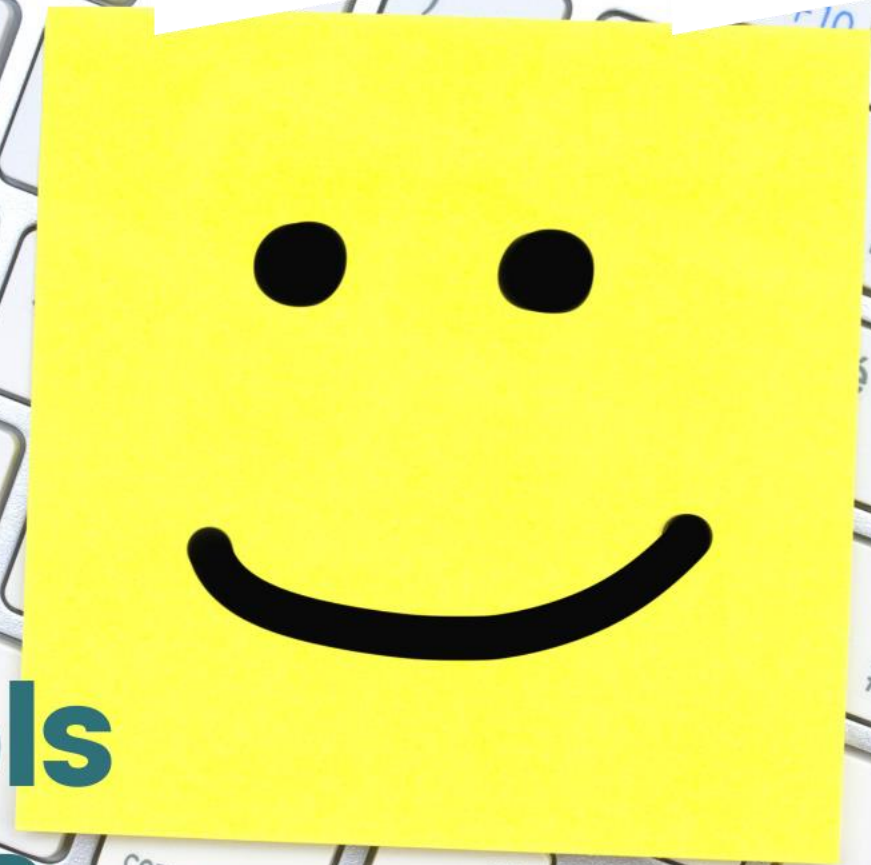




Collaboration Tools for Small Charities



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/>




:Padlet


 Log in >

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 Product

 Personal

 Business

 Schools

About Jobs Privacy More ▾

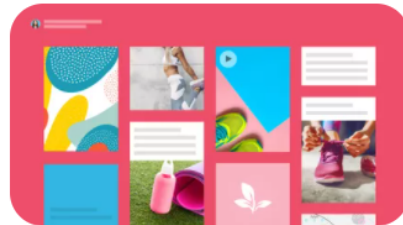
  English (US) ▾

It's a beautiful day.
Make something beautiful.

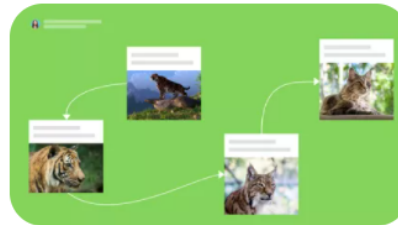
Sign up for free



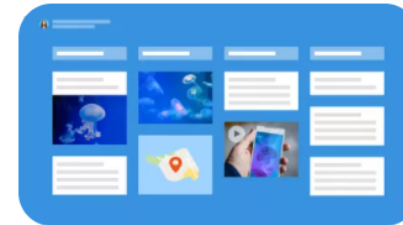
Install windows app



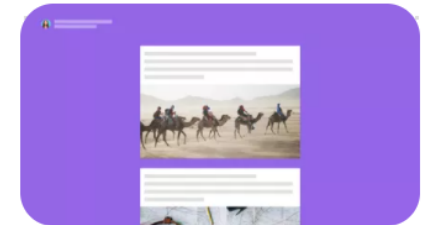
Wall



Canvas



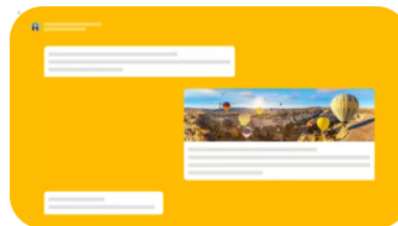
Shelf



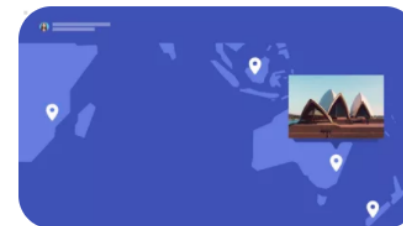
Stream



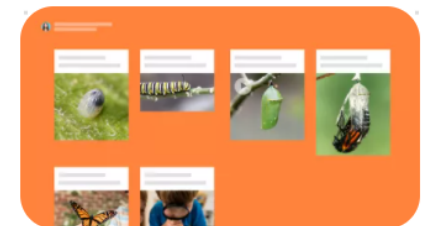
Timeline



Backchannel



Map



Grid

[Add yourself to the wall](#) – who are you looking to collaborate with?




Padlet use cases

<https://padlet.com/gallery/syllabus>


An audio-visual syllabus for American Literature 3040 level.

1. Langston Hughes




Langston Hughes
James Mercer Langston Hughes wa...
poets

47. 10 best American poems




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

46. Contest




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

45. Langston Hughes - Dreams



Dreams
spotify

41. Seamus Heaney



Seamus Heaney

40. Seamus Heaney

Poem: Digging

38. Seamus Heaney

Padlet use cases

<https://padlet.com/gallery/bookquotes>

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.	A Room of One's Own No need to hurry. No need to sparkle. No need to be anybody but oneself.	Song of Solomon You wanna fly, you got to give up the s*** that weighs you down.	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
Anna Karenina All happy families are alike; each unhappy family is unhappy in its own way.	The Hitchhiker's Guide to the Galaxy Time is an illusion. Lunchtime doubly so.	Charlotte's Web It is not often that someone comes along who is a true friend and a good writer.	
	To Kill a Mockingbird I never loved to read. One	The Catcher in the Rye Don't ever tell anybody	

Padlet 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

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.



