



# Digital tools for engaging online sessions



superhighways  
harnessing technology for community benefit

# About Superhighways



Providing tech support to the sector for 20 years

- ✓ Training
- ✓ Support
- ✓ Consultancy
- ✓ Digital inclusion
- ✓ [Datawise London](https://www.datawise.org.uk/)



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

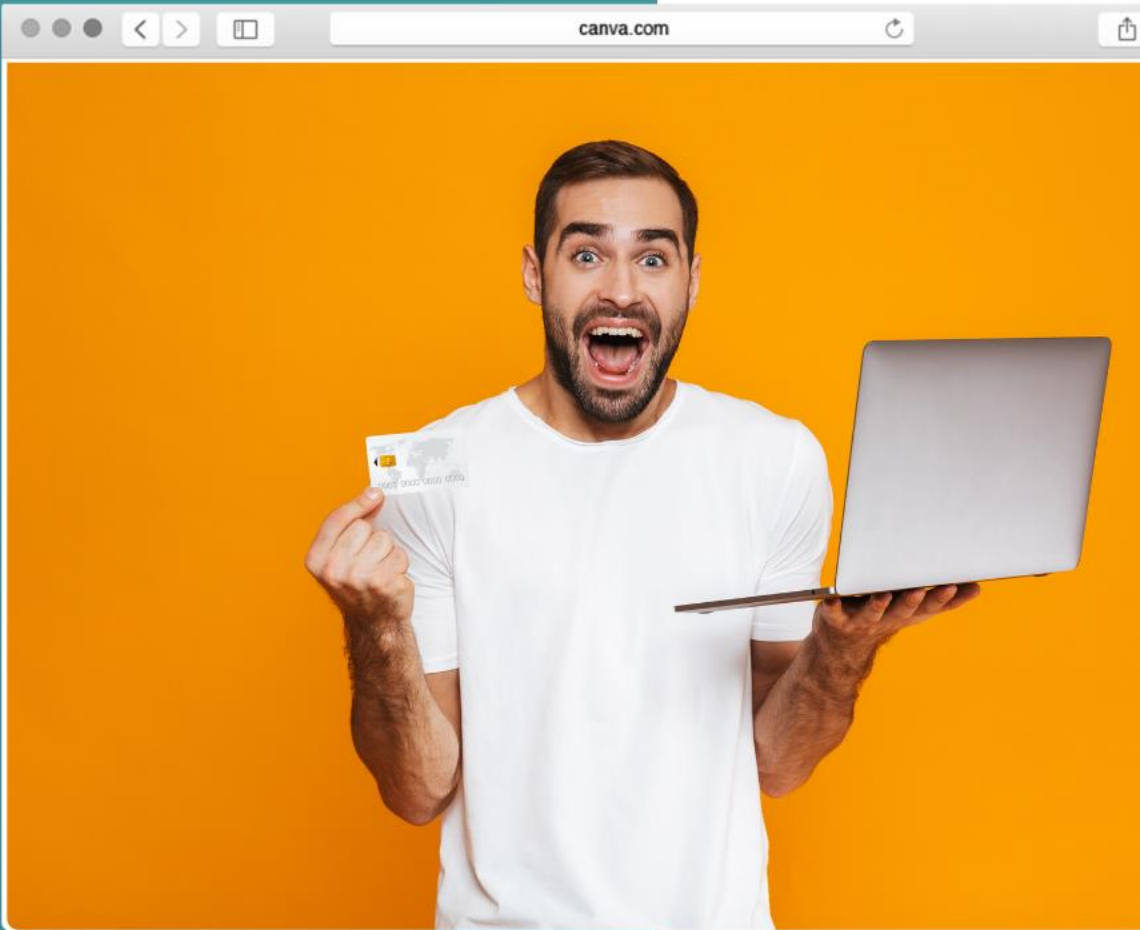
# What we'll cover...



- ✓ Things to think about when planning your sessions
- ✓ Building in interaction & human connection (we've already started)
- ✓ Some digital tools to try – In platform options, online forms, Jamboard, Padlet, Mentimeter
- ✓ Considerations when making your choices



