



# Taking your meetings and activities online



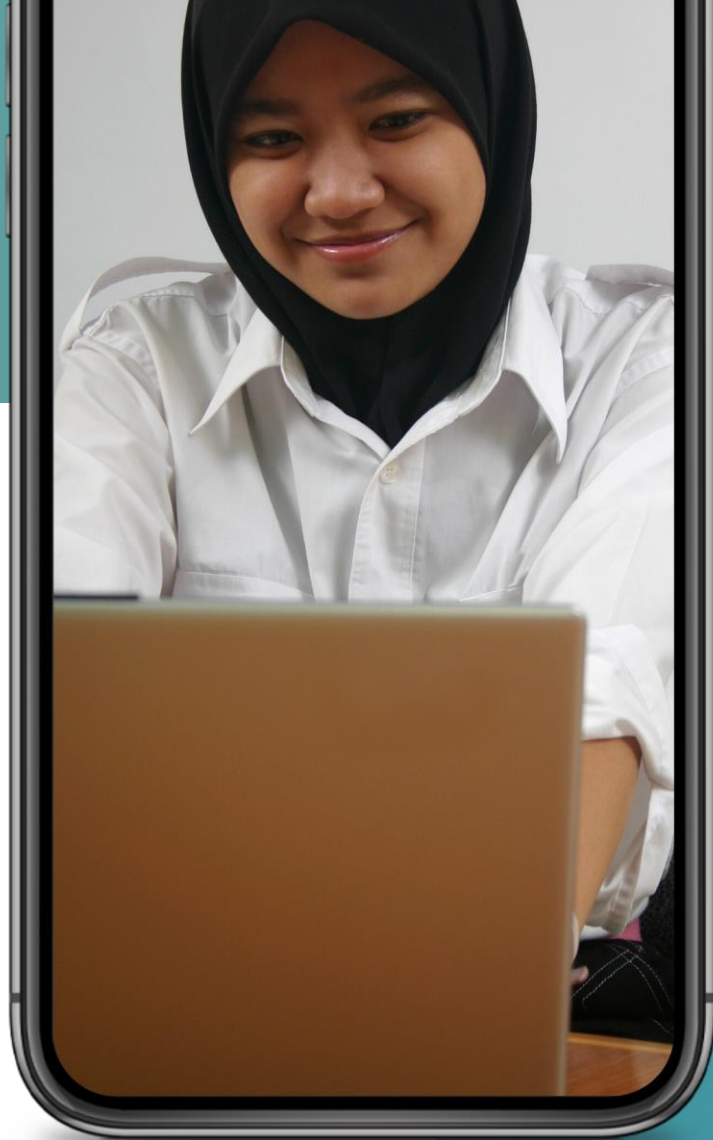
superhighways  
harnessing technology for community benefit



**Who's in  
the room?**



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



## Explain how to take part →

- ✓ Show people around your tool
- ✓ Give clear commands
- ✓ Mute all on entry or not
- ✓ Video on entry
- ✓ Registration time is good
- ✓ You're in control!

# About Superhighways



Providing tech support to the sector for 20 years

- ✓ Training
- ✓ Support
- ✓ Consultancy
- ✓ Digital inclusion
- ✓ [Datawise London](#)



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

# What we'll cover...



- ✓ Things to think about when planning your sessions (We've already started 😊)
- ✓ Building in interaction & human connection (we've already started)
- ✓ Different digital platforms – focusing on Zoom
- ✓ Security & safeguarding considerations

**We'll also have a short comfort break!**



# Toolbox



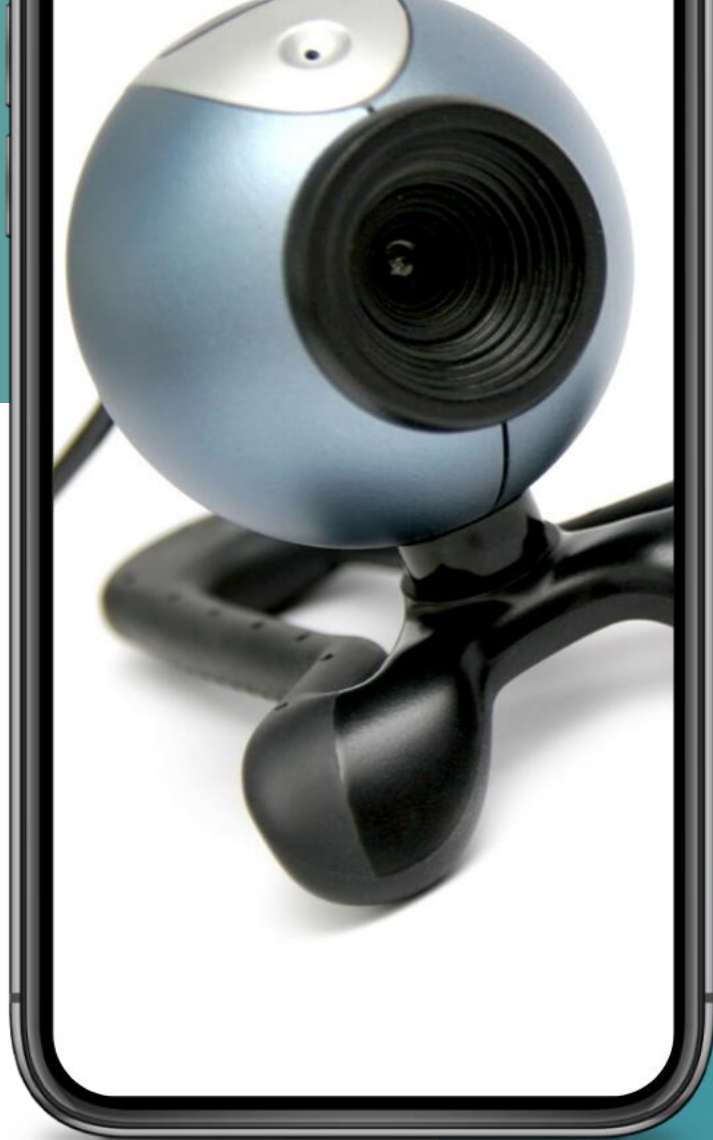
# Web conferencing tools



- ✓ Zoom – more functionality (40 min sessions only in free account)
- ✓ Microsoft Teams – more controls coming soon
- ✓ Google Meet – simple, easy captioning
- ✓ Jitsi – free and open source

Don't forget Groop, Go to Meeting, Whereby & others!

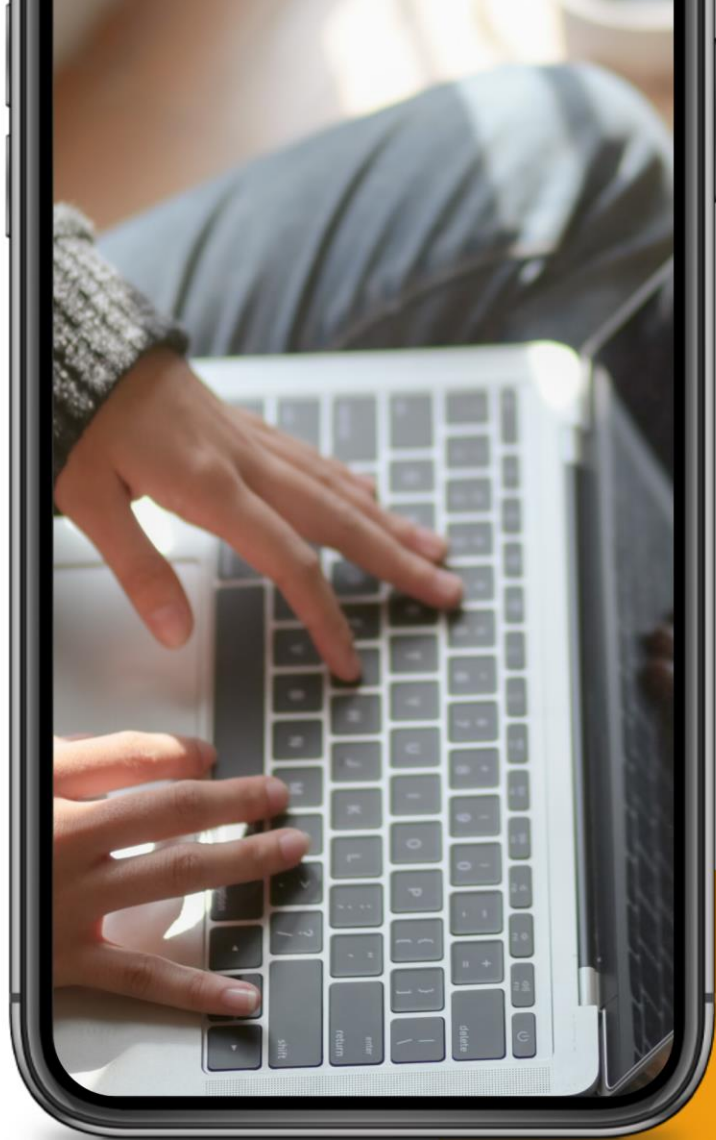




## Equipment to consider



- ✓ Webcam
- ✓ Second screen
- ✓ Additional device
- ✓ Headset with volume control
- ✓ Data – good, reliable broadband
- ✓ (Green screen?)