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

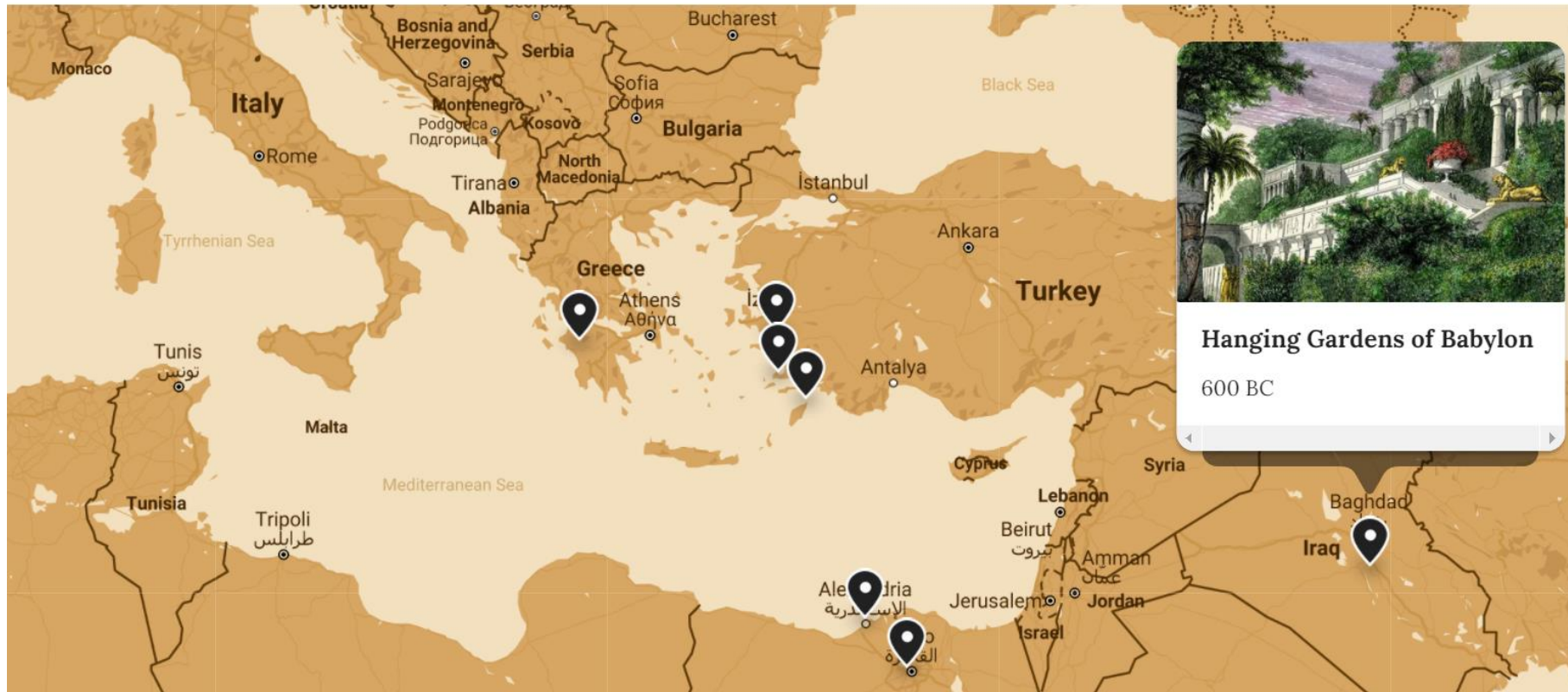
padlet



Gallery • 11mo

Map of the 7 Wonders of the Ancient World

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



**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 3)

Godsal -
googledrive
for files

Godsal -
whatsapp for
chatting
across the
team

Chris G - Only use
zoom and Teams at
work. Don't do doc
sharing apart from
share screen

Katie (YCCC) -
Zoom (both
internal and
external
collaboration)

Godsal - zoom for all
our meetings and
keeping in touch
with colleagues as
well as partners

Test

Linda -
whats
app

Beverley -
Zoom

Lesley
Teams
files
sharing

Kate - Teams
(internal
collaboration)

Sarah-
Zoom
(internal
meetings)

Audrey -
Zoom has
been great for
delivering
training

Jane G - Zoom
works better
than Teams
for me. Edit tal

Donna -
Teams has
been the most
useful

Donna
SharePoint

Maeve Rogan -
Zoom &
WhatsApp

Fiona - Zoom
for meetings
and Google
Drive for
videos and
documents

Creative – simply capture ideas

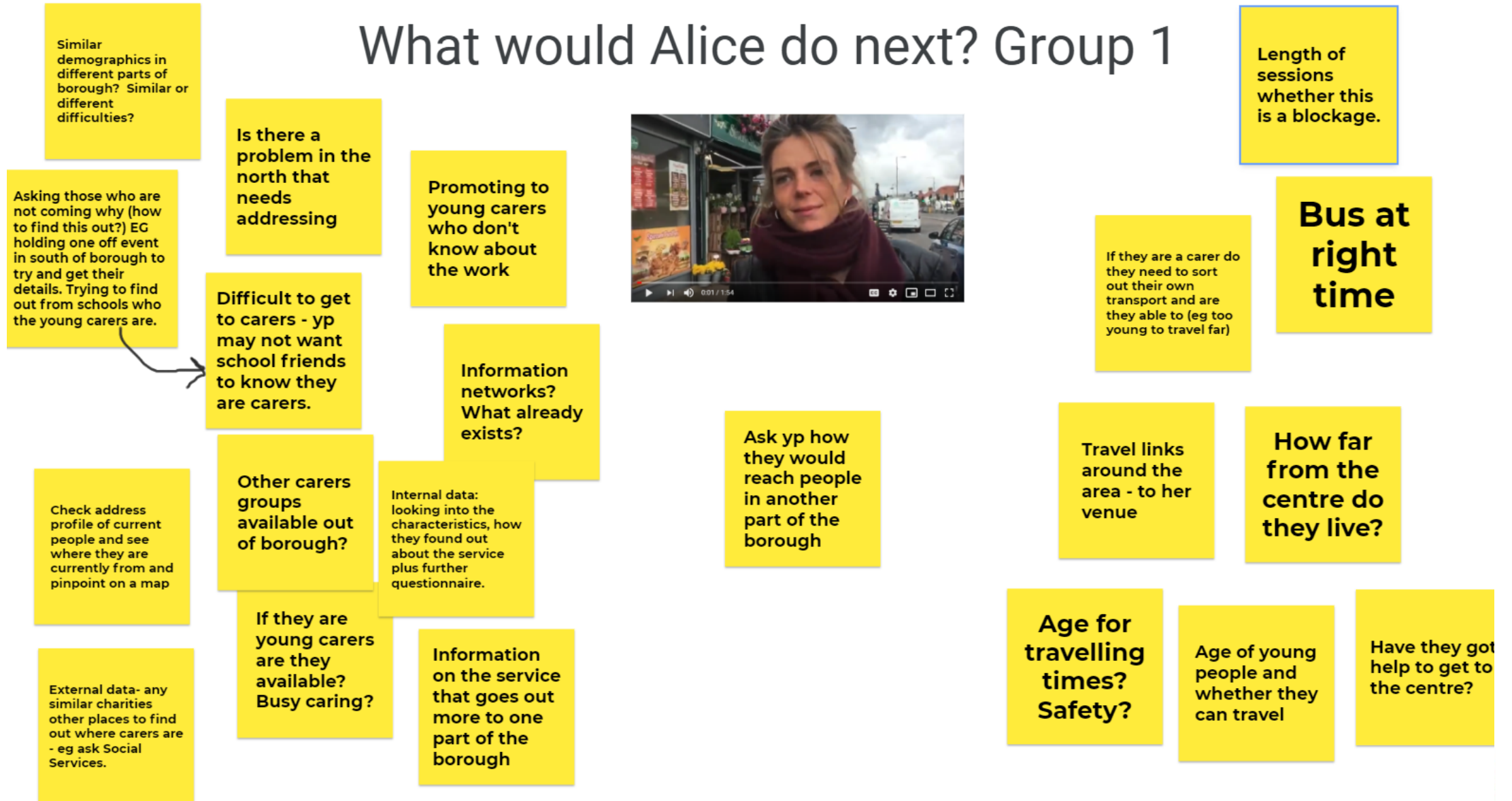
- ✓ Zoom Whiteboard – available on free accounts
- ✓ Teams Whiteboard app – need Office 365
- ✓ Jamboard – need a Google account
- ✓ [Witeboard](#) – totally free, very simple
- ✓ [Pinup](#) – free, very simple public board
- ✓ [VideoAnt](#) – free collaborative video annotation

Let's take a look...