# Toolbox



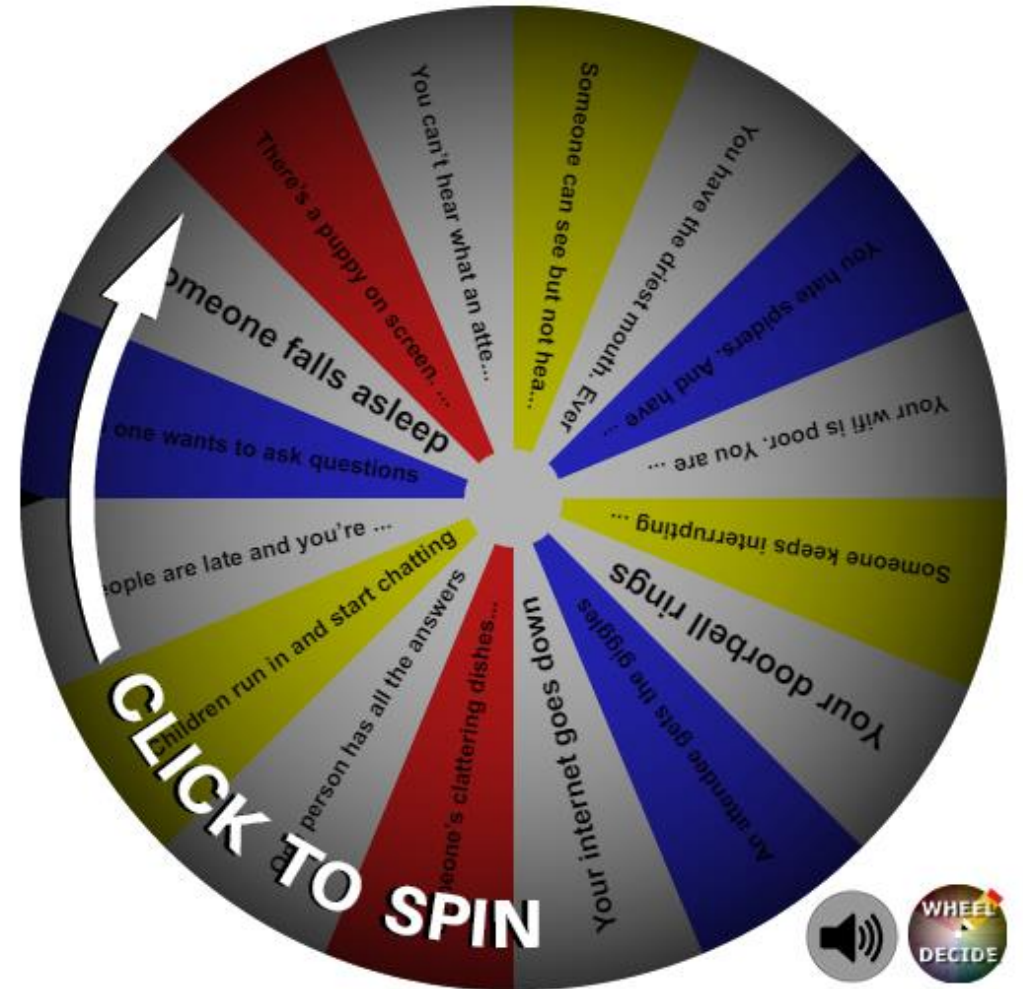


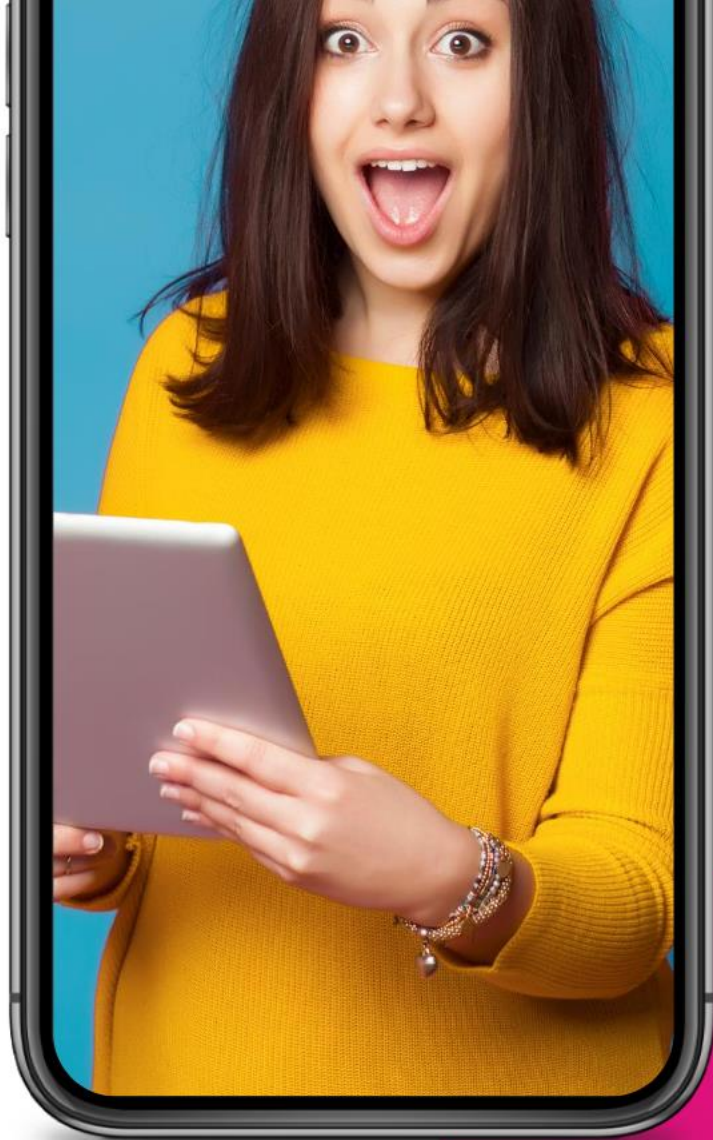
**Who's in  
the room?**



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

# Let's play Wheel Decide...

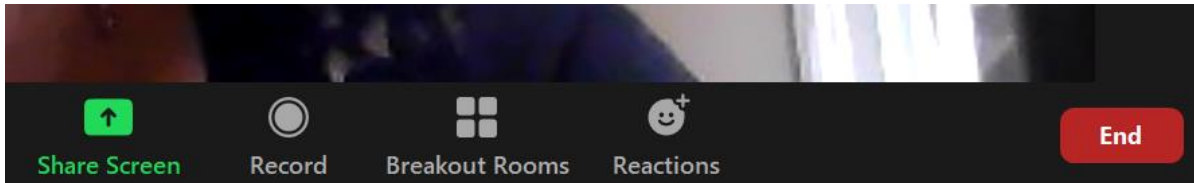




**Zoom breakout  
rooms for  
smaller group  
discussion**

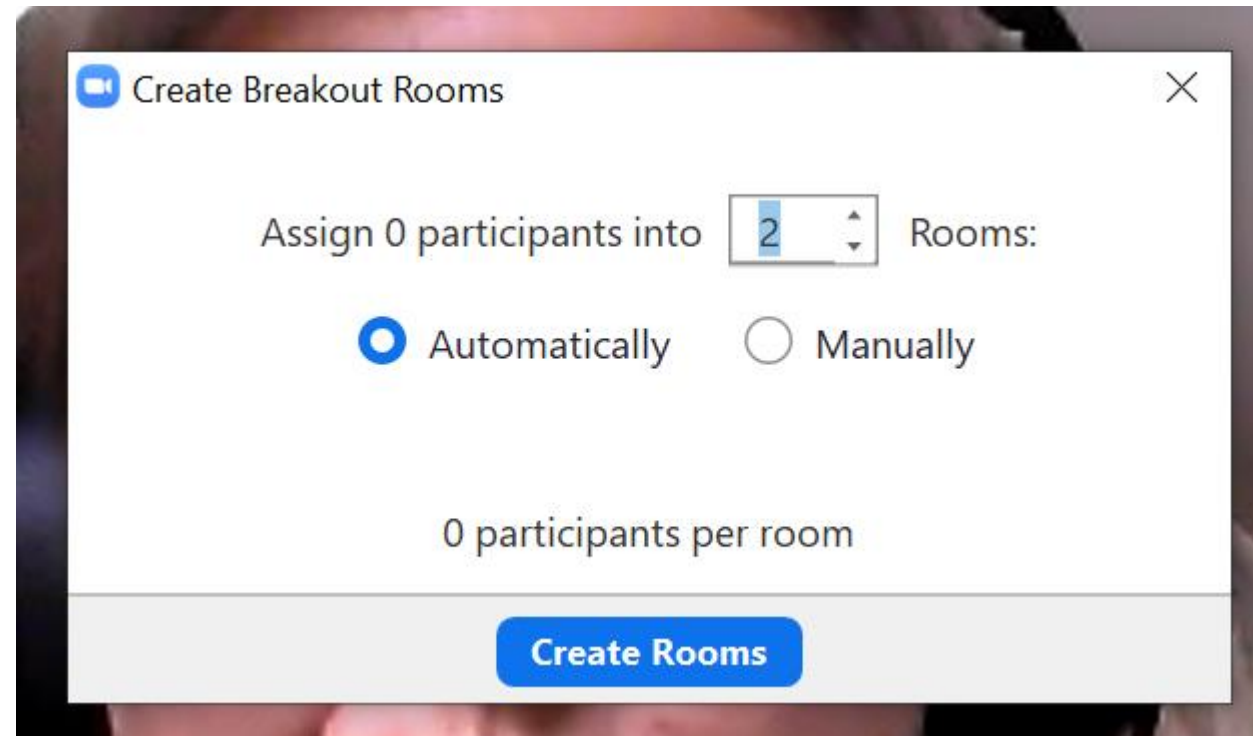


# Zoom: creating breakout rooms



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

