

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
- ✓ <u>Training</u>
- Consultancy
- Digital inclusion
- Impact Aloud
- ✓ Datawise London
- Websites



Don't forget to sign up to our monthly eNews

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



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**'



Zoom Whiteboard recap

- Whiteboard is available for all Zoom users for both free and paid for accounts
- Launch the Whiteboard from the Share Screen option
- Collaborators need to go to View options and click on Annotate to participate
- ✓ Zoom support:
 - ✓ Sharing a Whiteboard
 - ✓ <u>Using annotation tools on a shared screen or Whiteboard</u>



Let's get creative: tools and techniques for collaboration

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



Creative – simply capture ideas

- Zoom Whiteboard available on free accounts
- ✓ Teams Whiteboard app need Office 365
- Jamboard need a Google account
- ✓ <u>Witeboard</u> totally free, very simple
- Pinup free, very simple public board
- VideoAnt free collaborative video annotation

Let's take a look...



Jamboard example - training exercise

Similar demographics in different parts of borough? Similar or different difficulties?

Asking those who are not coming why (how to find this out?) EG holding one off event in south of borough to try and get their details. Trying to find out from schools who the young carers are.

> Check address profile of current people and see where they are currently from and pinpoint on a map

External data- any similar charities other places to find out where carers are - eg ask Social Services.

problem in the north that needs addressing Difficult to get to carers - yp may not want

Is there a

school friends to know they are carers.

Other carers groups available out of borough?

> If they are young carers are they available? **Busy caring?**

What would Alice do next? Group 1

Promoting to young carers who don't know about the work

> Information networks? What already exists?

Internal data: looking into the characteristics, how they found out about the service plus further questionnaire.

Information on the service that goes out more to one part of the borough



Ask vp how they would reach people in another part of the borough

Travel links around the area - to her venue

How far from the centre do they live?

Length of

whether this

is a blockage.

Bus at

right

time

sessions

If they are a carer do

they need to sort

transport and are

they able to (eg too

young to travel far)

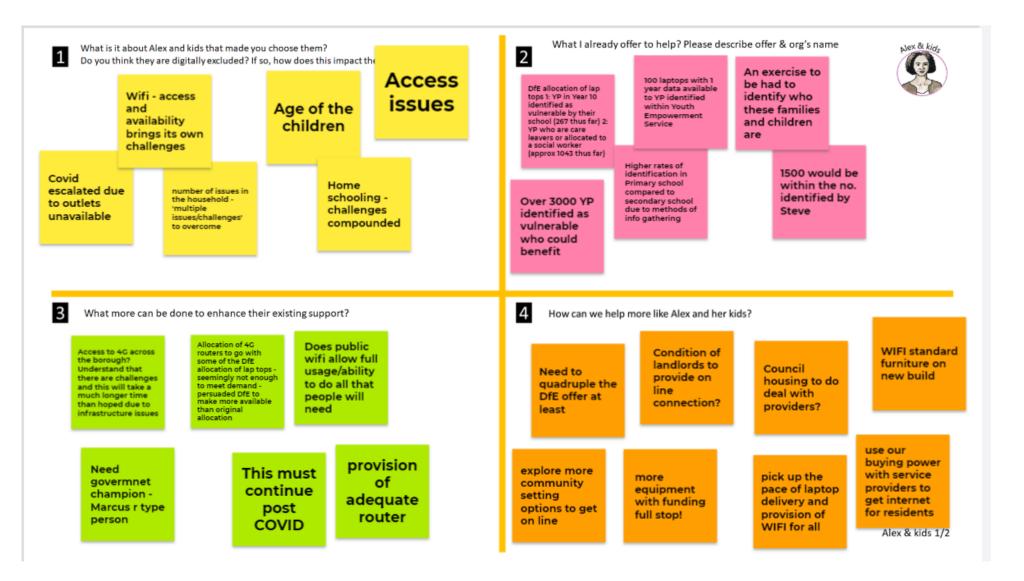
out their own

Age for travelling times? Safety?

Age of young people and whether they can travel

Have they got help to get to the centre?

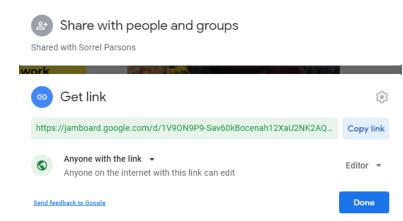
Jamboard example - structured collaboration