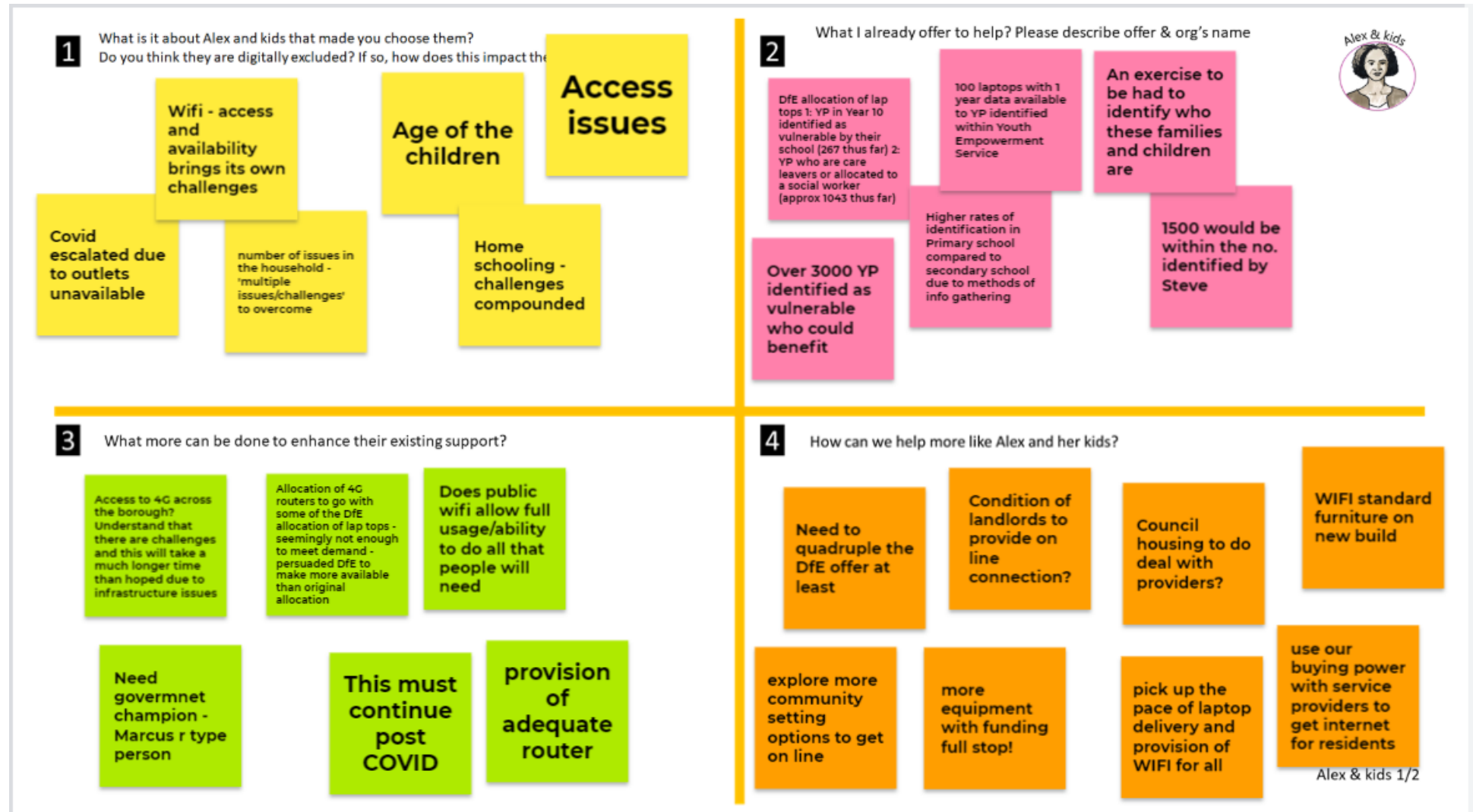


Jamboard example – training exercise

What would Alice do next? Group 1

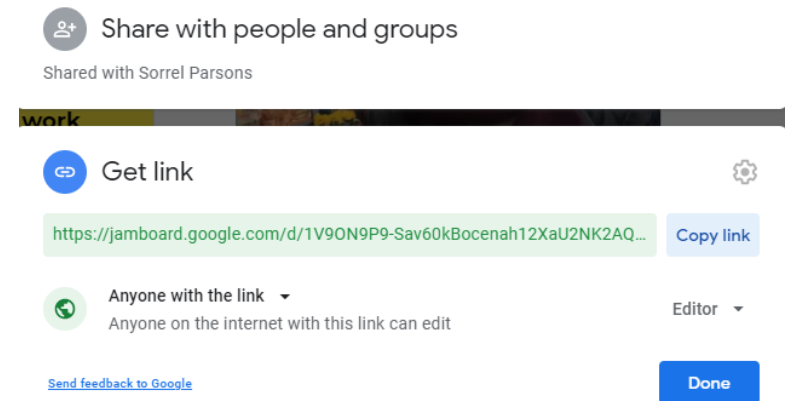


Jamboard example – structured collaboration

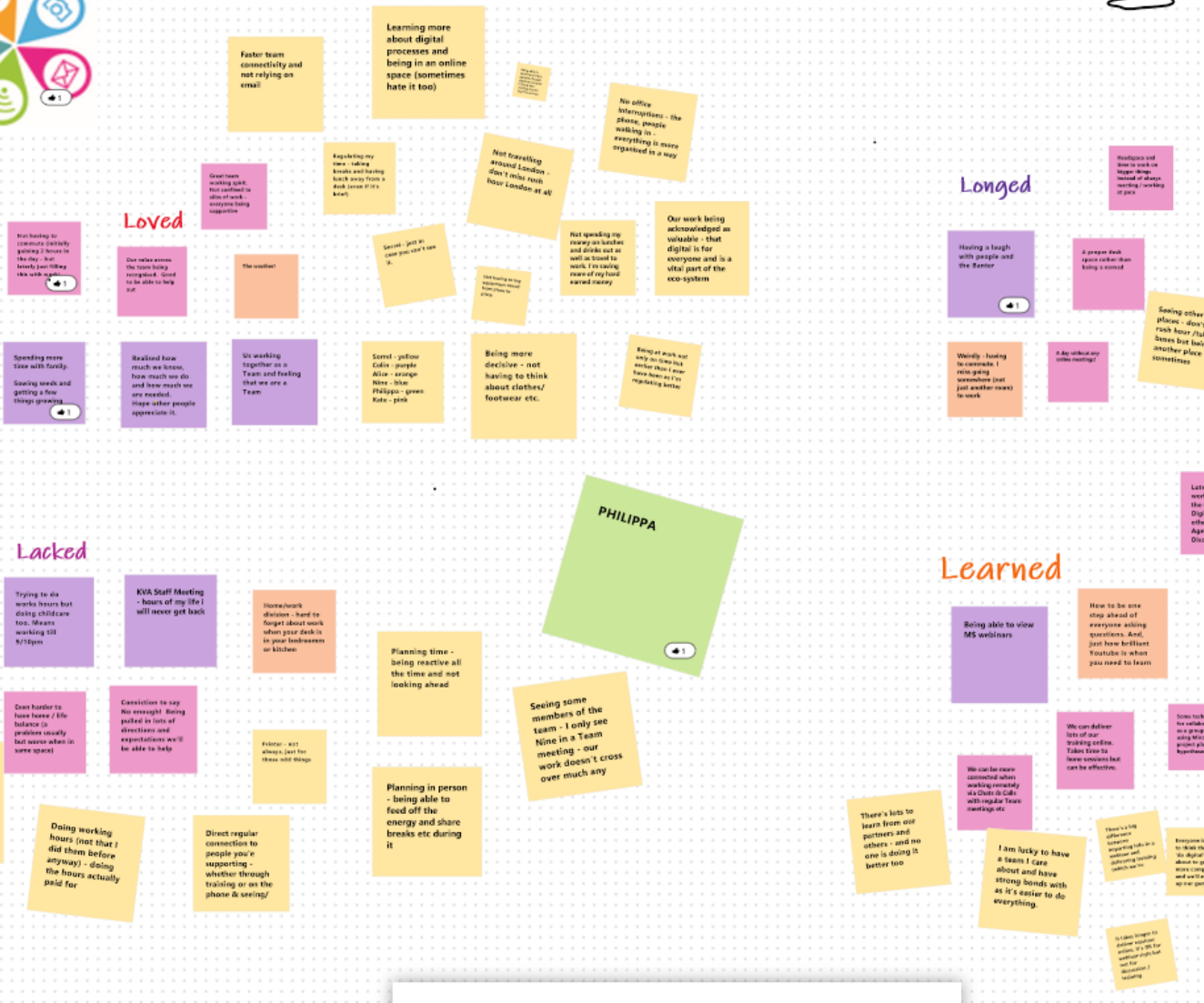
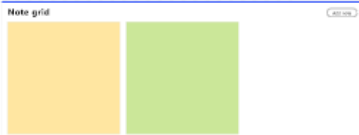


Jamboard recap

- ✓ 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



Office 365 Whiteboard



Settings

Active pen

Ink to shape

Ink to table

Object snapping

Export

Post to Teams

Send email summary

Format background

Toolbar location

Clear canvas




S

Share


✓ Board link has been copied to your clipboard.

 witeboard


 Blackboard ☒



 Shape Detection ☒


 New Board

 History

 Sign Out

 Save as Image

 Language 

 Get Slack Plugin

[Terms of Service](#)

[Privacy Policy](#)

