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!

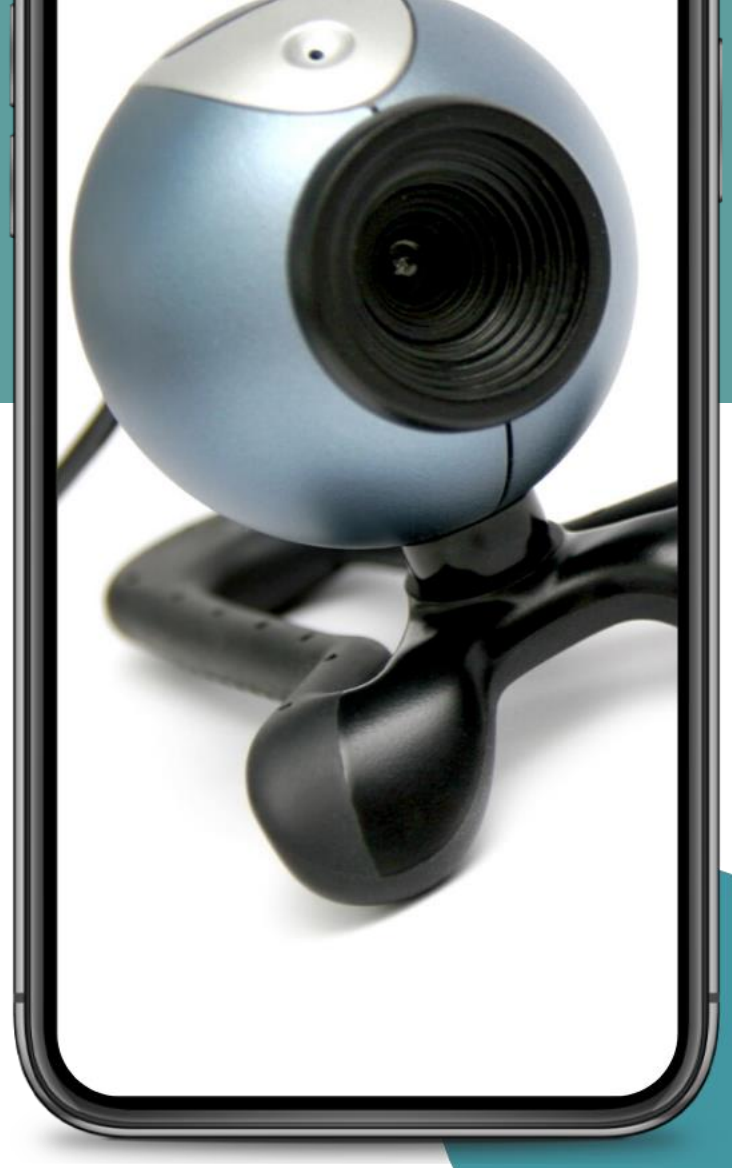
Toolbox

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... →

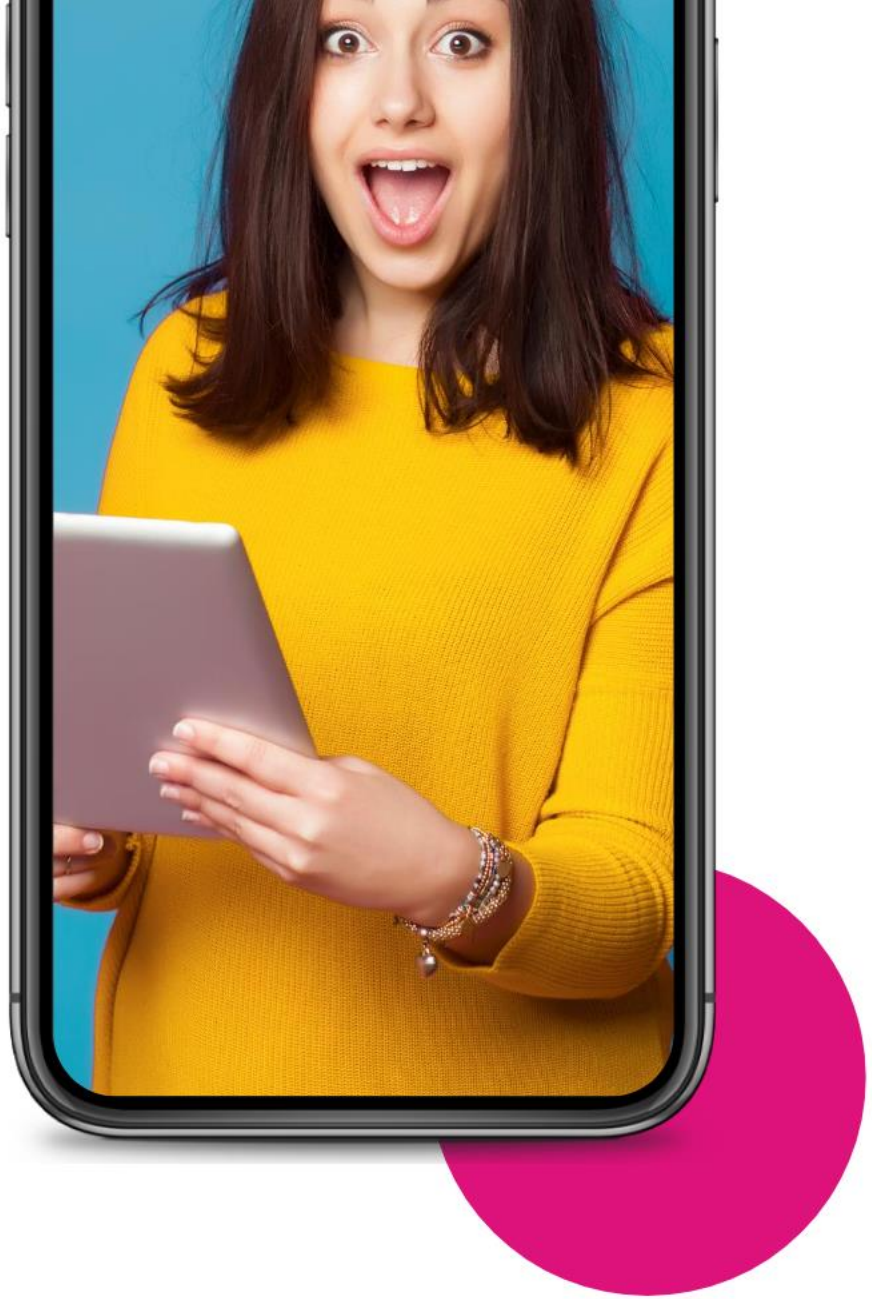
- ✓Send a link in a bcc email
- ✓Calendar invite
- ✓Zoom registration
- ✓Eventbrite page (be careful of the integration)
- ✓Other integrations e.g. Doodle

Also consider...

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

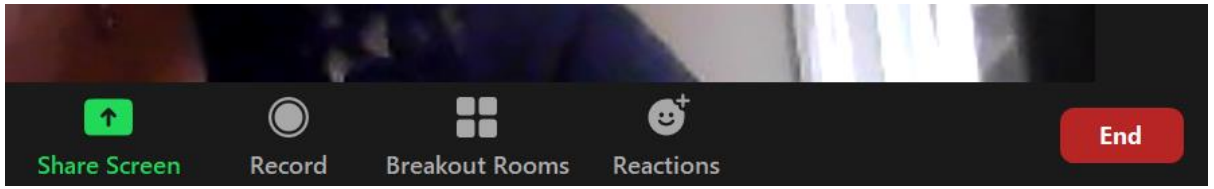
What icebreakers have worked in meetings you've attended and why?

Group discussion



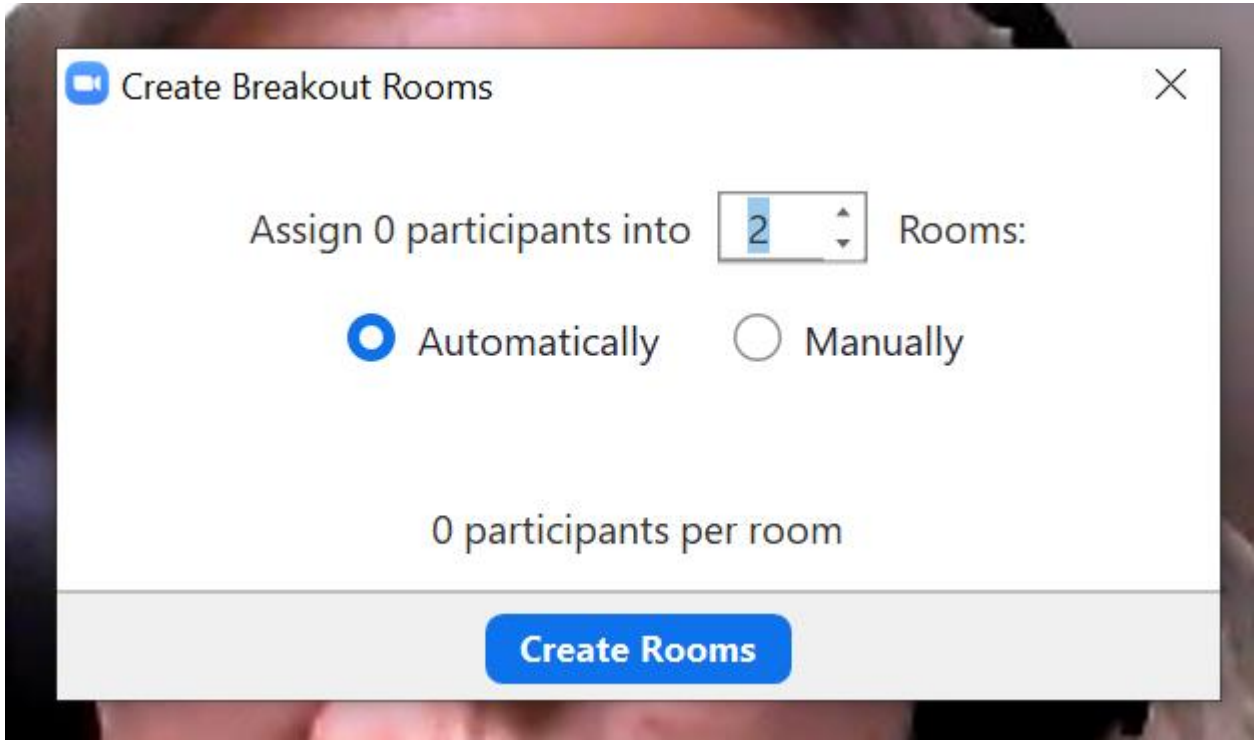
Zoom breakout rooms for smaller group discussion

