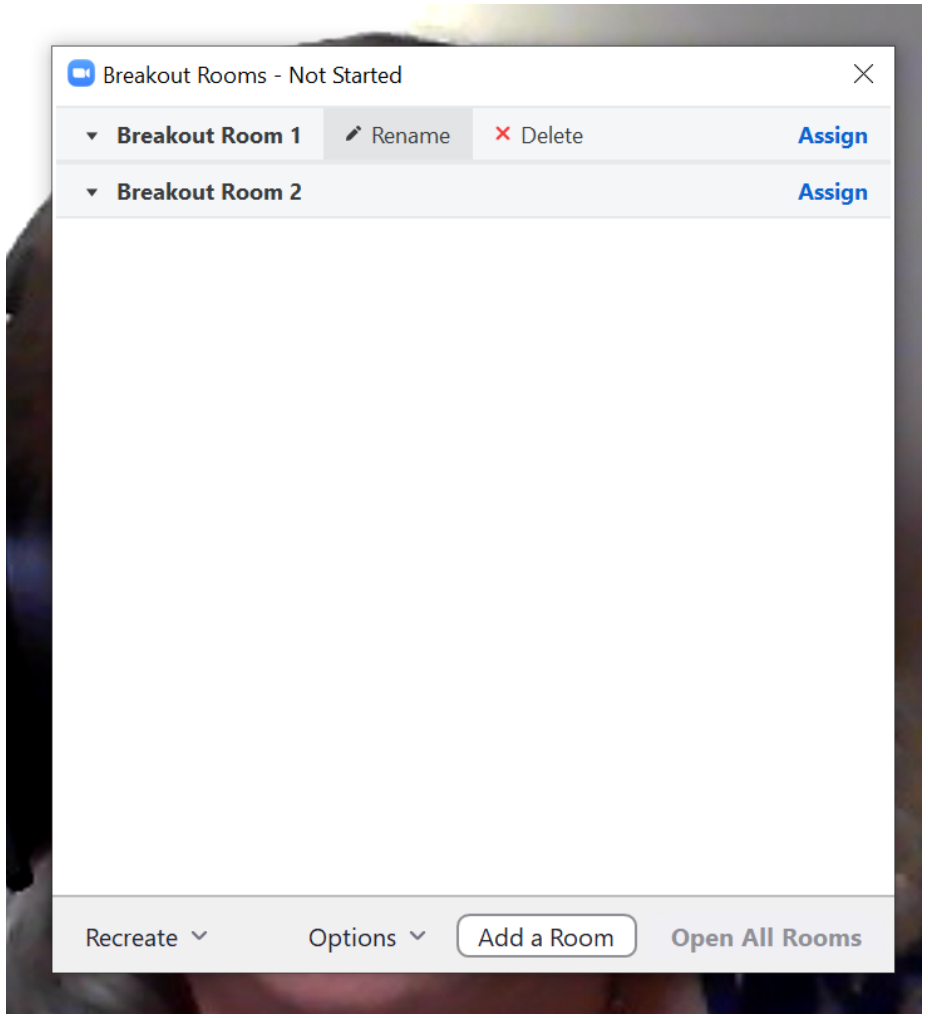
Click on Breakout Rooms – sometimes you'll find this if you click on the three dots

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

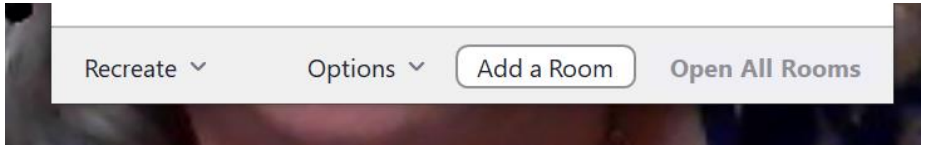


Zoom: creating breakout rooms

- ✓ 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

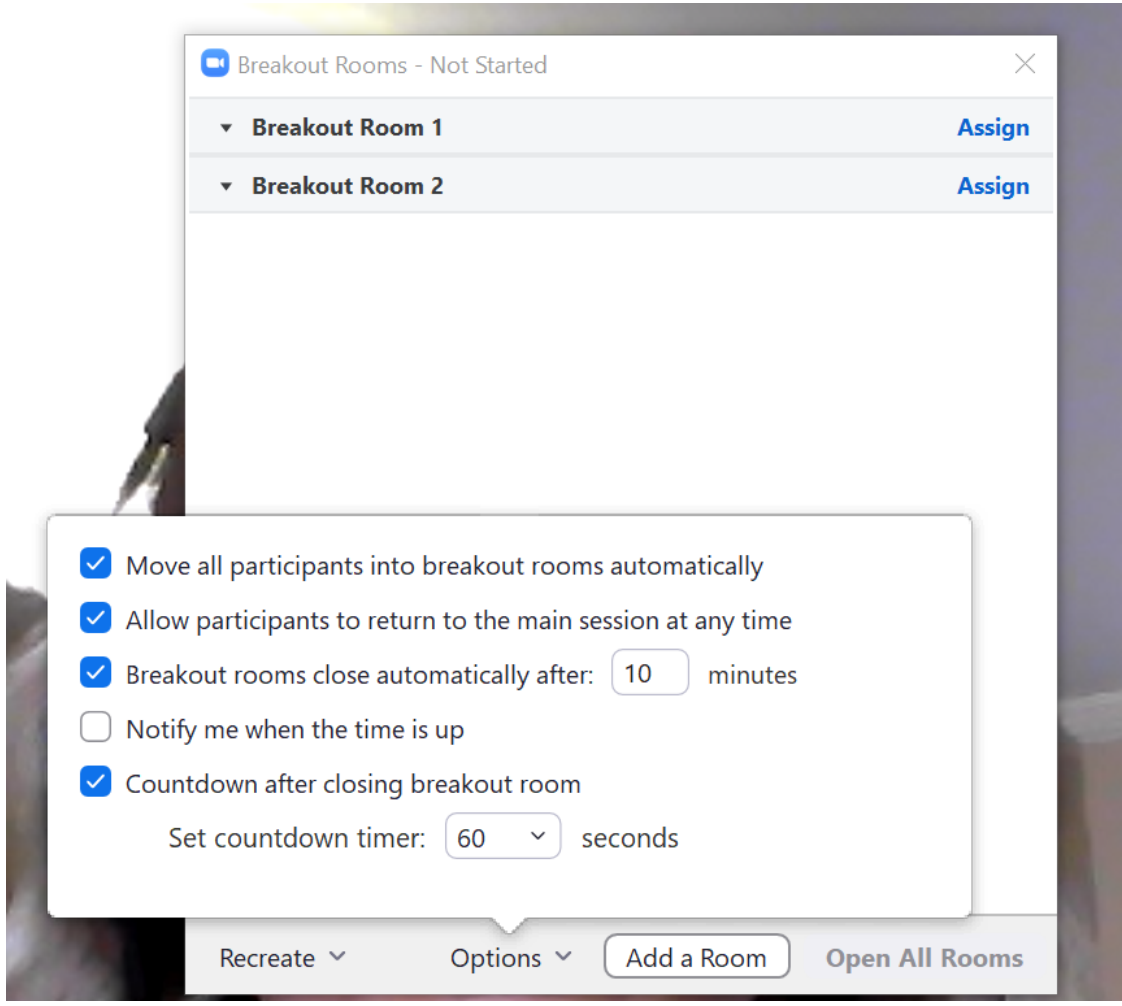


Zoom: creating breakout rooms



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

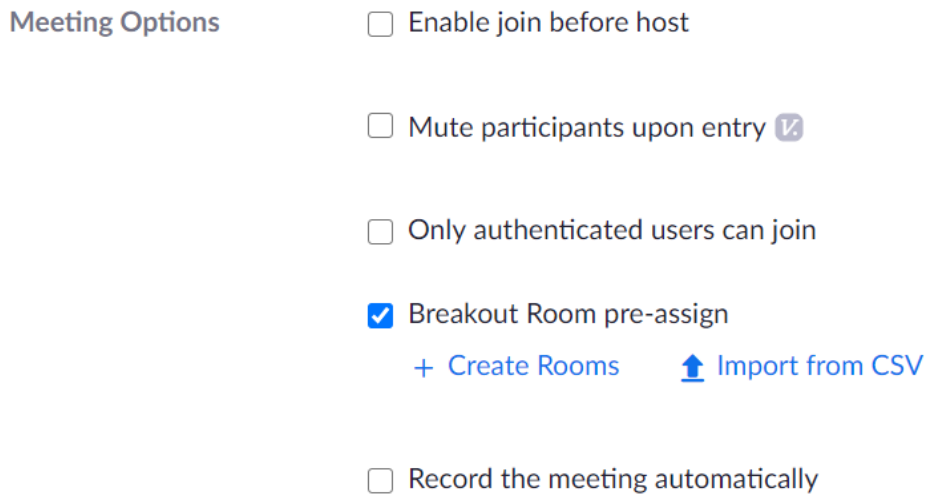
When you are ready ‘Open All Rooms’.