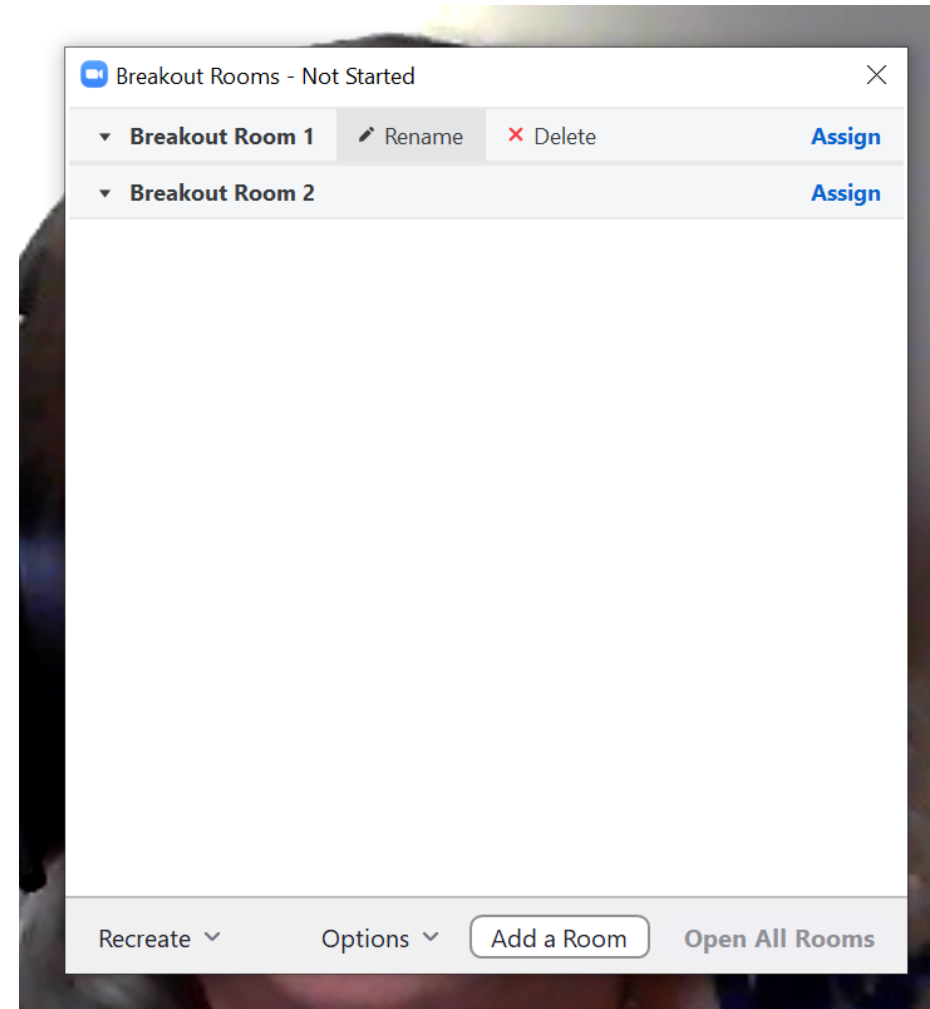
Decide if you want to randomly assign people to a space. Or pick and choose from a list (manually)



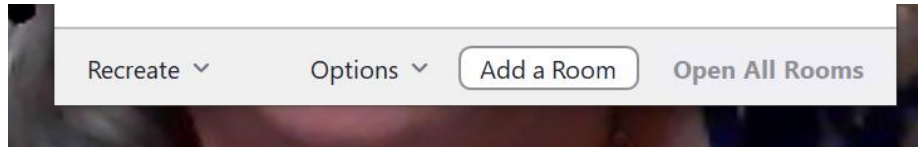
# Zoom: creating breakout rooms



- ✓ Rename your rooms
- ✓ Delete if you created too many
- ✓ Assign individuals to specific rooms
- ✓ Names disappear from the tick list as you assign people to each room
- ✓ Hover over their name to assign to another room