Zoom: creating breakout rooms



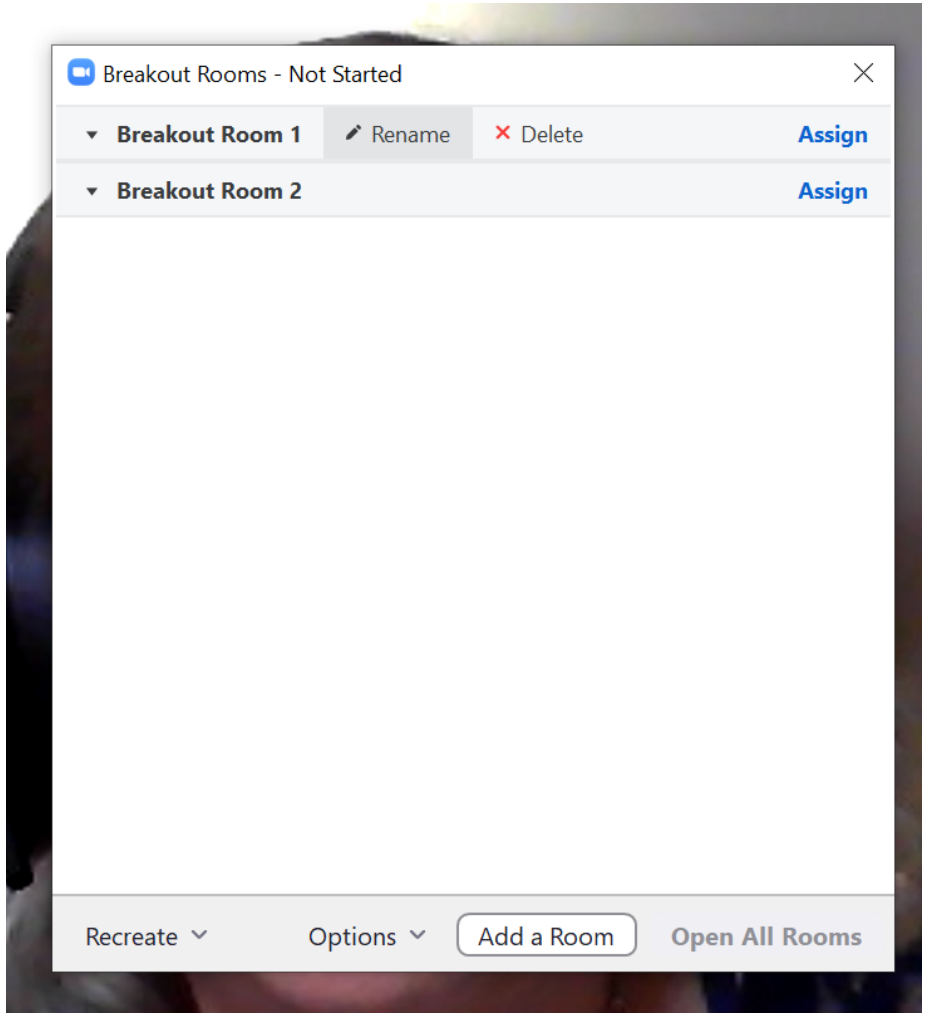
Click on Breakout Rooms – sometimes you'll find this if you click on the three dots

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

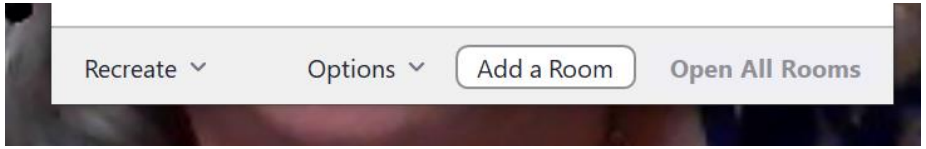


Zoom: creating breakout rooms

- ✓ 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

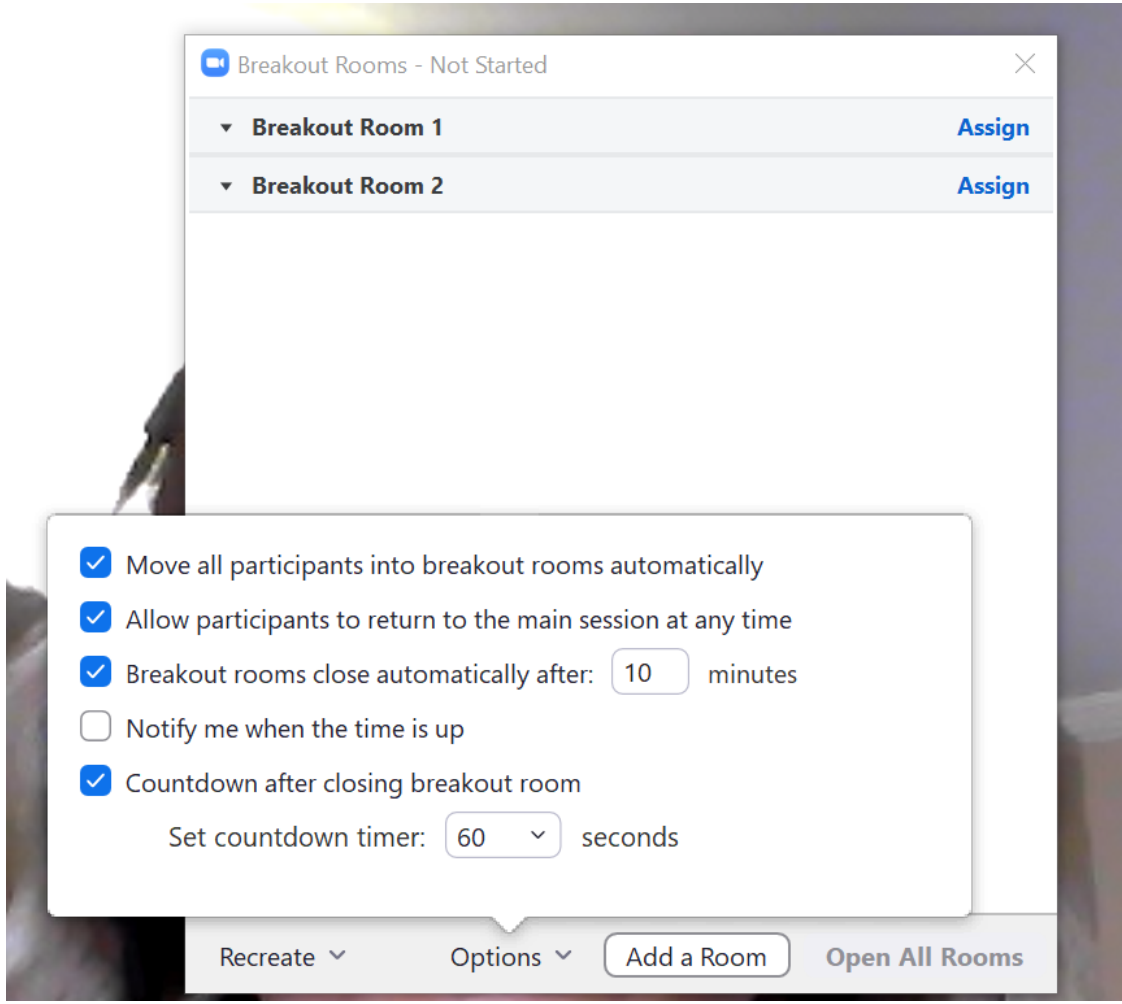


Zoom: creating breakout rooms



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

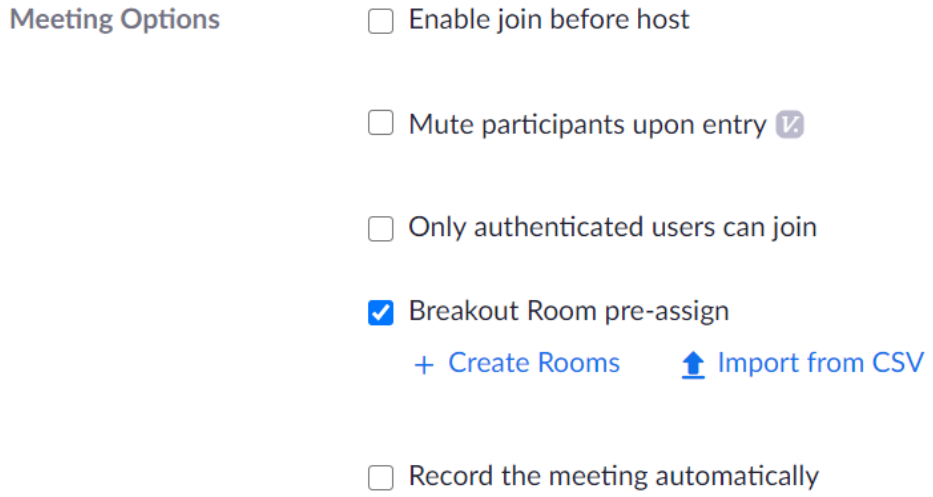
When you are ready 'Open All Rooms'.

