Taking your meetings and activities online
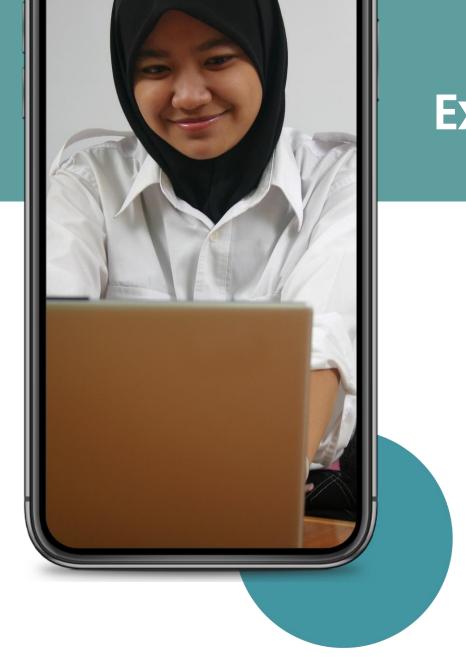
superhighways

harnessing **technology** for **community** benefit

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!

About Superhighways →

Providing tech support to the sector for 20 years

- ✓ Training
- ✓ Support
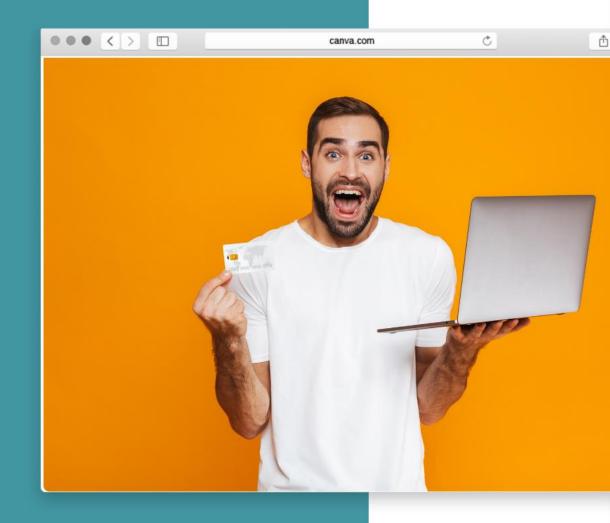- ✓ Consultancy
- ✓ Digital inclusion
- ✓ Datawise London

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

What we'll cover…

→

- ✓ Things to think about when planning your sessions (We've already started ☺)
- ✓ 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

✓Whereby – simple & you can see who's at the door

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 (maybe ask in advance?)

✓ Open vs Closed invitations

What icebreakers or techniques have made any meetings or activities you've attended more enjoyable?

Group discussion

10 mins

Zoom breakout rooms for smaller group discussion

Zoom: enabling breakout rooms →

✓ You must first log into your account and make sure that Zoom rooms are enabled. Otherwise the option to create the rooms in your meeting will not be available.
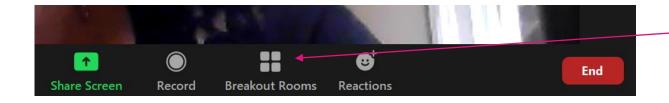
Breakout room

Allow host to split meeting participants into separate, smaller rooms

☑ Allow host to assign participants to breakout rooms when scheduling

https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms
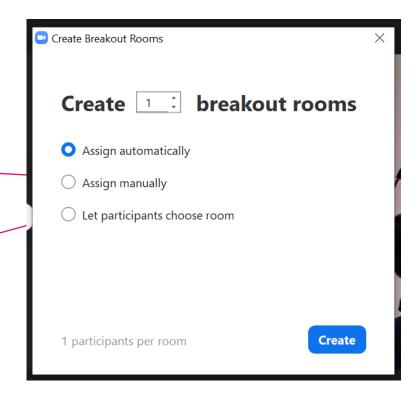
Zoom: creating breakout rooms

→

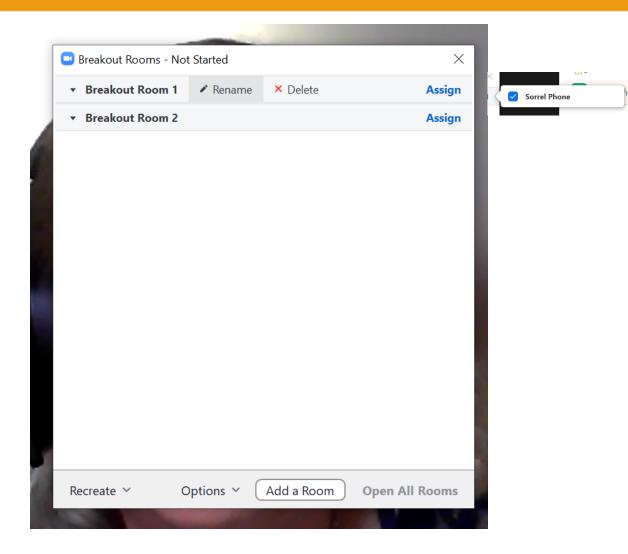Click on Breakout Rooms – you may also find this by clicking on the three dots if you can't see it

