What we'll cover...

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

With time to play...

About Superhighways....

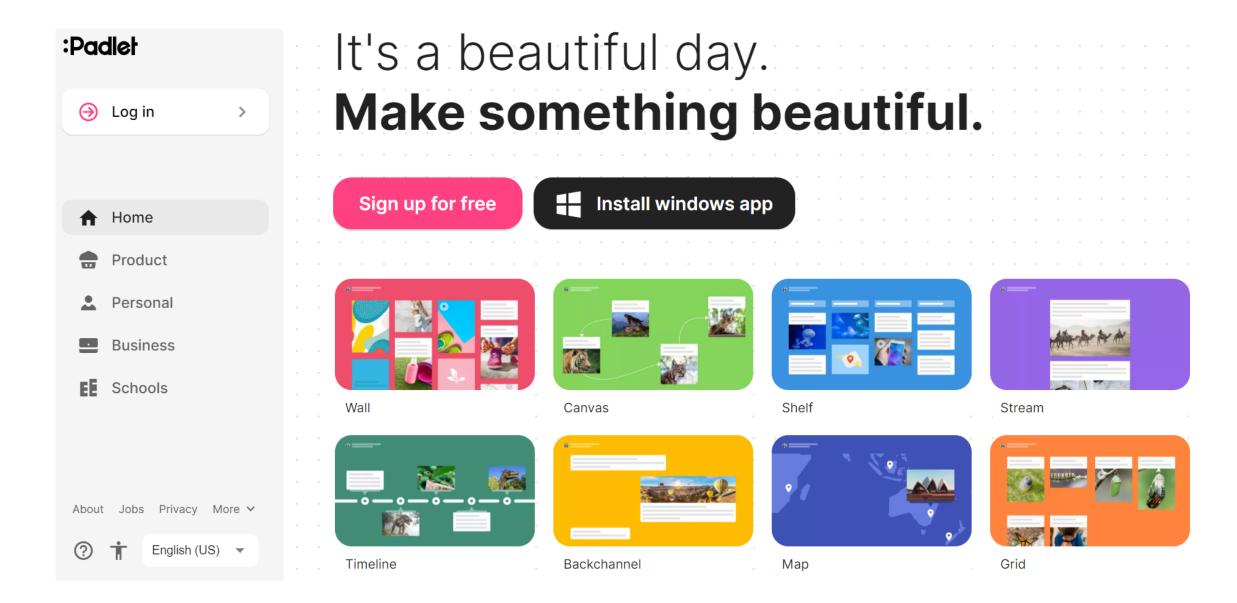Providing tech support to small local charities in London for 20 + years

- ✓ Support
- ✓ Training
- ✓ Consultancy
- ✓ Digital inclusion
- ✓ Impact Aloud
- ✓ Datawise London
- ✓ Websites

Don't forget to sign up to our monthly eNews
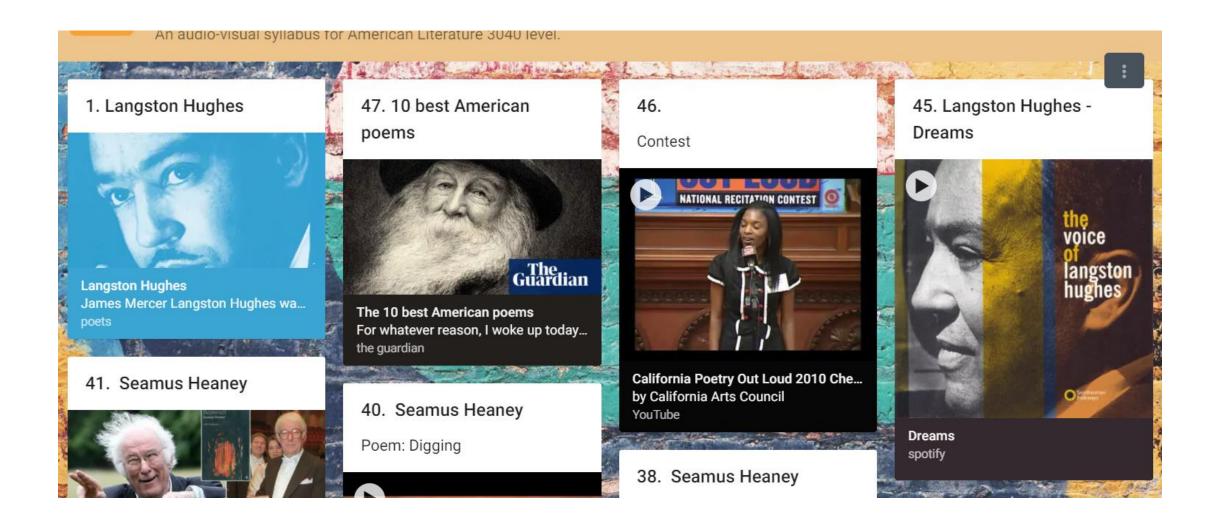- ✓ Sign up https://superhighways.org.uk/e-news/

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

Padlet use cases

An audio-visual syllabus for American Literature 3040 level.

1. Langston Hughes

Langston Hughes
James Mercer Langston Hughes wa...
poets

41. Seamus Heaney

47. 10 best American poems

The 10 best American poems
For whatever reason, I woke up today...
the guardian

40. Seamus Heaney

Poem: Digging

38. Seamus Heaney

46.

Contest

California Poetry Out Loud 2010 Che...
by California Arts Council
YouTube

45. Langston Hughes - Dreams

Dreams
spotify

Padlet use cases

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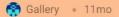
That's what I want, a mental evidence I can feel. I don't want physical evidence, proof you have to go out and drag in. I want evidence that you can carry in your mind and always touch and smell and feel. But there's no way to do that. In order to believe in a thing you've got to carry it with you. You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

Padlet use cases

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

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

Armenia - Genocide remembrance day (24 Apr)

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

ՀԱՅՈՑ ՑԵՂԱՍՊԱՆՈՒԹՅԱՆ ՎԵՐԱՊՐՈՂՆԵՐԻ ՀՈՒՇԱՆՎԱՐ
TESTIMONIAL OF ARMENIAN GENOCIDE SURVIVORS

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

Cambodia - Victory over Genocide Day (7 Jan)

Jamaica - Heroes Day (Third Monday in Oct)

Chile - Navy Day (21 May)

Honors the bravery of the

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

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

Let's get creative: tools and techniques for collaboration

1 or 2 post-its on a Jamboard…

Grab a sticky note and add your name and the name of the digital tool that's helped you most to collaborate recently (Heritage Digital 2)

Hi, Norma Gregory Black Miners Museum sticky note.