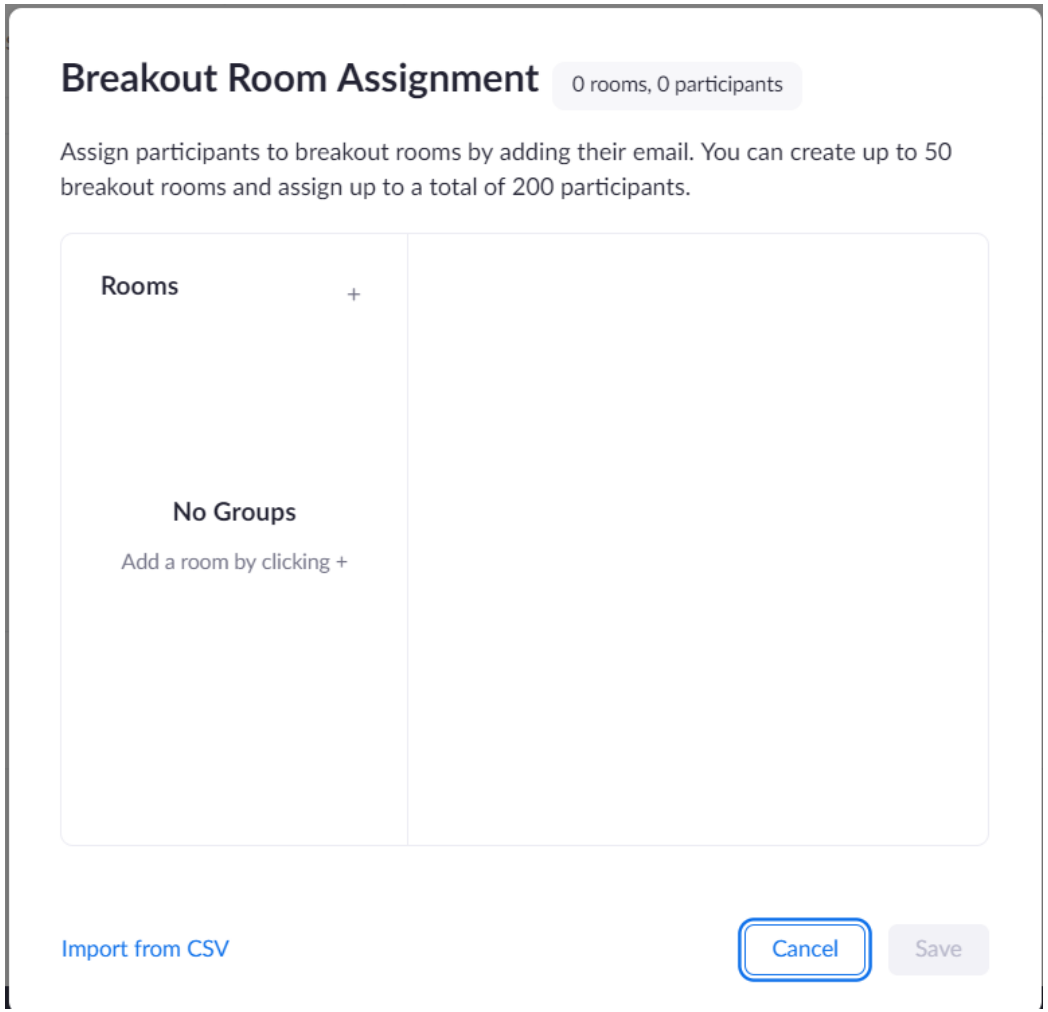


Zoom: pre-assign breakouts

Useful for:

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





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

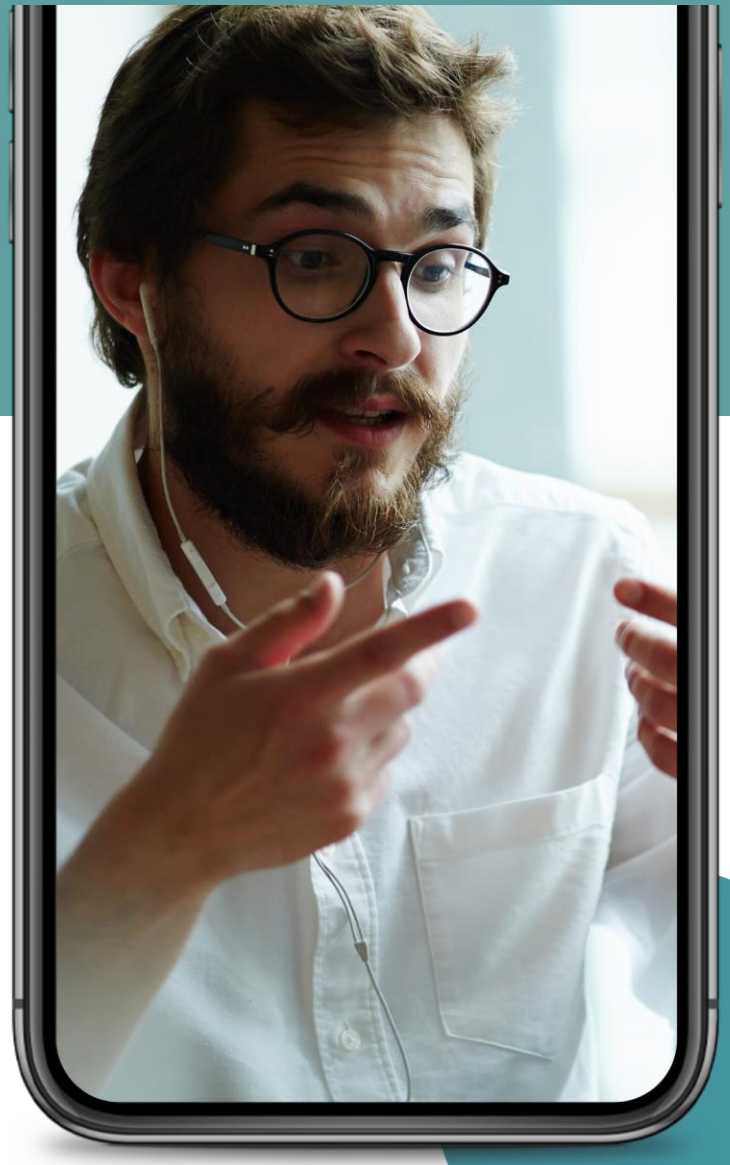
10 mins

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!

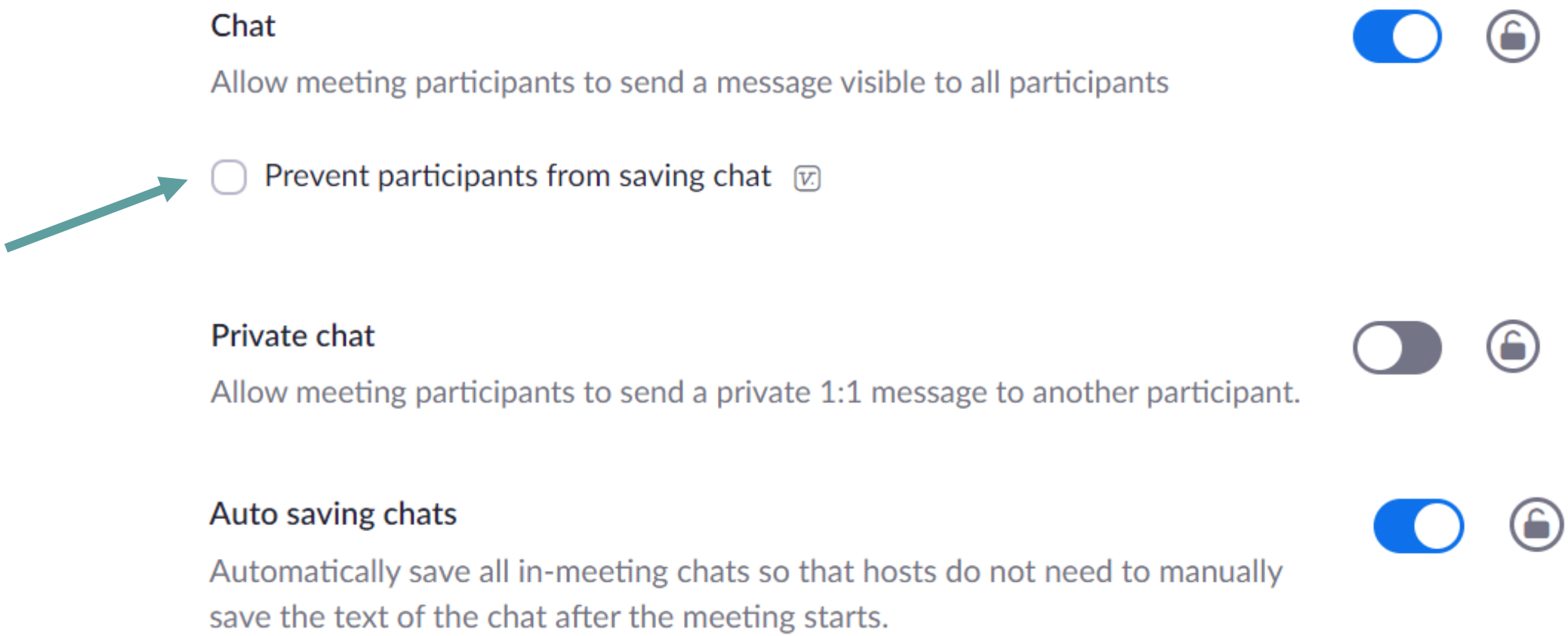
Speaking aids for chat

Want to talk/
Have a question

Direct response
(to previous)