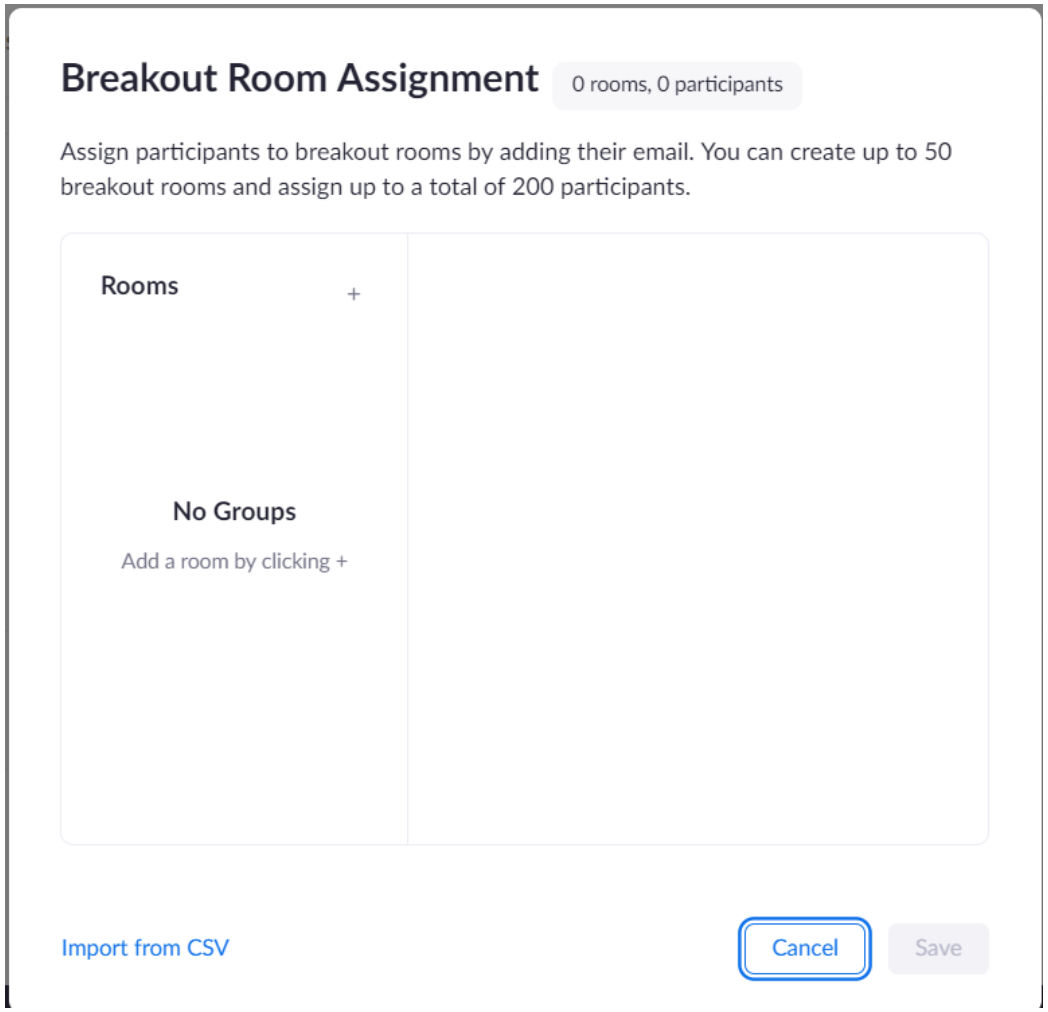


Zoom: pre-assign breakouts

Useful for:

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





To chat or not to chat?

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

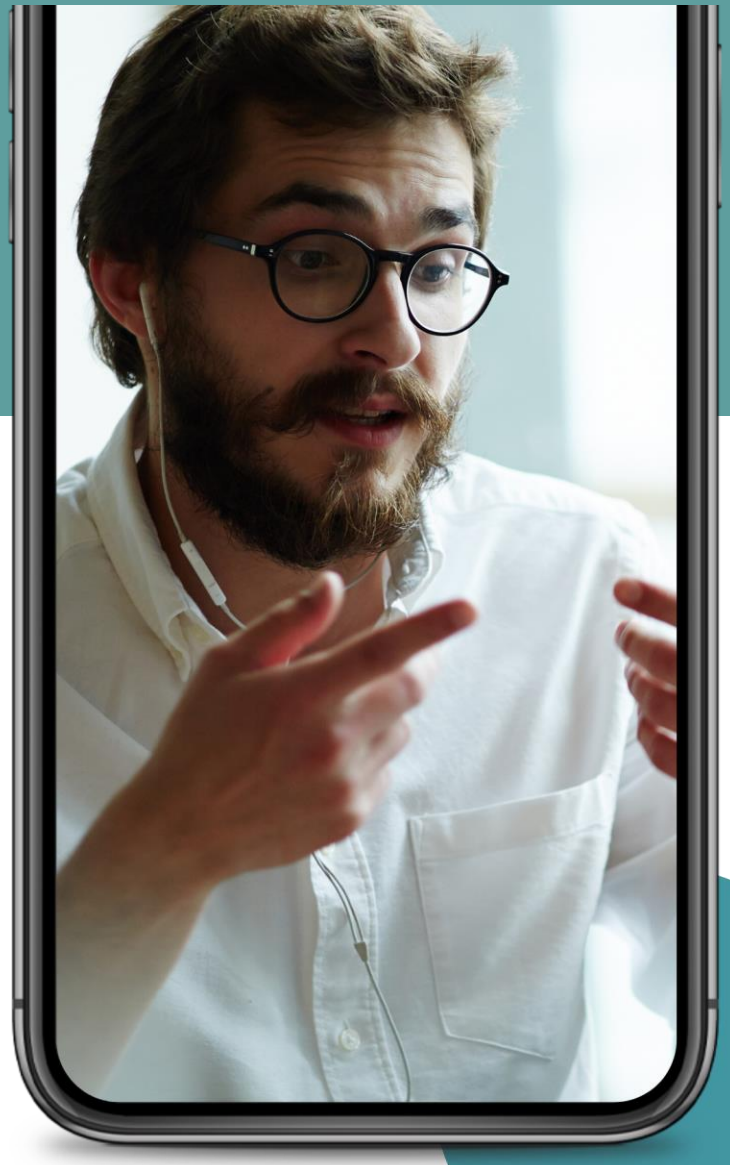
Speaking aids for chat

Want to talk/

Have a question

Direct response (to previous)

Clarify



To chat or not to chat?