**Tips for  
inviting  
people to your  
activity....**

# It's tool dependent but you can...



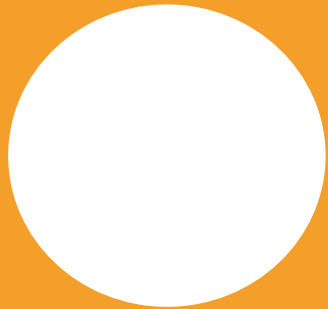
- ✓ Send a link in a bcc email
- ✓ Calendar invite
- ✓ Zoom registration
- ✓ Eventbrite page (be careful of the integration)
- ✓ Other integrations e.g. Doodle

## Also consider...

- ✓ Devices people are using to join (maybe ask in advance?)
- ✓ Open vs Closed invitations

**What icebreakers  
have worked in  
meetings you've  
attended and why?**

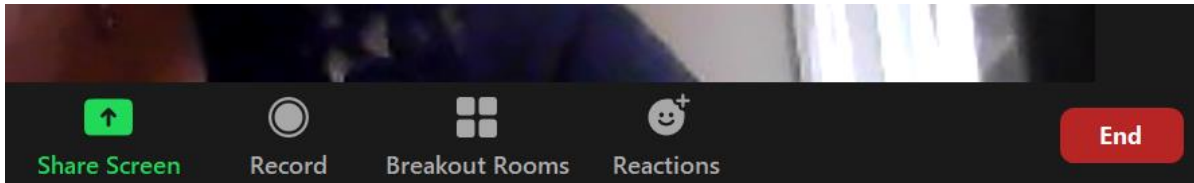
Group discussion





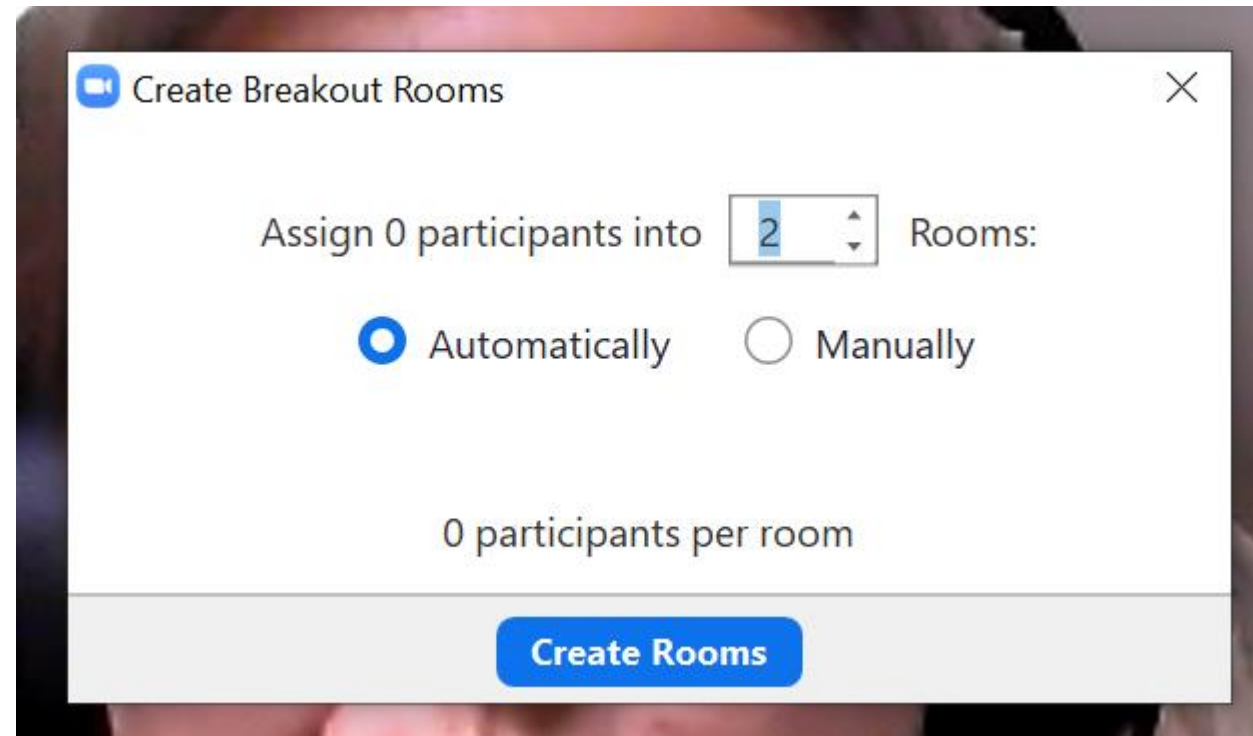
**Zoom breakout  
rooms for  
smaller group  
discussion**

# Zoom: creating breakout rooms



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

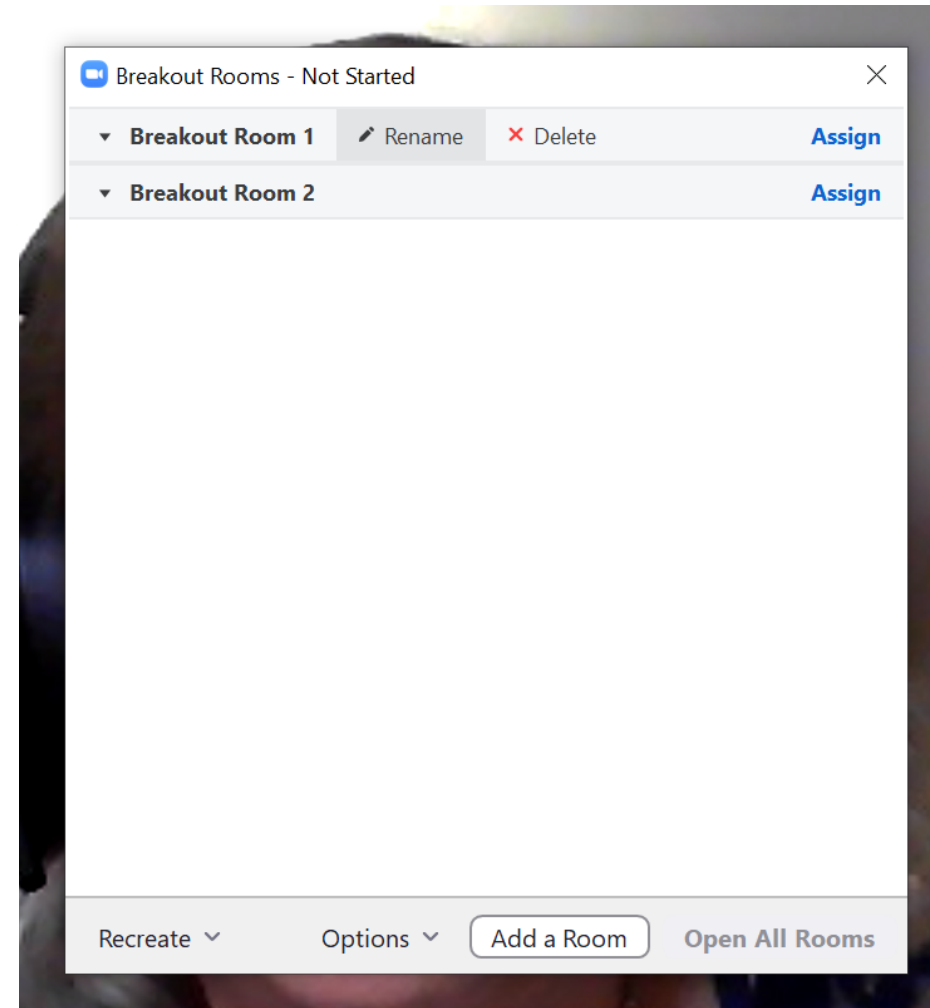
Decide if you want to randomly assign people to a space. Or pick and choose from a list (manually)