Clarify

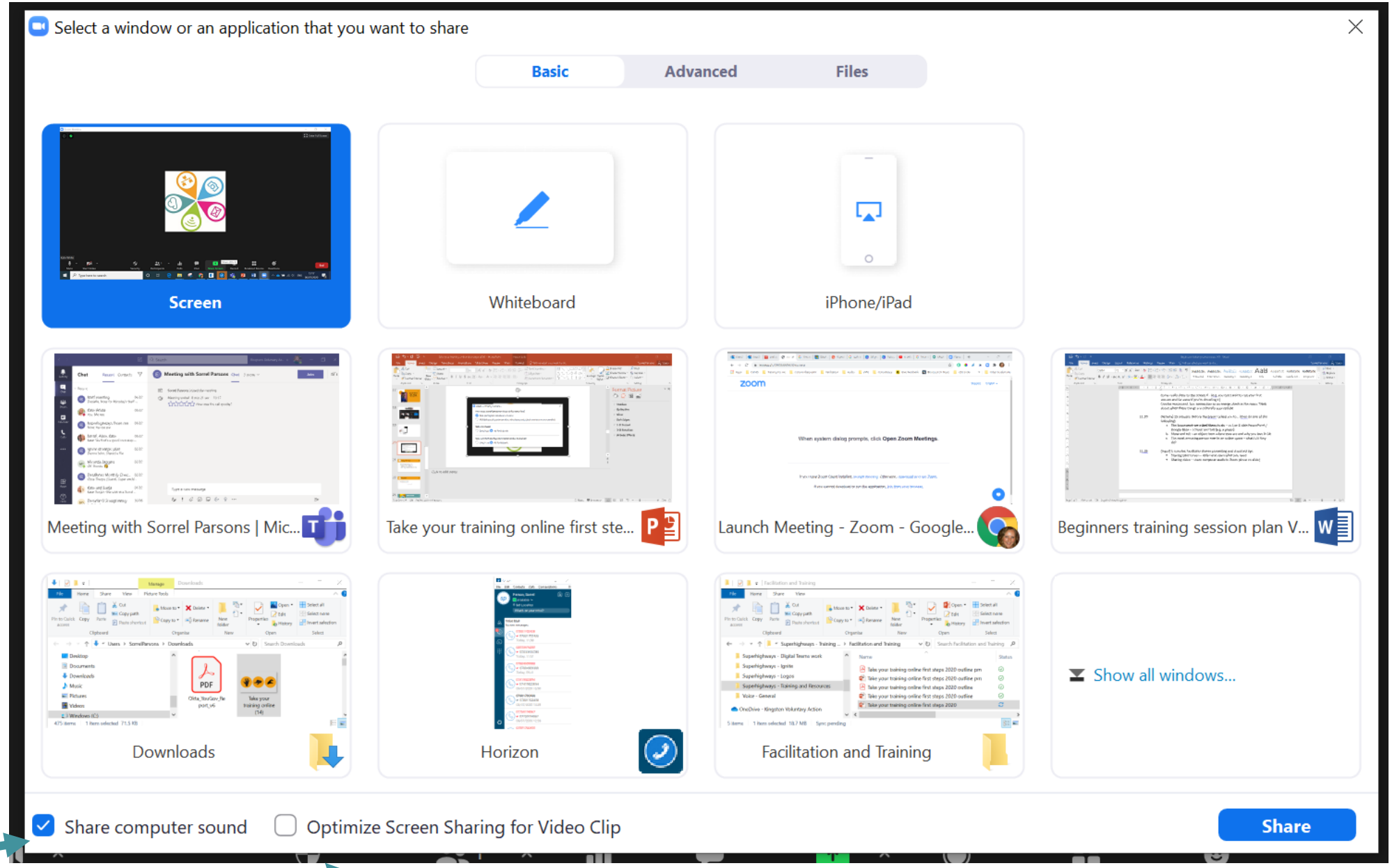
Zoom enhanced chat security

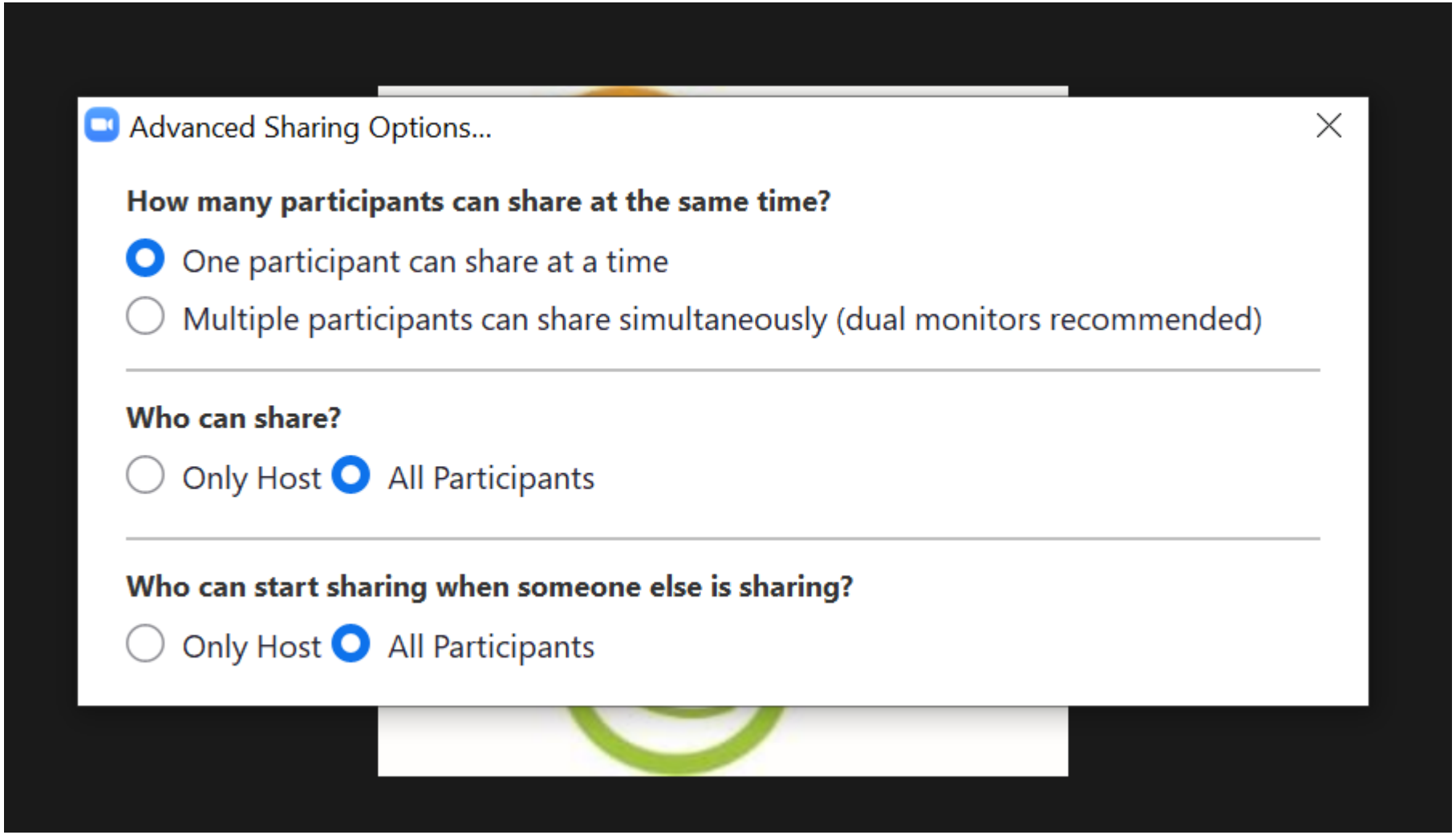


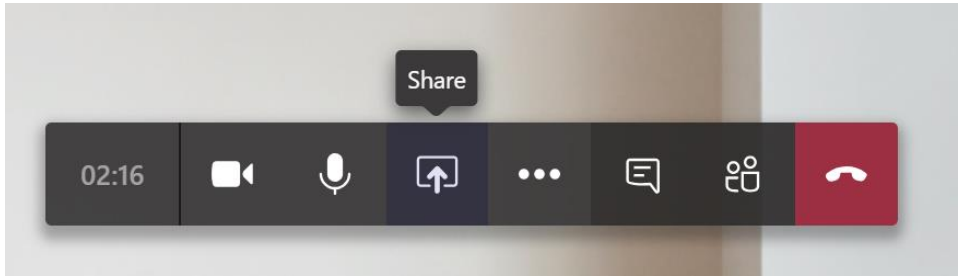
Some quick tips using visual aids....

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

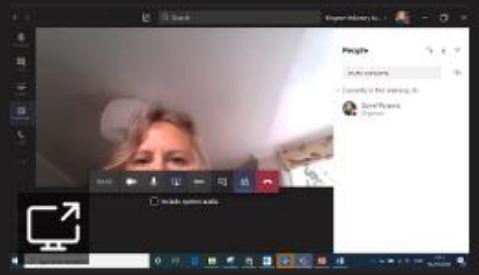

Select a window or an application that you want to share
Basic
Advanced
Files
Screen
Whiteboard
iPhone/iPad
Meeting with Sorrel Parsons | Mic...
Take your training online first ste...
Launch Meeting - Zoom - Google...
Beginners training session plan V...
Downloads
Horizon
Facilitation and Training
Show 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



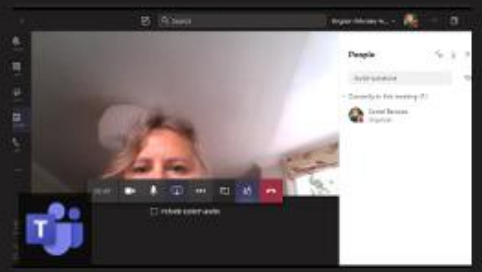
Include system audio

Desktop



Screen 1

Window



Meeting with Sorrel Pars...