IDEAS

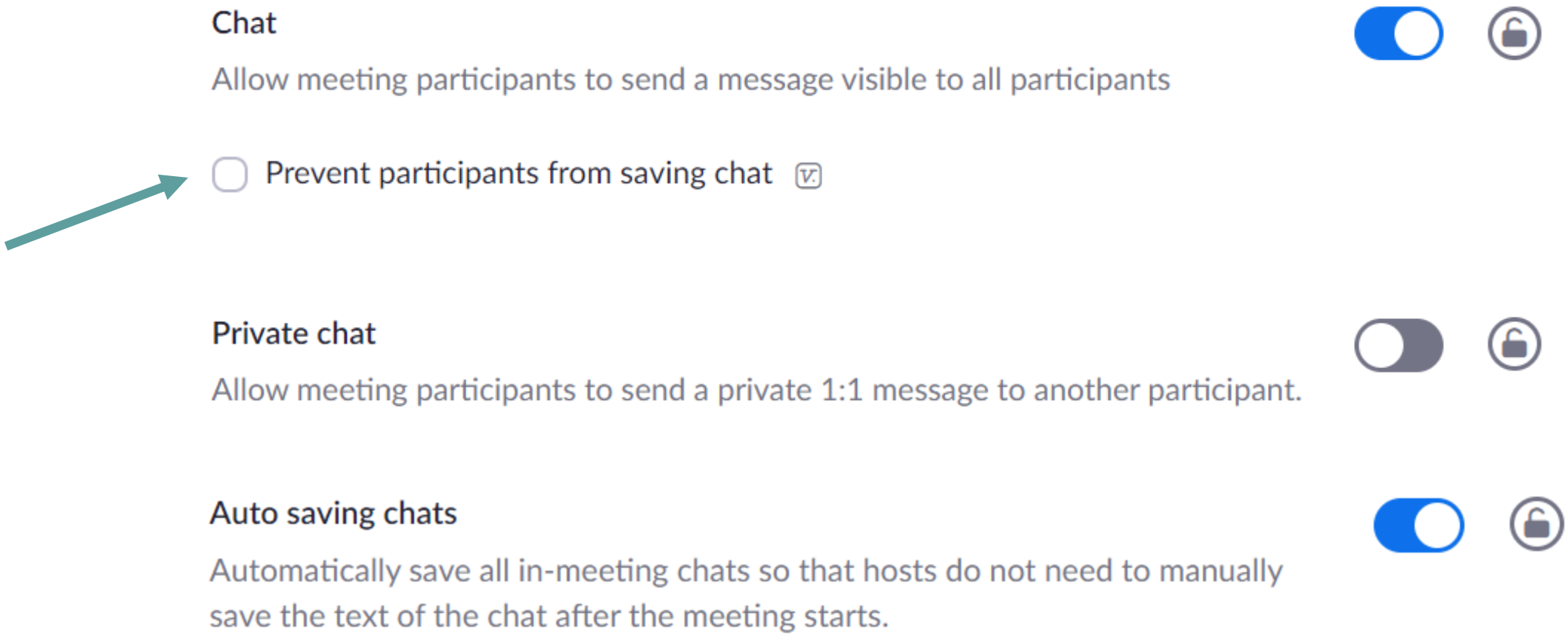
1. **Using raised hand functionality** for agreement / having a say without speaking
2. **Sharing content** e.g. video and asking to reflect in silence & contribute to chat
3. **Discussion,** with scribing in live doc, followed by feedback

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



Be right back! BREAK

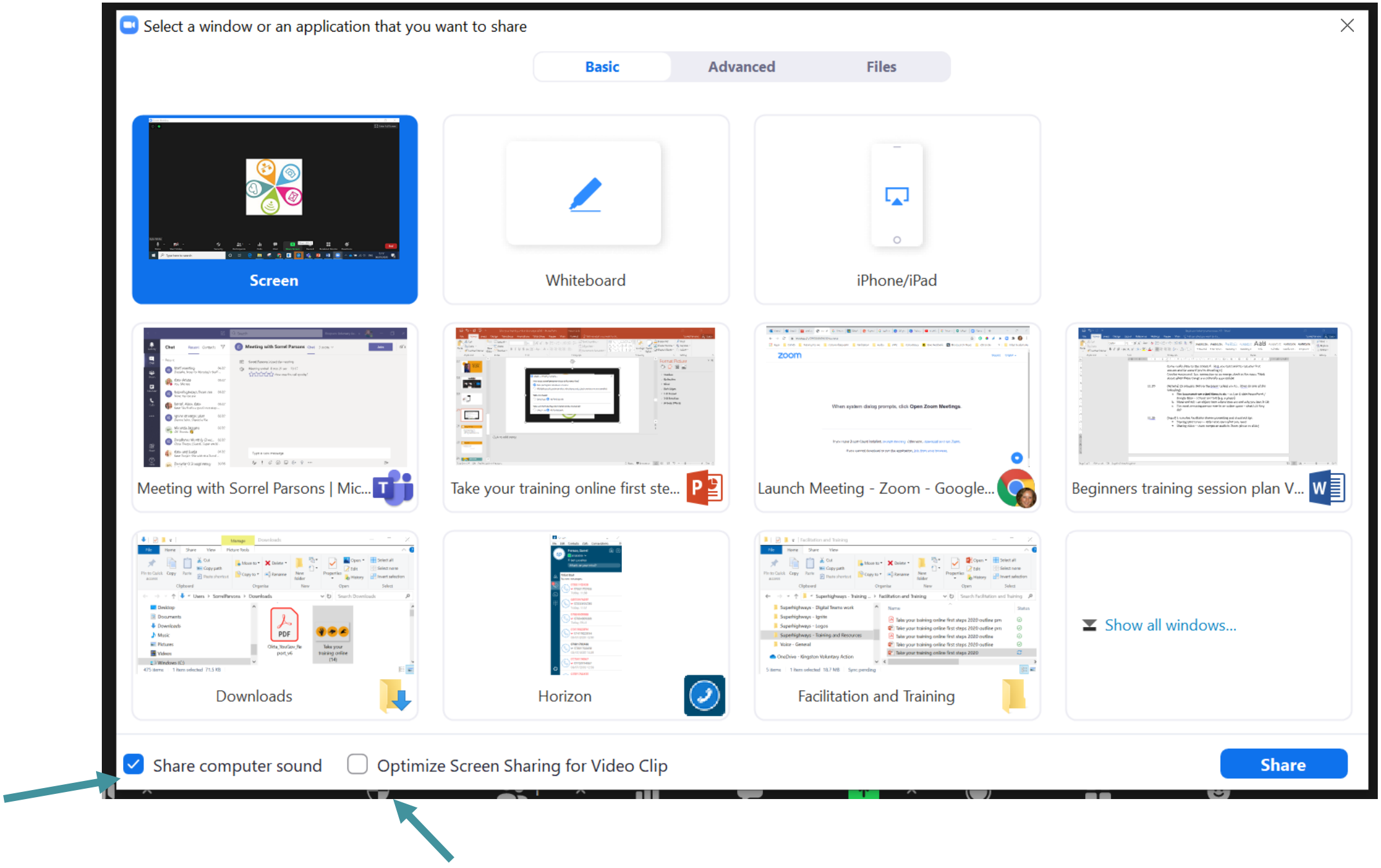
5 mins

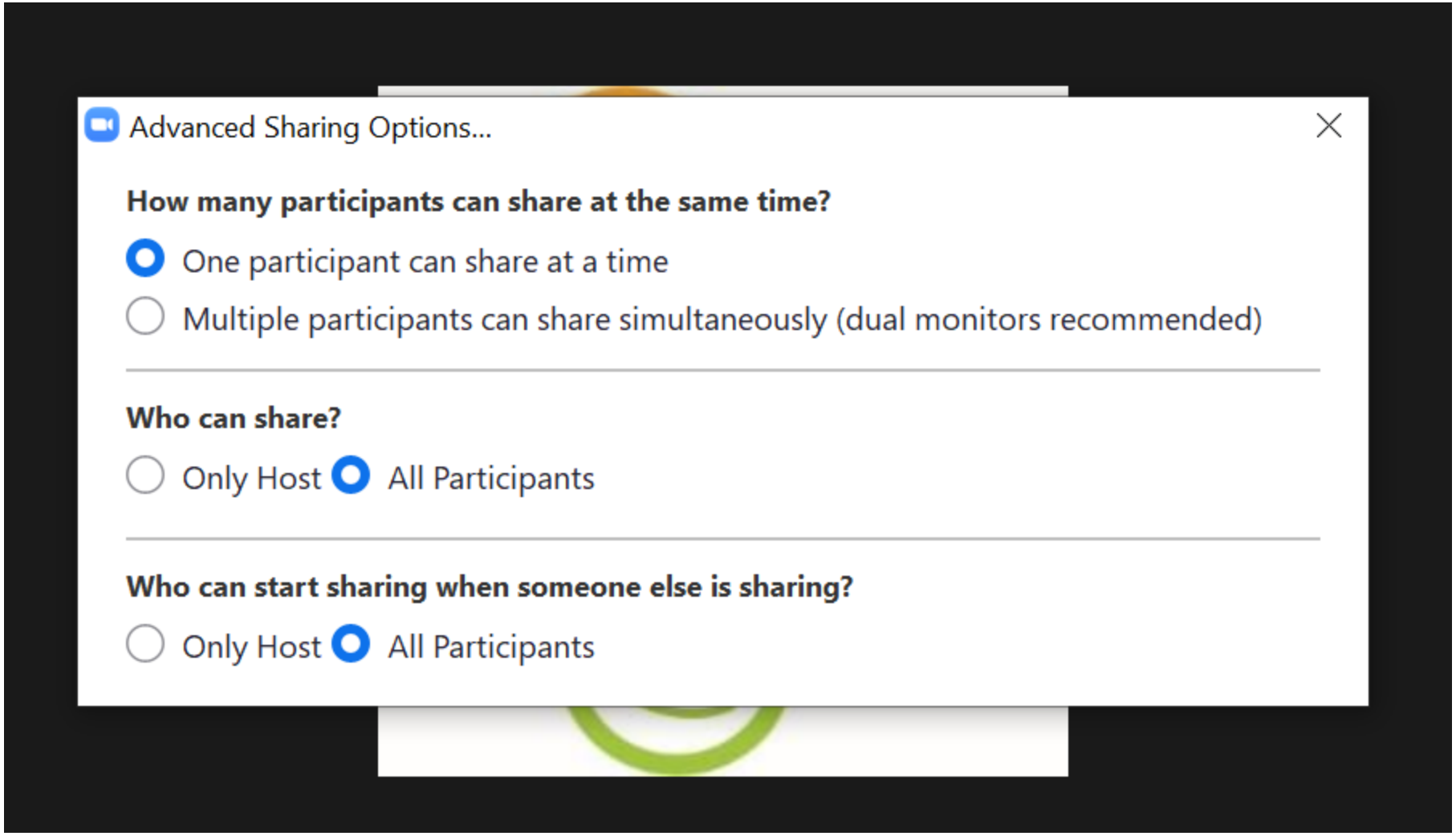
Some quick tips using visual aids….