Richard Jones - from Vision Fountain cic - we've used zoom mostly for meetings with partners. Teams internally. Google docs - sharing projects.

William - used Zoom internally and externally and also now starting to use 8 x 8 Drop Box for file sharing but moving to Google documents

Paul - I have used Zoom for remote music teaching - challenging!

Lynne Ball - Jamboard/Trello and Zoom and Sharepoint for sharing documents internally

Mel - Google drive - for sharing files that we would have otherwise emailed as attachments

Ruth - Teams and Sharepoint

Debbie Frearson - Zoom (I used this sticky notes when I was on a course)

Neville - Zoom for both internal team meetings and external client meetings

Laura - Teams

Paula - Mighty Networks

Paula - Teams

Paula -Trello

Clare - Teams

Kath - Education Team

Klavdija - Zoom

Kate - Teams (for internal collaboration)

Creative – simply capture ideas

✓ Zoom Whiteboard – available on free accounts

✓ Teams Whiteboard app – need Office 365

✓ Jamboard – need a Google account

✓ Witeboard – totally free, very simple

✓ Pinup – free, very simple public board

✓ VideoAnt – free collaborative video annotation

Let's take a look…

Jamboard example – training exercise

What would Alice do next? Group 1

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.

Is there a problem in the north that needs addressing

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

Length of sessions whether this is a blockage.

Bus at right time

If they are a carer do they need to sort out their own transport and are they able to (eg too young to travel far)

Difficult to get to carers - yp may not want school friends to know they are carers.

Information networks? What already exists?

Ask yp 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?

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

Other carers groups available out of borough?

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

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

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

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

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

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[m]

- Wifi - access and availability brings its own challenges
- Age of the children
- **Access issues**
- 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 governmnet 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

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

Office 365 Whiteboard

Note grid

Loved

Lacked

PHILIPPA

Longed

Learned

Settings

🖊 Active pen

▱ Ink to shape

⊞ Ink to table

▦ Object snapping

↪ Export

Post to Teams

✉ Send email summary

▦ Format background

Toolbar location

🗑 Clear canvas
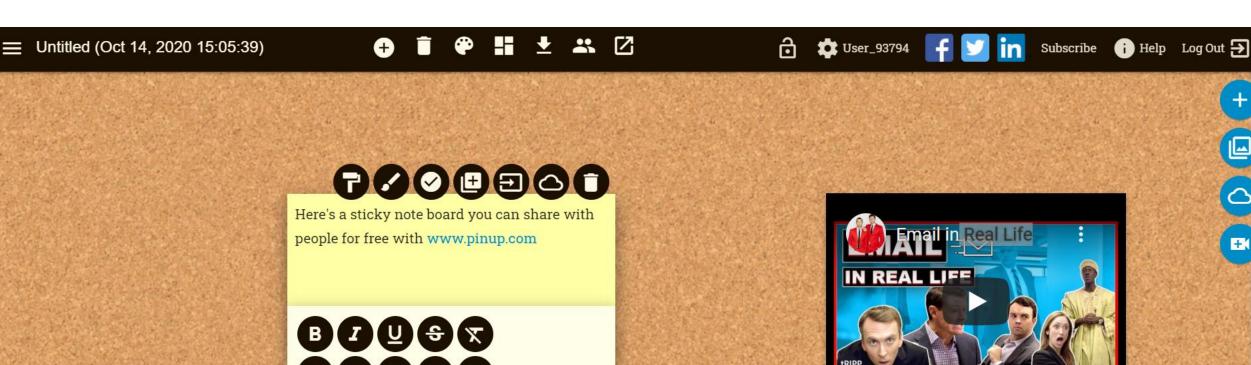
The most basic board in the world....

Sometimes you fall in love with unexpected tools...
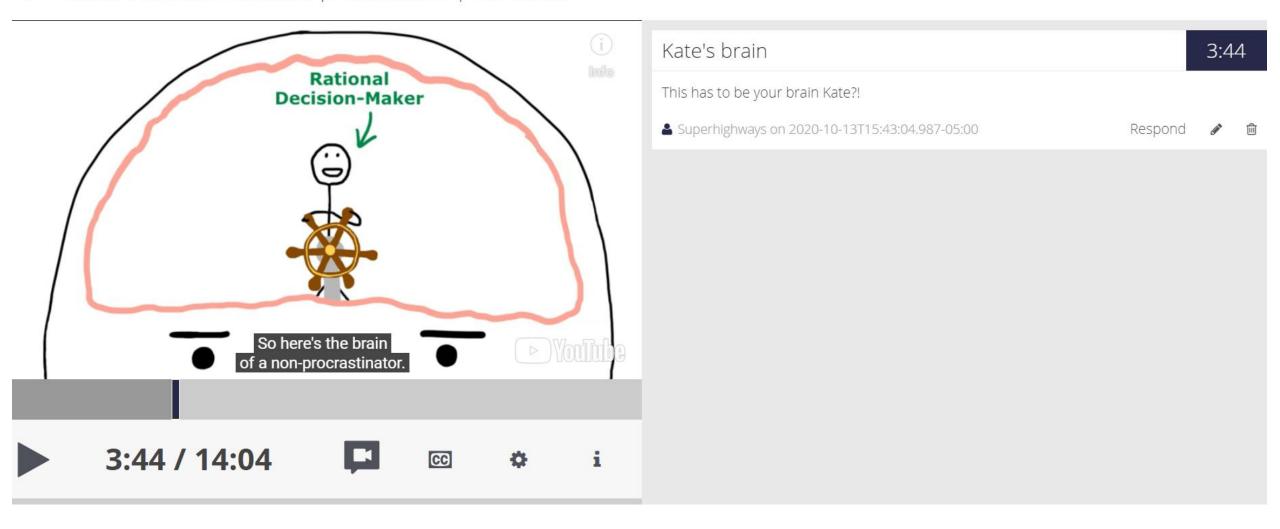
Collaboratively annotate videos with a private group or by sharing a public link