You can write anything you like, for free, on witeboard.com

✕ Enter a title



Help

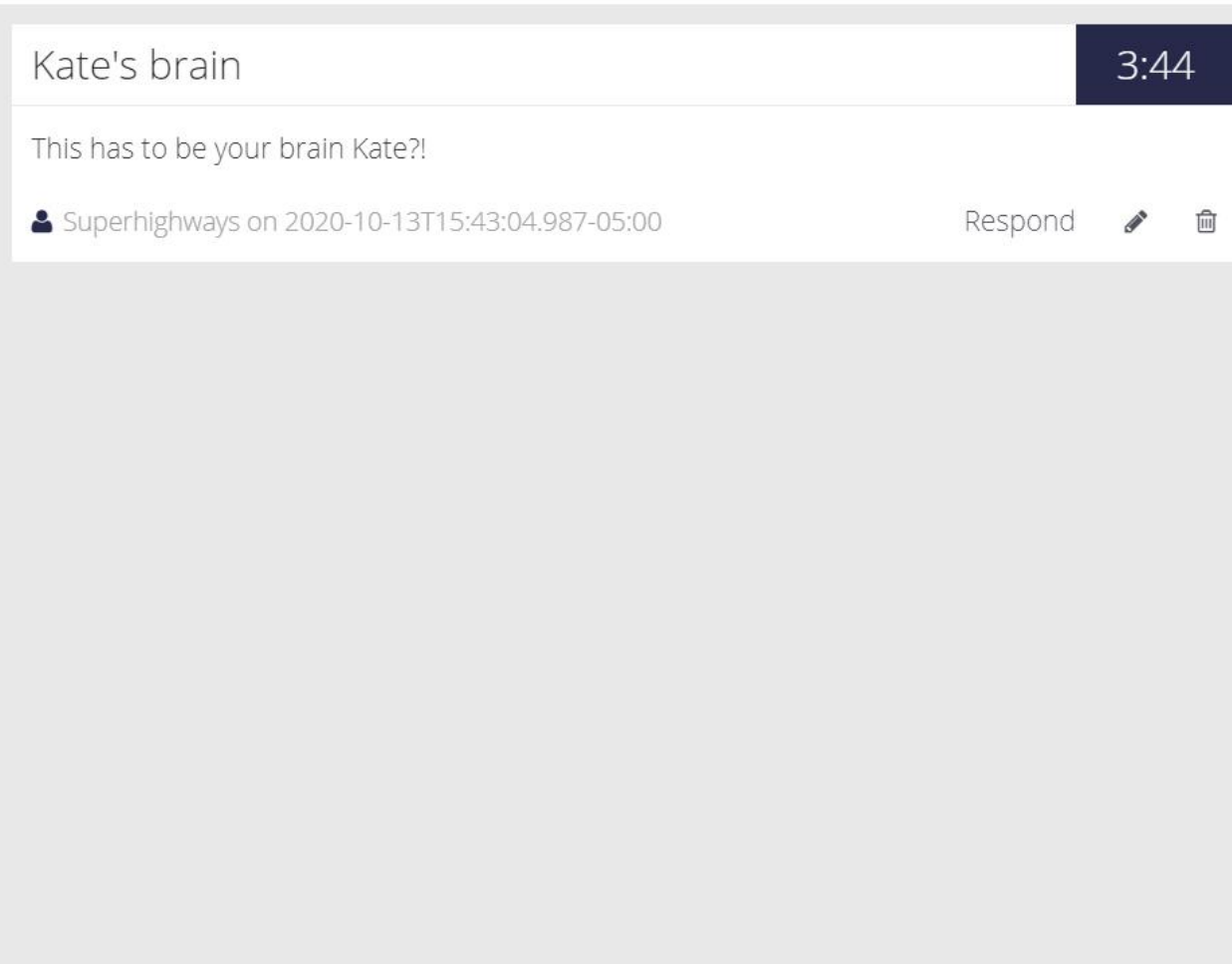
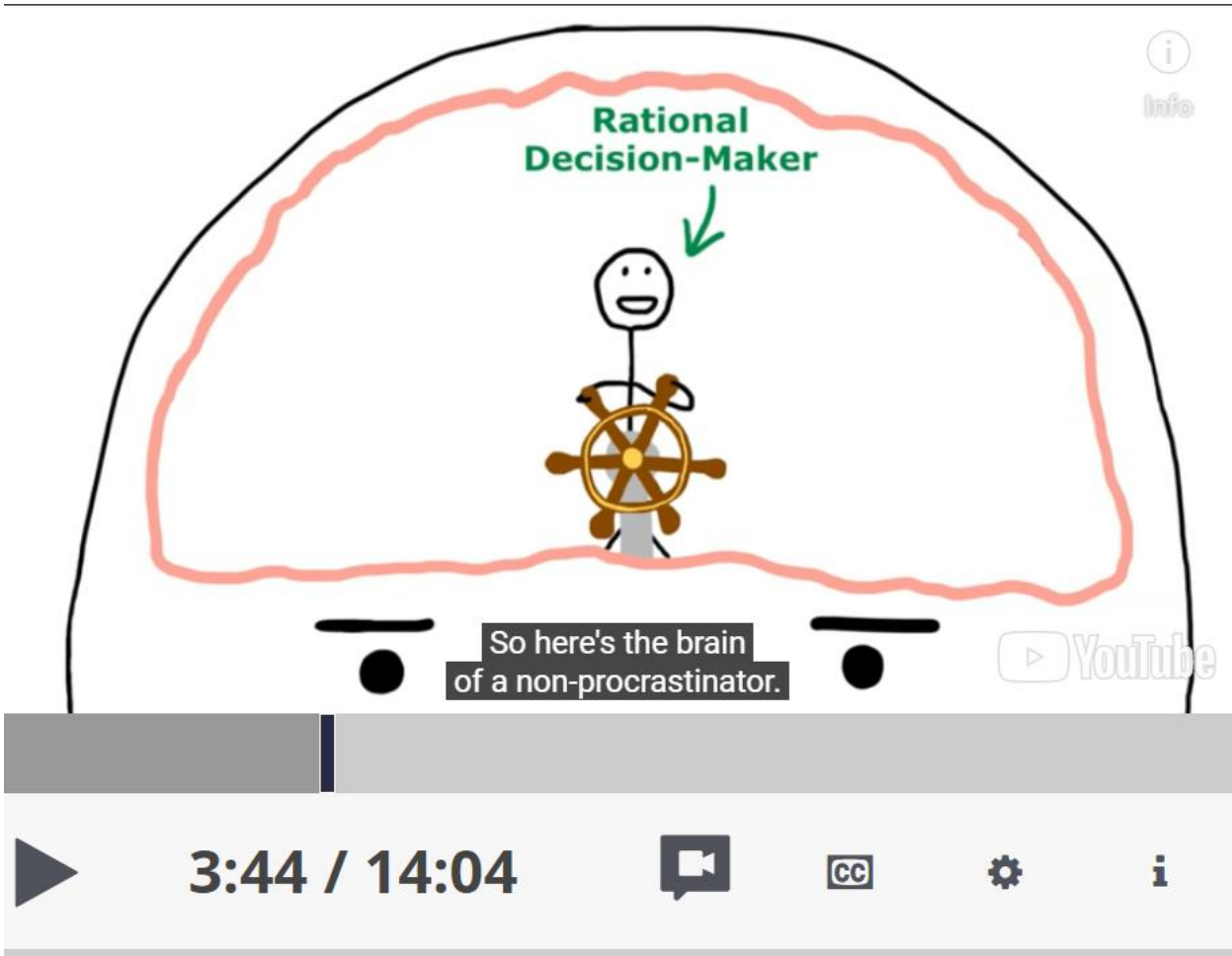
Feedback

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

about voting
using Miro

RECAP



← Create voting X

Name

Ideas

Duration, hh:mm

−

00:05

+

Votes per person

−

10

+

Voting area: custom space [reset](#)



Start now

Save to vote later

miro

Sorrel's sil... ☆