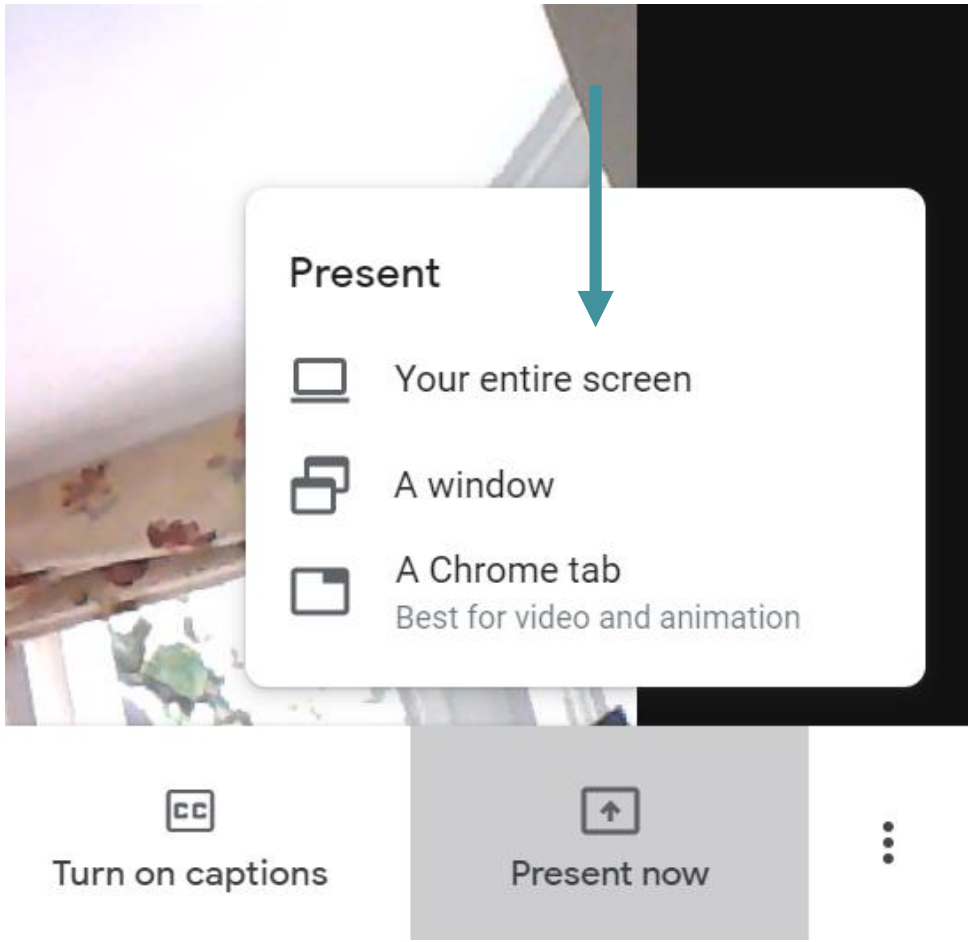
PowerPoint Browse

Take your training onli...