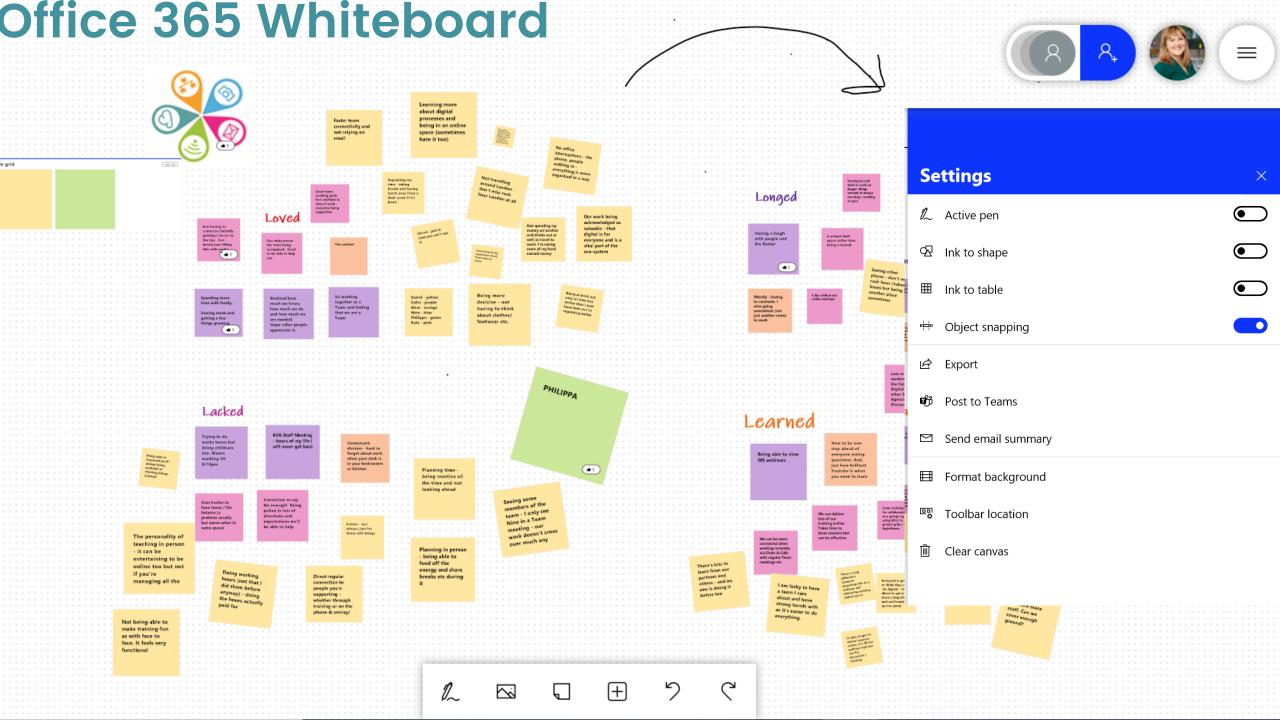


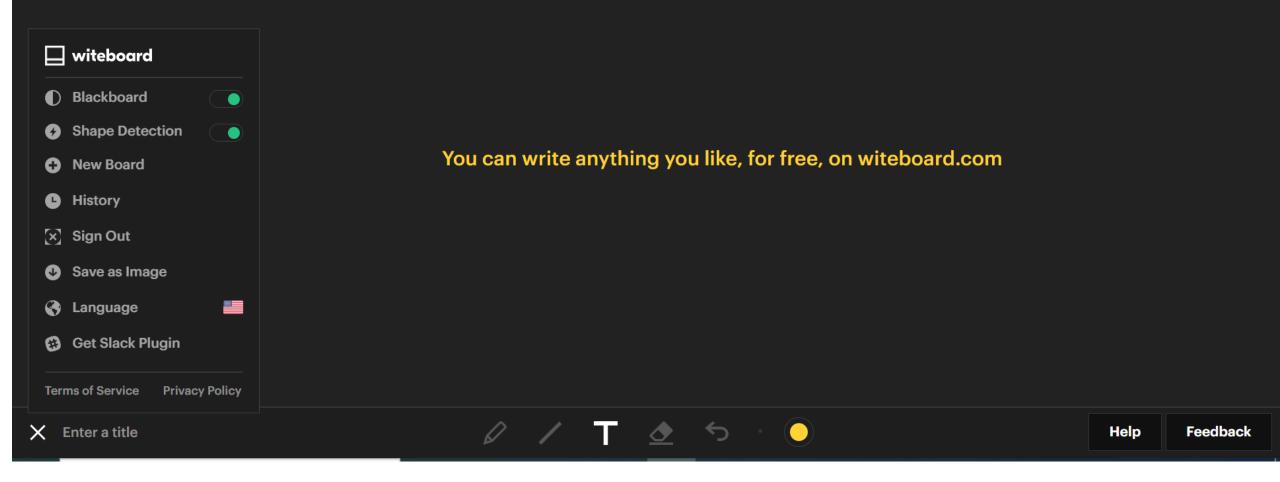
Jamboard recap

- Jamboard is available to anyone with a Google account (whether personal or as part of an organisational Google Workspace account)
- Launch Jamboard from your app launcher grid (top left of screen)
- Set up your Jamboard and click on Share – make sure you switch to Anyone with the Link can access and that they can Edit not just View
- Download as a PDF or png image file



Make a copy – good if you are leaving open for further unsupervised contributions





The most basic board in the world....



1 participants

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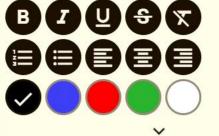
🖸 🂠 User_93794



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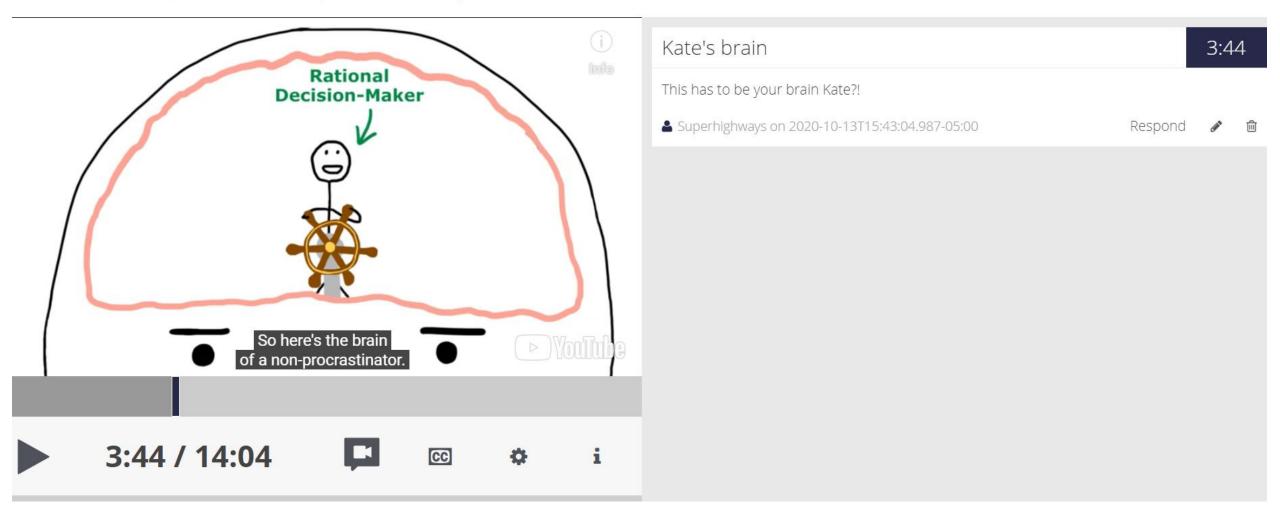


Sometimes you fall in love with unexpected tools...