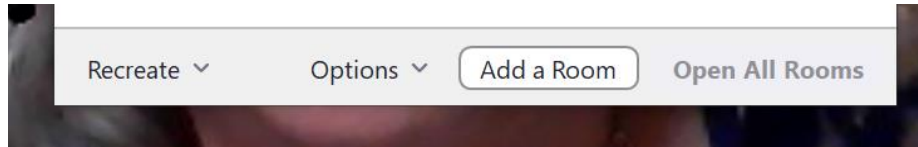
# Zoom: creating breakout rooms



- ✓ Re-name 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

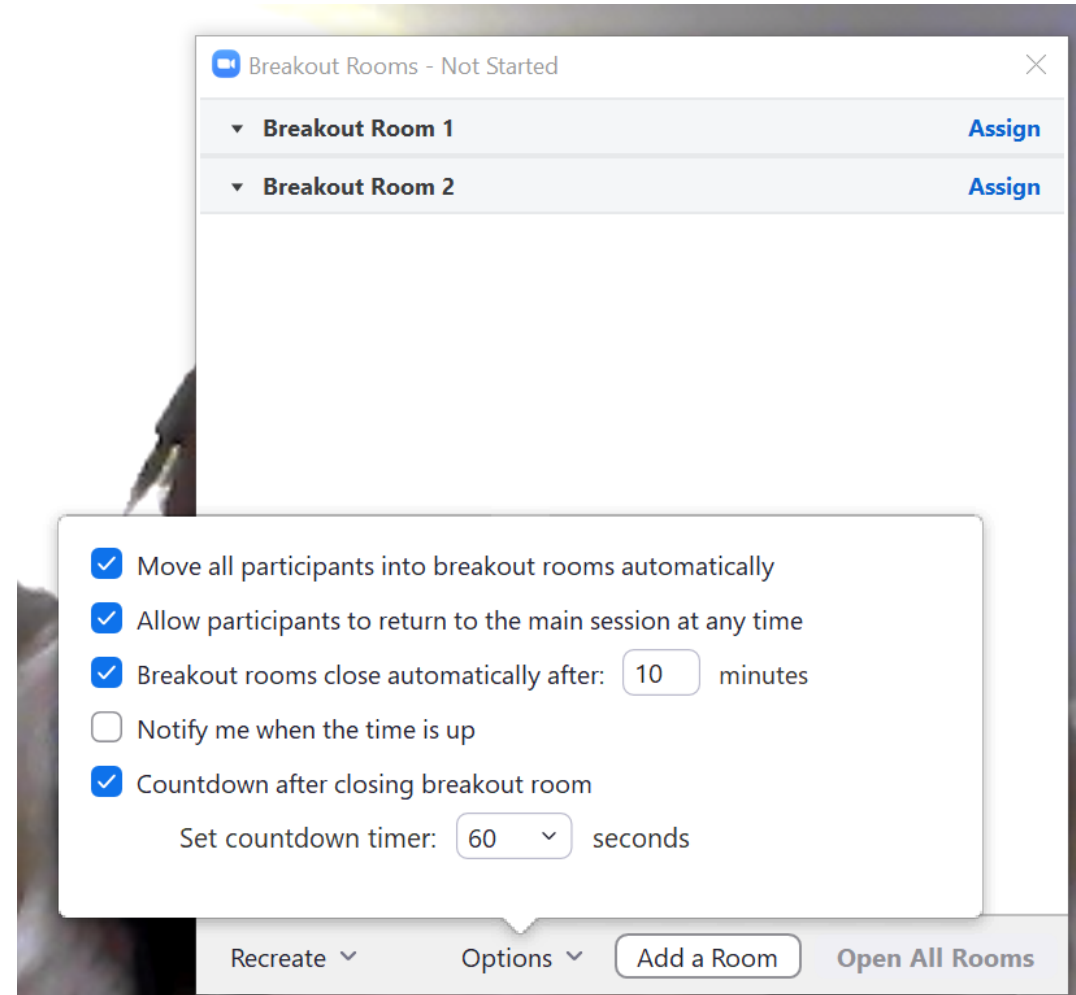


# Zoom: creating breakout rooms



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

When you are ready 'Open All Rooms'.





# Zoom: pre-assign breakouts



Useful for:

- ✓ big groups
- ✓ pre-registered
- ✓ when you want specific people to work with each other

## Meeting Options

- Enable join before host
- Mute participants upon entry
- Only authenticated users can join
- Breakout Room pre-assign
  - [+ Create Rooms](#)
  - [↑ Import from CSV](#)
- Record the meeting automatically

### Breakout Room Assignment

0 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms +

**No Groups**

Add a room by clicking +

[Import from CSV](#) [Cancel](#) [Save](#)

In small groups in breakout rooms... →

Think about an online activity you enjoyed...

What was the best thing about it?

We'll then feedback as a whole group

5  
mins



Q & A





**Be right back! BREAK**



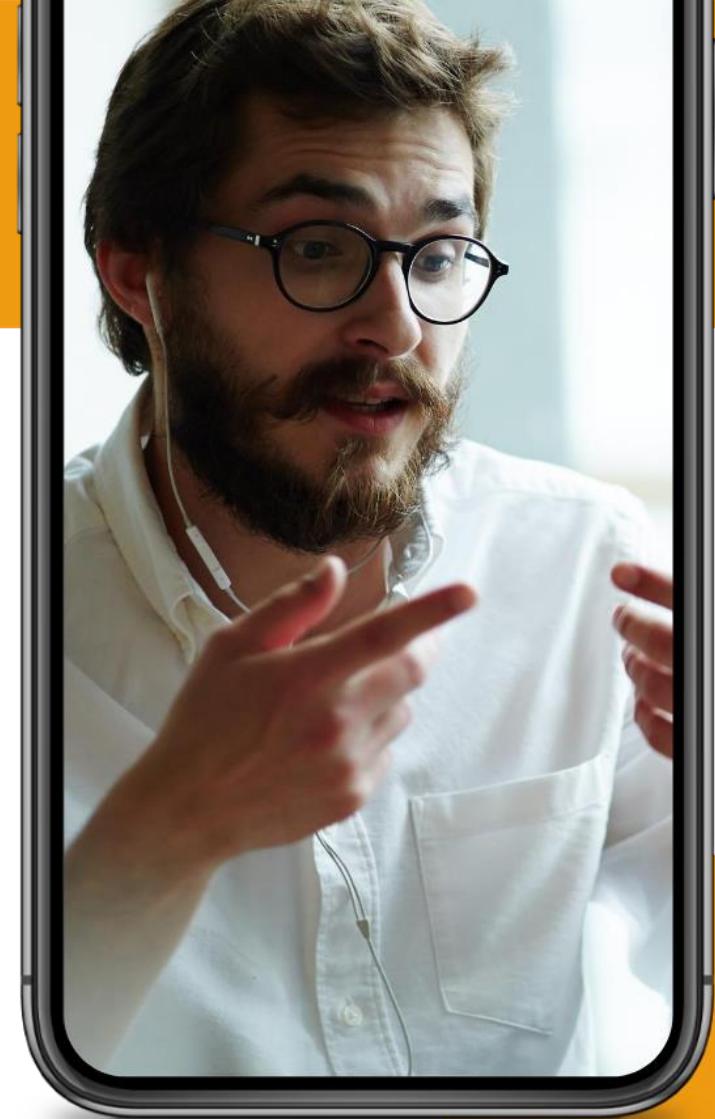
**10  
mins**

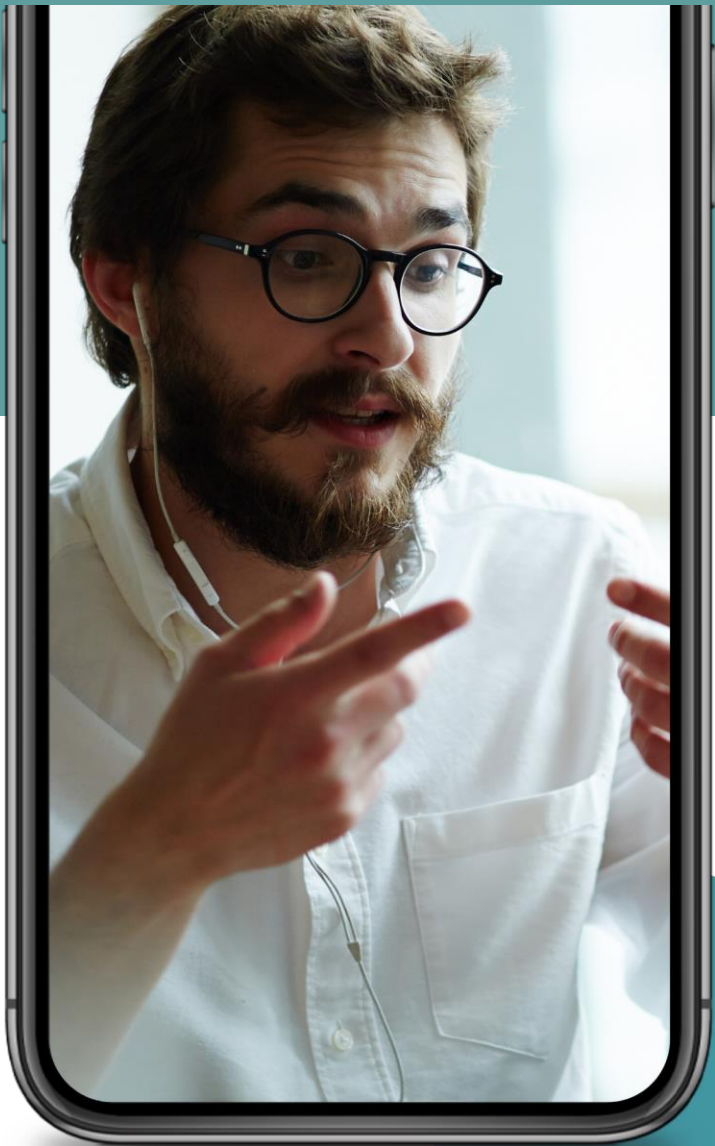
# To chat or not to chat?

What are the challenges with managing conversation?

What can we do to make this easier?

Answers in chat...





# To chat or not to chat?

IDEAS

1. Using raised hand / emotions functionality for agreement / having a say without speaking
2. Sharing content e.g. [video](#) and asking to reflect in silence & contribute to chat
3. Discussion, with scribing in live doc, followed by feedback. Or other interactive tool

# 6 tips for a better conversation →



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



# Speaking aids for chat



Want to talk/  
Have a question



Direct response  
(to previous)



Clarify



# Zoom enhanced chat security



## Chat

Allow meeting participants to send a message visible to all participants



Prevent participants from saving chat 



## Private chat

Allow meeting participants to send a private 1:1 message to another participant.