↑

↶

↷

SP

Share

👤

13

🔔

🔍

☰

↑

🖱️

📱

T

📄

📐

↗️

✎

⋮

⌵

Winning ideas

My best idea ever

Amazing idea 1

Bonza ideas

Crystal clear ideas

Idea monkey

Me, myself and my ideas

Banging idea

Ideas with bells on

Ideas for days

🔧

📺

💬

🗨️

📋

🔗

👍

🕒

📺

⚡

⏪

🔍

📖

↔️

−

+

17%

Gues

Voting session



Ideas

10 votes left

00 03

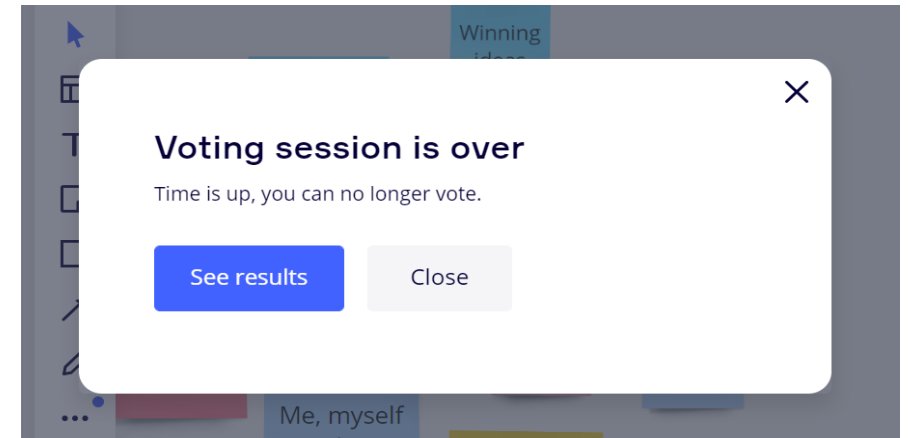
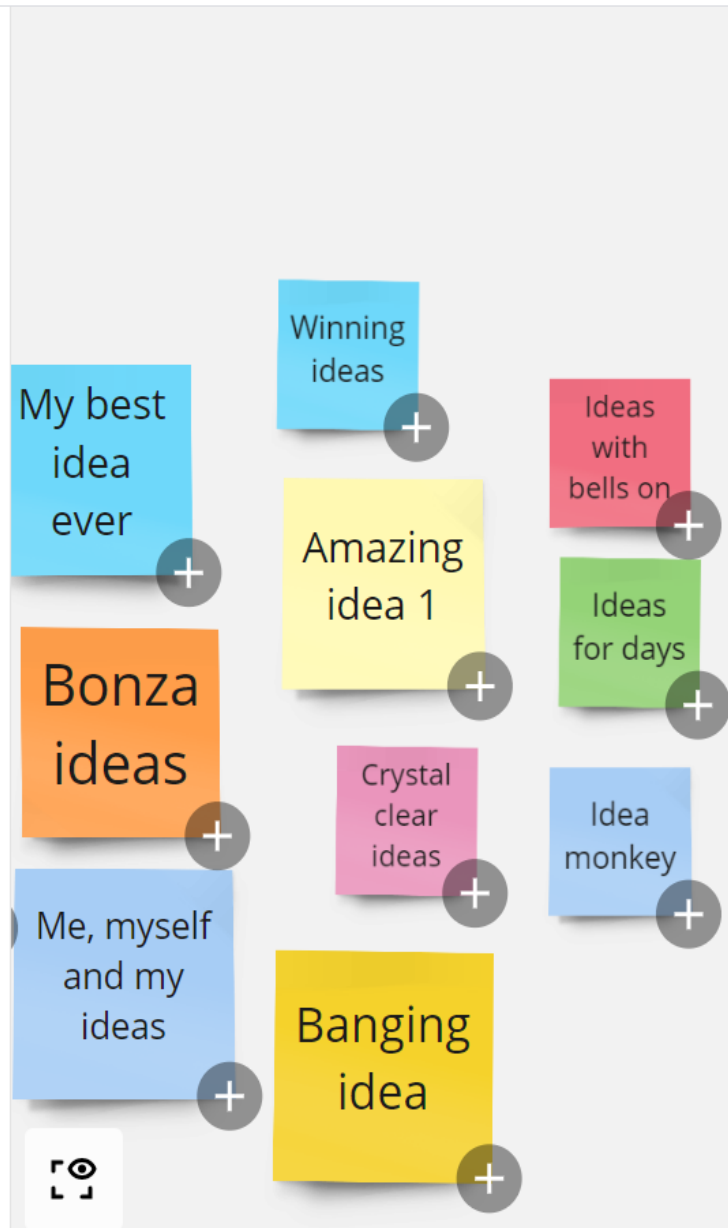
Done