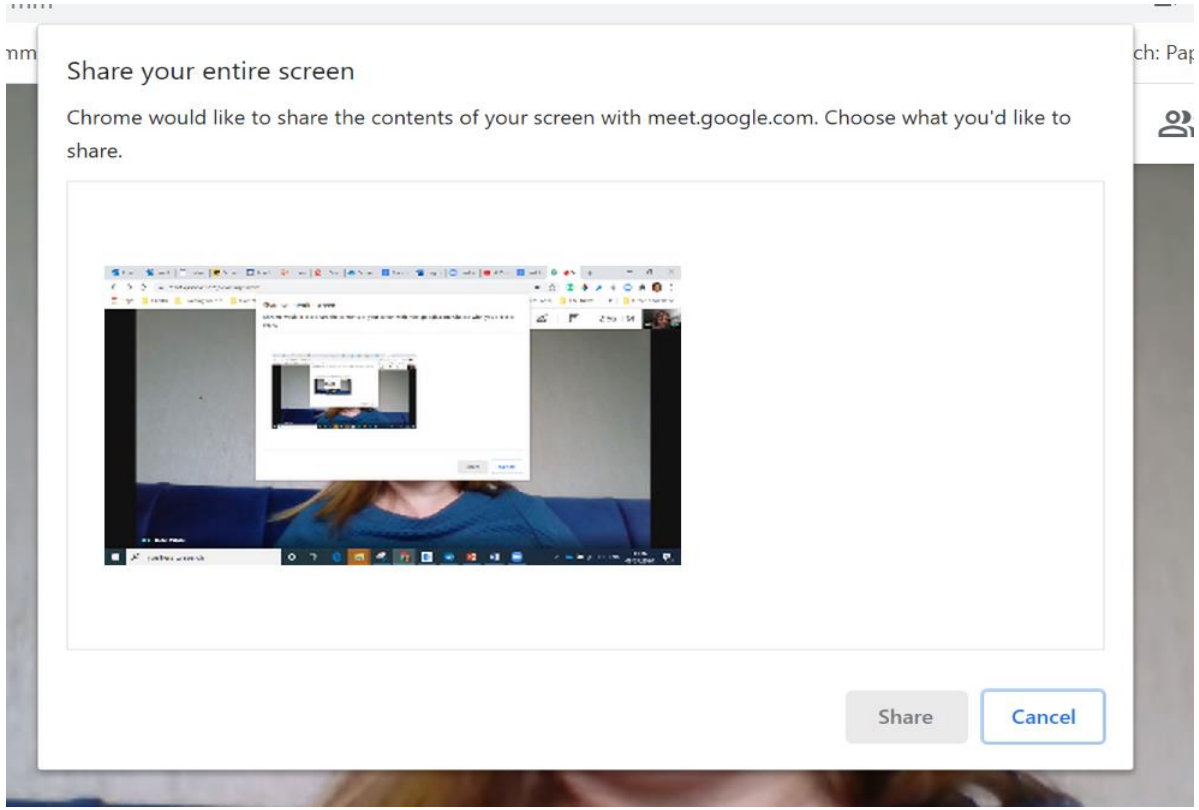
Whiteboard

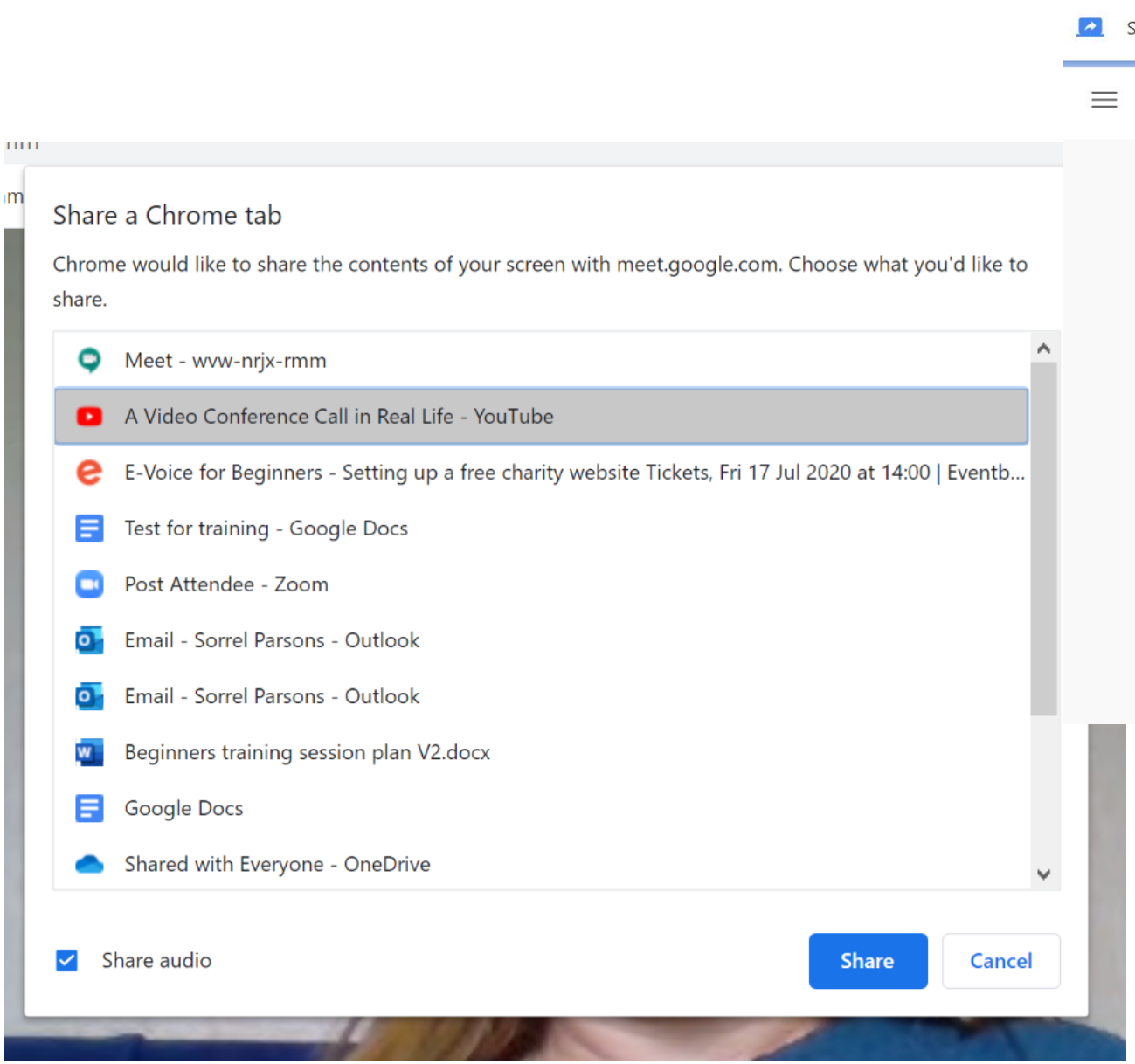
Microsoft Whiteboard

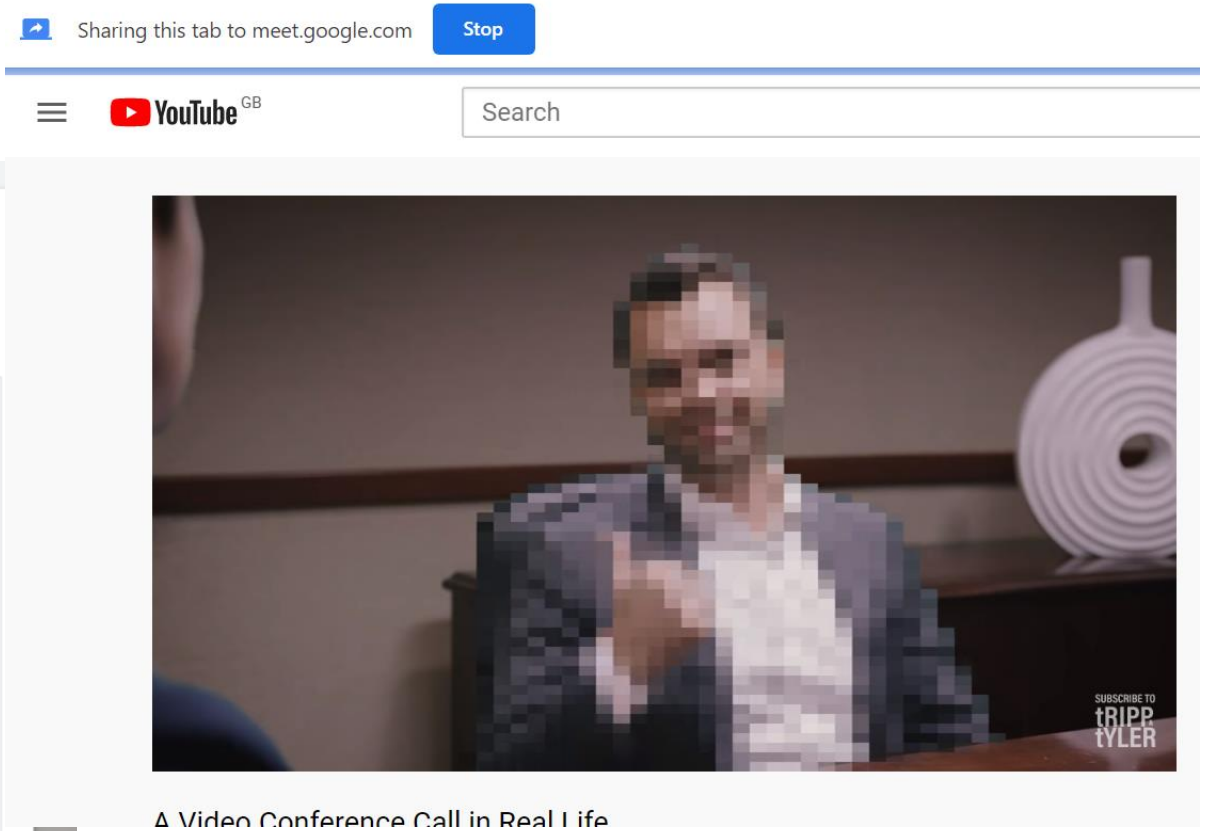
Sharing ‘Your Entire Screen’ is easier for sharing multiple visual aids

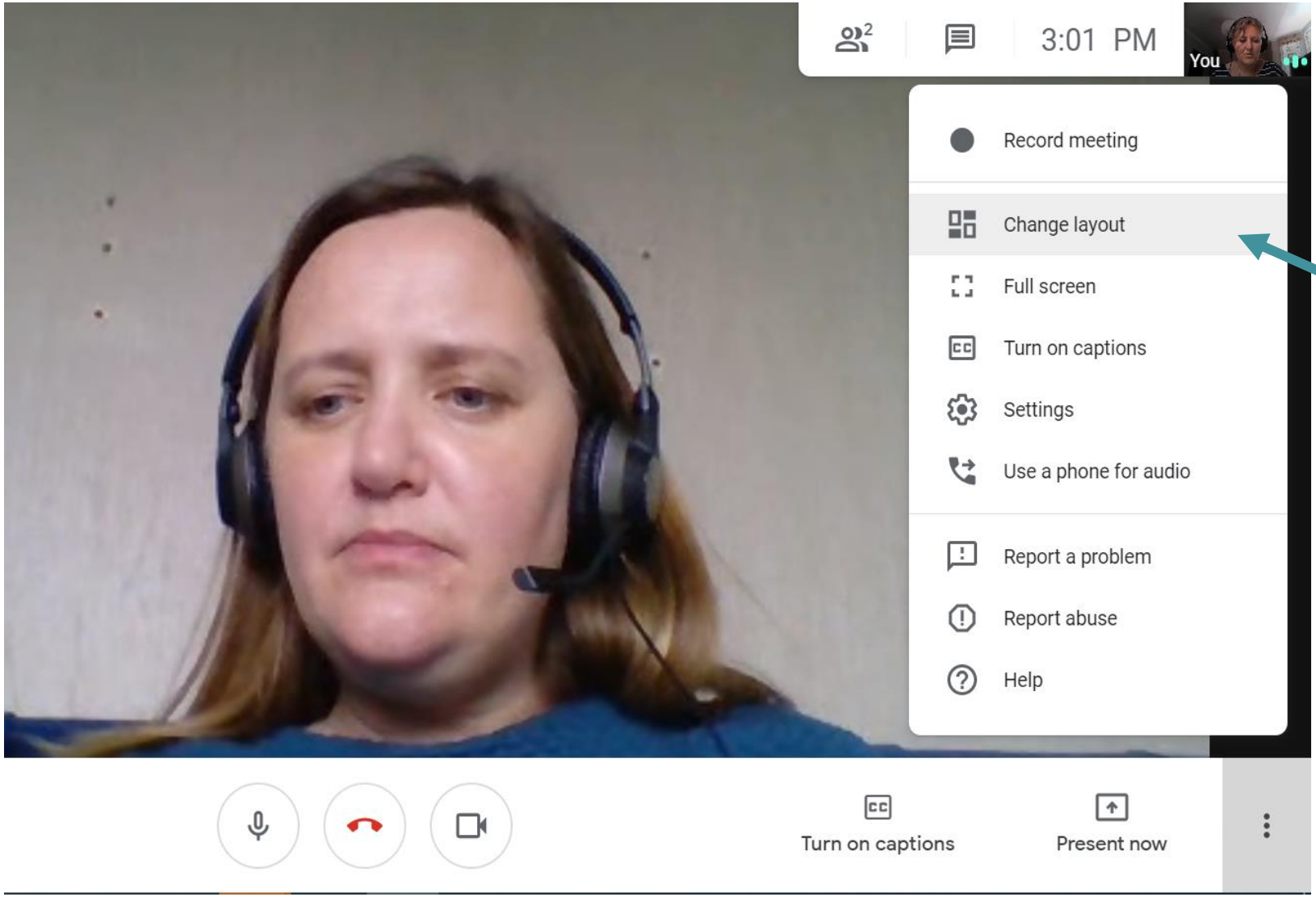


Once you have clicked on ‘Share’ you’ll need to navigate to the right place.




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 - wvw-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


Sharing this tab to meet.google.com
Stop
YouTube GB
Search
SUBSCRIBE TO
tRIPP
tYLER
A Video Conference Call in Real Life