## Auto saving chats

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





**Some quick  
tips using  
visual aids....**



# 6 tips for managing screenshare →

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



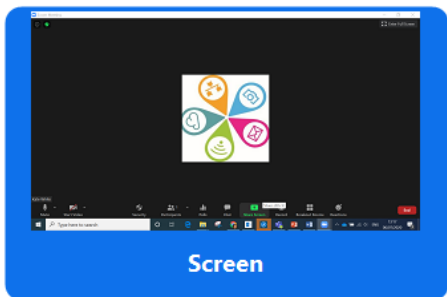
Select a window or an application that you want to share



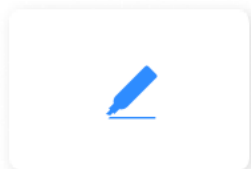
Basic

Advanced

Files



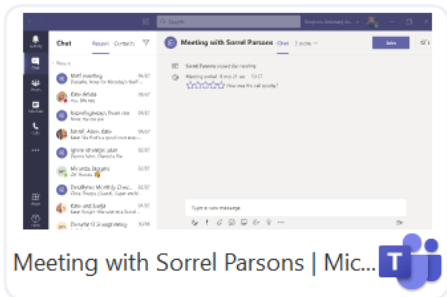
Screen



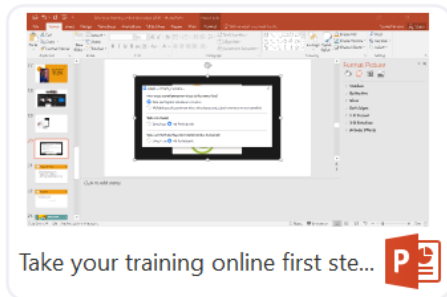
Whiteboard



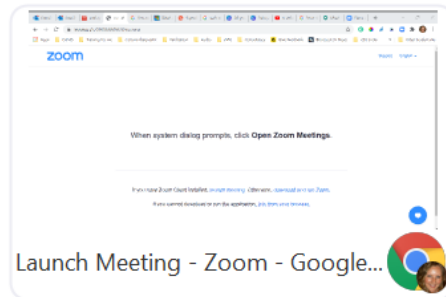
iPhone/iPad



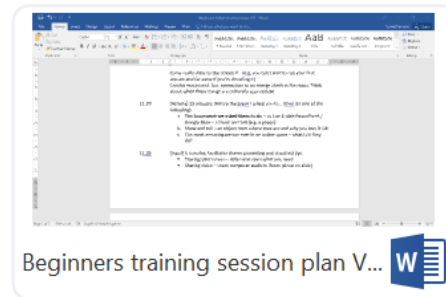
Meeting with Sorrel Parsons | Mic...



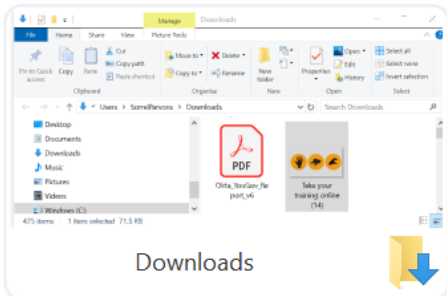
Take your training online first ste...



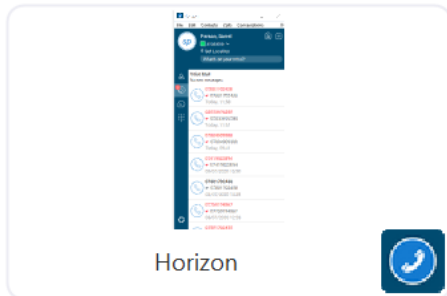
Launch Meeting - Zoom - Google...



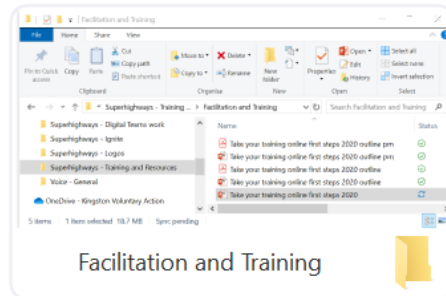
Beginners training session plan V...



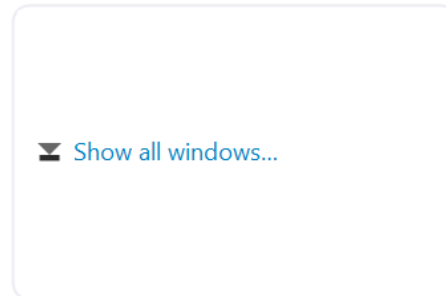
Downloads



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?**

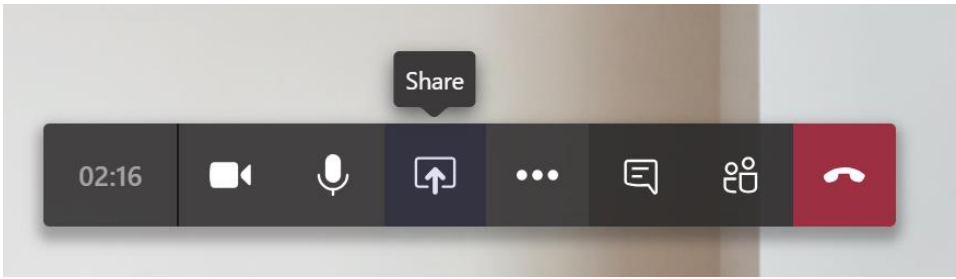
- One participant can share at a time  
 Multiple participants can share simultaneously (dual monitors recommended)
- 

**Who can share?**

- Only Host  All Participants
- 

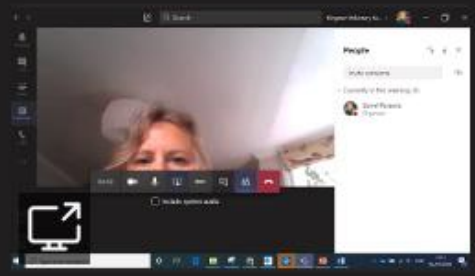
**Who can start sharing when someone else is sharing?**

- Only Host  All Participants



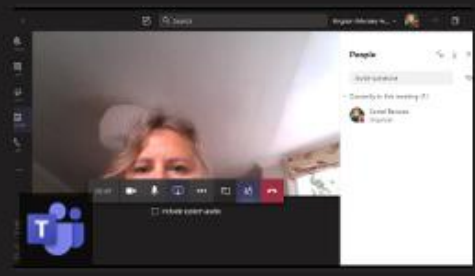
Include system audio

Desktop



Screen 1

Window



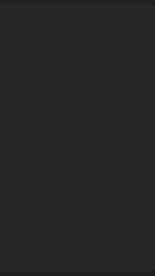
Meeting with Sorrel Pars...

PowerPoint



Take your training onli...