Click on objects on the board to vote



After you are done voting, press "Done"



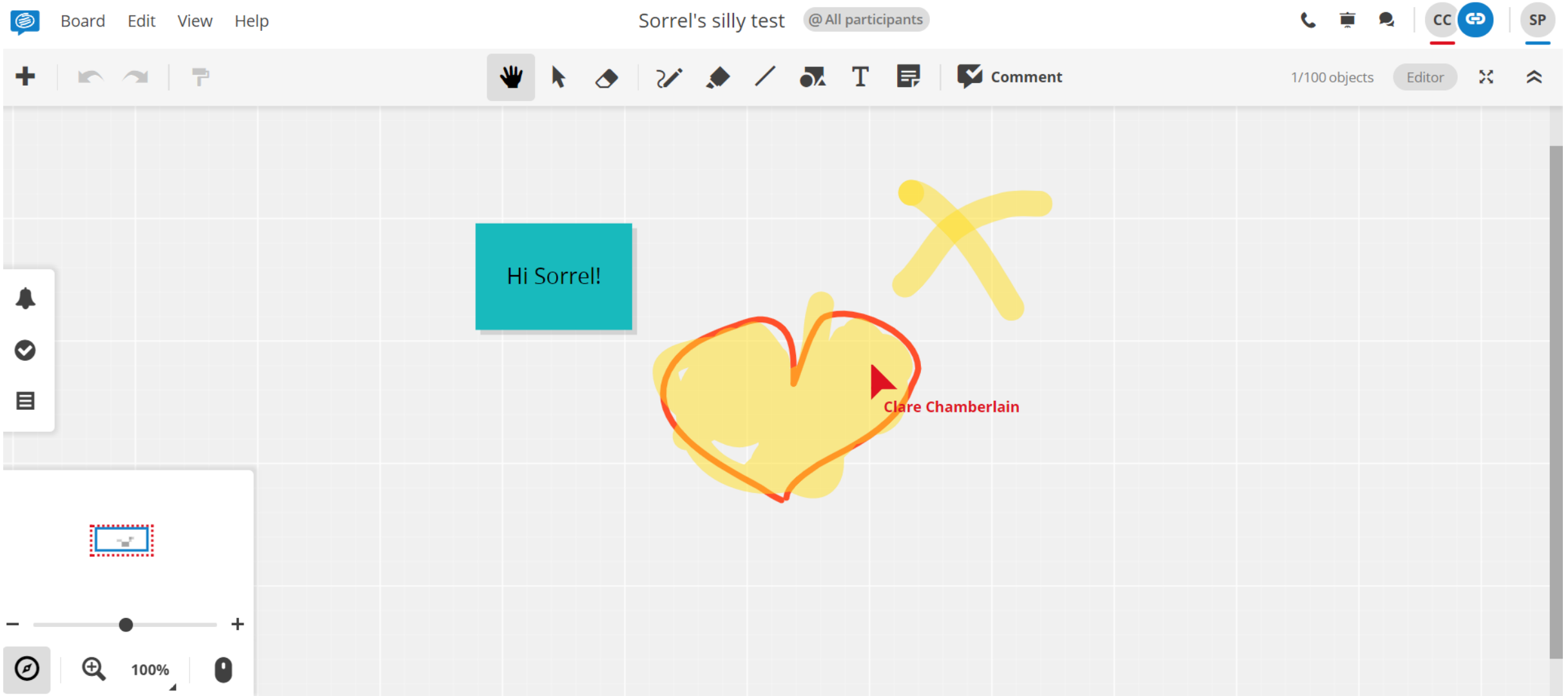
Advanced collaboration boards

- ✓ 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

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 statements	15	Emma
5	Next steps	5	Kate & Emma

Mile litter - Technical Support

Idea

Votes

Kate White - Superhighways Manager

Idea

Votes

Sorrel Parsons - Digital Delivery

Idea

Votes

Oliver Davidson - Superhighways Support

Idea

Votes

Alice Linell, Data & Evaluation Advisor

Idea

Votes

Colin - Technical Lead

Idea

Votes

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

Confidence & empowering

Does this give customers what they want?

We're doers!

Take things on - look on it

Tireless

Above & beyond

We go the extra mile to help

Quality of work, consistency

How we deliver, and what we deliver

Community togetherness & collaborative spirit

Open

Value conscious

Empathetic, kind & welcoming

Kind

Person centred

Dedicated to 'out of the ordinary' delivery

Customer Focused

Response (in present & looking ahead)

Innovation - we are always looking at ways to improve

Mission & impact driven

Local connections

Enthusiastic & inspirational

Capability builder

Strong Identity

Open, welcoming & inviting

Motivation & Drive

Differentiation

Decision making & alignment

Continuous Improvement

3 Values prioritisation

4 Values commitment statements

So people can see what we stand for

These people to get things done

Using communication that helps people to get things done

Strong Identity

Open, welcoming & inviting

Motivation & Drive

Differentiation

Decision making & alignment

Continuous Improvement

So people can see what we stand for

These people to get things done

Using communication that helps people to get things done

Strong Identity

Open, welcoming & inviting

Motivation & Drive

Differentiation

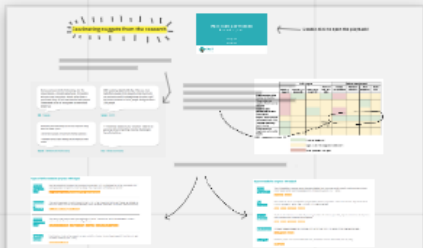
Decision making & alignment

Continuous Improvement

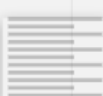
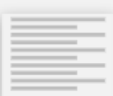
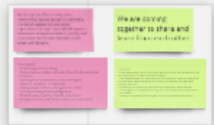




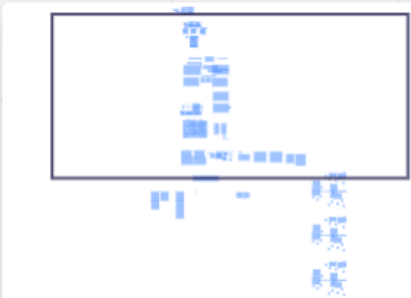
3. Research Nuggets



4. Shared purpose statement



Retro template 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...