2
3:01 PM
You
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

https://www.youtube.com/watch?v=DYu_bGbZiiQ

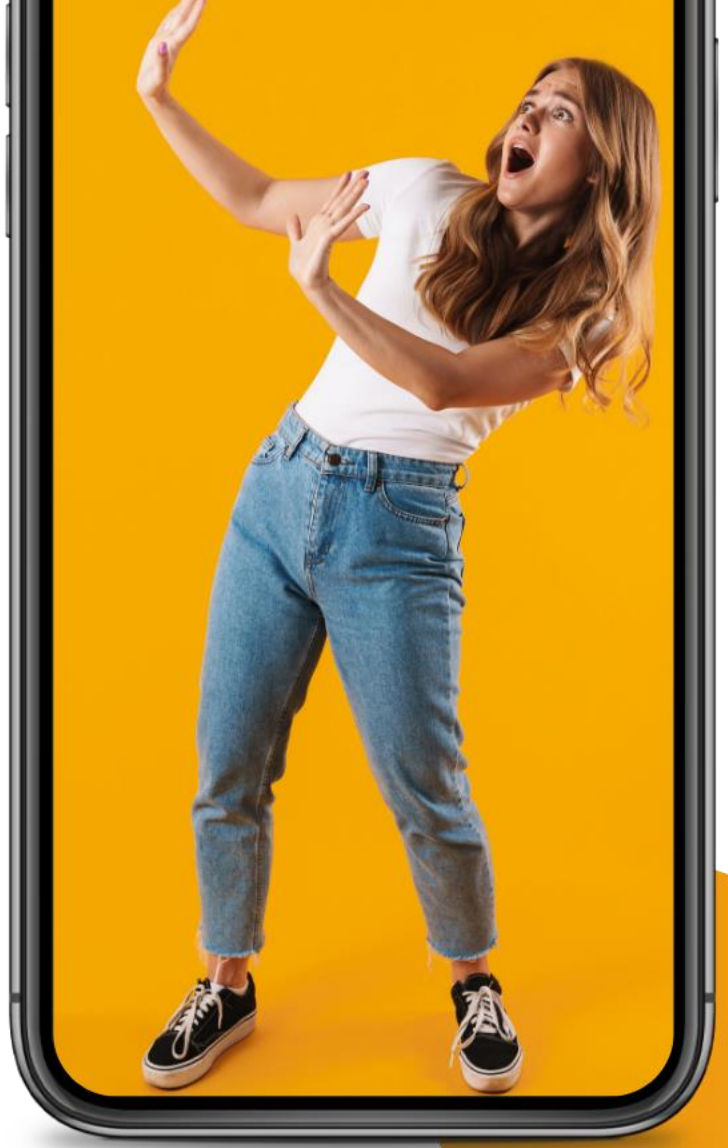
Sharing video

- ✓ 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



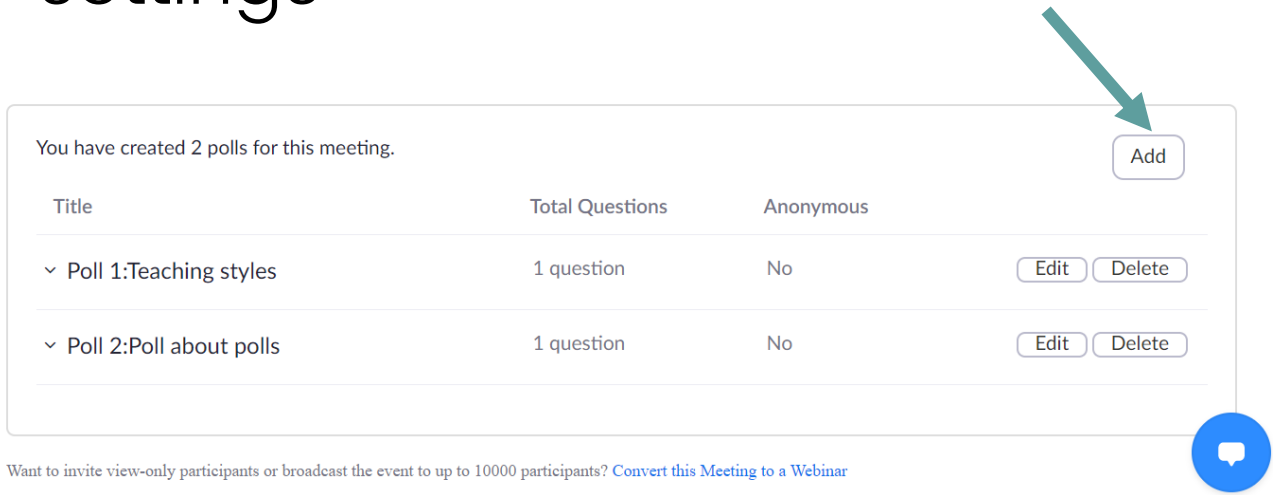
Quizzes and polls in your sessions

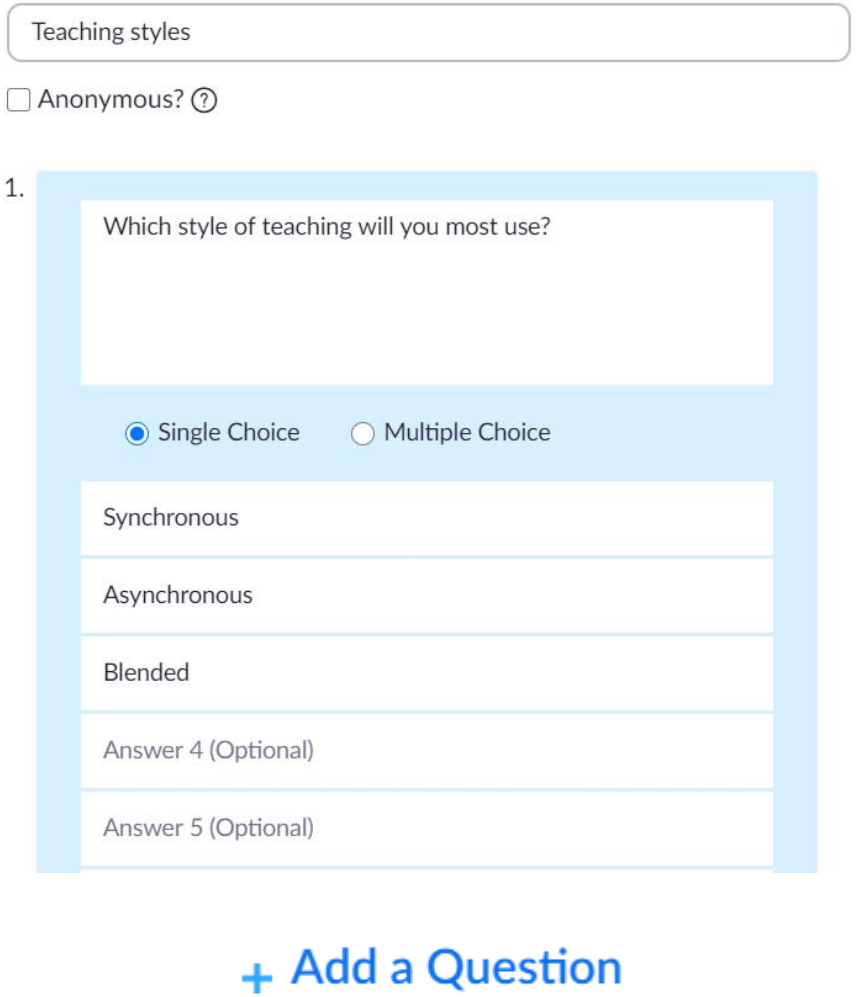
Quick poll

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

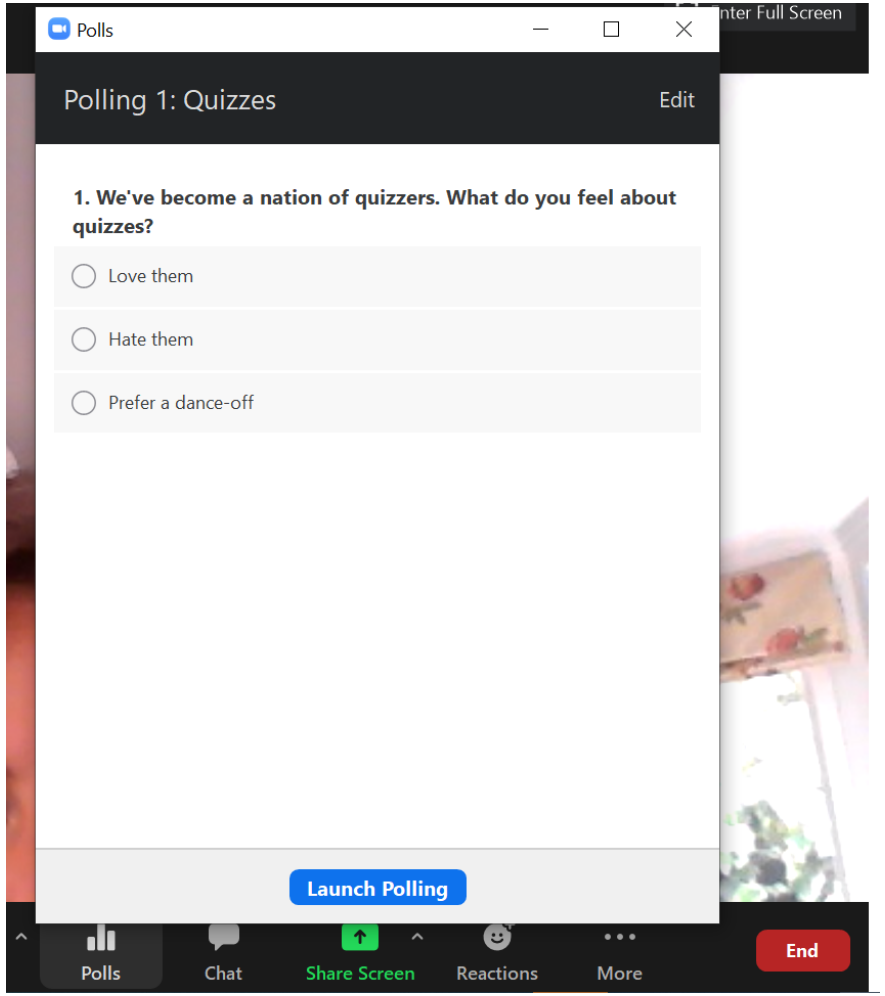
Zoom polls: creating your poll

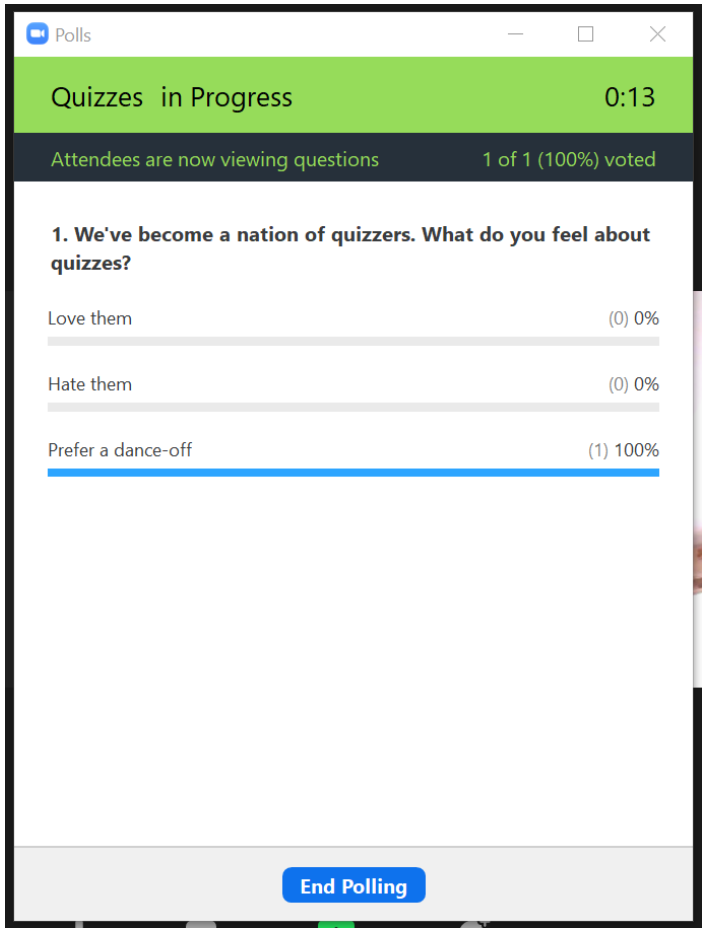
When you schedule a meeting you have the option to create a poll. Don't forget to turn Polls on in your account settings