Advanced planning and decision-making
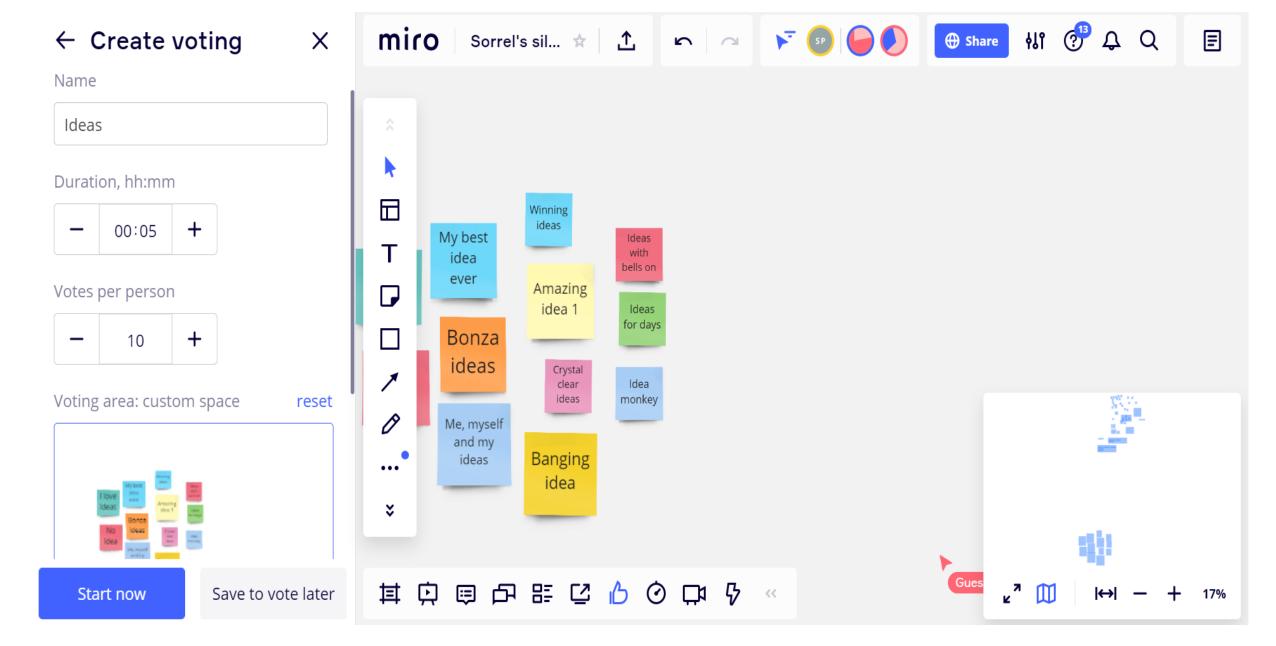
1 or 2 post-its on a Miro board. Vote for your favourite suggestions

Notes for later on

RECAP

about voting using Miro

Create voting

Name

Ideas

Duration, hh:mm

⊖ 00:05 ⊕

Votes per person

⊖ 10 ⊕

Voting area: custom space   reset

Start now   Save to vote later

🌐 Share

Winning ideas

My best idea ever

Ideas with bells on

Amazing idea 1

Ideas for days

Bonza ideas

Crystal clear ideas

Idea monkey

Me, myself and my ideas

Banging idea

Gues

17%

Voting session

Ideas

10 votes left | **00 03** | Done
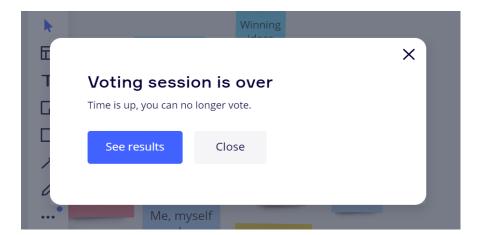
Click on objects on the board to vote
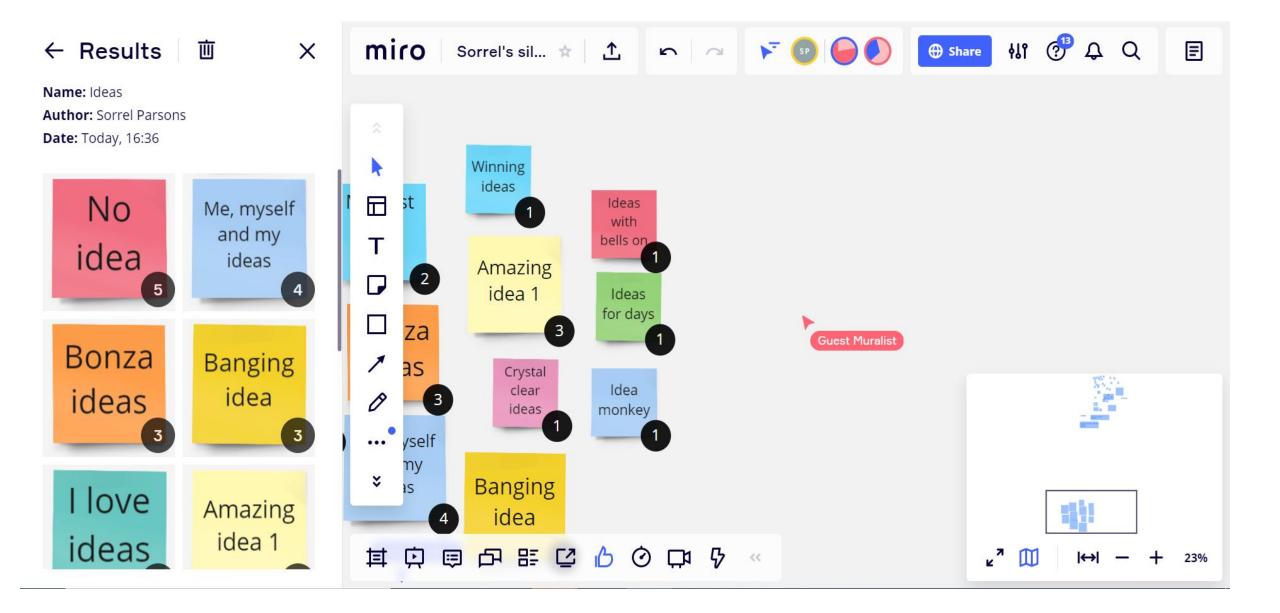
After you are done voting, press "Done"