Impact Aloud 2017



Set status

List

Board

Timeline

Calendar

Dashboard

More...



Share

Search



+ Add task



All tasks

Filter

Sort

Rules

Apps

Task name



Assignee

Due date

▼ Speakers / sessions

✓ Charity Showreelers - identify who? 1

✓ Marketplace? 5

✓ Approach speakers 6

katewhite

Add task...

▼ Marketing / bookings

✓ Identify VIPs / funders to invite

✓ Approach funders to subsidise tickets

✓ Ticketing pricing / income targets

✓ Decide - re early bird? other ticket types?

✓ Eventbrite set up 2

Details >

Trello example – website consultancy

Boards

Trello

+ K Kate

Subscribed

Calendar

Show Menu

VC Sutton website

VC Sutton Website

Team Visible

Brief & project management

Brief

Expression of interest

Key dates

Contract & payment schedule

Contract

Domain forwarding

Google Analytics

Add a card...

Audience

Digitally Avant Garde Potential Volunteer, Jack | Jack is a 21 year old digital native who recently graduated from uni with a degree in psychology and has moved back to Sutton living with his parents. He 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 use his time off (which varies each week due to rotating shifts) to create some social impact by helping those less fortunate out but wouldn't necessarily use the term 'volunteering'.

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

Add a card...

Wire frames

Dawn/Kate meeting with Pat/Nat/Matt on 10th

Website navigation - my thinking 6 weeks ago

Add a card...

Graphics & images

Killer photo/s for homepage

Host Volunteer photos

Add a card...

Content: static pages

Front Page

Volunteer

Organisations

Add a card...

Trello example – meeting notes

Trello interface showing a board titled "Digital Join Up" with various sections and cards.

Board: Digital Join Up

Agenda

- 11.00 am - Introductions
- 11.05 am - What are we solving
- 11.15 - Project Objective
- 11.25 - Who are we trying to help
- 11.35 - Who are the stakeholders
- 11.45 - Where can we access funding
- 11.55 - What does success look like
- 12.05 - What are the next steps?

What are we solving

What are we trying to solve?

What is this multi agency group trying to achieve for the borough.

To work in a strategic and coordinated way in reducing digital exclusion. To ensure the variety of skills and resources amongst this group is harnessed. This partnership will ensure progression routes/ pathways for every resident is mapped out and monitored.

A joined up, partnership approach to funding

Pool resources and ideas and join the dots to benefit the community

Project Objective

Project objective

What do we want to achieve as a group? What is the objective? What is our purpose?

Strengthen partnership links which will give more opportunities to benefit the community

To enable residents to understand how they can use digital to enhance their lives

To eliminate digital exclusion in the borough. Take steps to try and ensure 1) residents who do not have ICT technology have the equipment they need. 2) Those who cannot

Who are we trying to help?

Who are we aiming to help?

Who are we trying to help?

Everyone irrespective of whether we have statutory obligations towards them or not ie to include people with no recourse to public funds

Organisations that signpost/refer people as well as individuals.

People who may not recognise the breadth and depth of benefit to digital use in their lives

People who may be afraid of digi/tech

Who are the stakeholders?

Who are the stakeholders that need to be involved?

Who needs to be part of the digital join up?

ESOL and Communication group (ESOL providers -formal and informal) has priorities around digital exclusion, particularly amongst ESOL learners (vulnerable migrants/refugees). The Community Development Team as part of their work in reducing health inequalities and addressing wider determinants of health. Kingston Adult Education - written a digital inclusion strategy. VCS groups

Where can we access funding?

What funding sources are there?

Funding - can be different sources include in-kind (skills) resources (donation of equipment). Use business wifi (if they agree to use) is accessible in their area of their CSR). Possible calls for proposals by Gov for local areas to apply.

Cross cutting theme of digital need to think how digital can be integrated into projects - cross-cutting with health/ m

Trello example – event planning

The screenshot displays a Trello board named "Launch event" with a blue header bar. The board is organized into five vertical lanes: "Ideas/suggestions", "Backlog", "To Do", "Doing", and "Done".

- Ideas/suggestions:** Contains a button to "+ Add a card".
- Backlog:** Features a blue header with a train icon and the text "Backlog". Below it is a card titled "Backlog (for later)" with 1 comment. A button to "+ Add another card" is at the bottom.
- To Do:** Features a red header with a thinking face emoji and the text "To-Do". Below it is a card titled "To Do (next)" with 1 comment. A button to "+ Add another card" is at the bottom.
- Doing:** Features a red header with a glasses emoji and the text "Doing".
 - Card 1: "Doing (right now)" with 1 comment.
 - Card 2: "COMMS: Targeted invites (suggestions from Ellie)" with 5 comments, a due date of 22/29, and two assignees.
 - Card 3: "COMMS: ALL - Promote across local TfG networks" with 1 comment.
 - Card 4: "CONTENT: Draft event agenda" with a due date of 21 Apr, 1 comment, and three assignees (CA, DS, RR).
 - Card 5: "CONTENT: ALL - Pull together impact/reach from each TfG community to highlight impact of each group (to share at launch event)" with a button to "+ Add another card".
- Done:** Features a header with a trophy icon and the text "Done".
 - Card 1: "COMMS: Promote on Slack TfG UK space" with a due date of 8 Apr.
 - Card 2: "COMMS: Promote on TfG UK Twitter" with a green progress bar, a due date of 8 Apr, 15 comments, 1 attachment, and one assignee (AT).
 - Card 3: "COMMS: Publish Bex's blog in Catalyst newsletter & add event link" with a due date of 15 Apr, 3 comments, and two assignees (DS, RR).
 - Card 4: "COMMS: design event banner" with a green progress bar, a due date of 7 Apr, 4 comments, 5 attachments, and one assignee (K).
 - Card 5: "LOG: Set up event sign up page (eg using Luma)" with 6 comments and one assignee (DS).
 - Card 6: "CONTENT: Review and share event proposal with community organisers" with a button to "+ Add another card".