Group Chat

★ > Inside the mind of a master procrastinator | Tim Urban



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

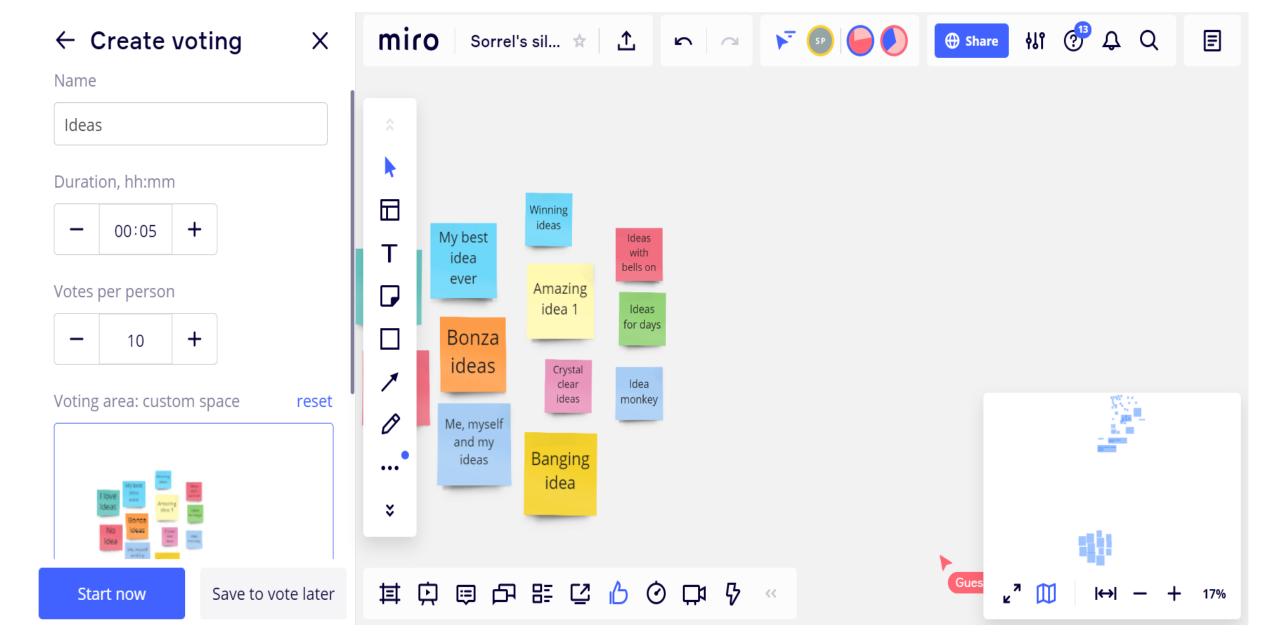


Notes for **Idter on**

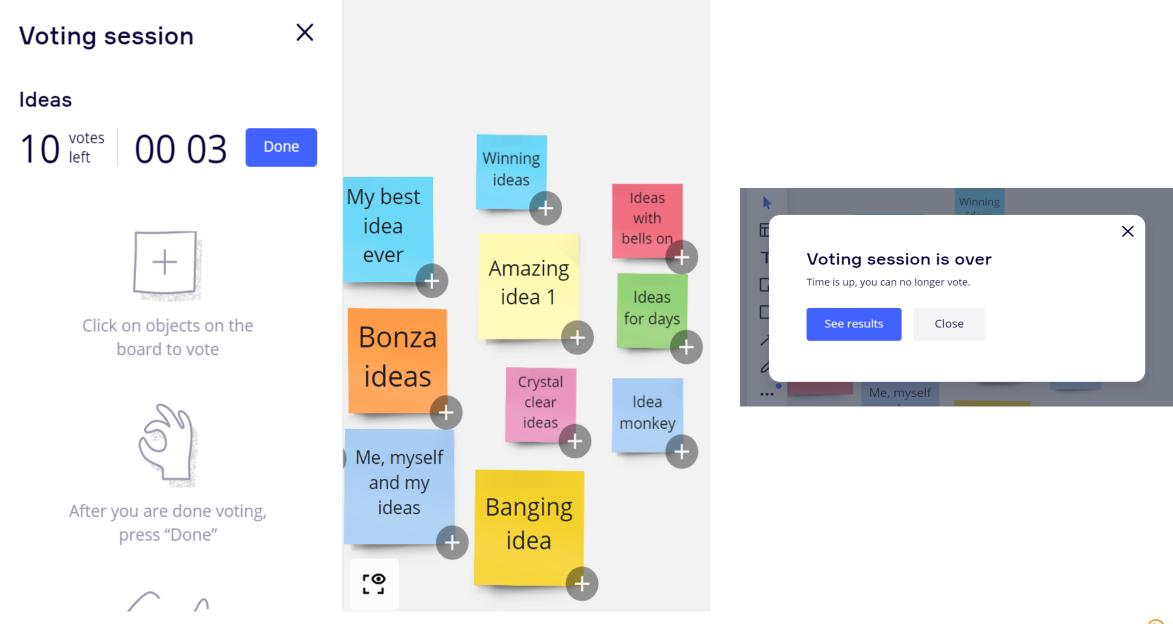
about voting using Miro

RECAP

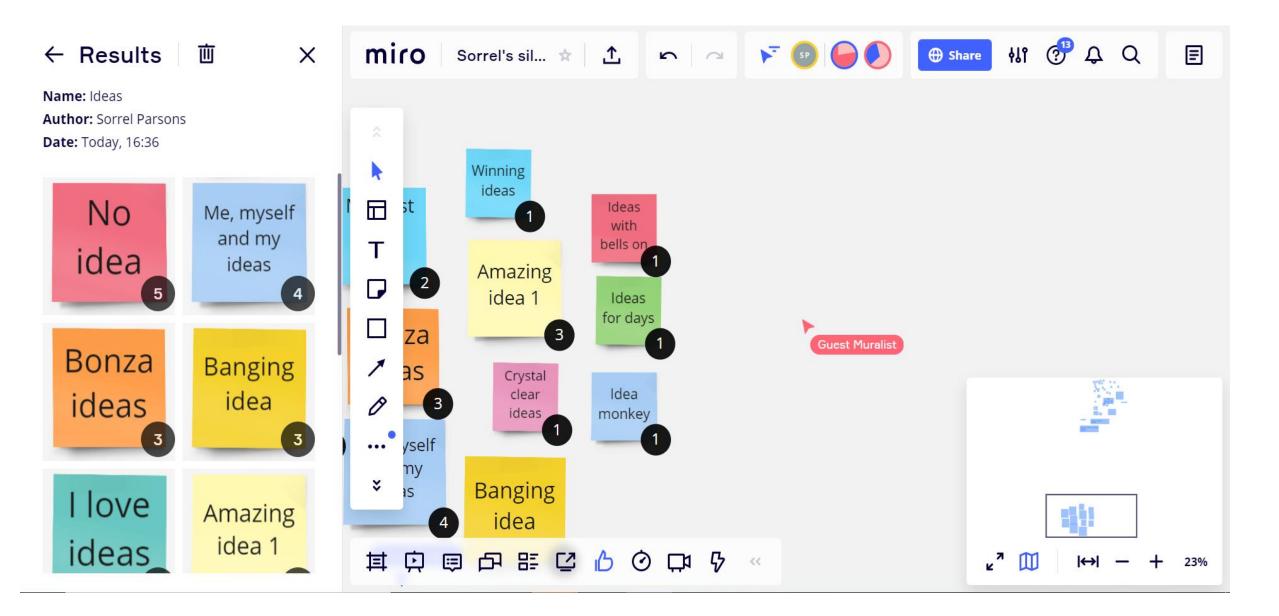














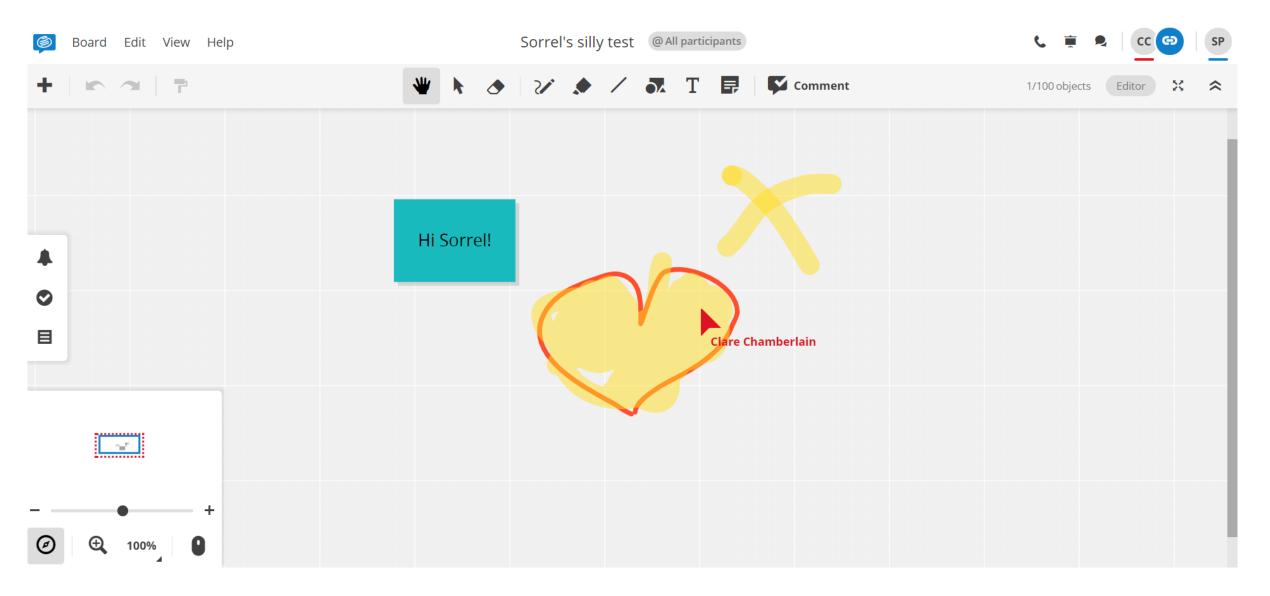
Advanced collaboration boards

- <u>Conceptboard</u> free version 100 objects, 50 people can take part (then \$6)
- Miro free version includes 3 editable boards. Team plan starts at \$8 per member per month, minimum 2 members (30% non profit discount = circa £138 per year)
- ✓ <u>Mural</u> starts at \$12 per member per month

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

Let's take a look...