My best idea ever

Winning ideas

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

Winning ideas

Me, myself

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

Winning ideas — 1

...st

Ideas with bells on — 1

Amazing idea 1 — 3

Ideas for days — 1

...za ...as — 3

Crystal clear ideas — 1

Idea monkey — 1

...yself ...my ...as — 4

Banging idea

Guest Muralist

23%

Advanced collaboration boards

✓ Conceptboard – 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)

✓ Mural – 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

Culture / Leadership

Tools

Uses / Application of skils

Data

Skills & Analysis

COVID-19

Key

Activities | Intermediate outcomes | Indicators | Enabler | Long term goal

Values

No	Agenda	Timings	Lead
1	Values session 1 recap & objectives	10	Kate/ Sorrel/ Emma
2	Values review – themes, feedback & input	45	Emma
3	Values prioritisation	15	Emma
4	Values commitment statement	15	Emma
5	Next steps	5	Kate & Emma

Values creation workshop - 08/03/21

1 Values session recap & objectives

VALUES are the beliefs, philosophies, and principles that drive your business, which serve as cultural cornerstones

Authentic set of values both internal & external use

Superhighways team co-creation & alignment

Confirmation prior to company scaling

2 Values review - themes (12), feedback & input

Dedicated to 'out of the ordinary' delivery
We're doers! | Tireless | Above & beyond | We go the extra mile to help
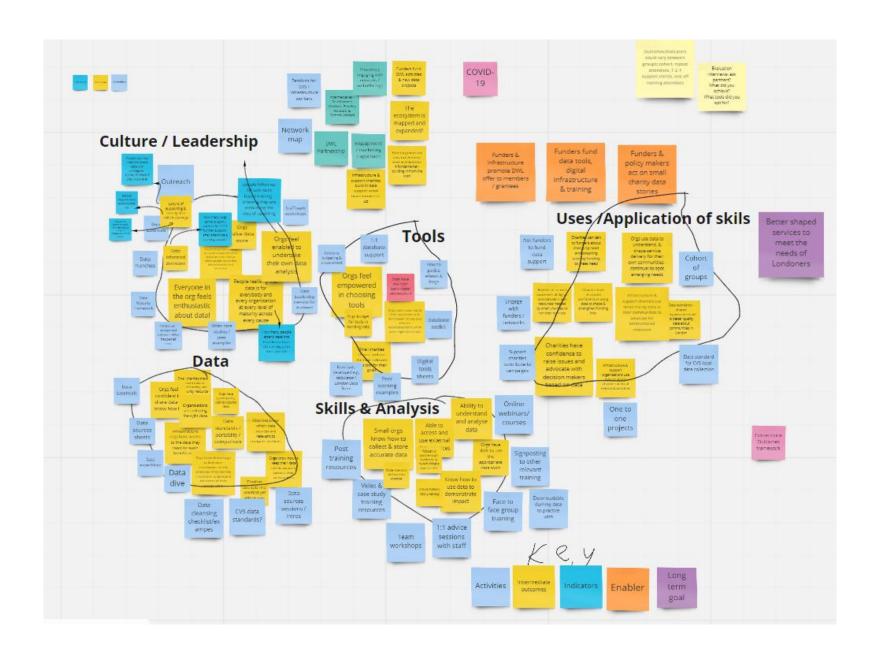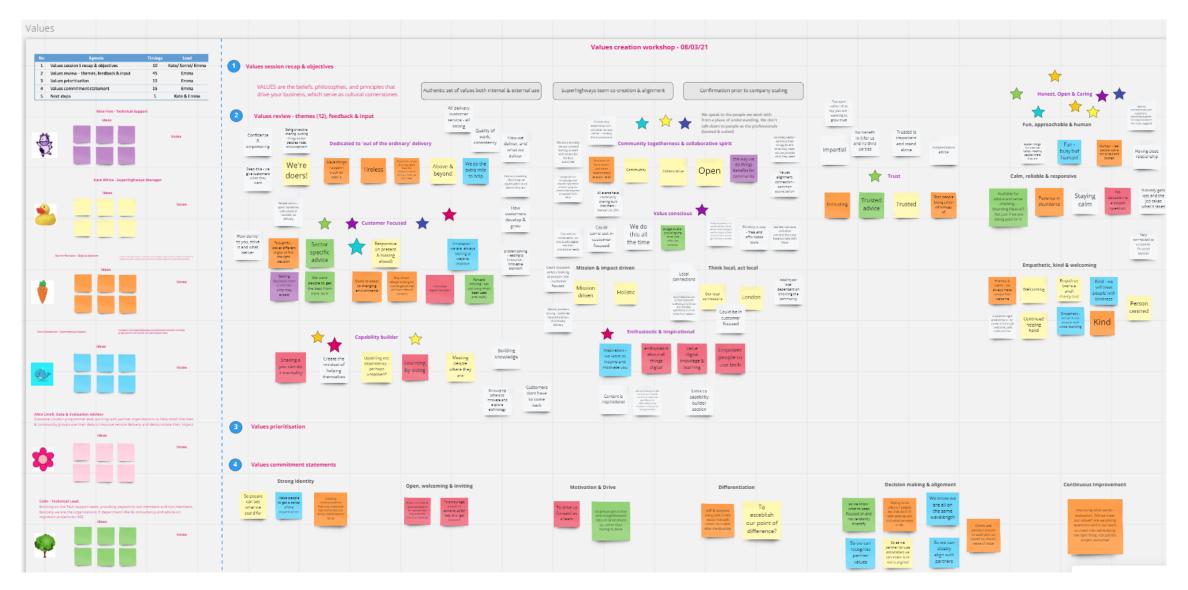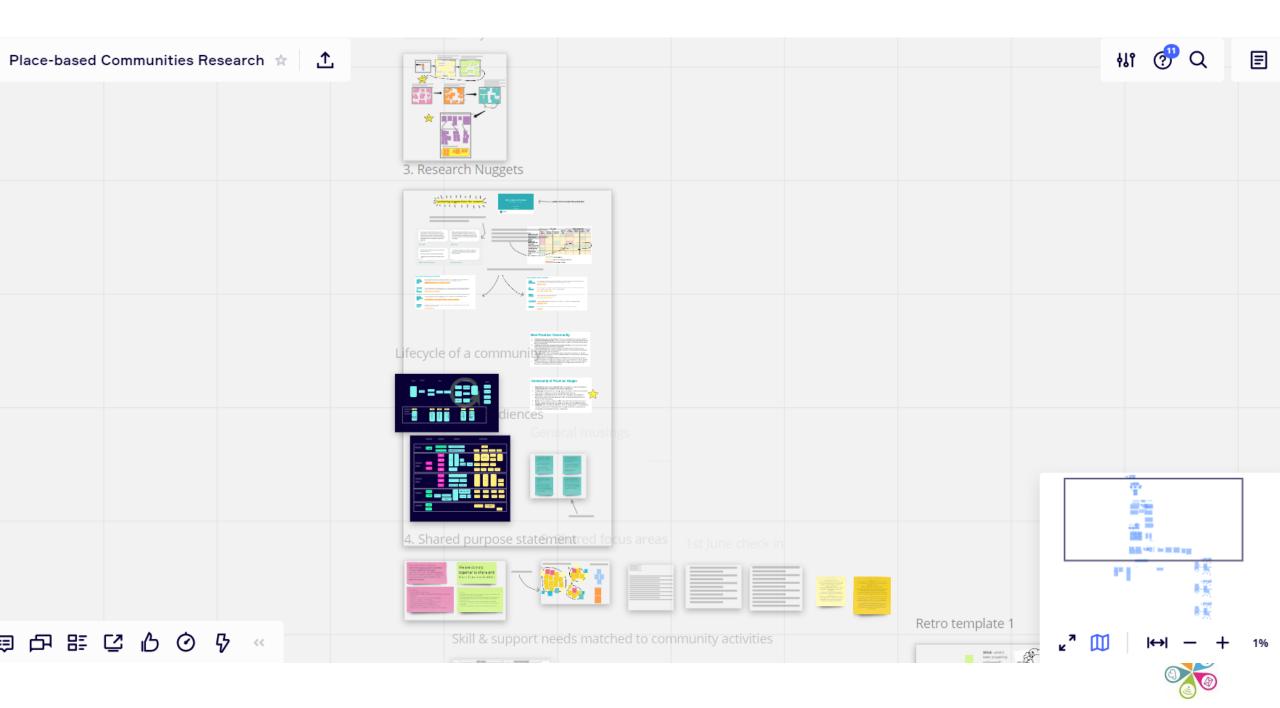
Customer Focused
Sector specific advice | Responsive (in present & looking ahead)