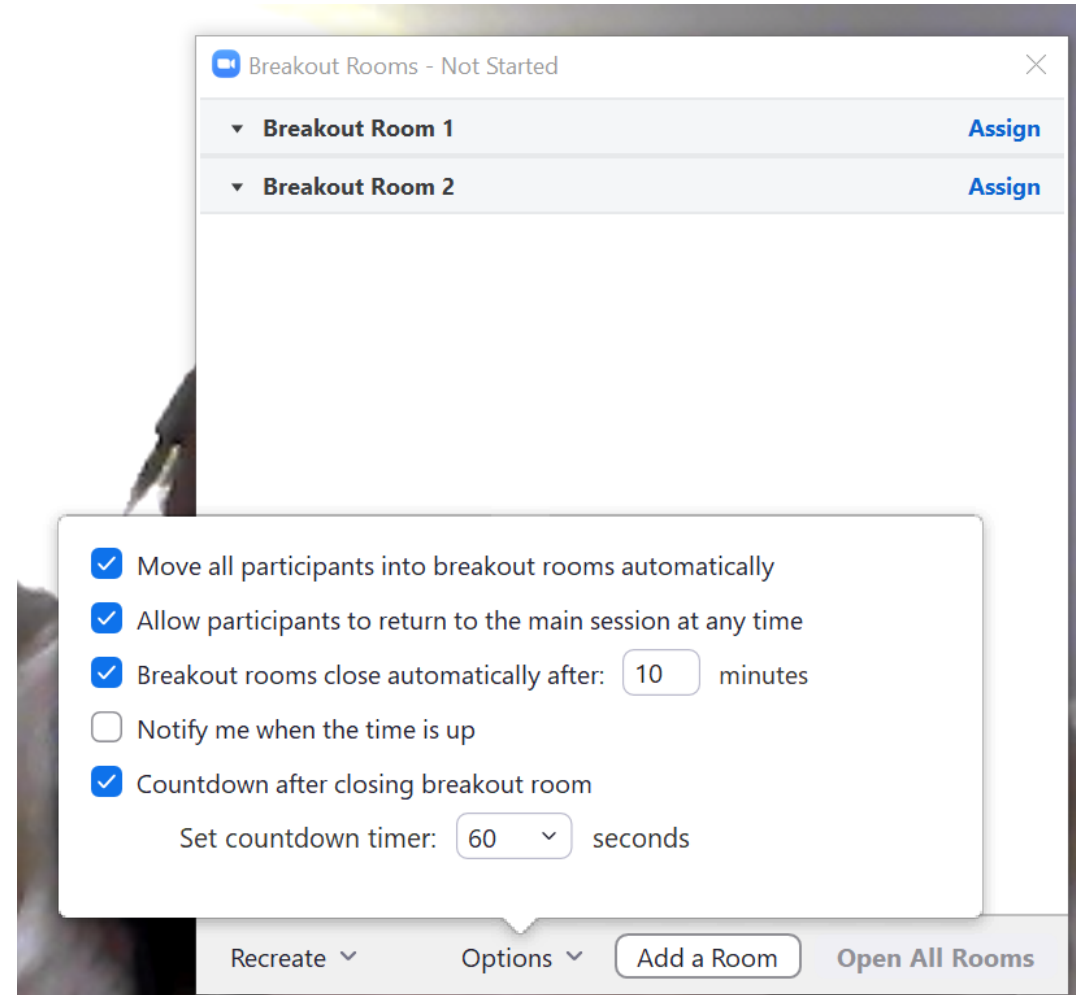


# Zoom: creating breakout rooms



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'.



# 6 tips for a better conversation →

- ✓ Is conversation needed?
- ✓ Do groups need facilitating?
- ✓ Individual reflection works too
- ✓ Clear commands – tech & exercises
- ✓ Mute when necessary
- ✓ Allow enough time!



# Zoom enhanced chat security



## 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.



# Quizzes, polls & other participatory tools



# 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.

| Title                     | Total Questions | Anonymous |   |
|---------------------------|-----------------|-----------|---|
| ✓ Poll 1:Teaching styles  | 1 question      | No        | <a href="#">Edit</a> <a href="#">Delete</a> |
| ✓ Poll 2:Poll about polls | 1 question      | No        | <a href="#">Edit</a> <a href="#">Delete</a> |



Add

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



Zoom Polls interface showing the creation of a poll. The poll title is "Polling 1: Quizzes". The question is "1. We've become a nation of quizzers. What do you feel about quizzes?". The options are "Love them", "Hate them", and "Prefer a dance-off". A "Launch Polling" button is visible at the bottom.

Zoom Meeting Controls: Polls, Chat, Share Screen, Reactions, More, End

Zoom Polls interface showing the poll in progress. The poll title is "Polling 1: Quizzes". The question is "1. We've become a nation of quizzers. What do you feel about quizzes?". The options are "Love them", "Hate them", and "Prefer a dance-off". The "Prefer a dance-off" option is selected, showing 1 vote (100%). A timer shows 0:13 remaining. A "End Polling" button is visible at the bottom.

Zoom Meeting Controls: End

Zoom Polls interface showing the poll results. The poll title is "Polling 1: Quizzes". The question is "1. We've become a nation of quizzers. What do you feel about quizzes?". The options are "Love them", "Hate them", and "Prefer a dance-off". The "Prefer a dance-off" option is selected, showing 1 vote (100%). A "Share Results" button and a "Re-launch Polling" button are visible at the bottom.