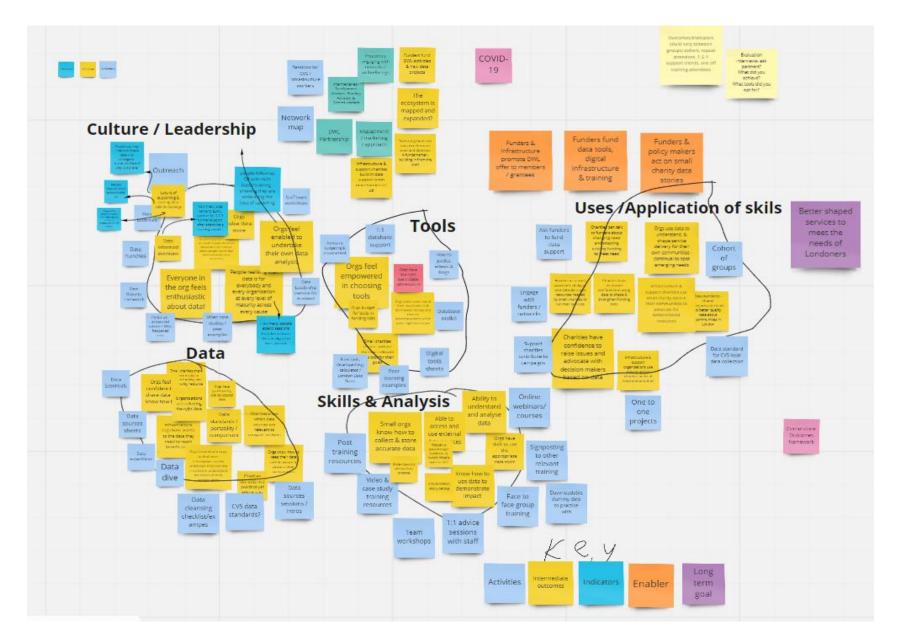




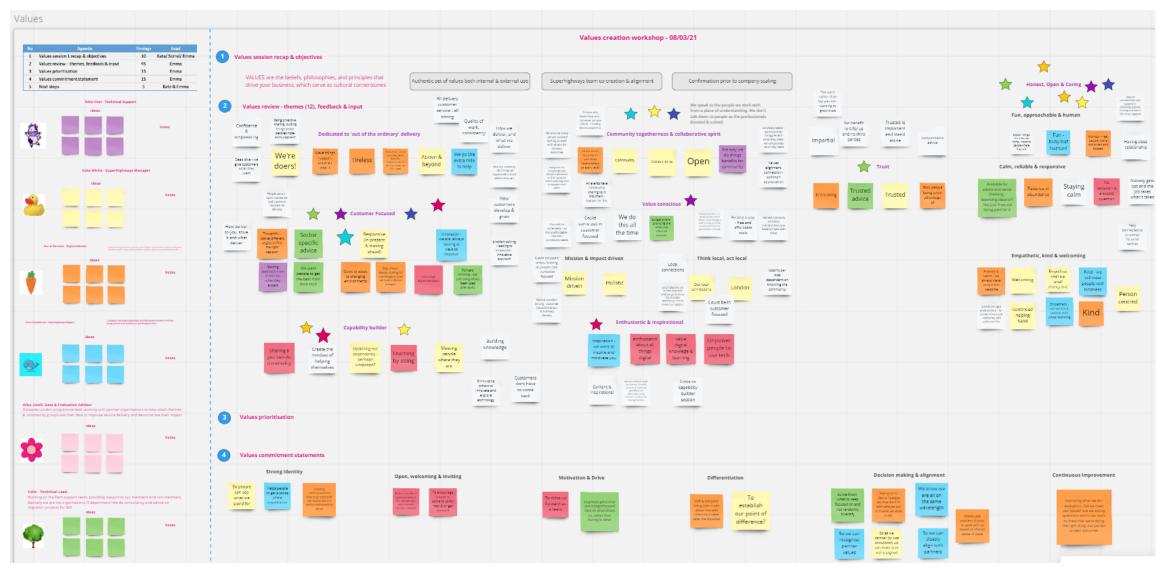
Conceptboard - nice midway, easy to use board - somewhere between Jamboard and a Miro board



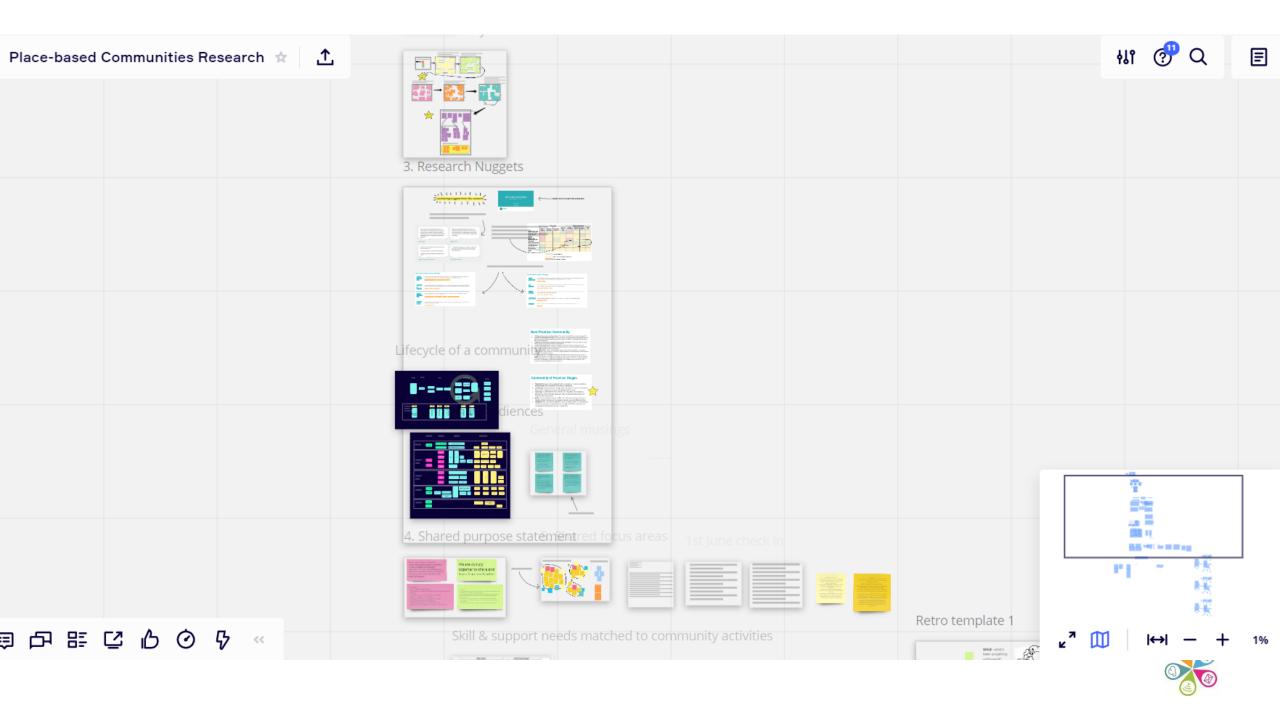
Advanced collaboration boards – use cases...