Community togetherness & collaborative spirit
Community | Collaborative | Open

Value conscious

Mission & impact driven
Mission driven | Holistic

Think local, act local
Local connections | Our local connections | London

Capability builder
Create the mindset of helping themselves | Learning by doing | Building knowledge

Enthusiastic & Inspirational
Inspiration - we want to inspire and motivate you | enthusiasm about all things digital | value digital knowlege & learning | Empower people to use tech

Honest, Open & Caring

Fun, approachable & human
Fun - busy but human!

Trust
Entrusting | Trusted advice | Trusted

Calm, reliable & responsive
Patience in abundance | Staying calm

Empathetic, kind & welcoming
Welcoming | Continued helping hand | Empathetic | Kind | Person centred

3 Values prioritisation

4 Values commitment statements

Strong Identity
So people can see what we stand for | Helps people to get a sense of the organisation

Open, welcoming & inviting

Motivation & Drive
To drive us forward as a team

Differentiation
To establish our point of difference?

Decision making & alignment
So we know what to keep focused on and not randomly diversify | We know we are all on the same wavelength

Continuous Improvement

3. Research Nuggets

Lifecycle of a community

Best Practice: Community

Community of Practice: Stages

audiences

General musings

4. Shared purpose statement   Shared focus areas

1st June check in

Skill & support needs matched to community activities

Retro template 1

1%

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
break

What's your energy levels?
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
   ✓ Using annotation tools on a shared screen or Whiteboard

Quick poll:

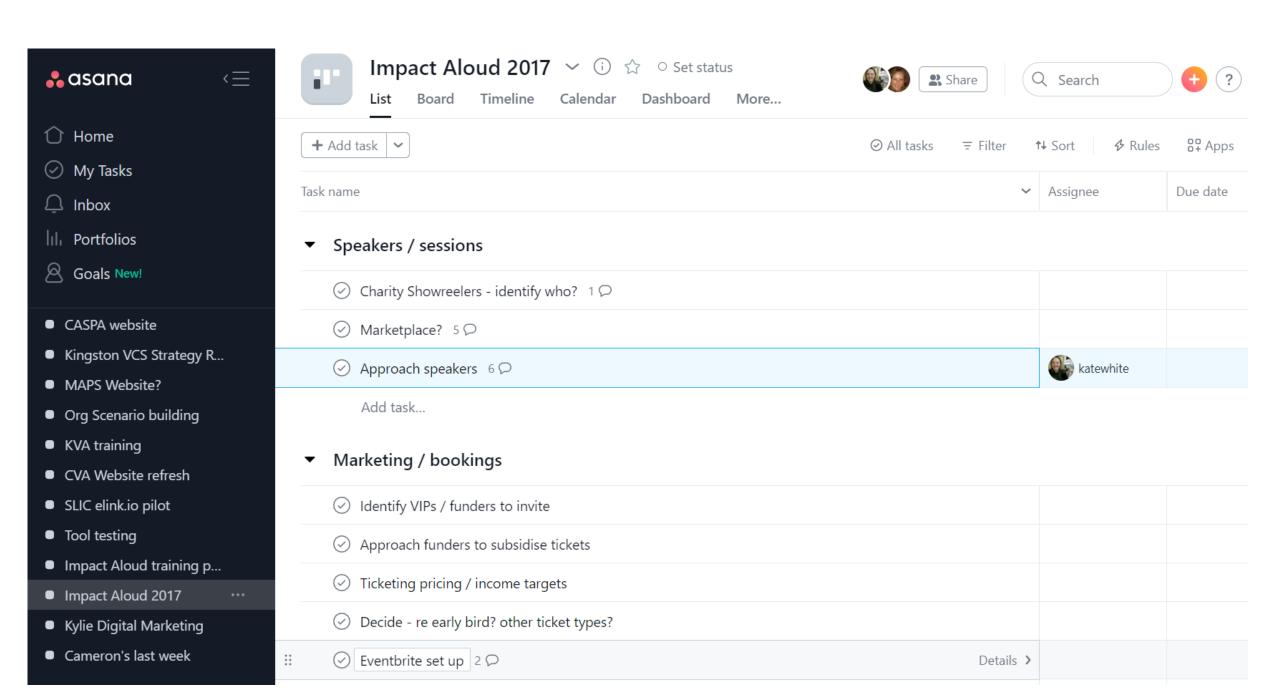**How do you mostly share or assign tasks with others?**
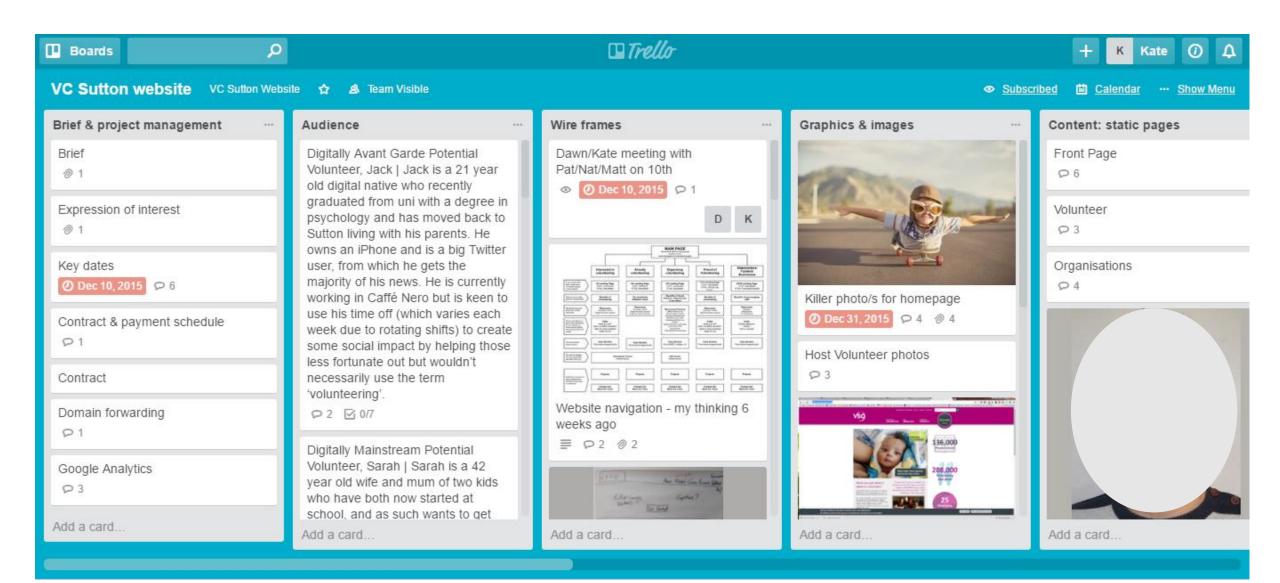
Assigned task planning

✓ 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…
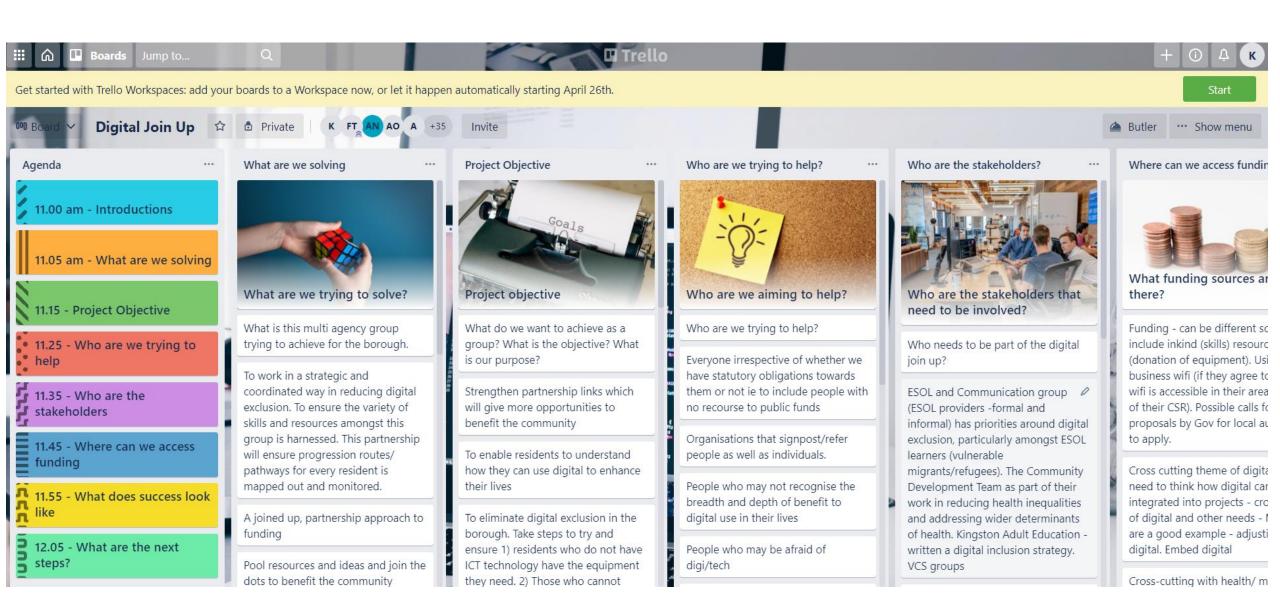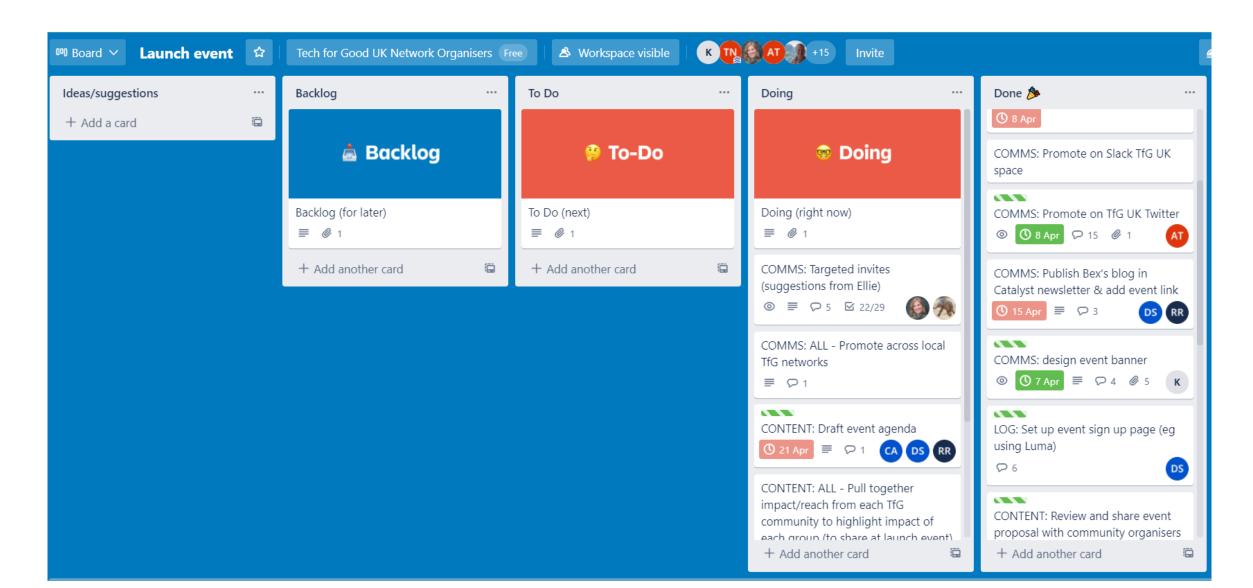
Trello example – website consultancy