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

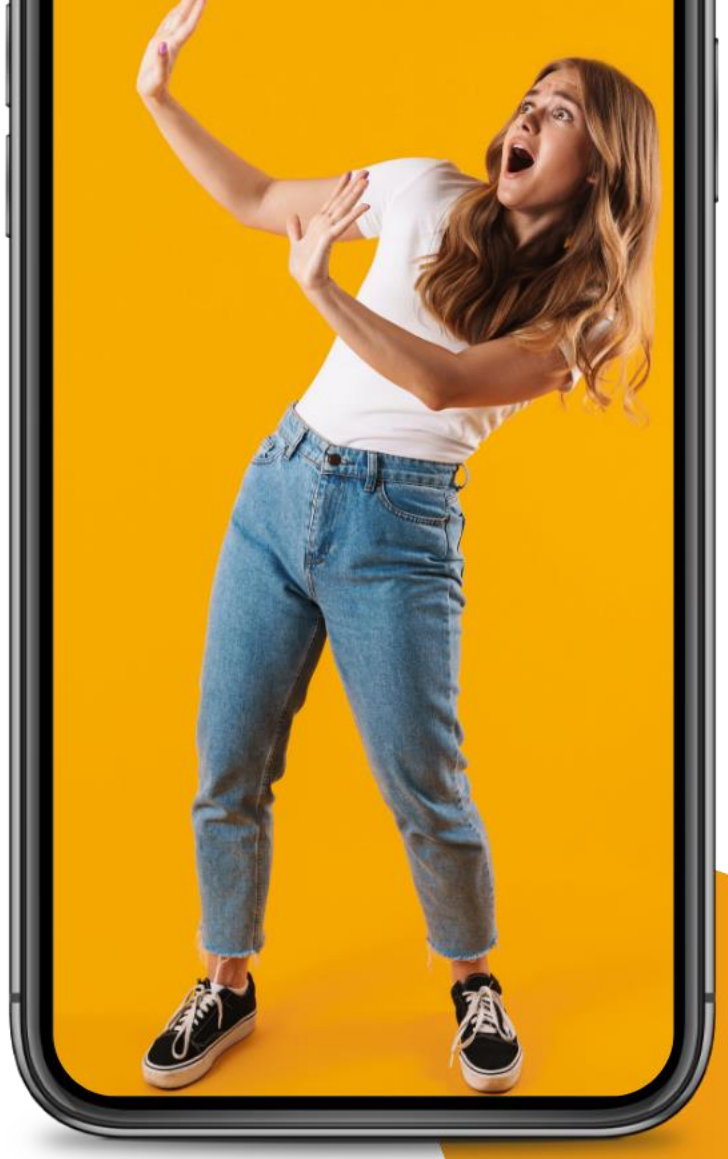
Sharing video

- ✓ 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



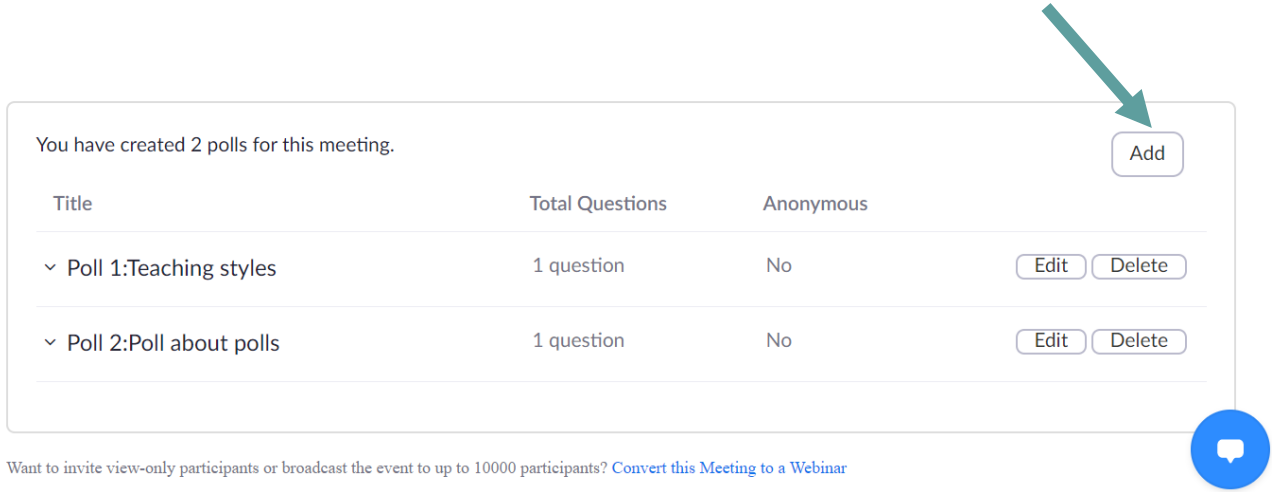
Quizzes and polls in your sessions

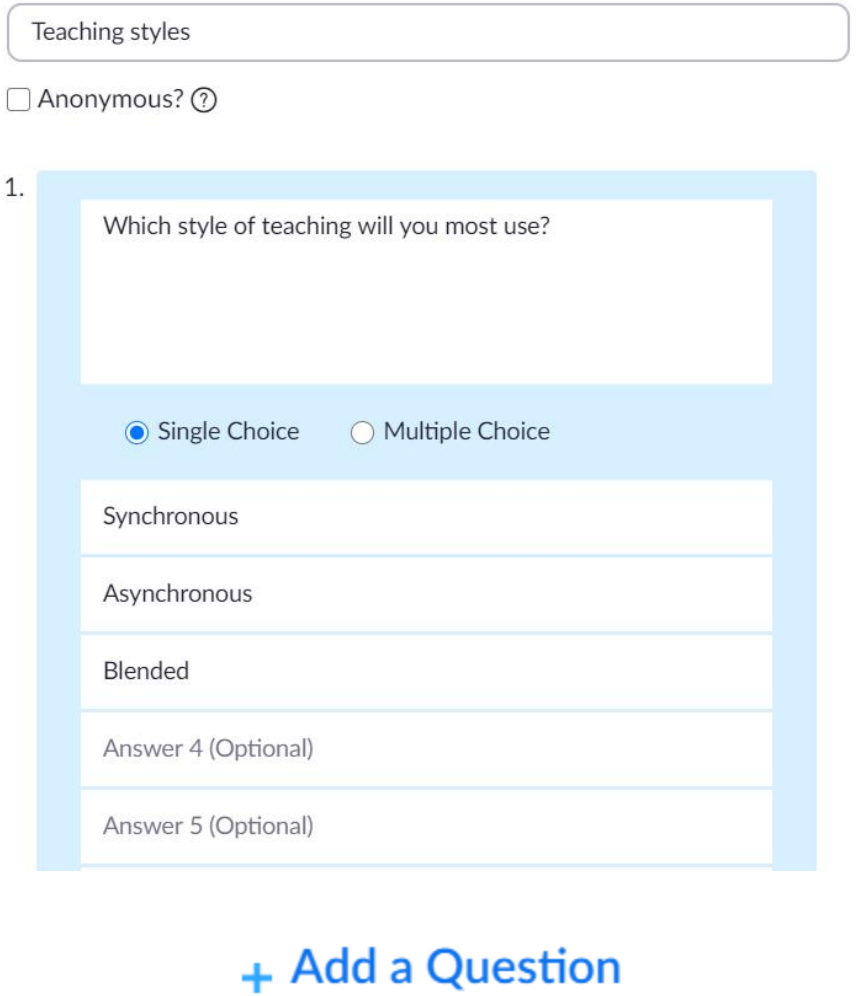
Quizzes and polls

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

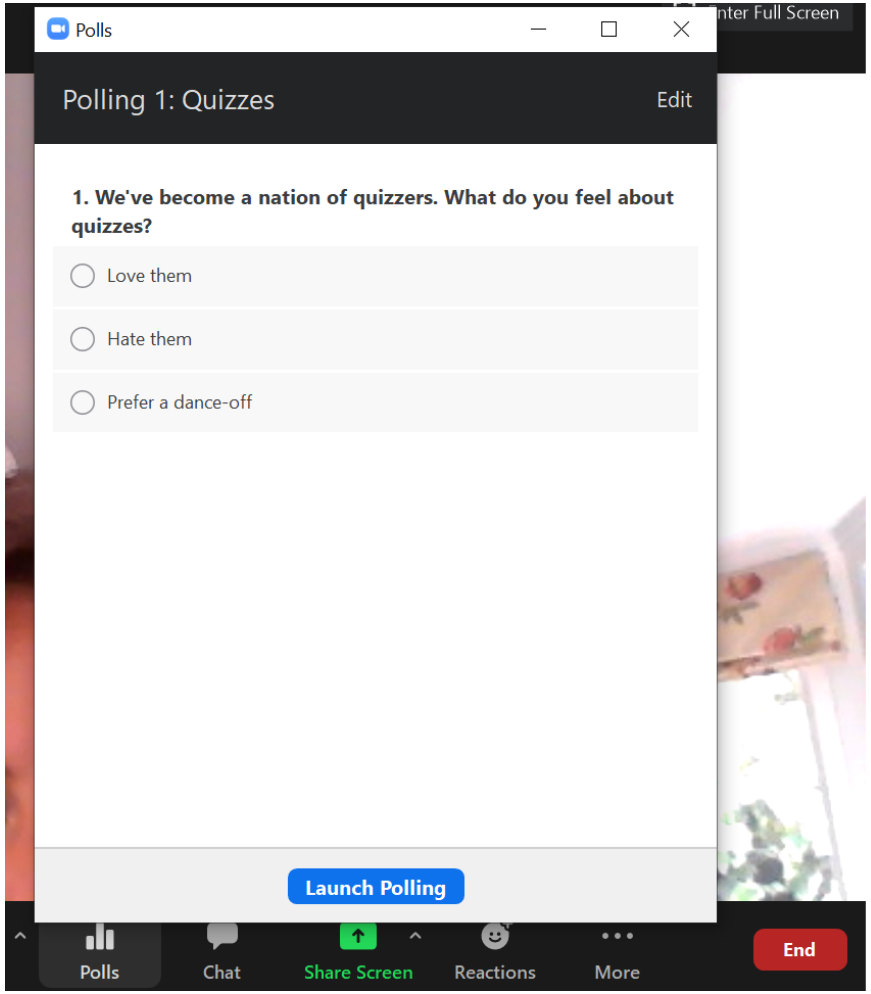
Zoom polls: creating your poll

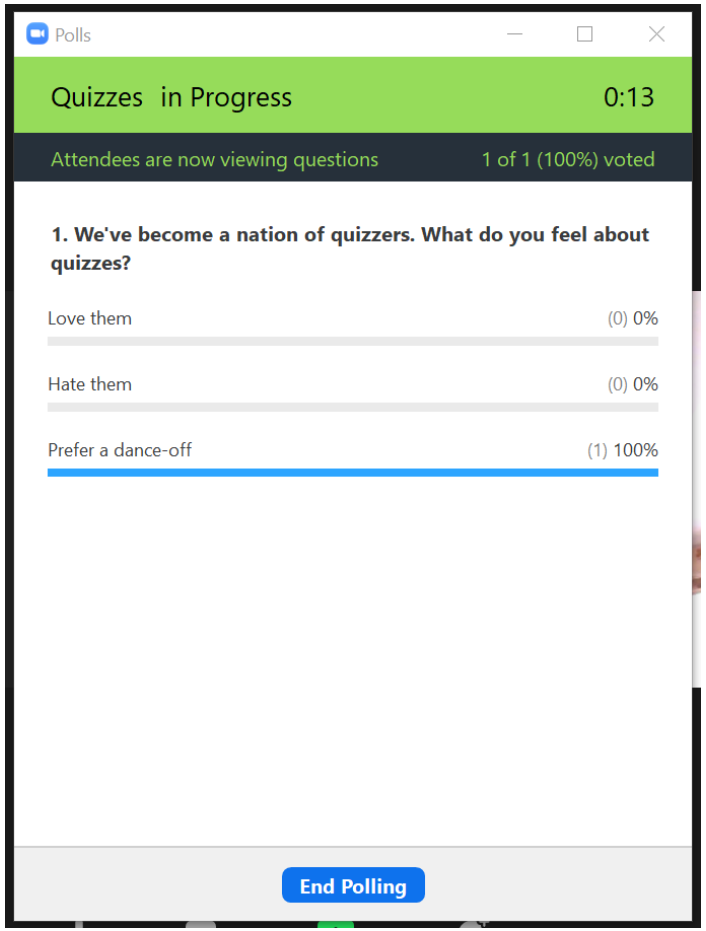
When you schedule a meeting you have the option to create a poll. Don't forget to turn Polls on in your account settings