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

There is now an additional option to let people move between the rooms you create which will be shown here. All participants will need the latest version of Zoom to do this, so be sure to let them know in advance, or you will have lots of people in the main space with you!
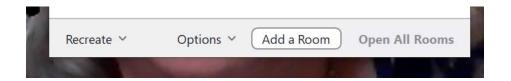
Zoom: creating breakout rooms →

✓ Re-name your rooms

✓ Delete if you created too many

✓ Assign individuals to specific rooms

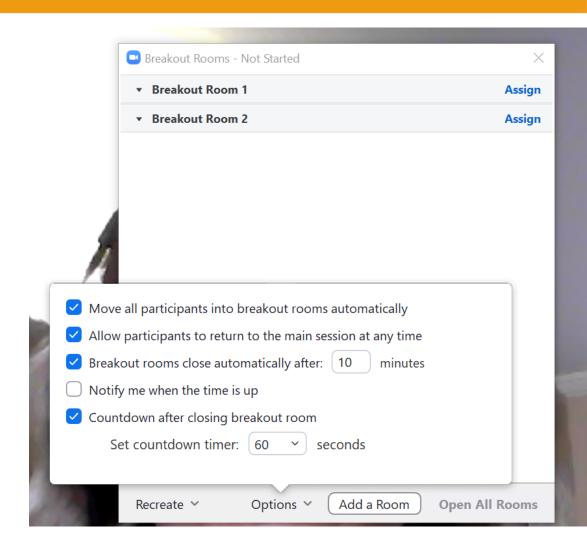✓ Names disappear from the tick list as you click on 'Assign' to add participants to each room

Zoom: creating breakout rooms →

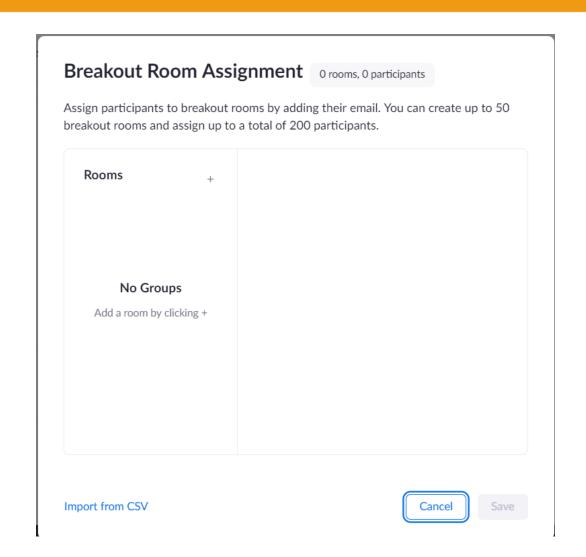Don't forget to click on Options to set the time for your session and a countdown that will be broadcast to the group.

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?

Answers in chat...

To chat or not to chat?

IDEAS

1. **Using raised hand / emotions 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. Or other interactive tool

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!

Speaking aids for chat →

Want to talk/
Have a question

Direct response
(to previous)

Clarify

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.
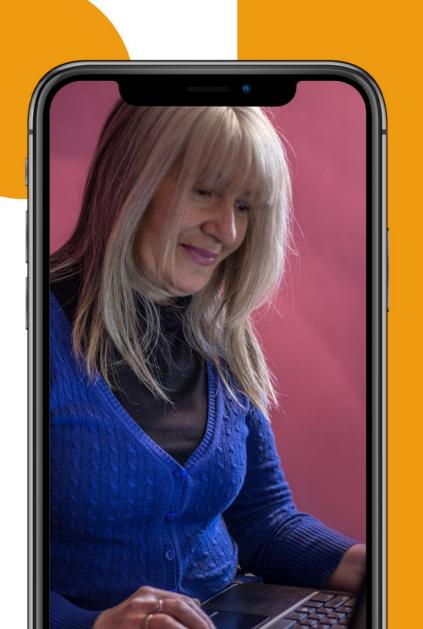
Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.
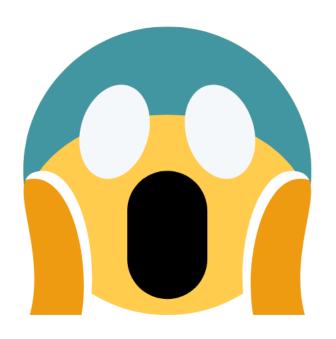
→