Trello example – meeting notes

Trello example – event planning
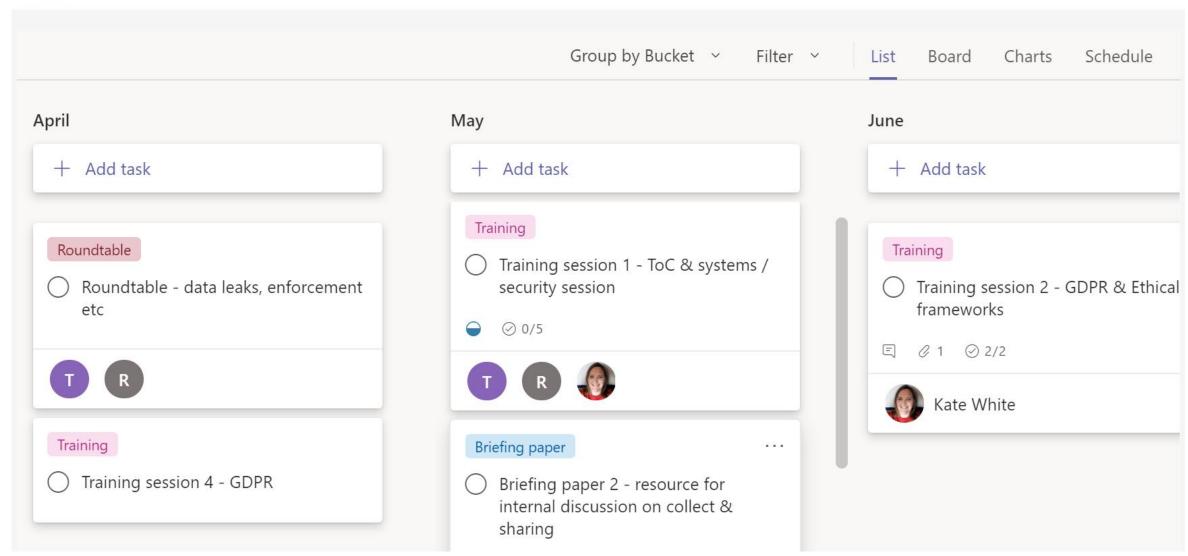
Microsoft Planner – project planning

Planner - Refugee & Migrants Data project

Group by Bucket ⌄   Filter ⌄ | List   Board   Charts   Schedule

April

+ Add task

Roundtable
◯ Roundtable - data leaks, enforcement etc
(T) (R)

Training
◯ Training session 4 - GDPR

May

+ Add task

Training
◯ Training session 1 - ToC & systems / security session
◑ ⊘ 0/5
(T) (R) 👤

Briefing paper   ...
◯ Briefing paper 2 - resource for internal discussion on collect & sharing

June

+ Add task

Training
◯ Training session 2 - GDPR & Ethical frameworks
💬 ⬗ 1 ⊘ 2/2
👤 Kate White

What should you look for before choosing a collaboration tool?

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

Collaboration Tools for Small Charities

File   Edit   View   Insert   Format   Tools   Add-ons   Help   See new changes

Share

Collaboration Tools

What should you co

COST/BUDGET

IT PLATFORM

SUPPORT/TRAINING

Share with people and groups

No one has been added yet

Get link

https://docs.google.com/document/d/1ZnYgD9GNvBYWRlSk3aGpZ4ciMoB.   Copy link

Anyone with the link   ▾   Editor   ▾

Anyone on the internet with this link can edit

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'.