Zoom Meeting Controls: Share Results, Re-launch Polling



# 6 tips for managing screenshare →

1. Only have open screens you need
2. Tell learners how to manage view
3. Verbal cues from audience
4. Session outline on another device
5. Roles – do you need help?
6. Alt tab to move between windows



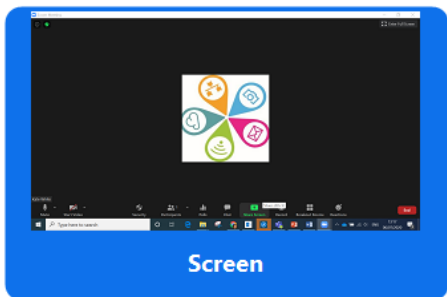
Select a window or an application that you want to share



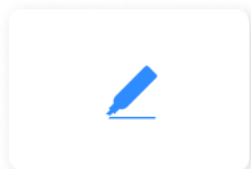
Basic

Advanced

Files



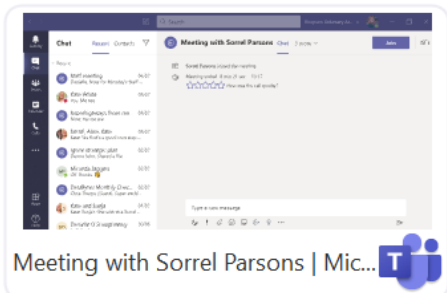
Screen



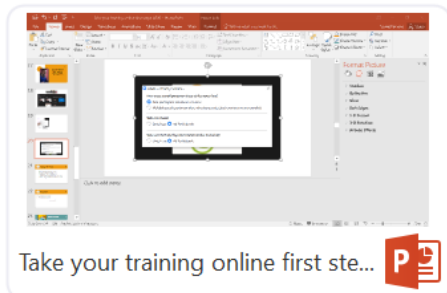
Whiteboard



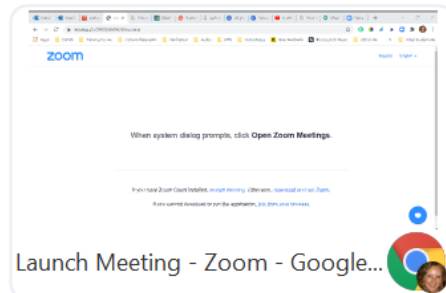
iPhone/iPad



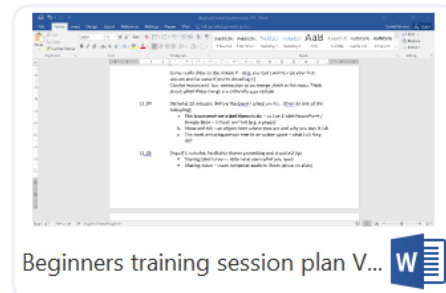
Meeting with Sorrel Parsons | Mic...



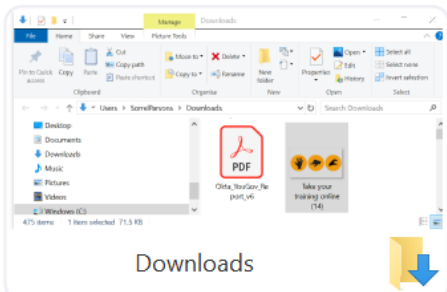
Take your training online first ste...



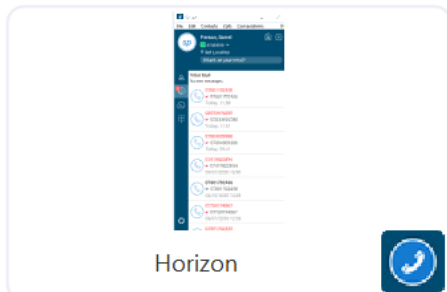
Launch Meeting - Zoom - Google...



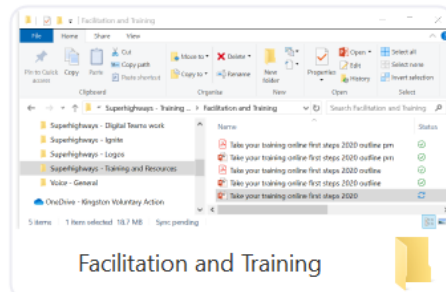
Beginners training session plan V...



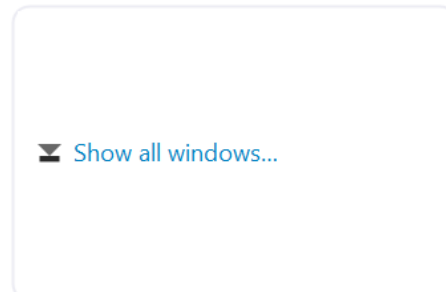
Downloads



Horizon



Facilitation and Training





Show all windows...

Share computer sound  Optimize Screen Sharing for Video Clip

Share



 Advanced Sharing Options... 

**How many participants can share at the same time?**

- One participant can share at a time  
 Multiple participants can share simultaneously (dual monitors recommended)
- 

**Who can share?**

- Only Host  All Participants
- 

**Who can start sharing when someone else is sharing?**

- Only Host  All Participants

# Sharing video



- ✓ Turn computer audio on!
- ✓ Check your sound levels pre-session
- ✓ Video ready to start on one screen
- ✓ Decide on embedding within your presentation
- ✓ Stop share and re-start if you make a mistake

# 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

### 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 them?

Covid escalated due to outlets unavailable

Wifi - access and availability brings its own challenges


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

Age of the children

Home schooling - challenges compounded

Access issues

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



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

Over 3000 YP identified as vulnerable who could benefit

1500 would be within the no. identified by Steve

---

### 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 government 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!

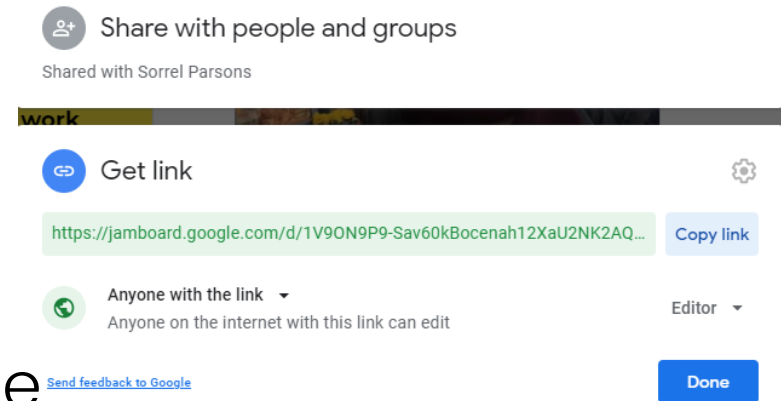
pick up the pace of laptop delivery and provision of WIFI for all

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 options – PDF or png image file
- ✓ Make a copy – good if you are leaving open for further unsupervised contributions