Miro recap

✓ Large boards

 You'll need to show people how to navigate – can be quite overwhelming for newbies!

✓ Voting capability

- Lots of templates e.g. flow charts, mind maps, customer journeys, kanban boards
- Download in multiple formats including Excel (potentially a real time saver)
- ✓ Make use of the 30% discount for charities!
- Paid version includes unlimited external editors



5 minutes

oreo k



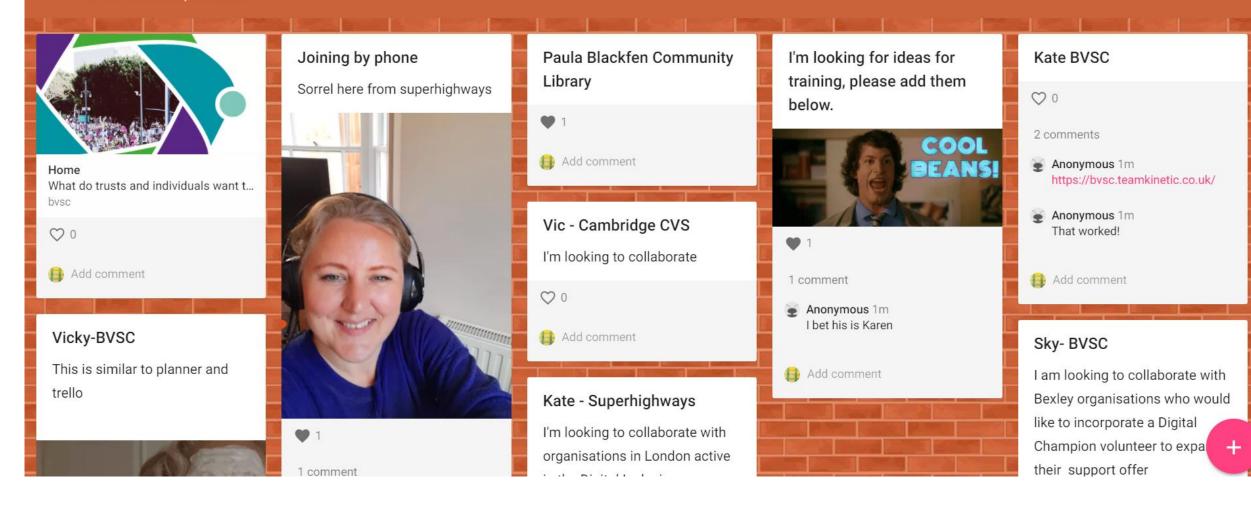
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⑦ T English (US) ▼	Timeline	Backchannel	Мар	Grid

Add yourself to the wall - who are you looking to collaborate with?



katewhite6 + 7 • 4h Collaboration tools Apr 2021

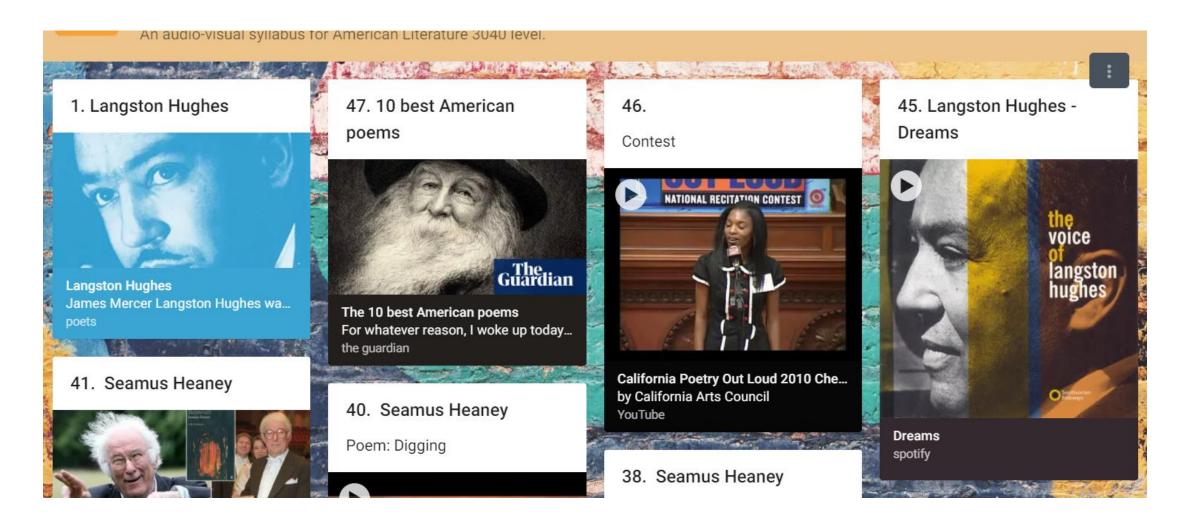
Made with an open mind





Padlet use cases

https://padlet.com/gallery/syllabus



Padlet use cases

https://padlet.com/gallery/bookquotes

Tavorite Literary Quotes

A collection of our favorite words from books.

Madame Bovary

Human speech is like a cracked kettle on which we tap crude rhythms for bears to dance to, while we long to make music that will melt the stars.

Anna Karenina

All happy families are alike; each unhappy family is unhappy in its own way.

A Room of One's Own

No need to hurry. No need to sparkle. No need to be anybody but oneself.

The Hitchhiker's Guide to the Galaxy

Time is an illusion. Lunchtime doubly so.

To Kill a Mockingbird

I never loved to read. One

Song of Solomon

You wanna fly, you got to give up the s*** that weighs you down.

Charlotte's Web

It is not often that someone comes along who is a true friend and a good writer.

The Catcher in the Rye

Don't ever tell anybody

The Illustrated Man

That's what I want, a mental evidence I can feel. I don't want physical evidence, proof you have to go out and drag in. I want evidence that you can carry in your mind and always touch and smell and feel. But there's no way to do that. In order to believe in a thing you've got to carry it with you. You can't carry the Earth, or a man, in your pocket. I want a way to do that, carry things

Padet use cases https://padlet.com/gallery/memorialdays

padlet

💮 Gallery 🔹 11mo

Memorial Days Around the World

In the USA, we honor those lost in battle on the last Monday of May. What about the rest of the world?

South Korea - Memorial Day (6 Jun)

Established to remember the Korean War, which began in 1950, and technically has never ended.



Memorial Day in South Korea in 202... Memorial Day is a public holiday in S... office holidays

Cambodia - Victory over Genocide Day (7 Jan)

Australia, New Zealand -Anzac Day (25 Apr)

Commemorates the first battle that Australian and New Zealander forces fought in during WWI in 1914.



Anzac Day This Anzac Day we'll come together, i... awm

Jamaica - Heroes Day (Third Monday in Oct)

Chile - Navy Day (21 May) Honors the bravery of the

Armenia - Genocide remembrance day (24 Apr)

Commemorates those lost in the genocide of over 250 Armenian intellectual leaders by Turkish authorities in 1915.



remembrance day The Remembrance Day of the Armen... genocide-museum

Ireland - National Day of commemoration (July 11 or nearest sunday)

Honors those who died in past wars or in service of the United Nations. Celebrated near the date when a truce was signed to end the Irish War of Independence in 1921.