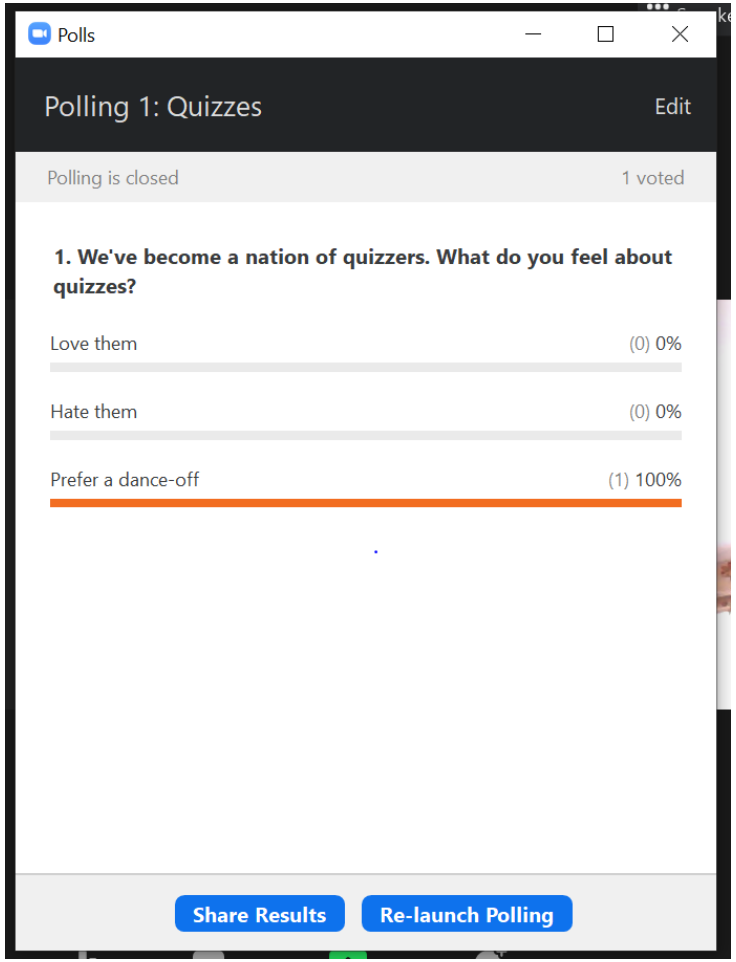




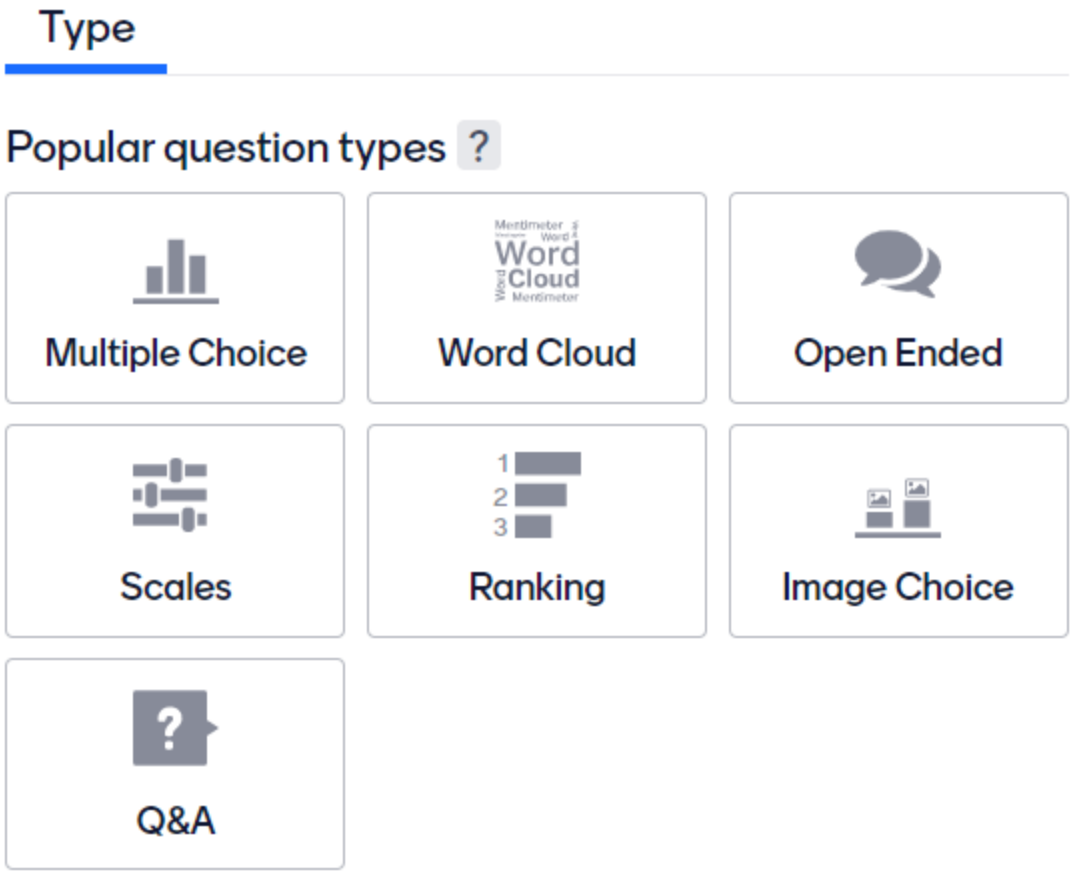
Zoom: using polls in sessions







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…

Go to

www.menti.com

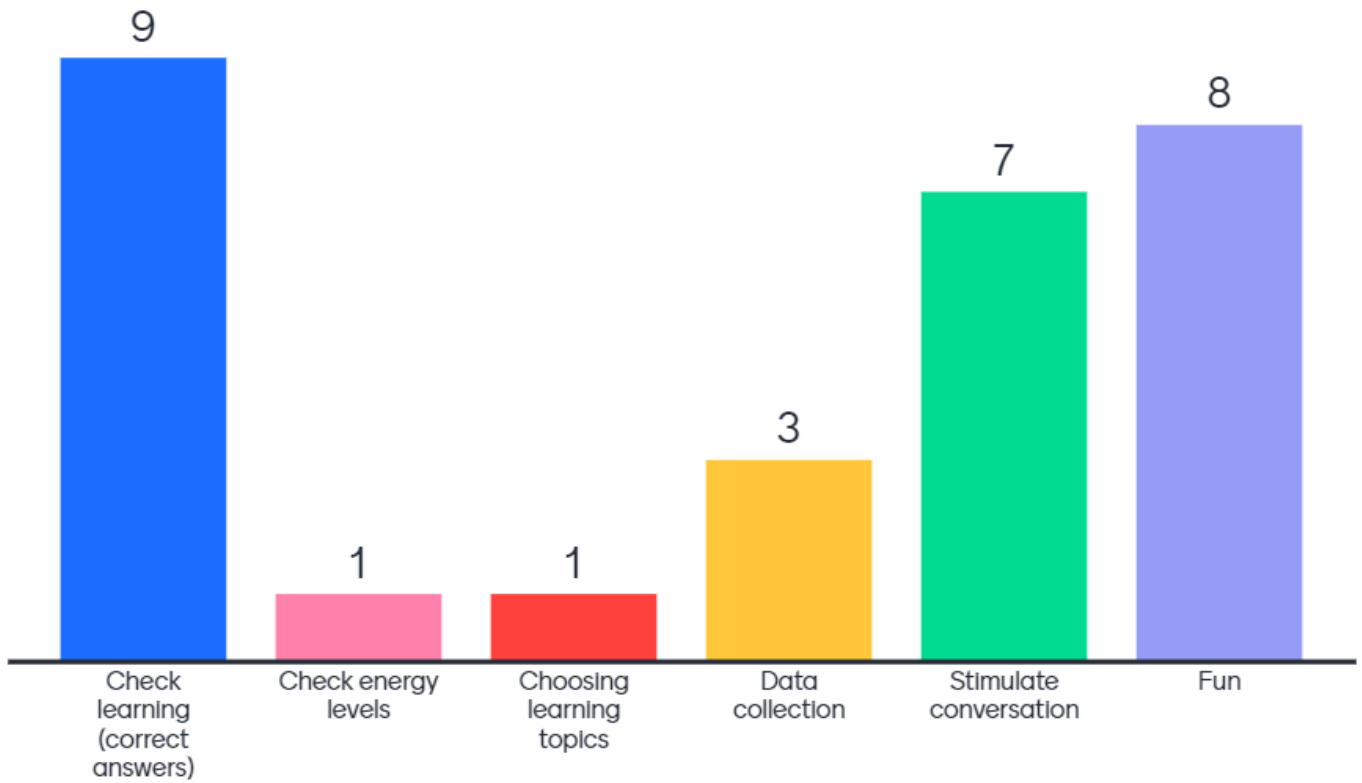
Enter the code

73 71 50 7

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