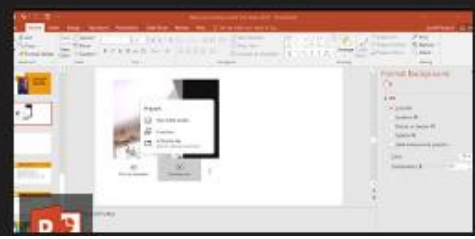
Browse



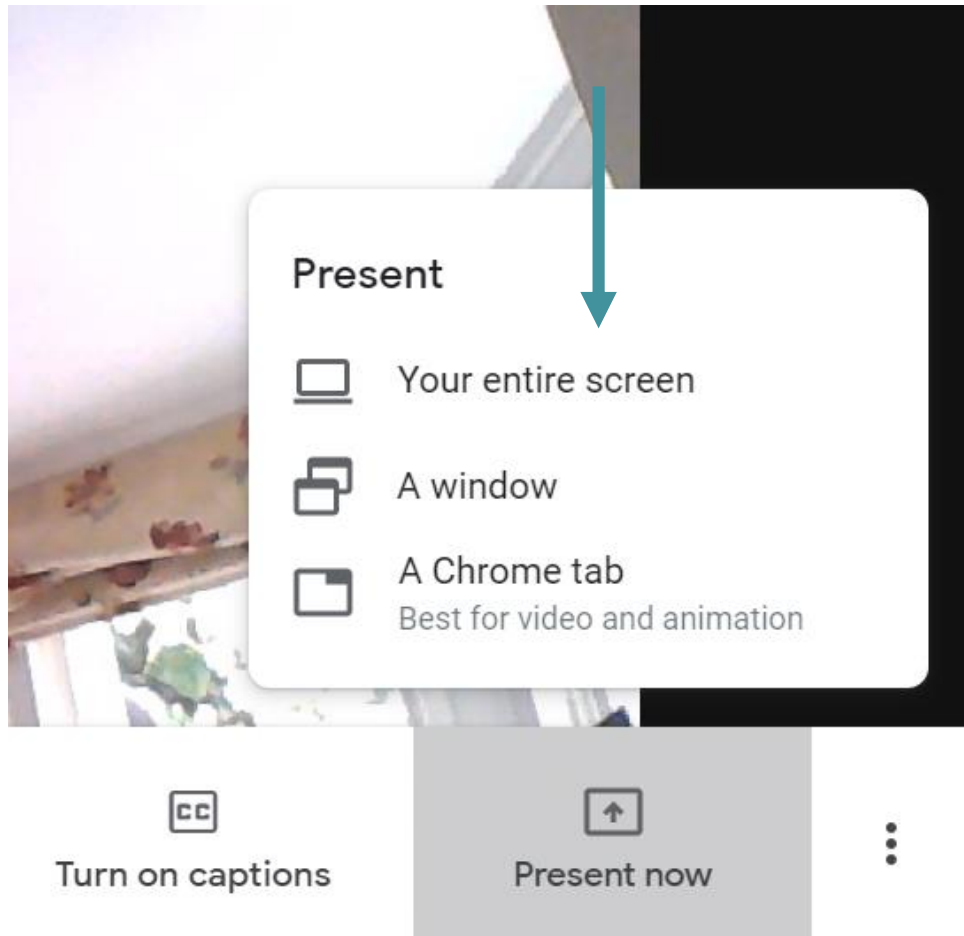
Whiteboard



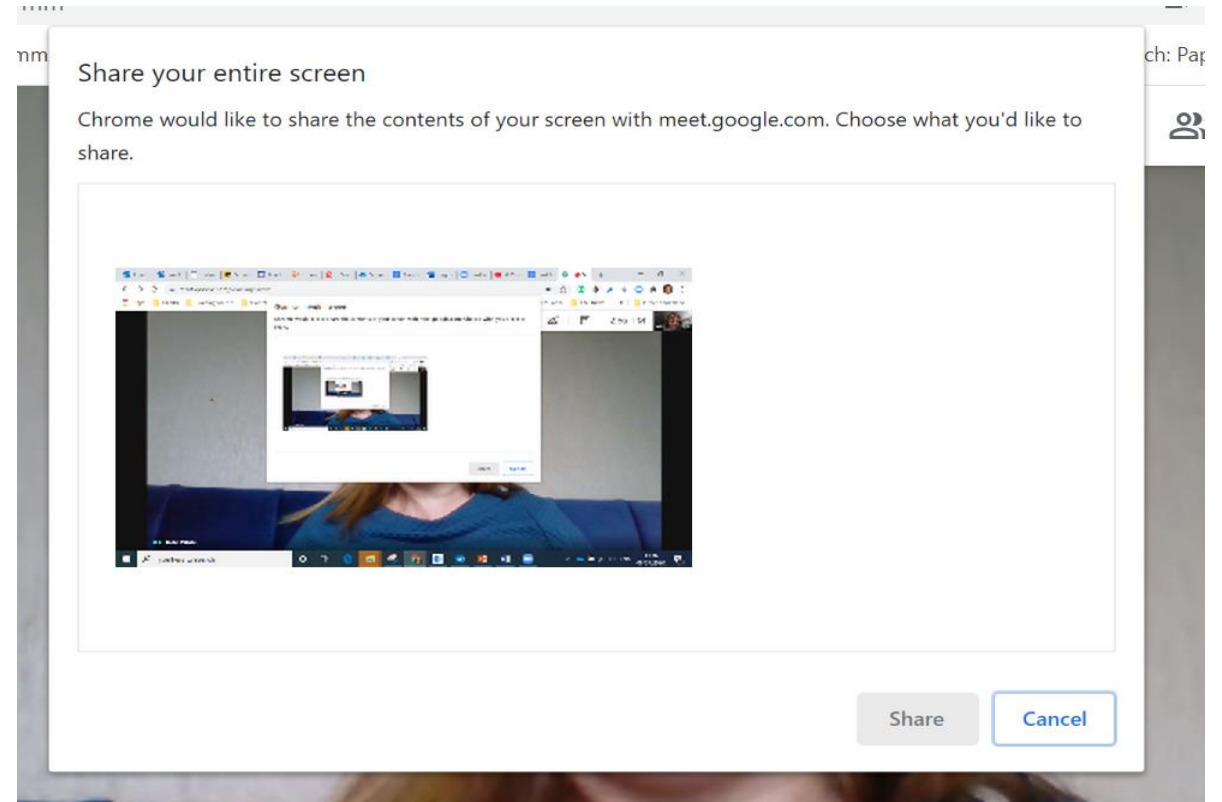
Microsoft Whiteboard



Sharing 'Your Entire Screen' is easier for sharing multiple visual aids



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



Sharing this tab to meet.google.com

Stop



YouTube<sup>GB</sup>

Search



A Video Conference Call in Real Life

## Share a Chrome tab

Chrome would like to share the contents of your screen with meet.google.com. Choose what you'd like to share.

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

Share audio

Share

Cancel



The image shows a Zoom meeting interface. On the left, a large video feed shows a woman with long brown hair wearing a blue headset. The top right corner of the meeting window displays a participant icon with '2' next to it, a chat icon, the time '3:01 PM', and a small video thumbnail of the user labeled 'You'. A settings menu is open on the right side of the meeting window, listing several options: 'Record meeting', 'Change layout', 'Full screen', 'Turn on captions', 'Settings', 'Use a phone for audio', 'Report a problem', 'Report abuse', and 'Help'. A teal arrow points from the right edge of the screen towards the 'Change layout' option in the menu. At the bottom of the meeting window, there is a toolbar with icons for microphone, video, and a red phone icon. Below these icons are the text labels 'Turn on captions' and 'Present now', followed by a vertical ellipsis menu icon.

2



3:01 PM



Record meeting

Change layout

Full screen

Turn on captions

Settings

Use a phone for audio

Report a problem

Report abuse

Help



Turn on captions

Present now



# A CONFERENCE CALL

IN REAL LIFE



[https://www.youtube.com/watch?v=DYu\\_bGbZiiQ](https://www.youtube.com/watch?v=DYu_bGbZiiQ)

# Sharing video

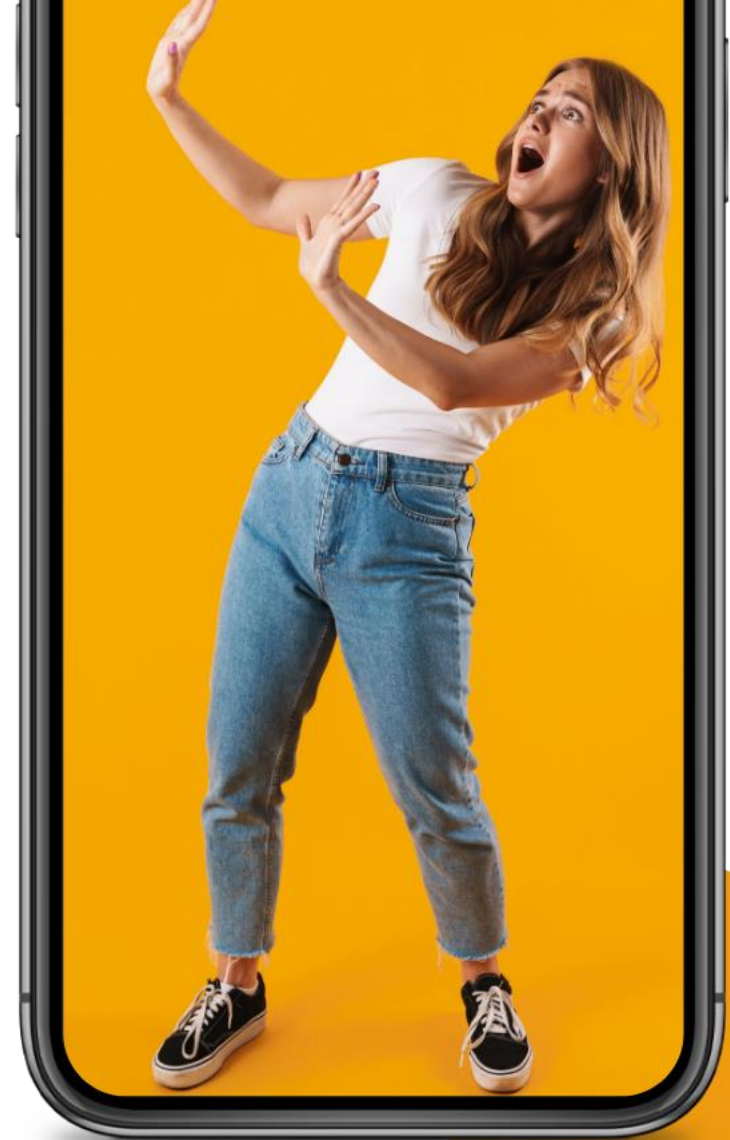


- ✓ Turn computer audio on!
- ✓ Check your sound levels pre-session
- ✓ Video ready to start on one screen
- ✓ Decide on embedding
- ✓ Stop share and re-start if you make a mistake

## Let's play Wheel Decide...

Individually you will be spinning the wheel of training doom. And thinking on your feet.

**15**  
mins



# Quizzes and polls in your sessions



## Quick poll



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

# Zoom polls: creating your poll



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

You have created 2 polls for this meeting.

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. A "End Polling" button is visible at the bottom.