National Day of Commemoration in I... The nearest Sunday to July 11 is Nati... anydayguide

Padet use cases https://padlet.com/gallery/seven_wonders

5



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Made with wonder



Padlet recap

- ✓ Free version 3 editable boards
- Range of templates & wallpaper etc
- ✓ Good for presenting / sharing contributions
- Download in multiple formats including Excel (potentially a real time saver)
- Premium business version \$99 per user per year



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...

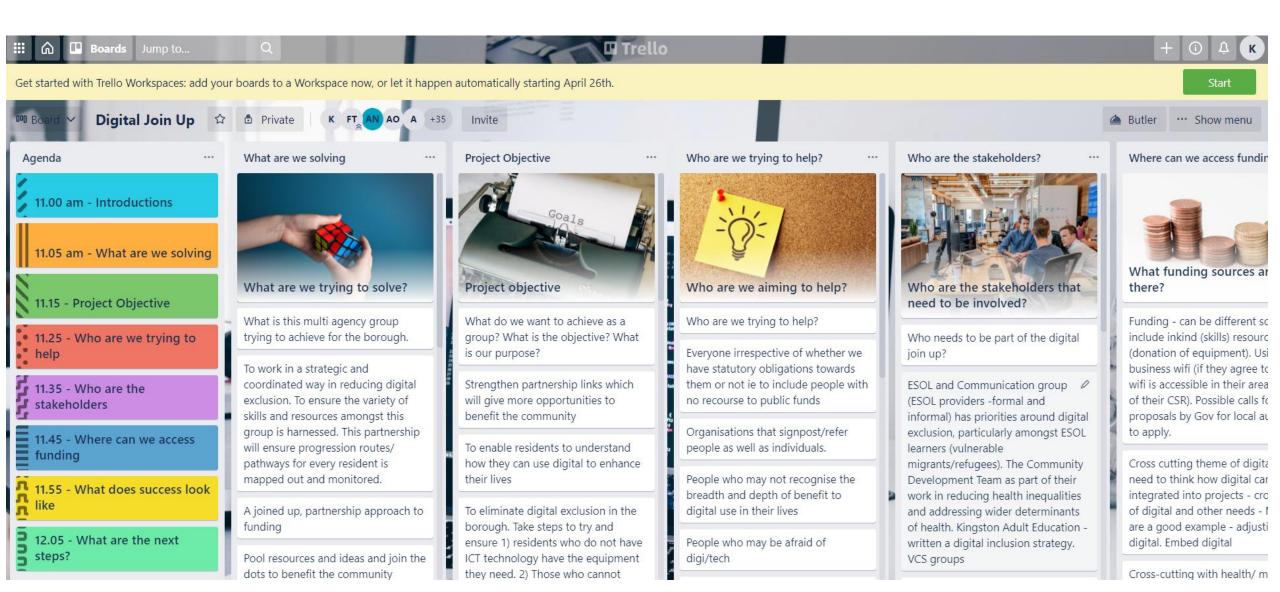


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☐ Home	+ Add task 🗸	⊘ All tasks	∿ Sort & Rules	87 Apps
🕢 My Tasks	Task name	~	Assignee	Due date
🗘 Inbox			Assignee	Due dute
III Portfolios	 Speakers / sessions 			
A Goals New!	\bigcirc Charity Showreelers - identify who? 1 \bigcirc			
 CASPA website 	\bigcirc Marketplace? 5 \bigcirc			
Kingston VCS Strategy R	\bigcirc Approach speakers $_6 \heartsuit$		katewhite	
MAPS Website?			Katewinte	
Org Scenario building	Add task			
KVA trainingCVA Website refresh	 Marketing / bookings 			
 SLIC elink.io pilot 	⊘ Identify VIPs / funders to invite			
Tool testing	Approach funders to subsidise tickets			
Impact Aloud training p	Ticketing pricing / income targets			
Impact Aloud 2017 ····				
Kylie Digital Marketing	Ø Decide - re early bird? other ticket types?			
 Cameron's last week 	Eventbrite set up 2 \wp	Details >		

Trello example – website consultancy

/C Sutton website VC Sutto	on Website 🏫 🧟 Team Visible		⊚ <u>Sub</u>	scribed 🛗 <u>Calendar</u> … <u>Show Men</u> i
Brief & project management	··· Audience ···	Wire frames	Graphics & images ····	Content: static pages
Brief	Digitally Avant Garde Potential Volunteer, Jack Jack is a 21 year old digital native who recently	Dawn/Kate meeting with Pat/Nat/Matt on 10th		Front Page
Expression of interest Ø 1 	graduated from uni with a degree in psychology and has moved back to Sutton living with his parents. He	DK		Volunteer P 3
Key dates ② Dec 10, 2015 ゆ 6	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	m which he gets the of his news. He is currently in Caffé Nero but is keen to ime off (which varies each e to rotating shifts) to create cial impact by helping those	Killer photo/s for homepage	Organisations © 4
Contract & payment schedule	use his time off (which varies each week due to rotating shifts) to create some social impact by helping those		O Dec 31, 2015 ♀ 4 ⊘ 4 Host Volunteer photos	
Contract	less fortunate out but wouldn't necessarily use the term 'volunteering'.		P3	
Domain forwarding	₽2 ⊠ 0/7	Website navigation - my thinking 6 weeks ago		
Google Analytics P 3	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		A second	
dd a card	Add a card	Add a card	Add a card	Add a card

Trello example - meeting notes



Trello example – event planning

[™] Board ∨ Launch event ☆	Tech for Good UK Network Organisers Free & Workspace visible K TN AT AT +15 Invite			
Ideas/suggestions ····	Backlog	To Do …	Doing	Done 🏂 🚥
	📥 Backlog	🌮 To-Do	Doing	COMMS: Promote on Slack TfG UK space
	Backlog (for later) ≣ @ 1	To Do (next) ≣ @ 1	Doing (right now) ≣ @ 1	COMMS: Promote on TfG UK Twitter
	+ Add another card 🛱	+ Add another card 🛱	COMMS: Targeted invites (suggestions from Ellie) $\odot \equiv \wp 5 \boxtimes 22/29 $	COMMS: Publish Bex's blog in Catalyst newsletter & add event link ① 15 Apr ≡ ♀ 3 DS RR
			COMMS: ALL - Promote across local TfG networks ■ ♀ 1	COMMS: design event banner ③ ③ 7 Apr ≡ ♀ 4 @ 5 K
			CONTENT: Draft event agenda \bigcirc 21 Apr $\equiv \wp 1$ CA DS RR	LOG: Set up event sign up page (eg using Luma)
			CONTENT: ALL - Pull together impact/reach from each TfG community to highlight impact of each group (to share at launch event) + Add another card	CONTENT: Review and share event proposal with community organisers + Add another card