Be right back! BREAK

10 mins
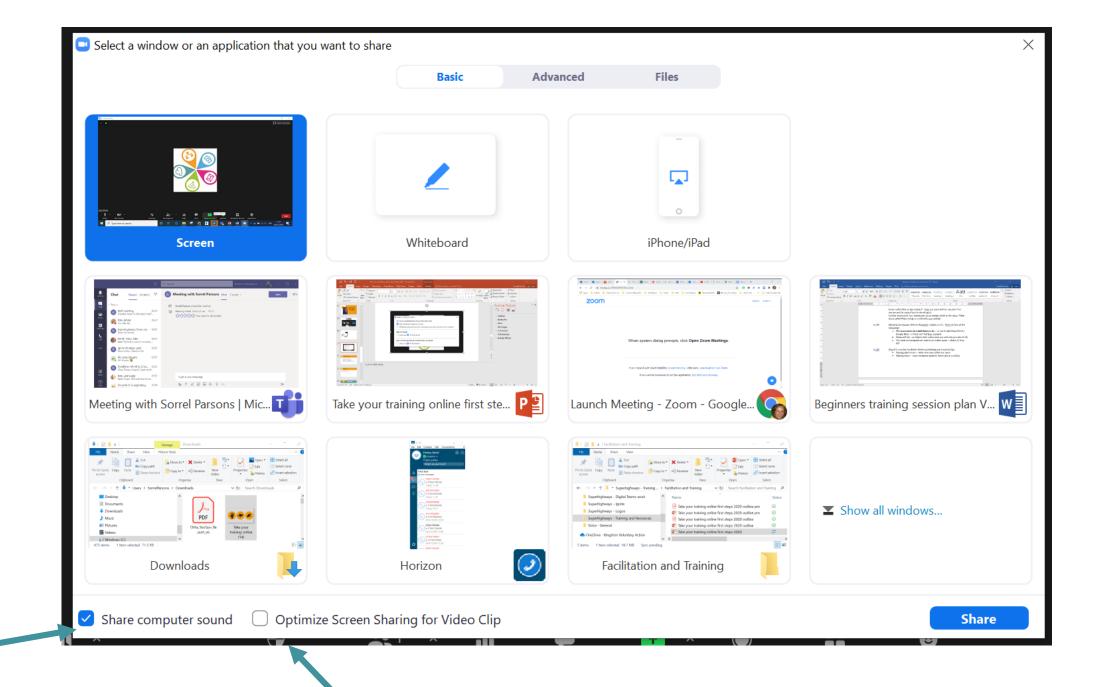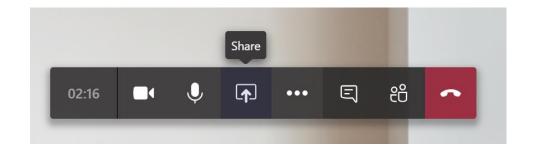
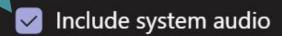Some quick tips using visual aids....

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

Advanced Sharing Options...   ✕
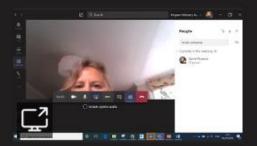
How many participants can share at the same time?

🔘 One participant can share at a time

⚪ Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

⚪ Only Host 🔘 All Participants
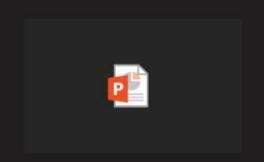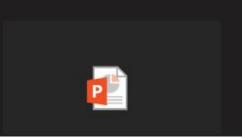
Who can start sharing when someone else is sharing?