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
- ✓ 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

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

Chat, messages and more

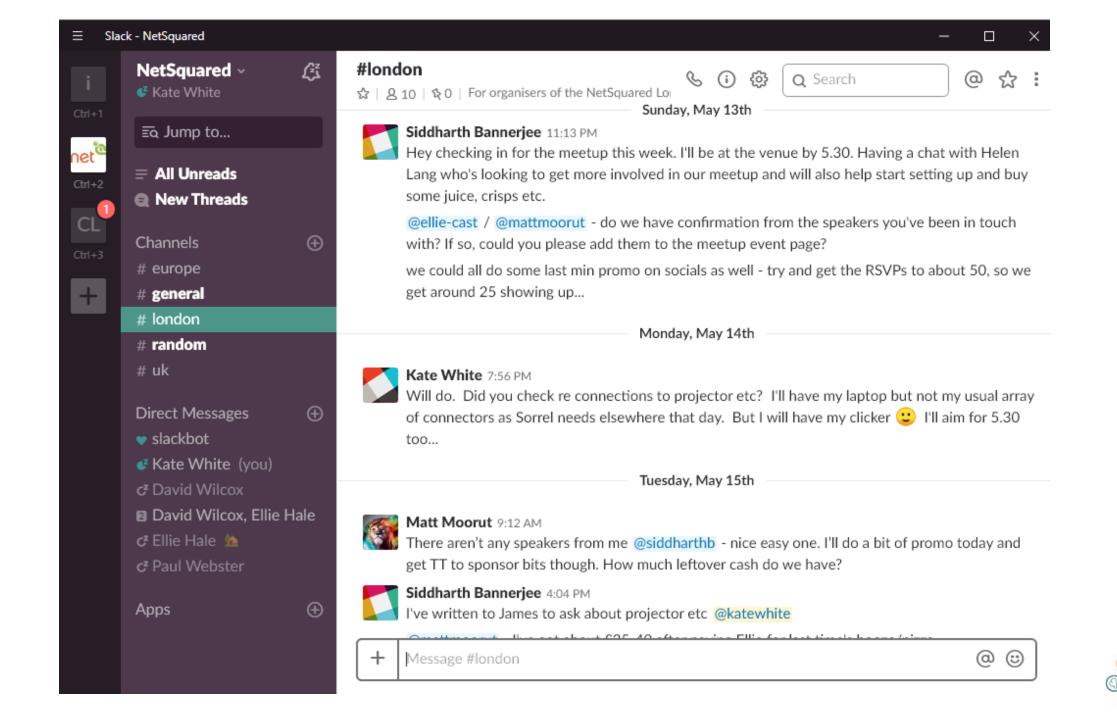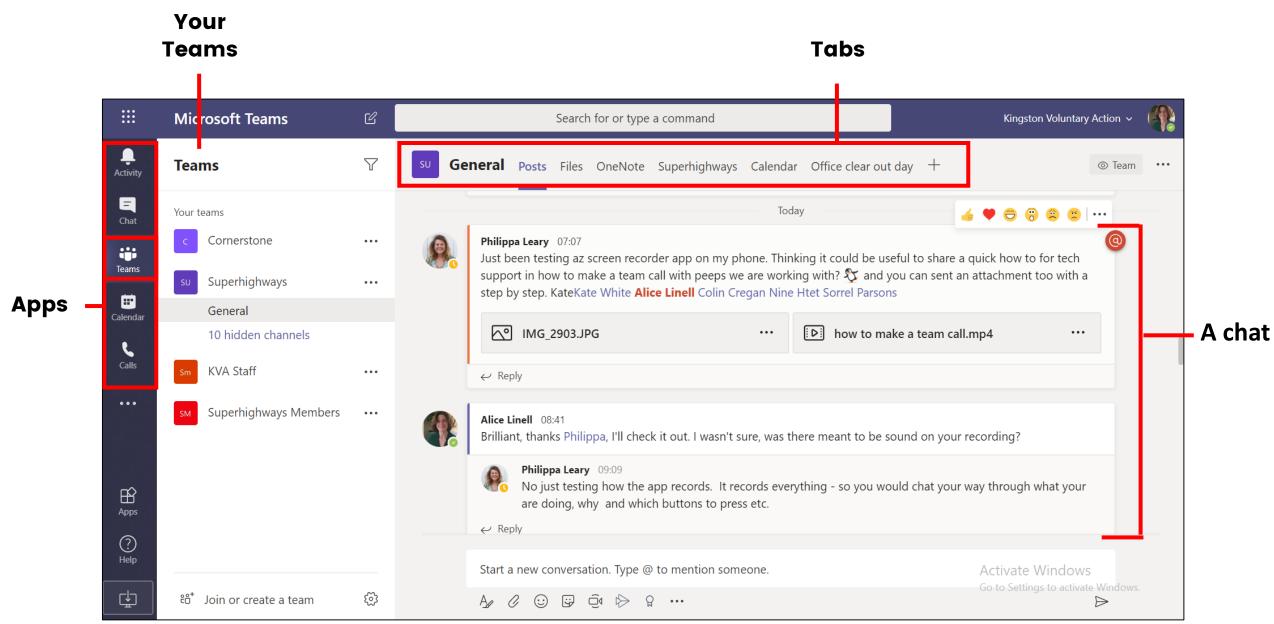- ✓ Whatsapp – free, business version, needs mobile
- ✓ Slack – free (1:1 calls), £5.25 per user, pm
- ✓ [Element](#) (Matrix) – open source software, currently glitch but worth keeping an eye on
- ✓ Google Chat – need G-suite
- ✓ Microsoft Teams – need Office 365
- ✓ Kaizala / Facebook Workplace – suites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

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

Let's take a look…

NetSquared ˅

🌀 Kate White

🔍 Jump to...

≡ **All Unreads**

💬 **New Threads**

Channels ⊕

europe

general

london

random

uk

Direct Messages ⊕

💜 slackbot

🌀 Kate White (you)

♂ David Wilcox

② David Wilcox, Ellie Hale

♂ Ellie Hale 🏠

♂ Paul Webster

Apps ⊕

#london
☆ | 👤 10 | 🔗 0 | For organisers of the NetSquared Lo

🔍 Search

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

Message #london

All in one? Collaboration suites

Office 365

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

✓ Read our blog - [7 free and affordable online tools for simple and creative collaboration](#)

Thanks

for taking part today:

Kate White
Sorrel Parsons

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