What will you use quizzes or polls for?

Mentimeter



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Tools for collaboration

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Jamboard

✓Easy to learn

Miro

✓One big canvass

✓Little time lag if any – great performance

Mural

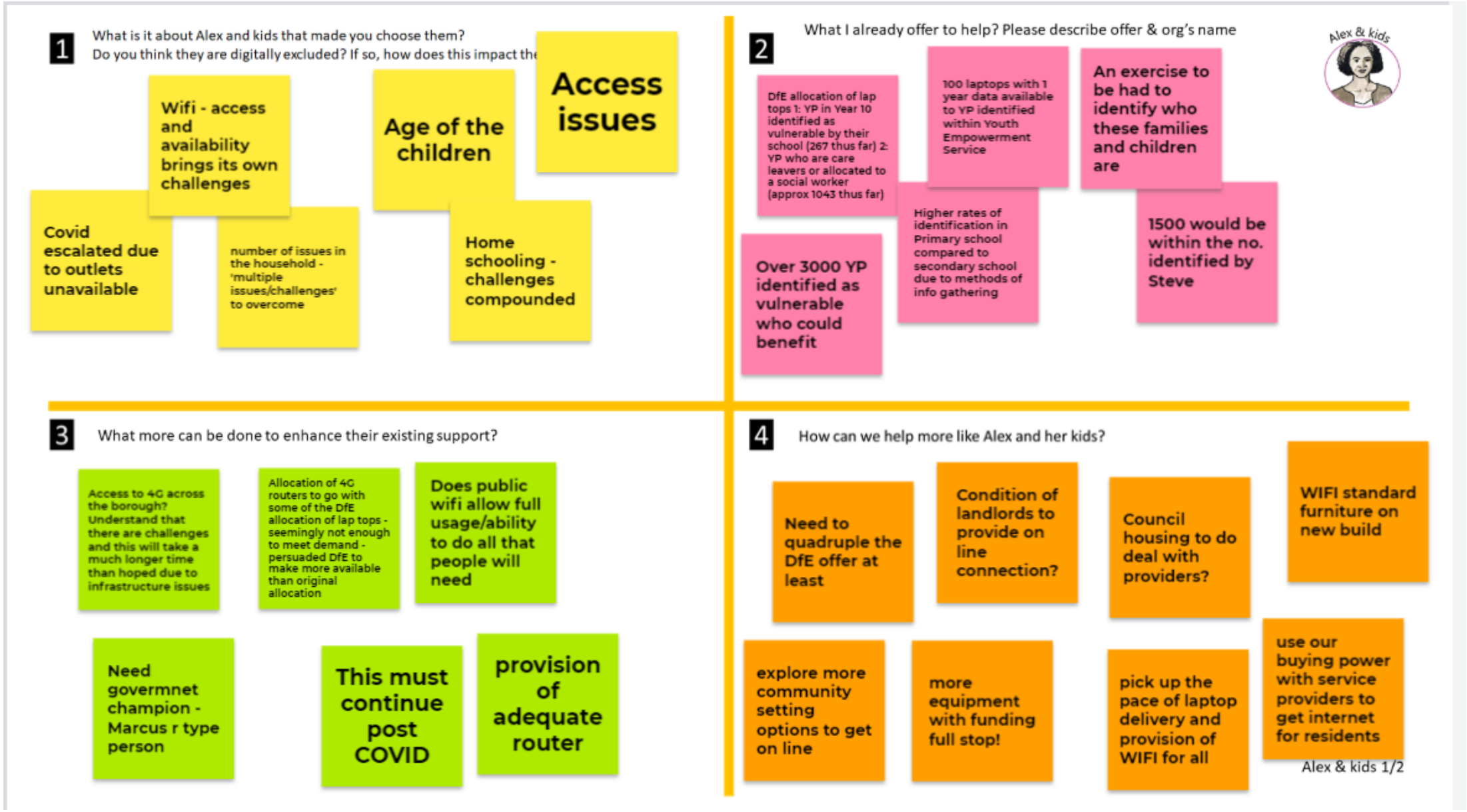
✓Free guests!