⚪ Only Host 🔘 All Participants
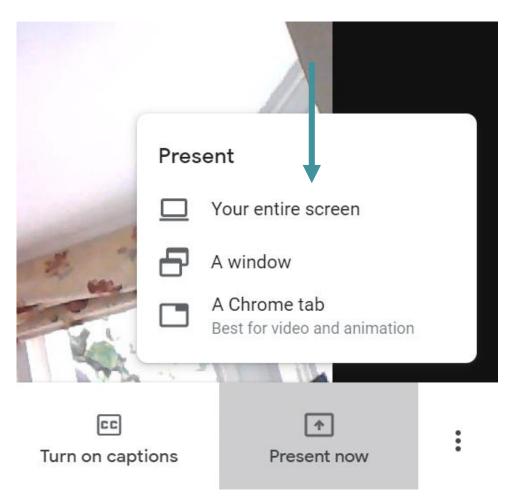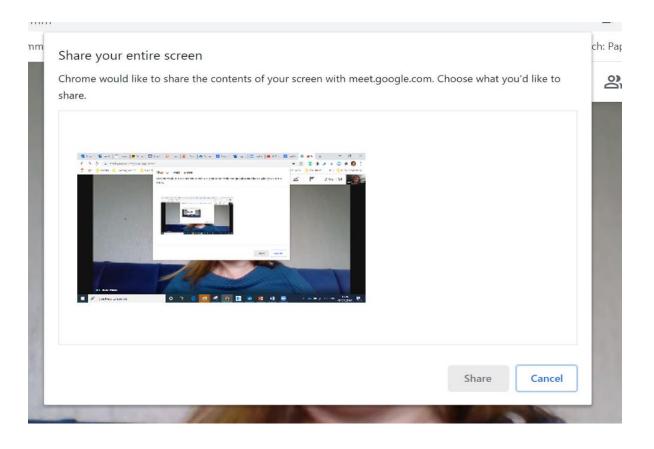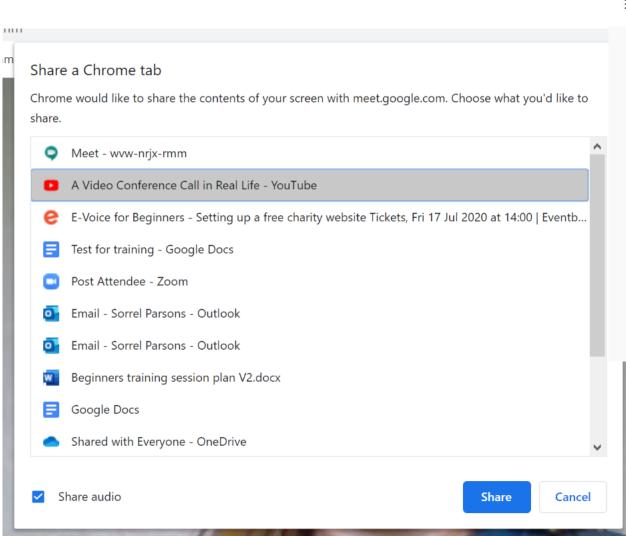
Sharing 'Your Entire Screen' is easier for sharing multiple visual aids

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

☰ ▶ YouTube[GB]

Search

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.
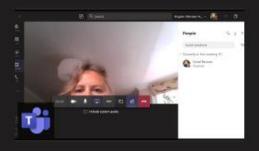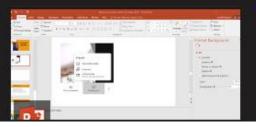
- 💬 Meet - wvw-nrjx-rmm
- ▶ A Video Conference Call in Real Life - YouTube
- e E-Voice for Beginners - Setting up a free charity website Tickets, Fri 17 Jul 2020 at 14:00 | Eventb...
- 📄 Test for training - Google Docs
- 🎥 Post Attendee - Zoom
- 📧 Email - Sorrel Parsons - Outlook
- 📧 Email - Sorrel Parsons - Outlook
- 📝 Beginners training session plan V2.docx
- 📄 Google Docs
- ☁ Shared with Everyone - OneDrive

☑ Share audio **Share** Cancel

A Video Conference Call in Real Life

https://www.youtube.com/watch?v=DYu_bGbZiiQ

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

Use Superhighways wheel or Create your own wheel at https://wheeldecide.com/

Quizzes and polls in your sessions
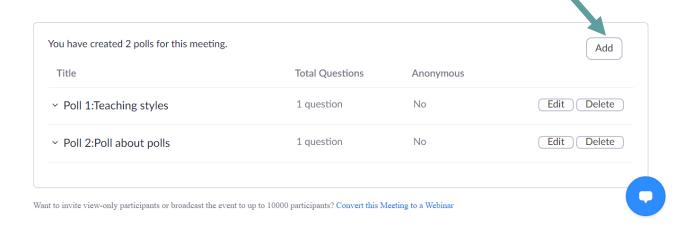
Quick poll

→

Have you ever used one of the following tools to create a poll or quiz?