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



Training

☐ Training session 4 - GDPR

May

+ Add task

Training

☐ Training session 1 - ToC & systems / security session

☐ 0/5



Briefing paper

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

June

+ Add task

Training

☐ Training session 2 - GDPR & Ethical frameworks

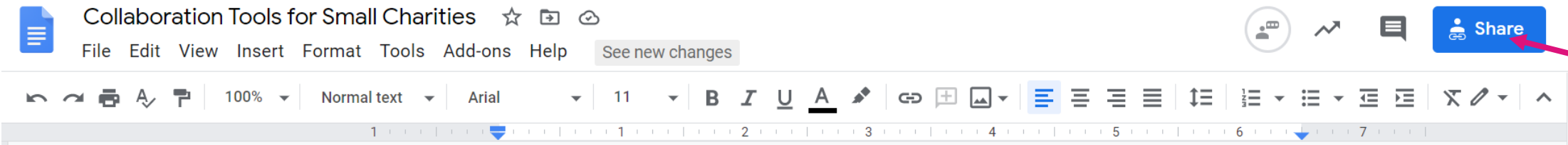
☐ 2/2



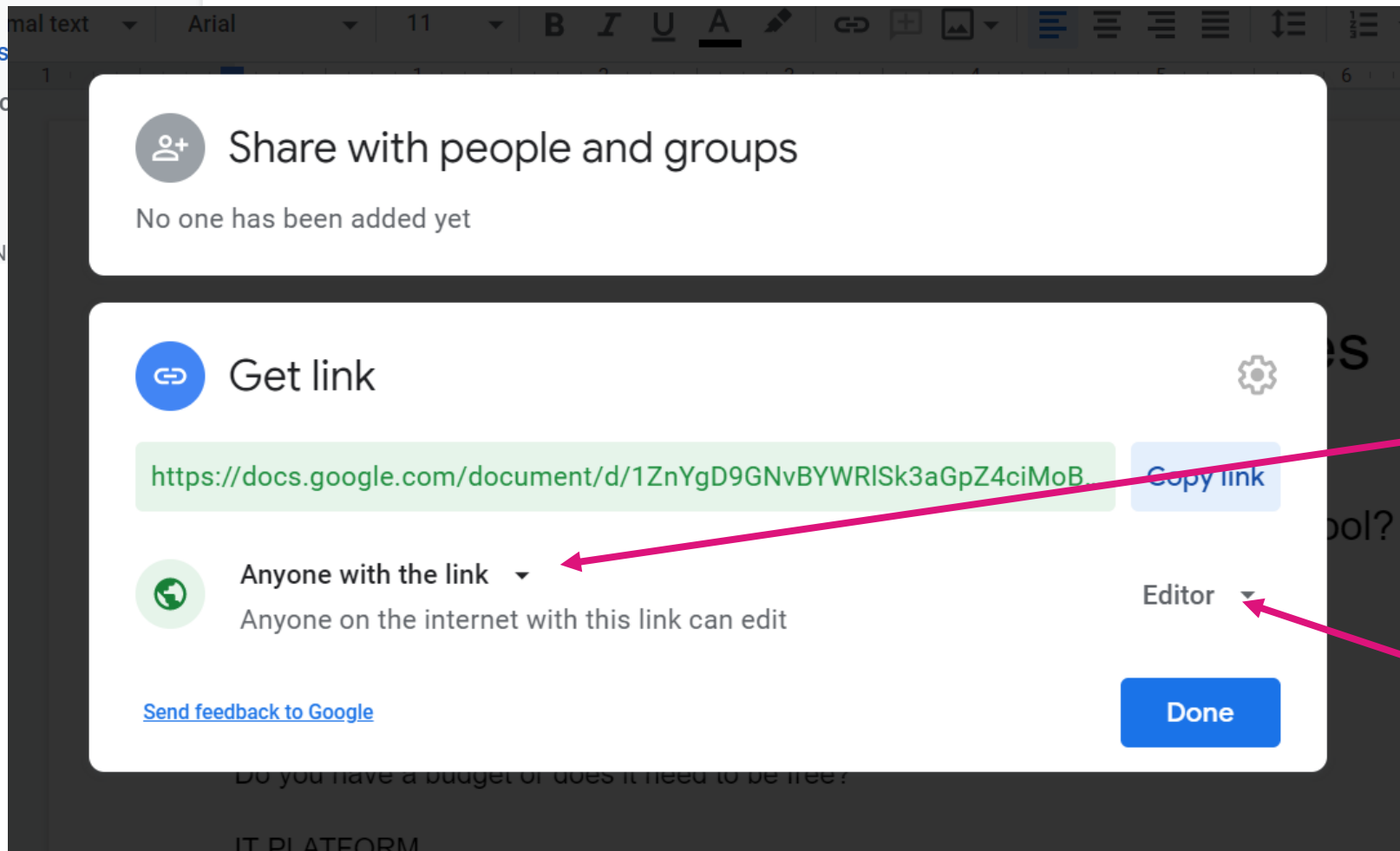
**What should you
look for before
choosing a
collaboration
tool?**

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





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 a Google account
- ✓ Microsoft Teams – need an Office 365 account
- ✓ Kaizala / Facebook Workplace – suites big teams

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

Let's take a look...



Slack - NetSquared

NetSquared

Kate White

Jump to...

All Unreads

New Threads

Channels

europe

general

london

random

uk

Direct Messages

slackbot

Kate White (you)

David Wilcox

David Wilcox, Ellie Hale

Ellie Hale

Paul Webster

Apps

#london

☆ | 10 | 0 | For organisers of the NetSquared Lo

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

@ 😊



Your Teams

Tabs

Apps

A chat

The screenshot shows the Microsoft Teams application interface. A red box on the left sidebar highlights the 'Apps' section, which includes icons for Activity, Chat, Teams, Calendar, and Calls. Another red box at the top highlights the 'Tabs' section, which includes a search bar and a list of tabs: General, Posts, Files, OneNote, Superhighways, Calendar, and Office clear out day. A third red box on the right highlights a chat conversation in the 'General' channel. The chat shows a message from Philippa Leary at 07:07, which includes an image attachment (IMG_2903.JPG) and a video attachment (how to make a team call.mp4). Below this, a message from Alice Linell at 08:41 is visible. The chat input area at the bottom shows a prompt to 'Start a new conversation. Type @ to mention someone.' and an 'Activate Windows' watermark.

Microsoft Teams

Search for or type a command

Kingston Voluntary Action

Activity

Chat

Teams

Calendar

Calls

Apps

Help

Join or create a team

General

Posts

Files

OneNote

Superhighways

Calendar

Office clear out day

Team

Today

Philippa Leary 07:07

Just been testing az screen recorder app on my phone. Thinking it could be useful to share a quick how to for tech support in how to make a team call with peeps we are working with? 🐦 and you can sent an attachment too with a step by step. KateKate White Alice Linell Colin Cregan Nine Htet Sorrel Parsons

IMG_2903.JPG

how to make a team call.mp4

Reply

Alice Linell 08:41

Brilliant, thanks Philippa, I'll check it out. I wasn't sure, was there meant to be sound on your recording?

Philippa Leary 09:09

No just testing how the app records. It records everything - so you would chat your way through what your are doing, why and which buttons to press etc.

Reply

Start a new conversation. Type @ to mention someone.

Activate Windows
Go to Settings to activate Windows.



All in one? Collaboration suites



Office 365 Starts at
£3.80 per user per
month



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



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