Zoom Meeting Controls: End

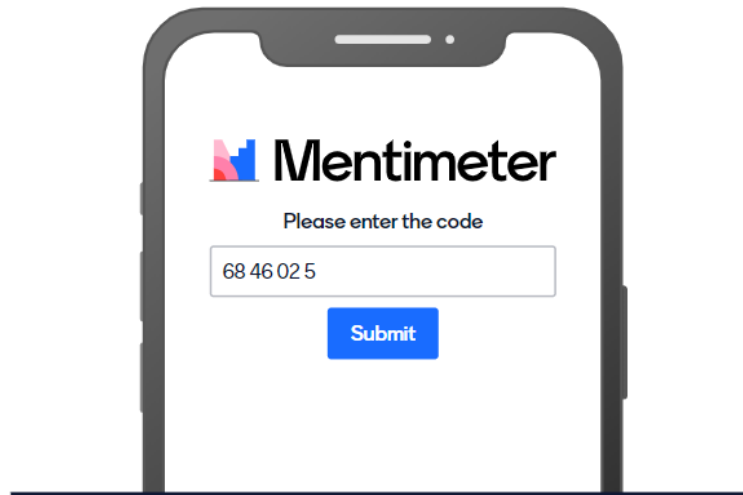
Zoom Polls interface showing the poll results. The poll title is "Polling 1: Quizzes". The question is "1. We've become a nation of quizzers. What do you feel about quizzes?". The options are "Love them", "Hate them", and "Prefer a dance-off". The "Prefer a dance-off" option is selected, showing 1 vote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

Zoom Meeting Controls: Share Results, Re-launch Polling



Go to

**www.menti.com**



Enter the code

**68 46 02 5**

<https://www.menti.com/w2991255t3>

# Mentimeter



Type

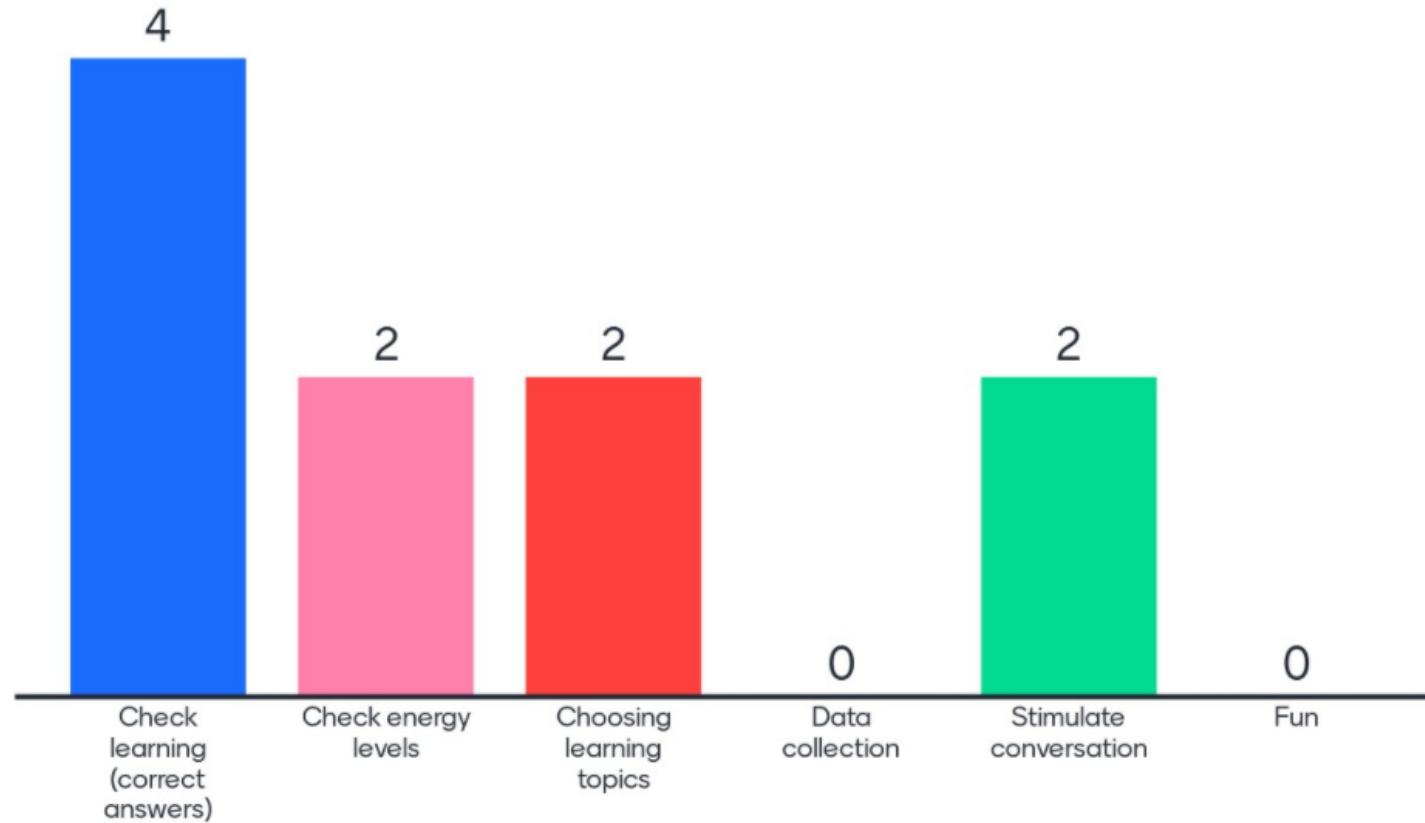
Popular question types ?

- Multiple Choice
- Word Cloud
- Open Ended
- Scales
- Ranking
- Image Choice
- Q&A

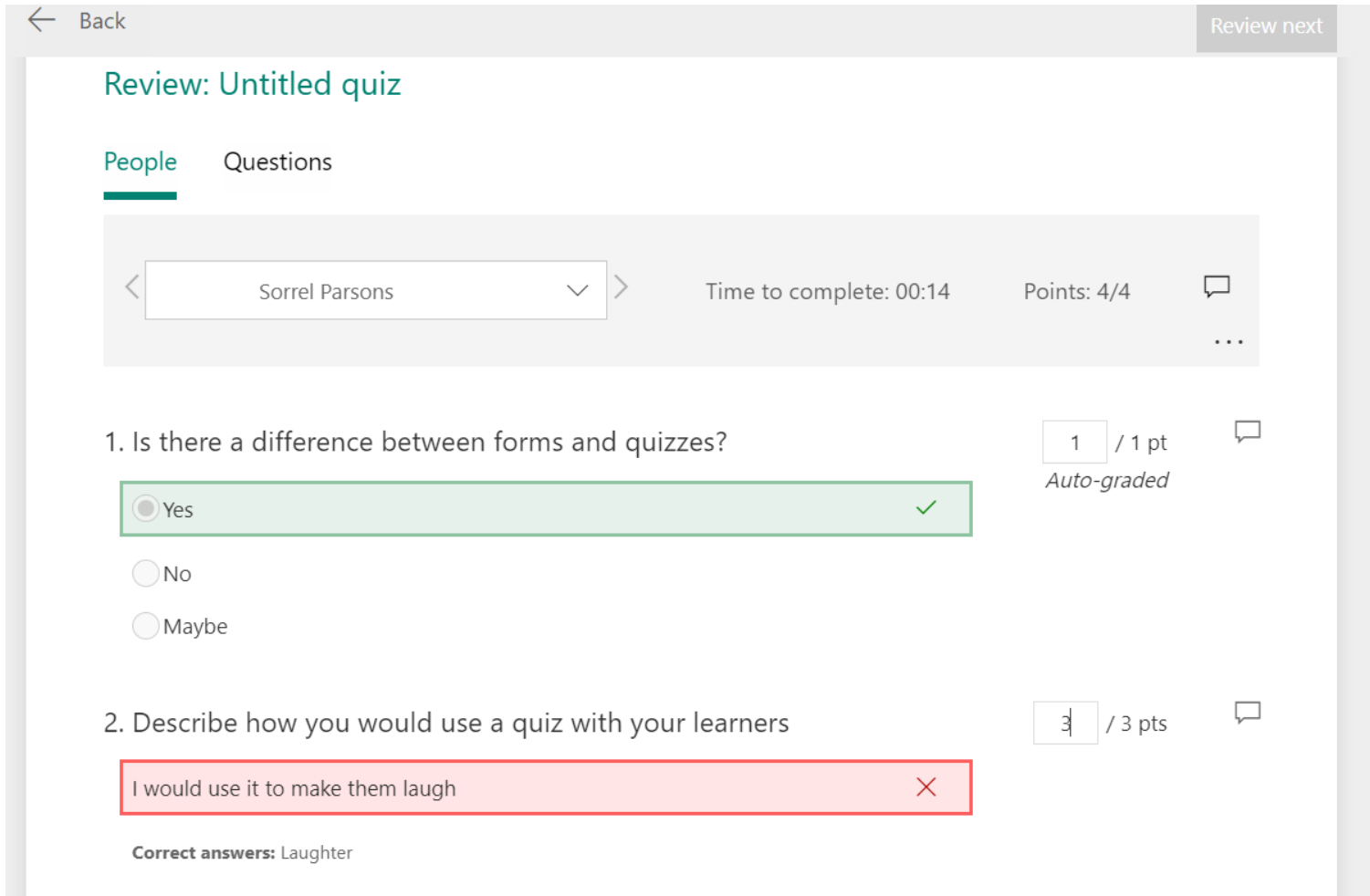
- ✓ Multiple presentations for free
- ✓ Upgrade for presentations *held at the same time*
- ✓ Quiz questions – display answers
- ✓ Light on data use

Let's take a look...

# What will you use quizzes or polls for?



# Microsoft Office quizzes



The screenshot shows a quiz review interface. At the top, there are navigation buttons for 'Back' and 'Review next'. The title is 'Review: Untitled quiz'. Below the title, there are tabs for 'People' and 'Questions'. The 'People' tab is selected, showing a dropdown menu with 'Sorrel Parsons' and a 'Time to complete: 00:14' and 'Points: 4/4' indicator. The first question is '1. Is there a difference between forms and quizzes?' with a score of '1 / 1 pt' and 'Auto-graded'. The 'Yes' option is selected and highlighted with a green bar and a checkmark. The second question is '2. Describe how you would use a quiz with your learners' with a score of '3 / 3 pts'. The answer 'I would use it to make them laugh' is entered in a red box with an 'X' icon, indicating it is incorrect. The correct answer is 'Laughter'.