Zoom polls: creating your poll

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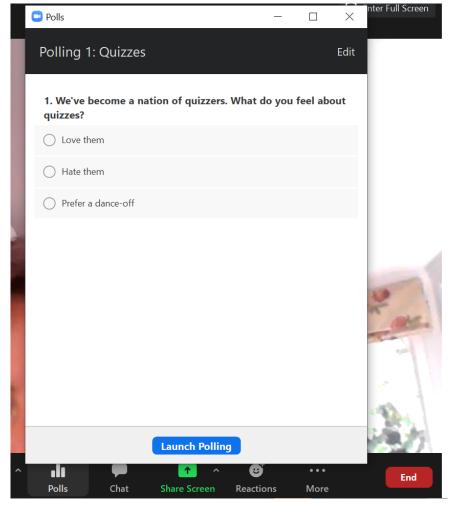
When you schedule a meeting you have the option to create a poll. Don't forget to turn Polls on in your account settings

You have created 2 polls for this meeting.   Add

Title	Total Questions	Anonymous		
⌄ Poll 1:Teaching styles	1 question	No	Edit	Delete
⌄ Poll 2:Poll about polls	1 question	No	Edit	Delete

Want to invite view-only participants or broadcast the event to up to 10000 participants? Convert this Meeting to a Webinar

Teaching styles

☐ Anonymous? ⍰
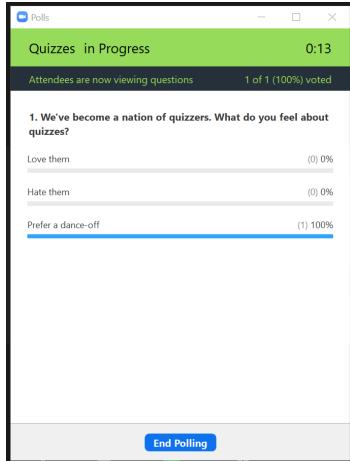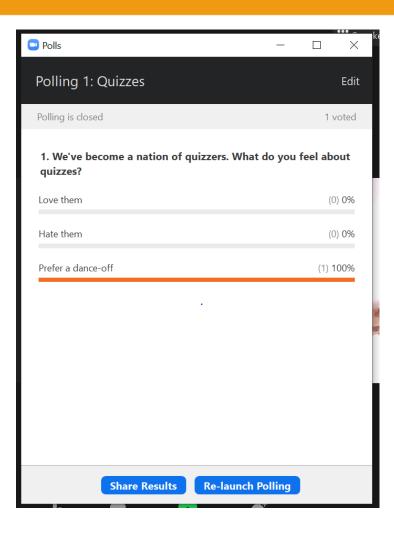
1.

Which style of teaching will you most use?

⦿ Single Choice   ◯ Multiple Choice

Synchronous

Asynchronous

Blended

Answer 4 (Optional)

Answer 5 (Optional)

+ Add a Question
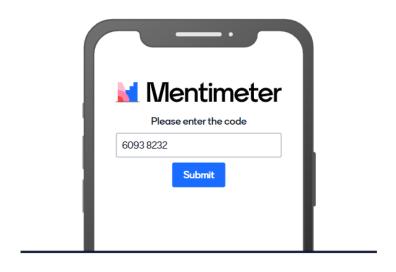
Zoom: using polls in sessions

→

Mentimeter →

Type
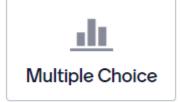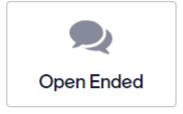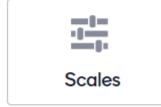
Popular question types ?

Multiple Choice	Word Cloud	Open Ended
Scales	Ranking	Image Choice
Q&A		
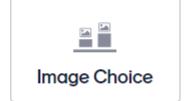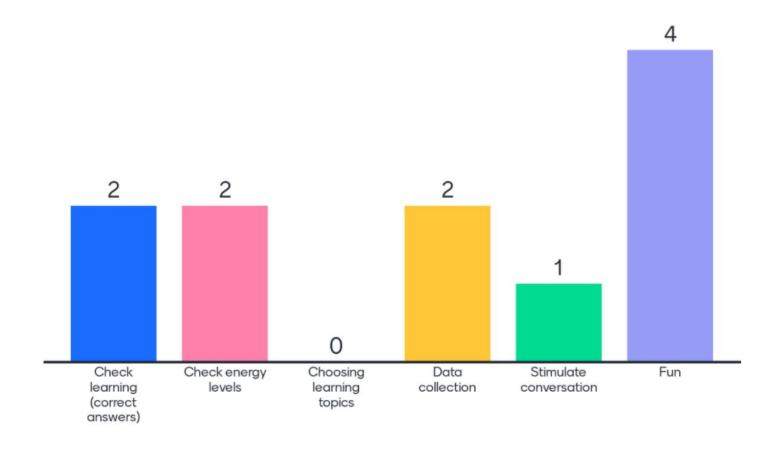
✓Multiple presentations for free