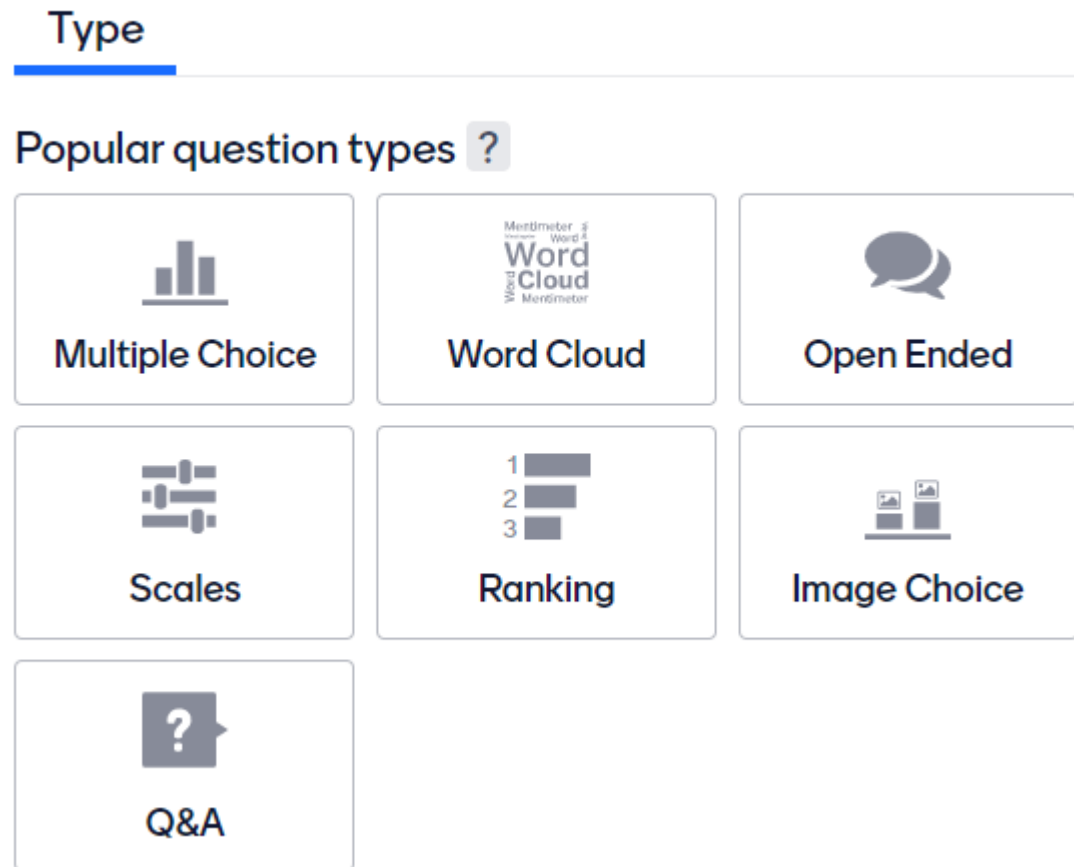


**Be right back! BREAK**



**5  
mins**

# Mentimeter – a favourite of ours



- ✓ Multiple presentations for free with 2 questions
- ✓ Upgrade for presentations *held at the same time*
- ✓ Quiz questions – paste link into chat and display answers live

[www.mentimeter.com](http://www.mentimeter.com)

# Mentimeter – range of question types →

The screenshot displays the Mentimeter test editor interface. At the top left, there is a navigation bar with a back arrow, the text "Test", and "Created by Kate White". To the right of this are buttons for "Saved" (with a green checkmark), a help icon, a user profile icon labeled "KW", a "Share" button, and a "Present" button with a dropdown arrow. Below the navigation bar, there are two buttons: "+ New slide" and "Import". On the right side of the top bar, there are links for "Examples", "Themes", and "Settings".

The main workspace is a large white area with a grey border. In the center, it contains the text: "Click on New slide or Select type to select your first slide".

On the left side, there is a vertical slide list. The first slide is selected and contains a small "KW" icon. Below the main workspace, there is a "Slide type" panel with a dropdown menu set to "Select type". The panel lists various question types under different categories:

- Popular question types**
  - Multiple Choice
  - Word Cloud
  - Open Ended
  - Scales
  - Ranking
  - Q&A
- Quiz Competition**
  - Select Answer
  - Type Answer
- Content slides**
  - Heading
  - Paragraph

# Mentimeter – add questions & options →

← Test  
Created by Kate White

✓ Saved ⓘ KW Share Present

+ New slide Import

Examples Themes Settings

1 Multiple Choice

Go to [www.menti.com](https://www.menti.com) and use the code 6083 6974

## Multiple Choice

Mentimeter

|         |          |         |
|---------|----------|---------|
| 0       | 0        | 0       |
| Marmite | Vegemite | Neither |

BETA T - +

Presenter notes

Multiple Choice

Content Customize

Add meta description

Your question ?  
Multiple Choice

Add longer description

Options ?

Marmite

Vegemite

Neither

+ Add another option

Image ?  
Drag and drop or click to select an image  
Supported file types are jpg, png, svg

Result layout ?

Bars Donut Pie

Dots

# Mentimeter – share & present



Click Share & choose your option

### Share

Invite collaborators Participation **Presentation sharing**

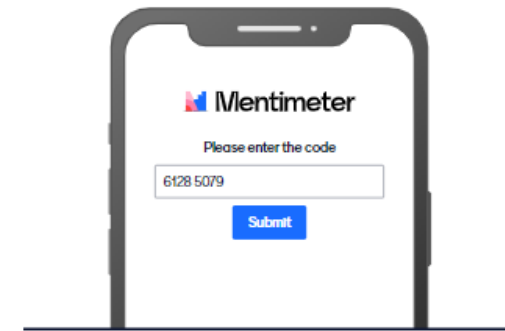
Who can join and vote on this presentation?  
Anyone with the link, code, or QR

Temporary voting code [Expand](#)  
The voting code 6083 6974 is valid now and expires in 2 days.

Voting link

<https://www.menti.com/8z8una64ov> [Copy link](#) [Download QR](#)

Go to  
**www.menti.com**



Enter the code  
**6128 5079**

Or share the link in the Zoom chat and ask people to click on it e.g.