Microsoft Planner – project planning



Planner - Refugee & Migrants Data project

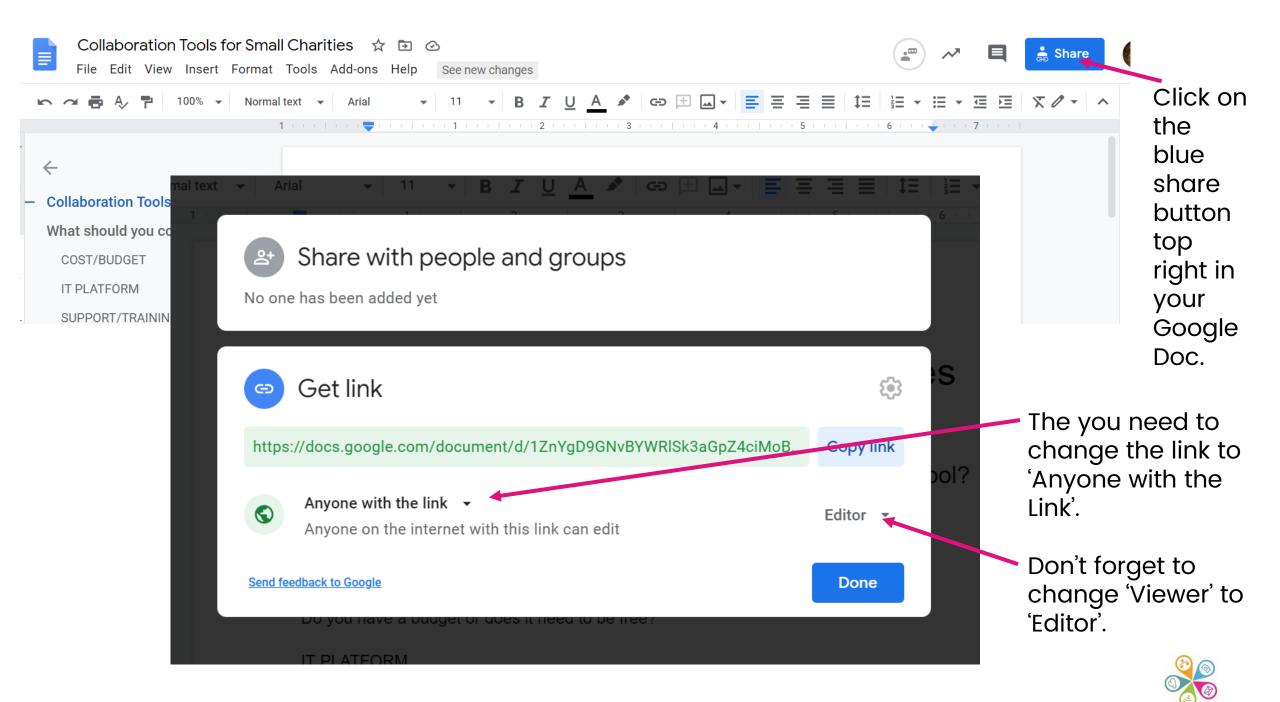
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	Group by Bucket 💉 🛛 Filter 🗠	List Board Charts Schedule
April	May	June
+ Add task	+ Add task	+ Add task
Roundtable Roundtable - data leaks, enforcement etc	 Training Training session 1 - ToC & systems / security session ⊘ 0/5 	Training Training session 2 - GDPR & Ethical frameworks
TR	T R	\square \bigcirc 1 \bigcirc $2/2$ \checkmark \checkmark Kate White
Training	Briefing paper ····	
Training session 4 - GDPR	 Briefing paper 2 - resource for internal discussion on collect & sharing 	

What should you look for before choosing a collaboration tool?

Let's collaborate & organise using a <u>Google doc</u>





Crowdsourced - decision influencers

✓ Scalability

Costs / charity discounts available

- Mobile vs desktop apps
- Organisational policy tools / platforms & methodologies
- Integration / automation possibilities
- ✓ Accessibility
- ✓ People / culture
- ✓ Internal / external use
- Support / training available
- Security / data governance



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
- <u>Etherpad</u> free, open source (there are others)

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

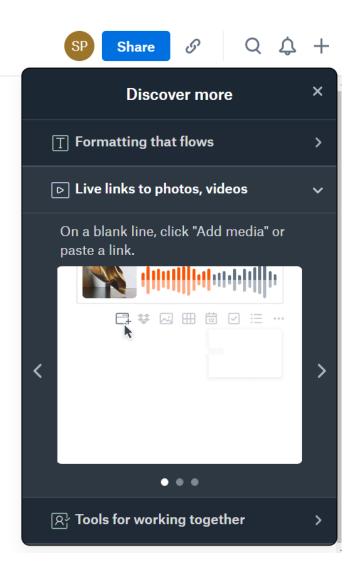
Let's have a look at a shared Word document





By brilliant Paper doc

Sorrel P Loving the free version.