✓Upgrade for presentations *held at the same time*

✓Quiz questions – display answers

✓Light on data use

Let's take a look...
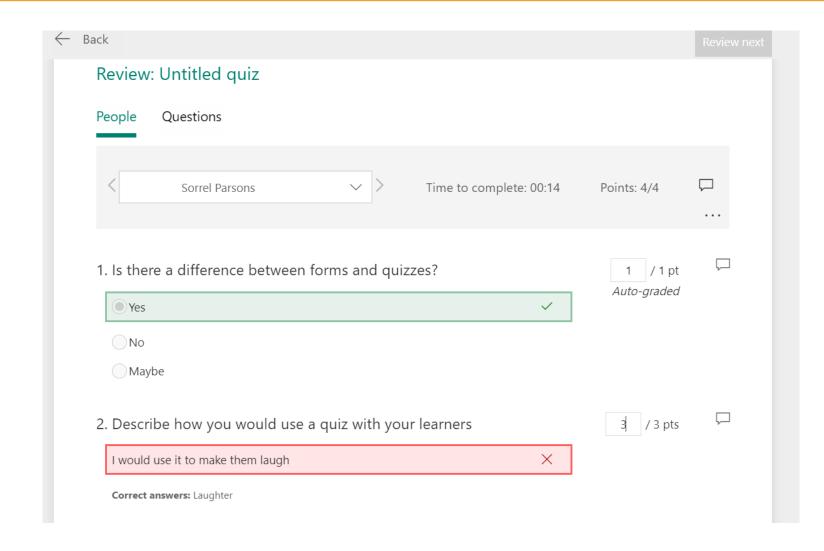
Microsoft Office quizzes →

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

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

Quizzes and polls tips

→

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

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 of other tools you can use

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

Access issues

Wifi - access and availability brings its own challenges

Age of the children

Covid escalated due to outlets unavailable

number of issues in the household - 'multiple issues/challenges' to overcome

Home schooling - challenges compounded

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

Alex & kids

DfE allocation of lap tops 1: YP in Year 10 identified as vulnerable by their school (267 thus far) 2: YP who are care leavers or allocated to a social worker (approx 1043 thus far)

100 laptops with 1 year data available to YP identified within Youth Empowerment Service

An exercise to be had to identify who these families and children are

Higher rates of identification in Primary school compared to secondary school due to methods of info gathering

1500 would be within the no. identified by Steve

Over 3000 YP identified as vulnerable who could benefit

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

Access to 4G across the borough? Understand that there are challenges and this will take a much longer time than hoped due to infrastructure issues

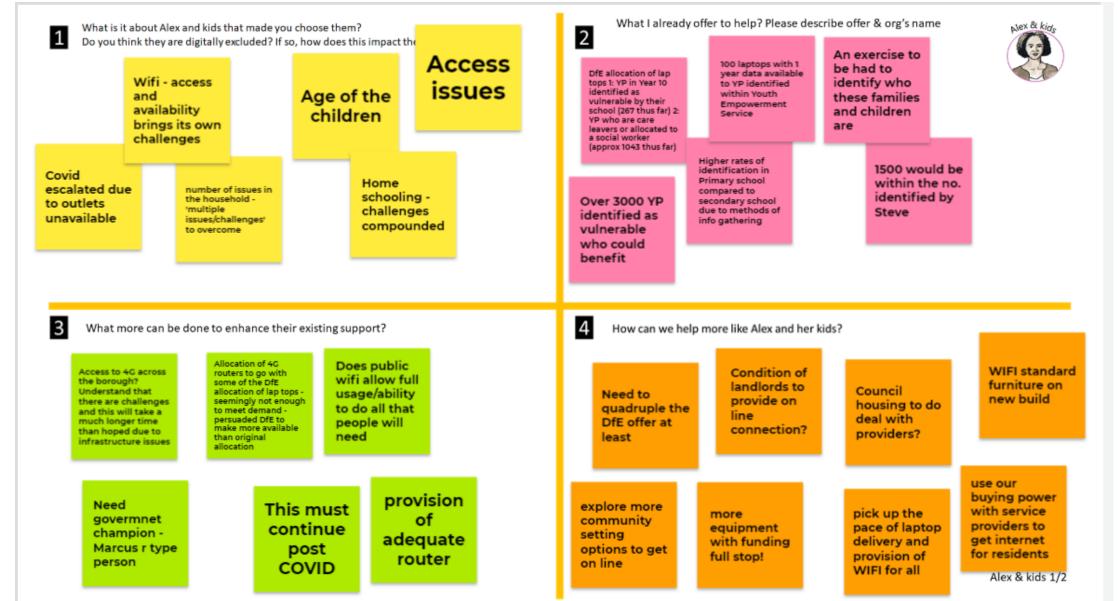Allocation of 4G routers to go with some of the DfE allocation of lap tops - seemingly not enough to meet demand - persuaded DfE to make more available than original allocation