<https://www.menti.com/xfp88ofnhk>

# Mentimeter – see & download results →

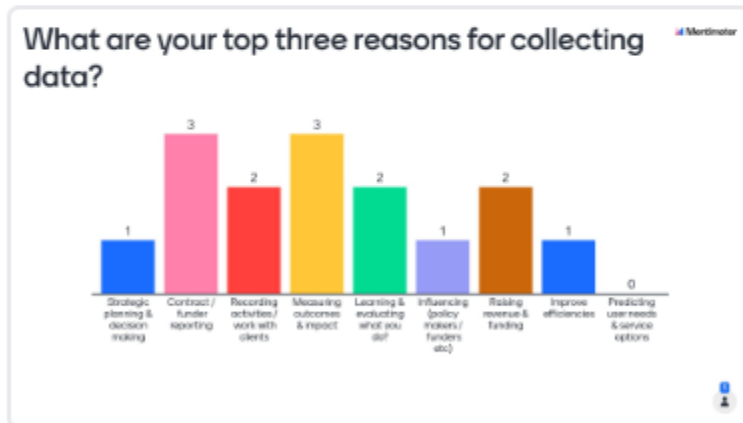
## Results for [Getting Started with Digital Data Collection TFL 2022](#)

Export results

Download PDF

### Download slides

These screenshots are updated every 10 minutes. If you do not see the latest results, please try again in a few minutes.



What are your top three reasons for collecti...



Name up to three digital tools you use to col...



Describe one thing you have learned today

**:Padlet**

🔗 Log in >

🏠 Home

🏠 Product

👤 Personal

📺 Business

👥 Schools

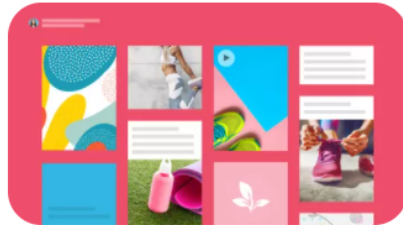
About Jobs Privacy More ▾

🔍 🧑 English (US) ▾

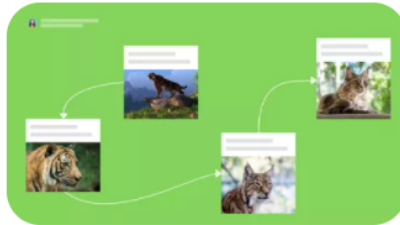
It's a beautiful day.  
**Make something beautiful.**

Sign up for free

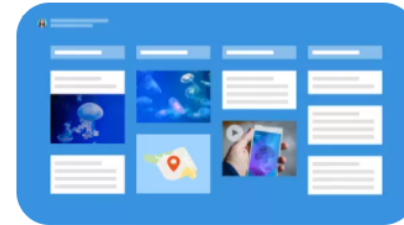
🪟 Install windows app



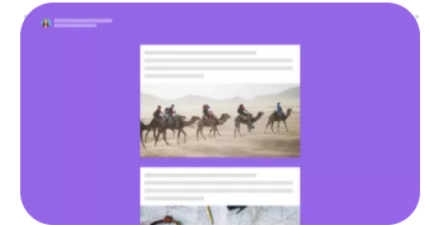
Wall



Canvas



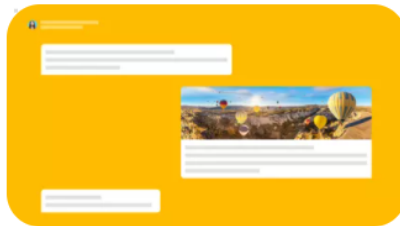
Shelf



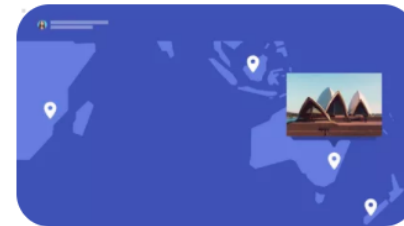
Stream



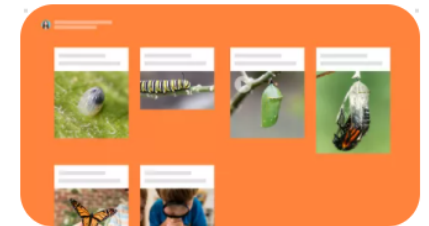
Timeline



Backchannel



Map



Grid

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

katewhite6 + 7 • 4h

# Collaboration tools Apr 2021

Made with an open mind



**Home**  
What do trusts and individuals want t...  
bvsc

0

Add comment

**Joining by phone**  
Sorrel here from superhighways



1

1 comment

**Paula Blackfen Community Library**  
1

Add comment

**Vic - Cambridge CVS**  
I'm looking to collaborate

0

Add comment

**Kate - Superhighways**  
I'm looking to collaborate with organisations in London active

I'm looking for ideas for training, please add them below.



1

1 comment

Anonymous 1m  
I bet his is Karen

Add comment

**Kate BVSC**  
0

2 comments

Anonymous 1m  
<https://bvsc.teamkinetic.co.uk/>

Anonymous 1m  
That worked!

Add comment

**Sky- BVSC**  
I am looking to collaborate with Bexley organisations who would like to incorporate a Digital Champion volunteer to expand their support offer





# 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.

**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

<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](https://padlet.com/gallery/seven_wonders)