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

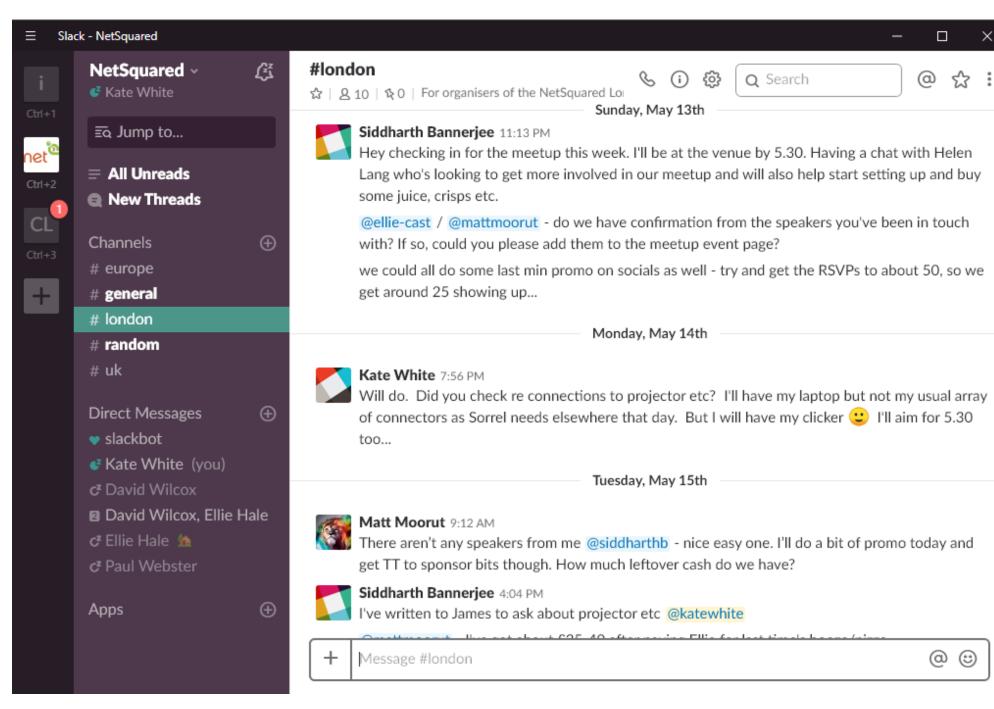
DEMO

Chat, messages and more

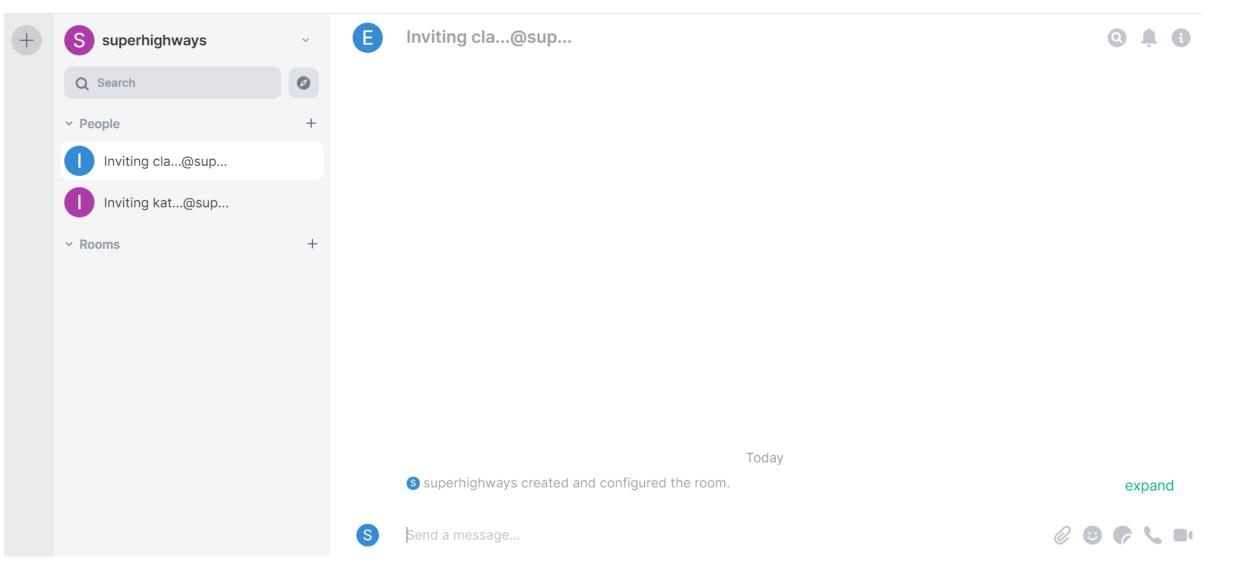
- ✓ Whatsapp free, business version, needs mobile
- ✓ Slack free (1:1 calls), £5.25 per user, pm
- <u>Element</u> (Matrix) open source software, currently glitchy but worth keeping an eye on
- ✓ Google Chat need G-suite
- ✓ Microsoft Teams need Office 365
- ✓ Kaizala / Facebook Workplace suites big teams

But there are a whole bunch of others –Monday, Flock, Brief Let's take a look...



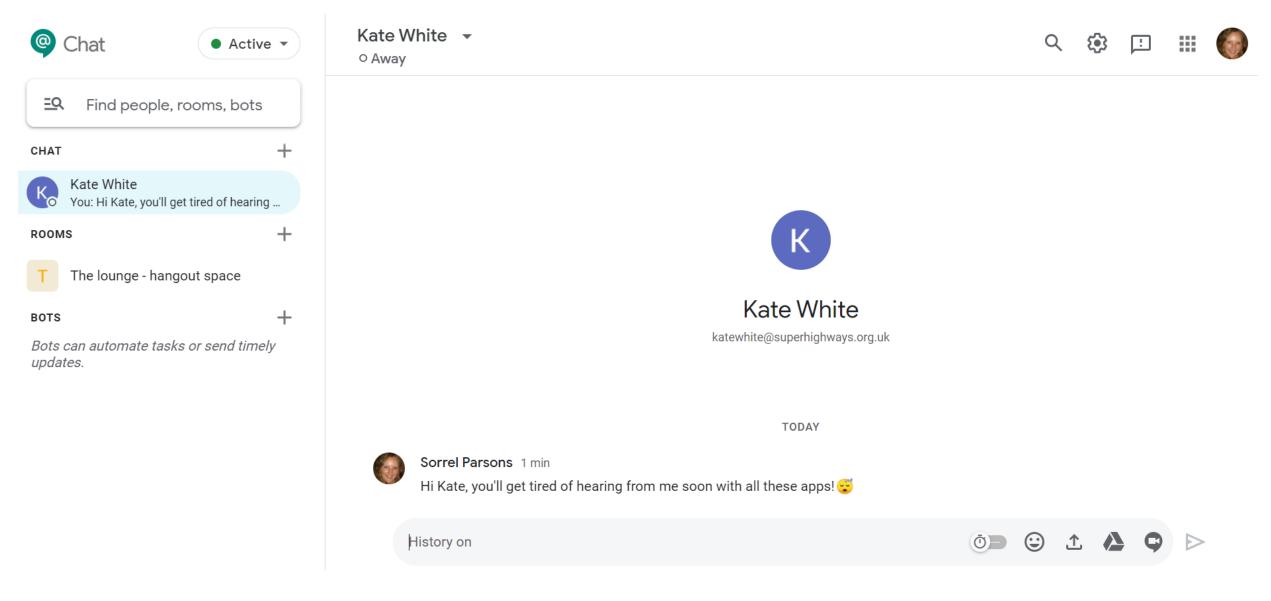






Element seems to be the only genuinely free chat and share tool. But no document collaboration







Create room



The lounge - hangout space

26/64

Enter name or email of person or group



Allow people outside your organization to join



 \checkmark

Notify people via email

Invitations will not be emailed to groups larger than 100 members

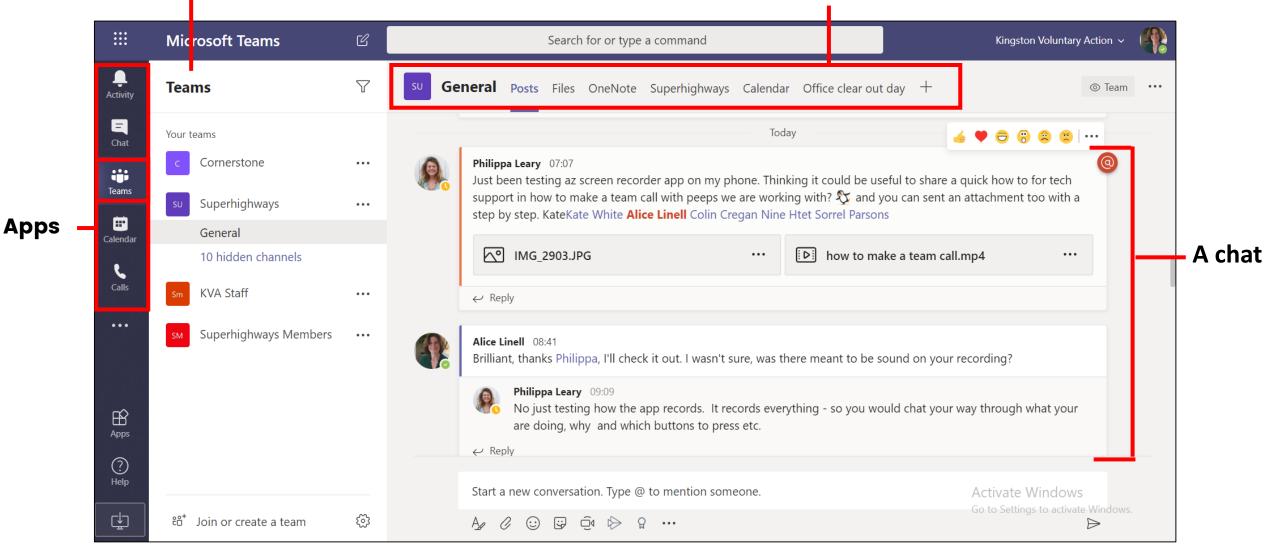
Cancel

Create



Your Teams

Tabs





All in one? Collaboration suites



Office 365 Starts at £3.80 per user per month



Google Workspace

Google Workspace starts at £4.14 per user per month

Both donated via Charity Digital Exchange so free 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

 Check out our blog - <u>7 free and affordable online</u> tools for simple and creative collaboration





for taking part today:

Kate White Sorrel Parsons

Thanks



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