Does public wifi allow full usage/ability to do all that people will need

Need govermnet champion - Marcus r type person

This must continue post COVID

provision of adequate router

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

Need to quadruple the DfE offer at least

Condition of landlords to provide on line connection?

Council housing to do deal with providers?

WIFI standard furniture on new build

explore more community setting options to get on line

more equipment with funding full stop!

pick up the pace of laptop delivery and provision of WIFI for all

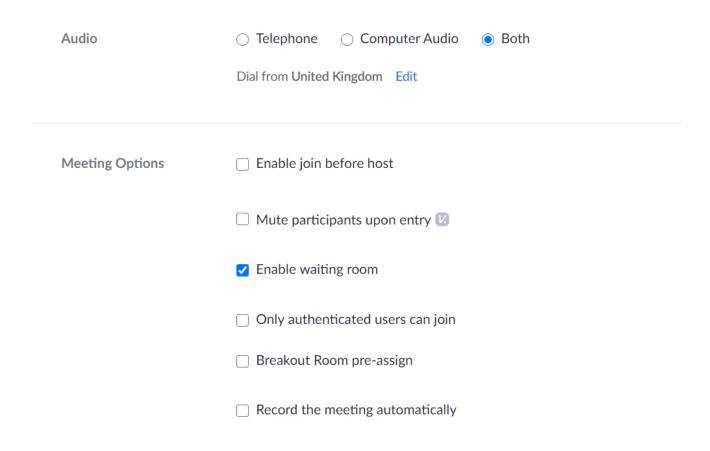use our buying power with service providers to get internet for residents

Alex & kids 1/2

Basic security

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
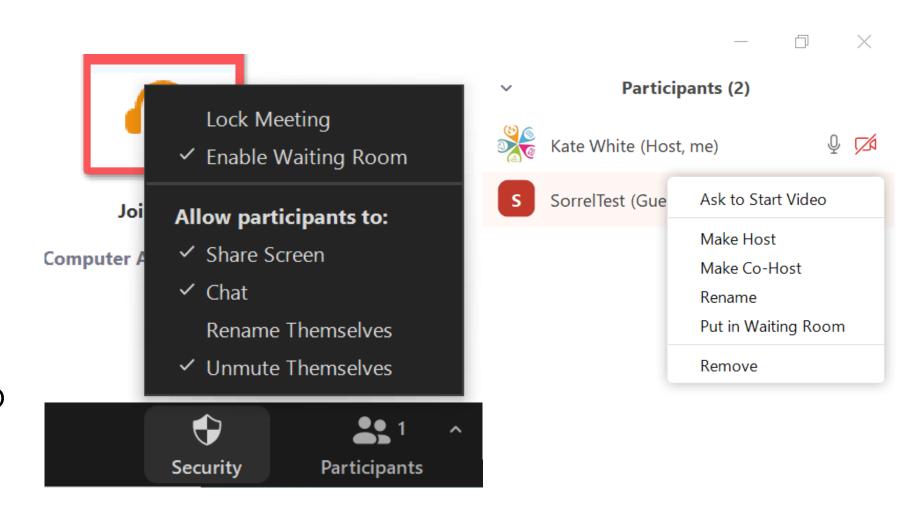
Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.
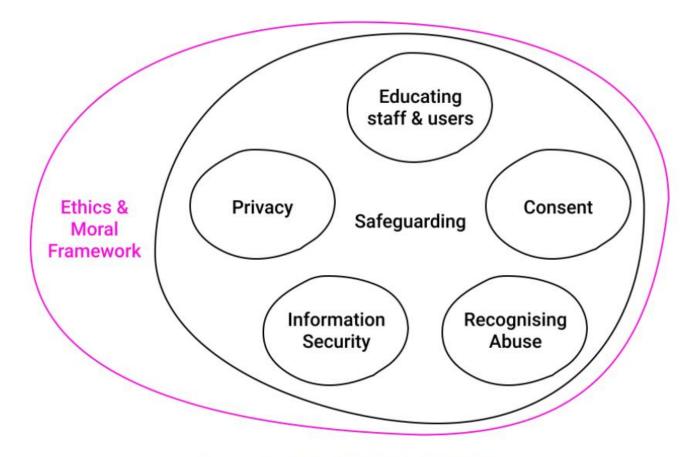
Zoom – who's in control