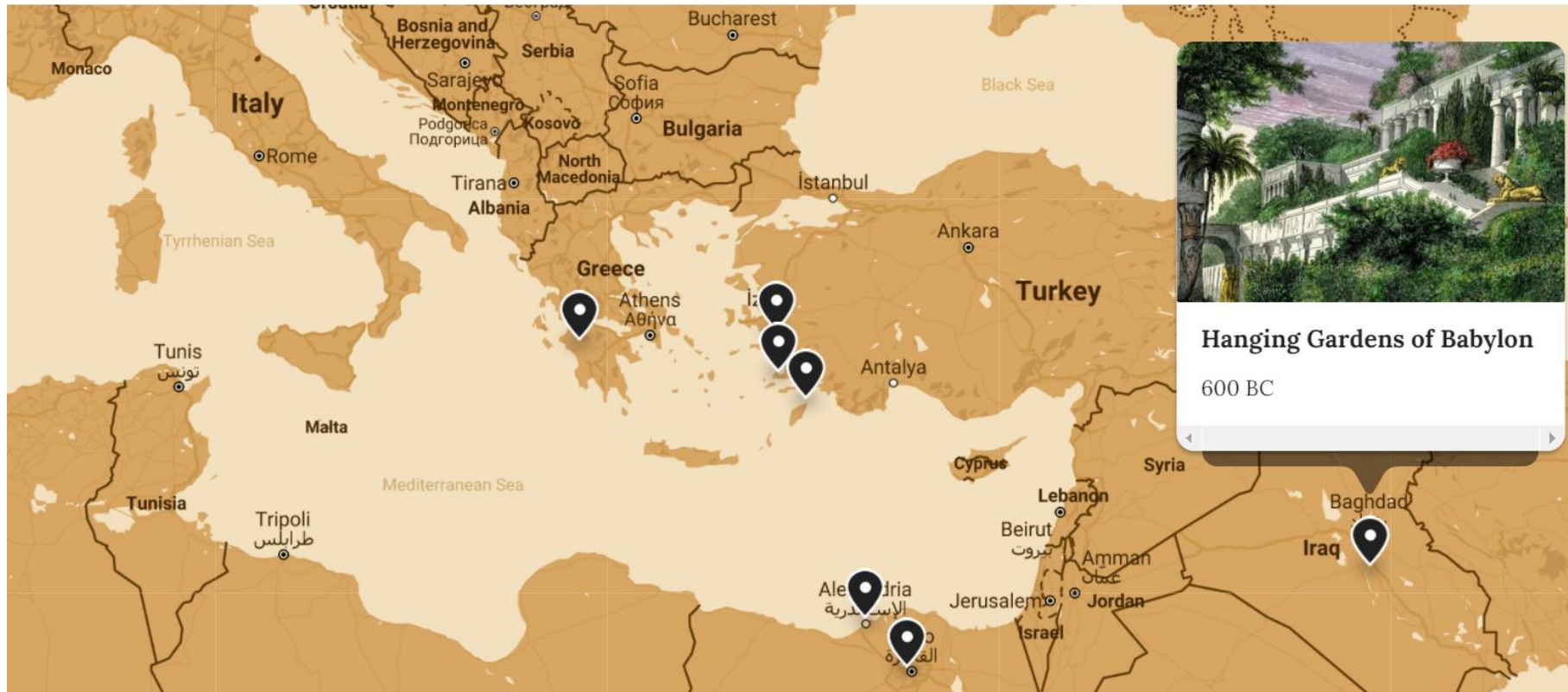
padlet



Gallery • 11mo

## Map of the 7 Wonders of the Ancient World

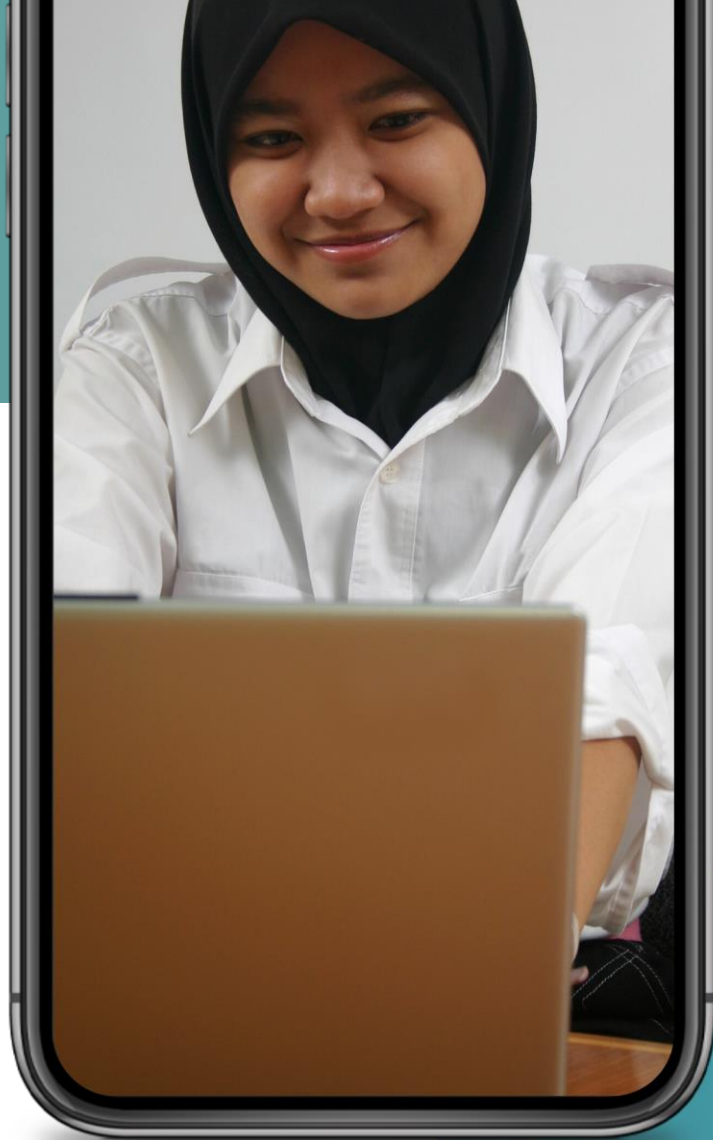
Made with wonder



# 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



## Explain how to take part →

- ✓ Show people around first
- ✓ Give clear step by step commands
- ✓ Consider inviting people to join early to run through tools
- ✓ What's your contingency for problems e.g. suggest participating via chat



## Other considerations



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



**Finally...**

**Jump in but  
keep it simple.**

**Start small  
and have fun.**

# Need help?



Thanks for taking part today:



[info@superhighways.org.uk](mailto:info@superhighways.org.uk)  
[www.superhighways.org.uk](http://www.superhighways.org.uk)