✓Community of people – so ideas for workshops online

Microsoft Whiteboard

Zoom Whiteboard

Jamboard example

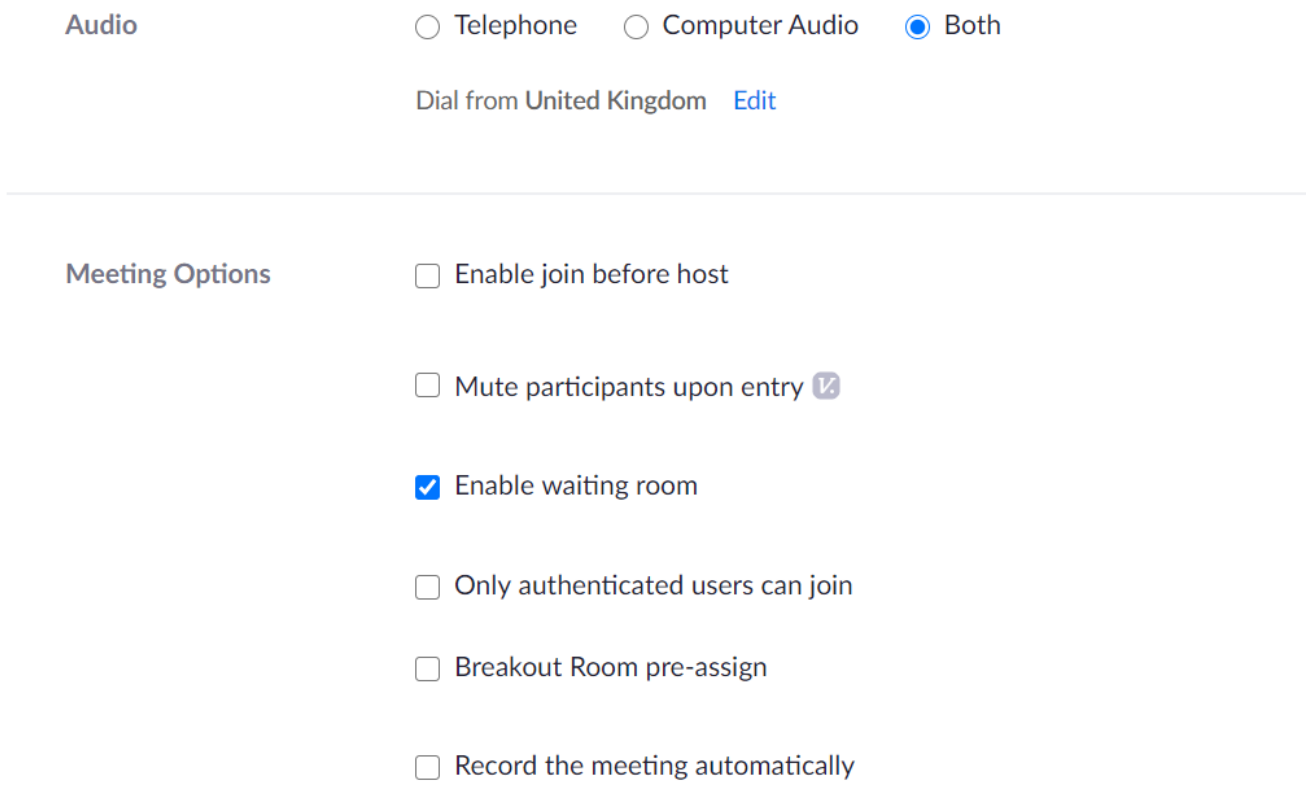


Basic security options

Zoom scheduling security

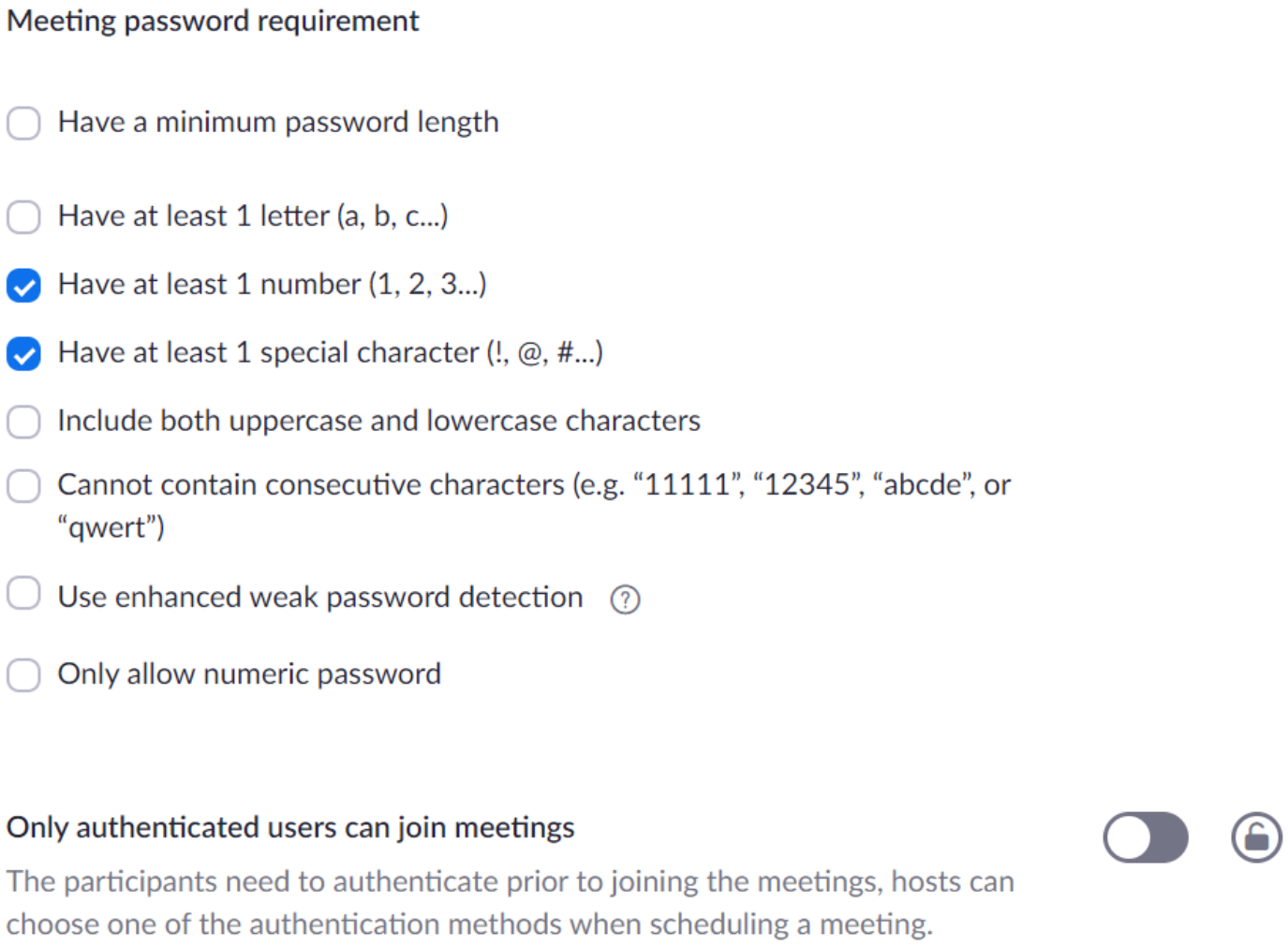
These are some things you can do when scheduling your meeting e.g.