→

- ✓ 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
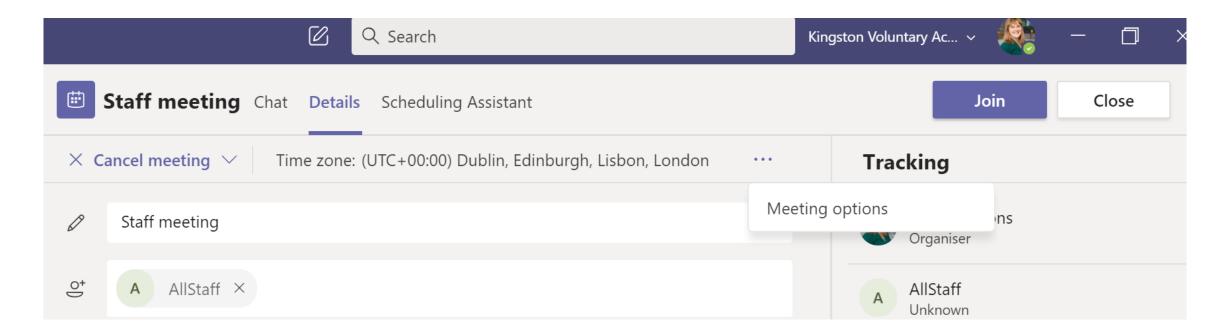- ✓ Co-hosts can put everyone on Mute & Start a recording

Digital safeguarding →

✓ Activity & audience specific

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

Ethics & Moral Framework

Safeguarding

Educating staff & users
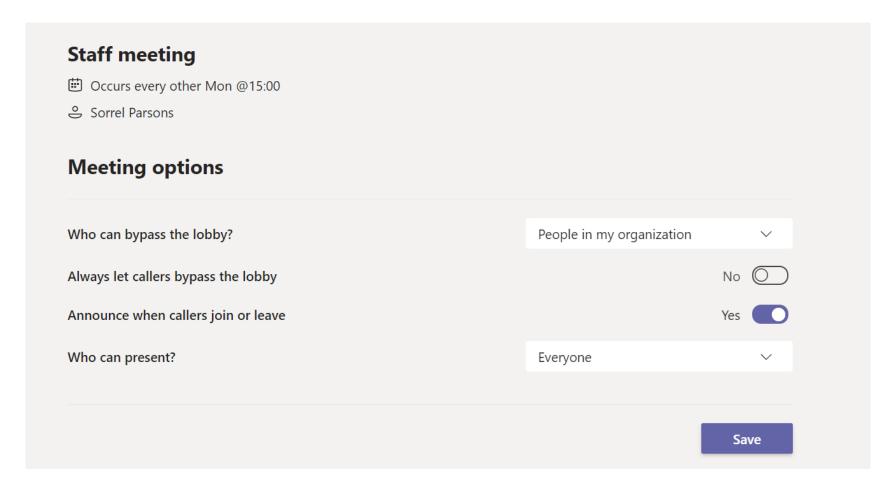
Privacy

Consent

Information Security

Recognising Abuse

Your digital safeguarding landscape

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 meeting

📅 Occurs every other Mon @15:00

👤 Sorrel Parsons

Meeting options

Who can bypass the lobby?	People in my organization ⌄
Always let callers bypass the lobby	No ⚪
Announce when callers join or leave	Yes 🔵
Who can present?	Everyone ⌄

Save

✓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

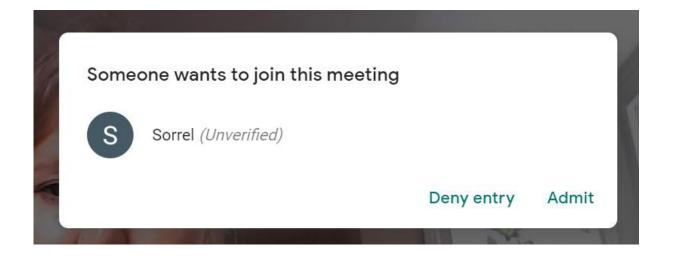→

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

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:

Sorrel Parsons

info@superhighways.org.uk
www.superhighways.org.uk