← Back Review next

Review: Untitled quiz

People Questions

< Sorrel Parsons > Time to complete: 00:14 Points: 4/4

1. Is there a difference between forms and quizzes? 1 / 1 pt *Auto-graded*

Yes ✓

No

Maybe

2. Describe how you would use a quiz with your learners 3 / 3 pts

I would use it to make them laugh ✗

**Correct answers:** Laughter

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

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

# Quizzes and polls tips



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

# Tools for collaboration



## [Jamboard](#)

- ✓ Easy to learn

## [Miro](#)

- ✓ One big canvass
- ✓ Little time lag if any – great performance

## [Mural](#)

- ✓ Free guests!
- ✓ Community of people – so ideas for workshops online

## [Microsoft Whiteboard](#)

## [Zoom Whiteboard](#)

# Jamboard example

**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

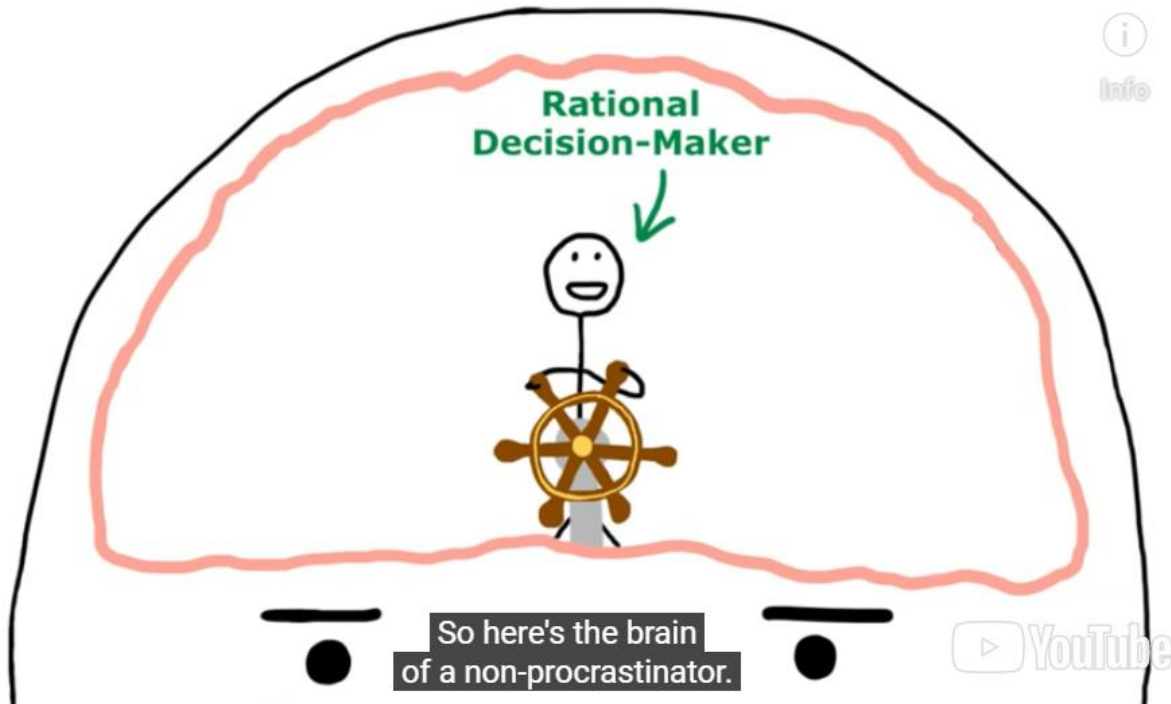
more equipment with funding full stop!

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



So here's the brain of a non-procrastinator.

Kate's brain

3:44

This has to be your brain Kate?!

Superhighways on 2020-10-13T15:43:04.987-05:00

Respond



3:44 / 14:04

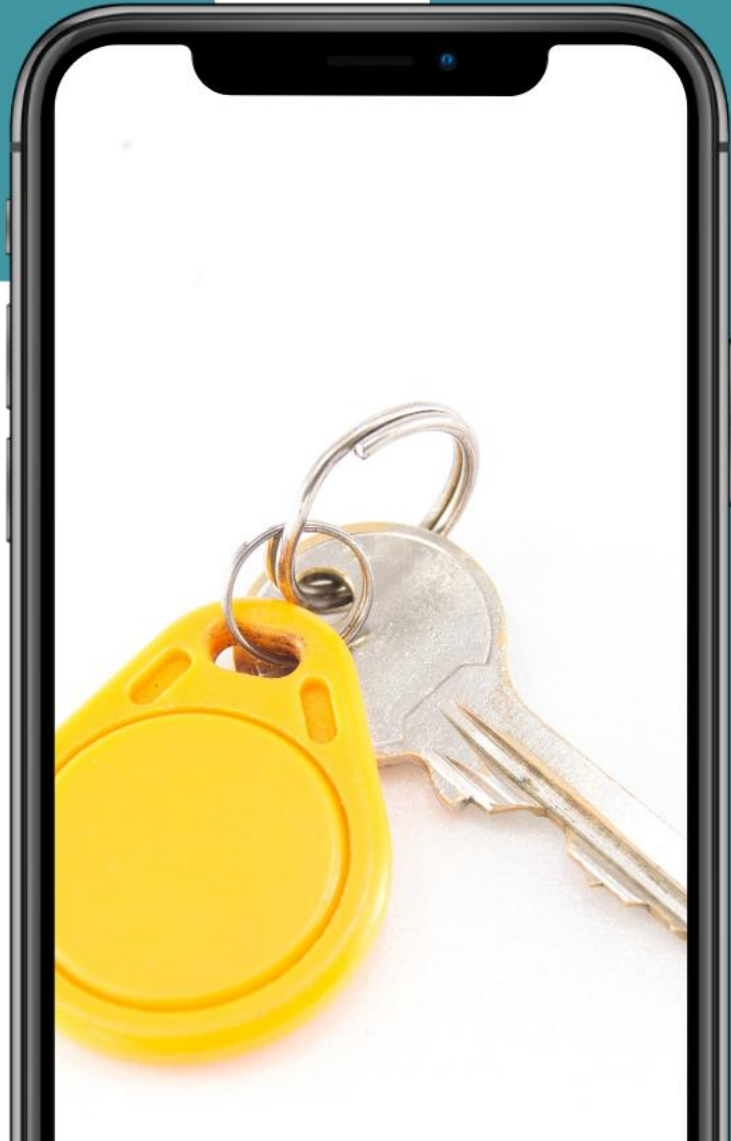


**VideoAnt:** collaboratively annotate videos with a private group or by sharing a public link.





# Basic security options



# Zoom scheduling security



These are some things you can do when scheduling your meeting e.g.

- ✓ enable waiting room
- ✓ mute participants on entry

**Audio**


Telephone    Computer Audio    Both

Dial from United Kingdom [Edit](#)

---

**Meeting Options**

Enable join before host

Mute participants upon entry 

Enable waiting room

Only authenticated users can join

Breakout Room pre-assign


Record the meeting automatically

# Zoom scheduling security



Change your main account settings to control how people both join your sessions and interact in them.

## Meeting password requirement

- Have a minimum password length
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Have at least 1 special character (!, @, #...)
- Include both uppercase and lowercase characters
- Cannot contain consecutive characters (e.g. "11111", "12345", "abcde", or "qwert")
- Use enhanced weak password detection 
- Only allow numeric password