- ✓enable waiting room
- ✓mute participants on entry



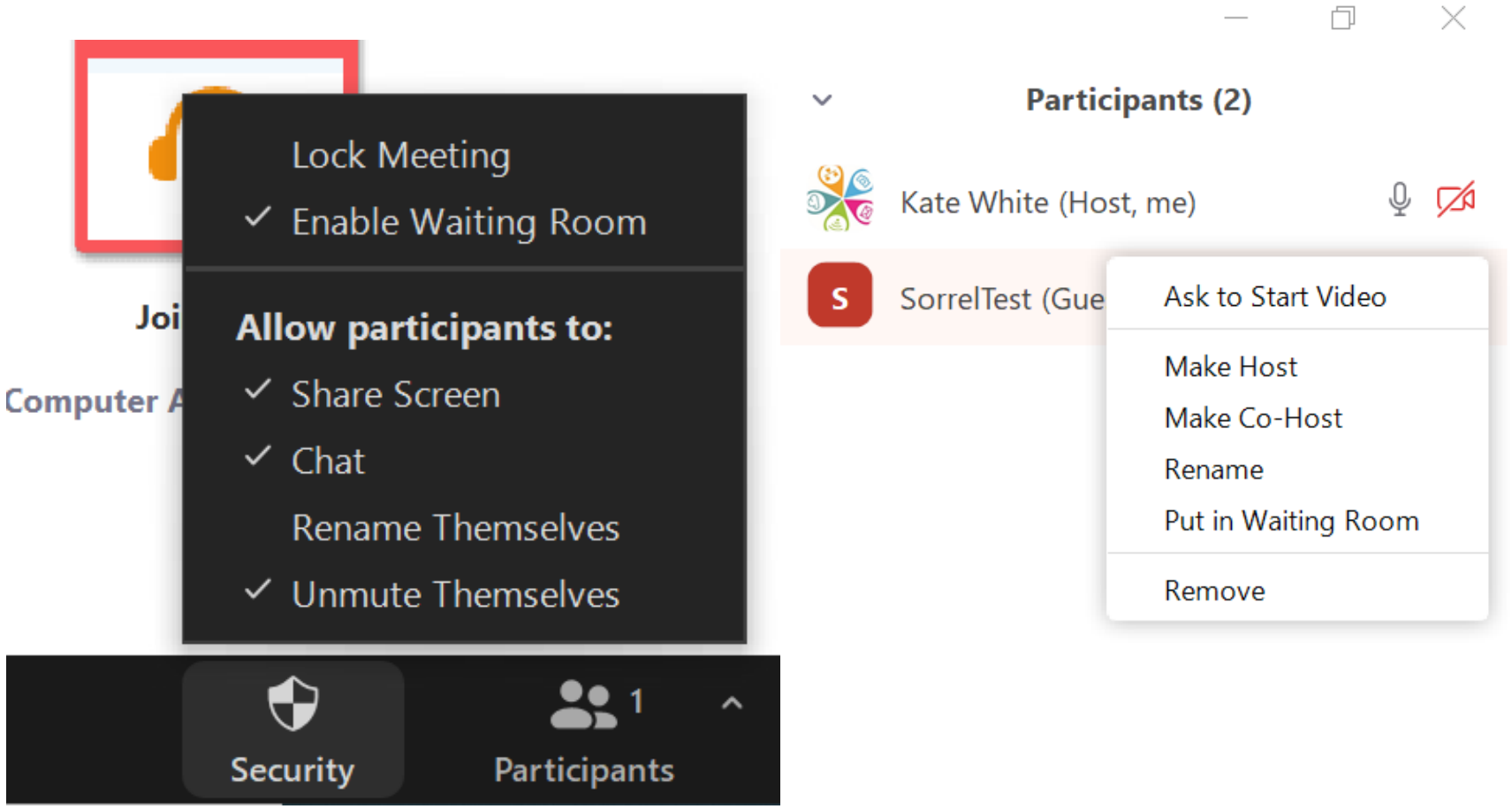
Zoom scheduling security

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



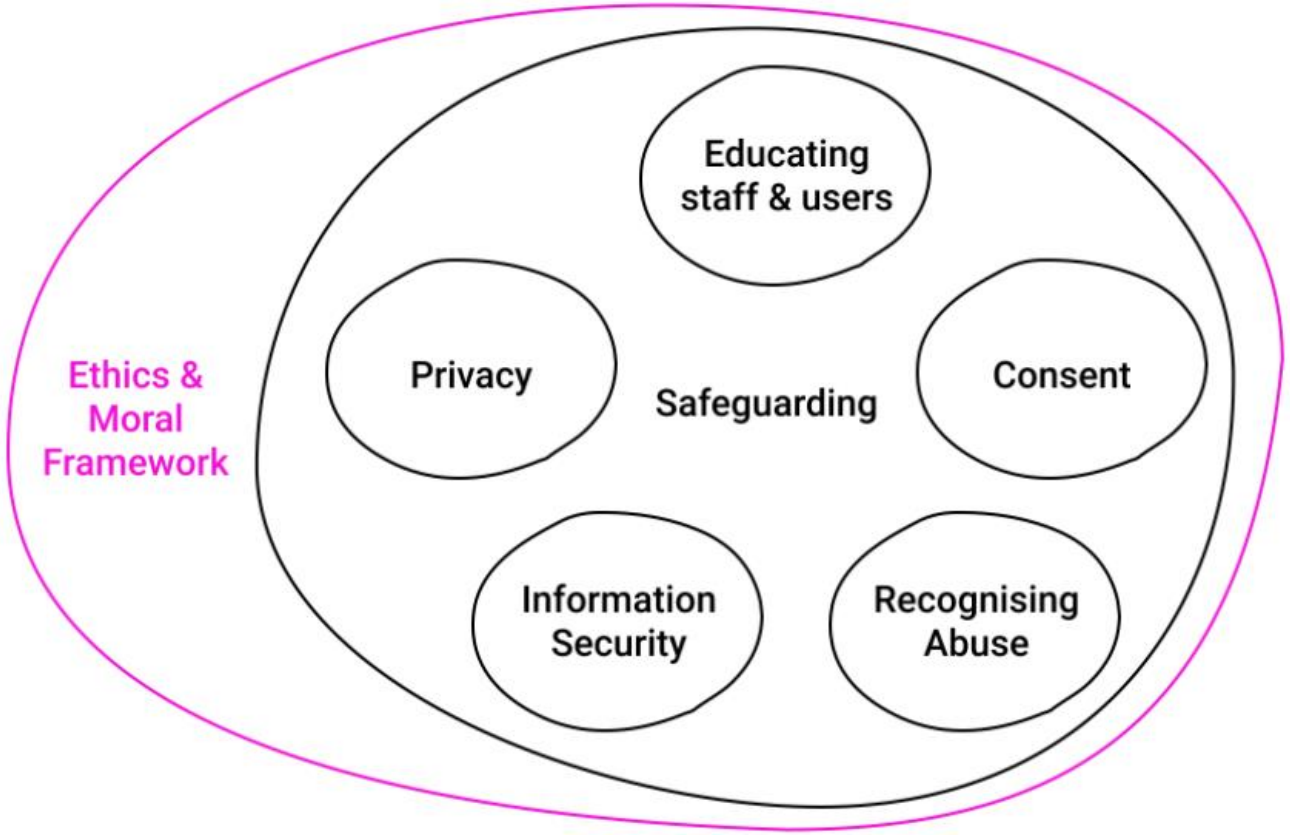
Zoom – who's in control

→

- ✓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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