## Only authenticated users can join meetings

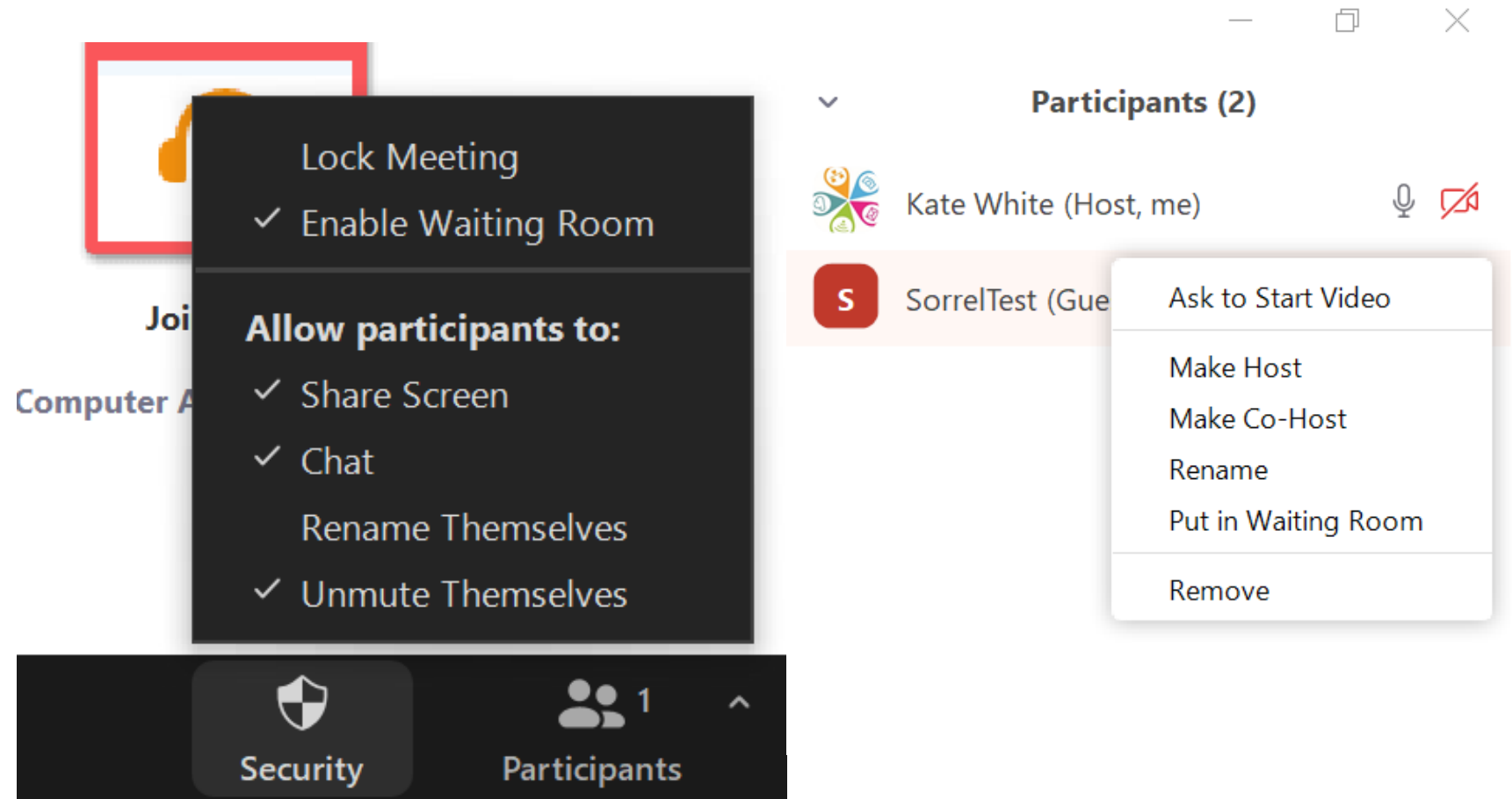
The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.



# Zoom in-meeting security



- ✓ Decide who can share screens
- ✓ Kick people out
- ✓ Lock the space
- ✓ Ask people to re-name



# Zoom – who's in control

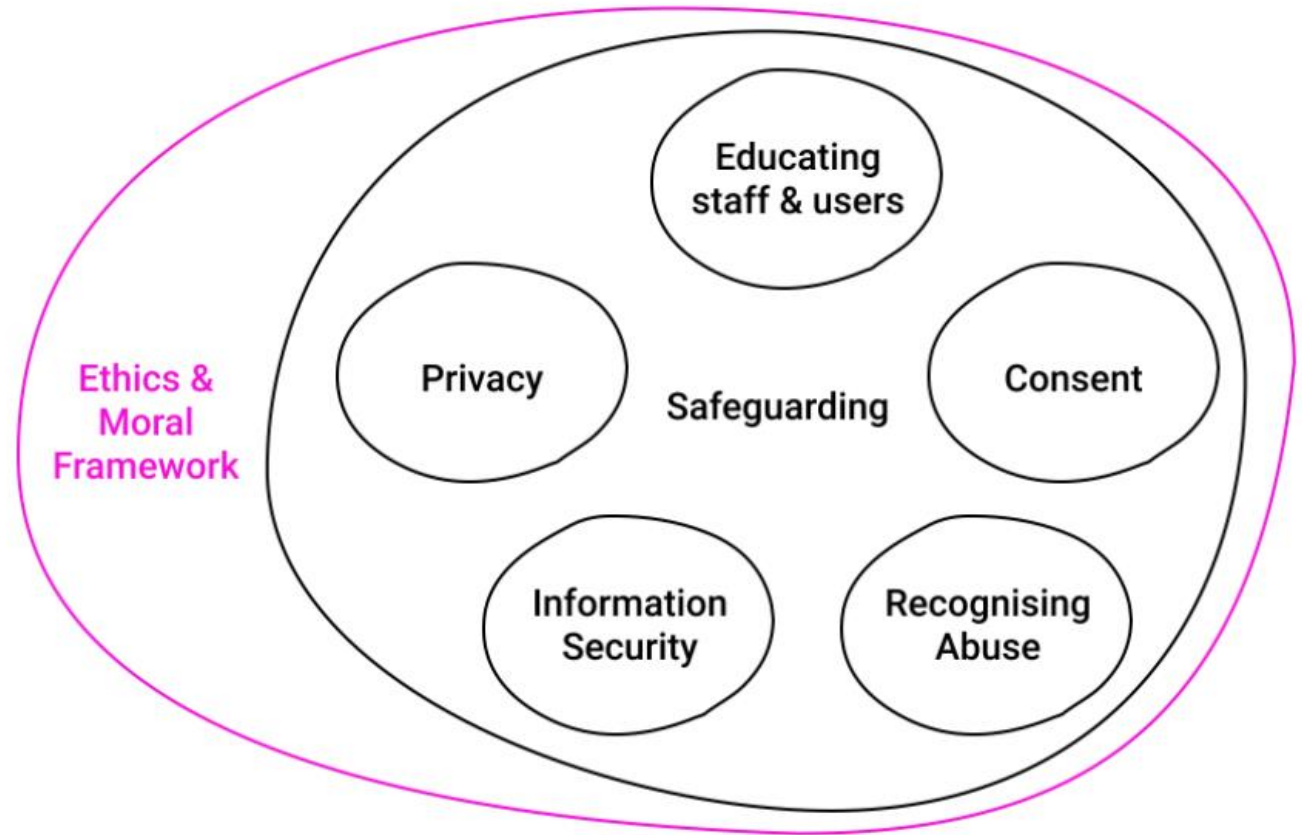


- ✓ Only Hosts can start the meeting
- ✓ Only Hosts can set up break out rooms
- ✓ Only Hosts can assign Co-hosts
- ✓ Co-hosts can admit people from the waiting room
- ✓ Co-hosts can put everyone on Mute & Start a recording

# Digital safeguarding



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



Your digital safeguarding landscape

# Teams meeting options



A screenshot of the Microsoft Teams meeting interface. At the top, there is a search bar and the text 'Kingston Voluntary Ac...'. Below this, the meeting title 'Staff meeting' is displayed with tabs for 'Chat', 'Details', and 'Scheduling Assistant'. There are 'Join' and 'Close' buttons. A 'Cancel meeting' dropdown is visible. The time zone is set to '(UTC+00:00) Dublin, Edinburgh, Lisbon, London'. A 'Meeting options' dropdown menu is open, showing 'Organiser' and 'AllStaff Unknown' as participants. The meeting name 'Staff meeting' and a participant 'AllStaff' are also visible in the main area.

1. Go to the three dots ellipsis ...
2. Click on 'Meeting options'
3. It will open your options online

# Teams meeting options



## Staff meeting

📅 Occurs every other Mon @15:00

👤 Sorrel Parsons

## Meeting options

Who can bypass the lobby?

People in my organization



Always let callers bypass the lobby

No



Announce when callers join or leave

Yes



Who can present?

Everyone



Save

- ✓ Staff can bypass the lobby or you can set it for 'Only me'
- ✓ This is where you can control who can present
- ✓ Don't forget to save!



# Google Meet

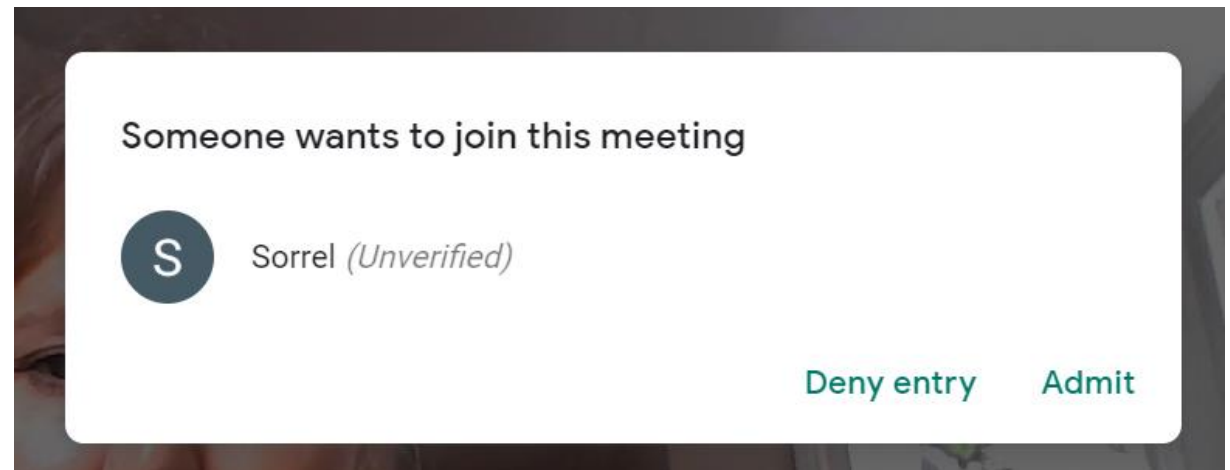


Google Meet is much simpler but fewer overall controls e.g. lobby?

What's your name?

Sorrel

Ask to join





**Finally...**

**Jump in but  
keep it simple.**

**Start small  
and have fun.**

## Check out:

What's the one thing you're going to try in your first or next online activity?

**10**  
**mins**



# Need help?



Thanks for taking part today:

**Sorrel Parsons**



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