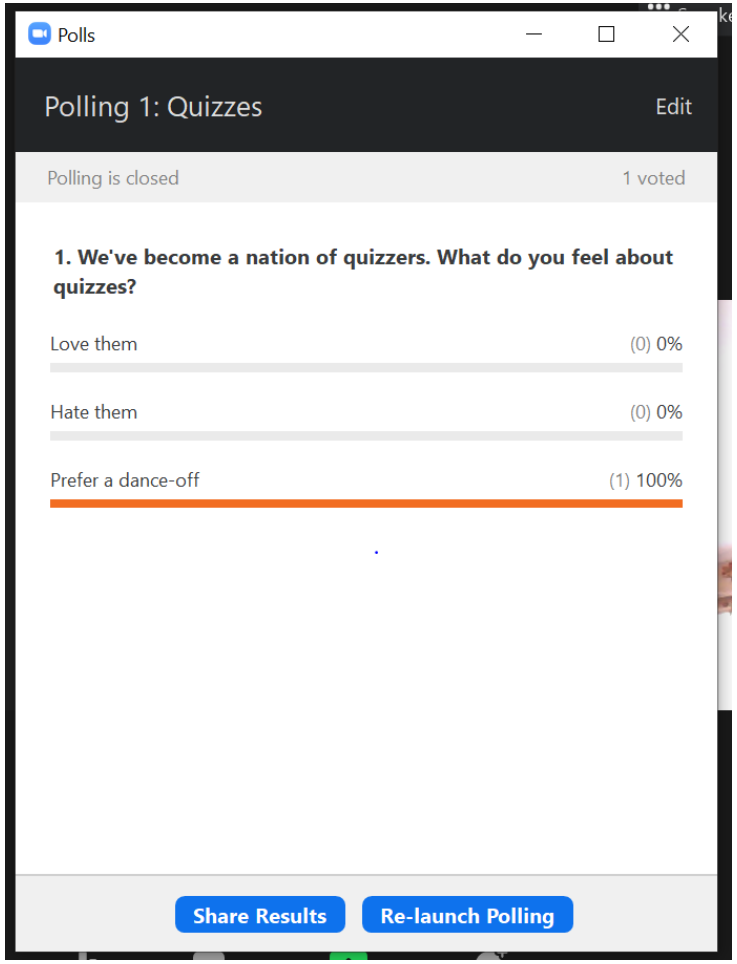




Zoom: using polls in sessions

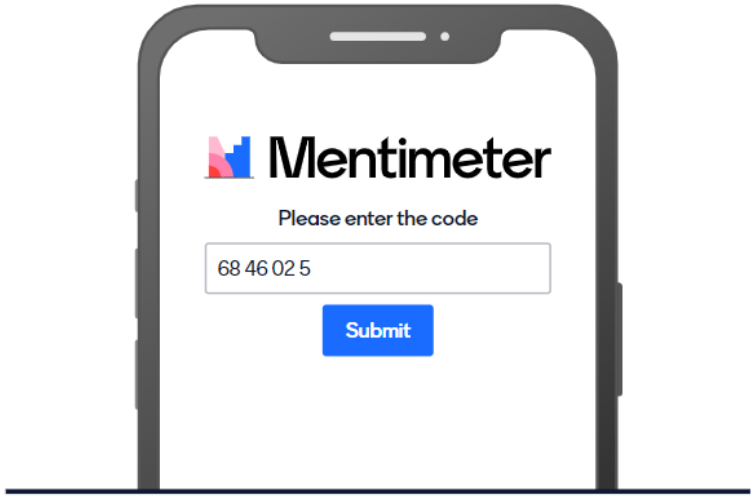






Go to

www.menti.com

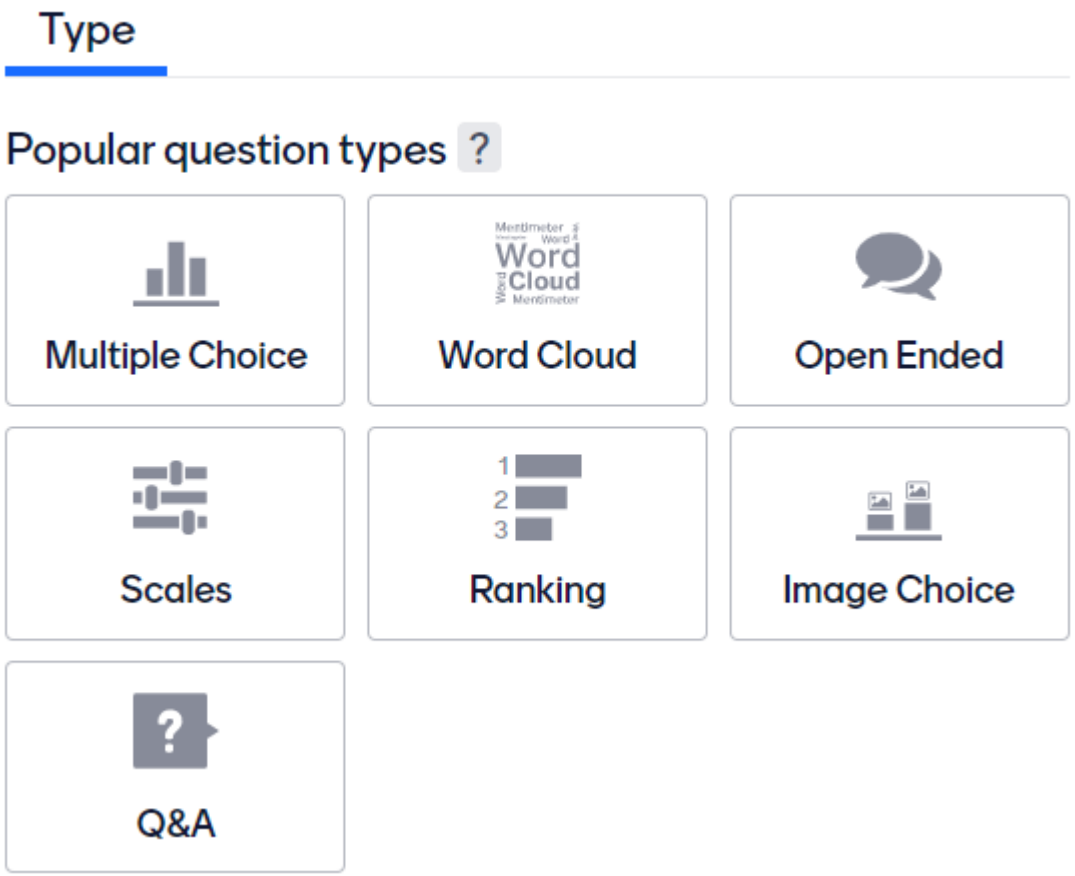


Enter the code

68 46 02 5

https://www.menti.com/w2991255t3

Mentimeter

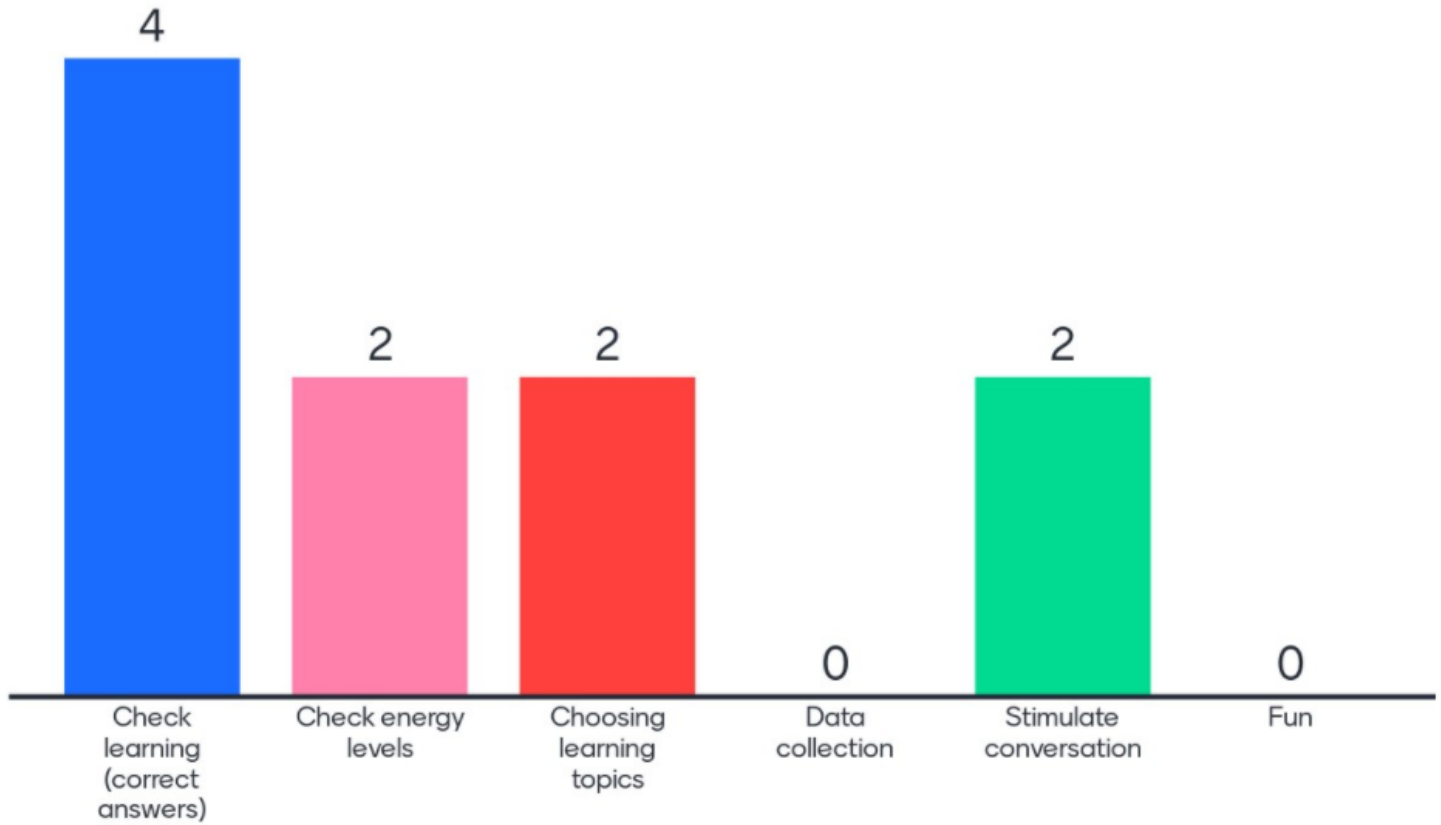


- ✓Multiple presentations for free
- ✓Upgrade for presentations *held at the same time*
- ✓Quiz questions – display answers
- ✓Light on data use

Let's take a look...

What will you use quizzes or polls for?

Mentimeter



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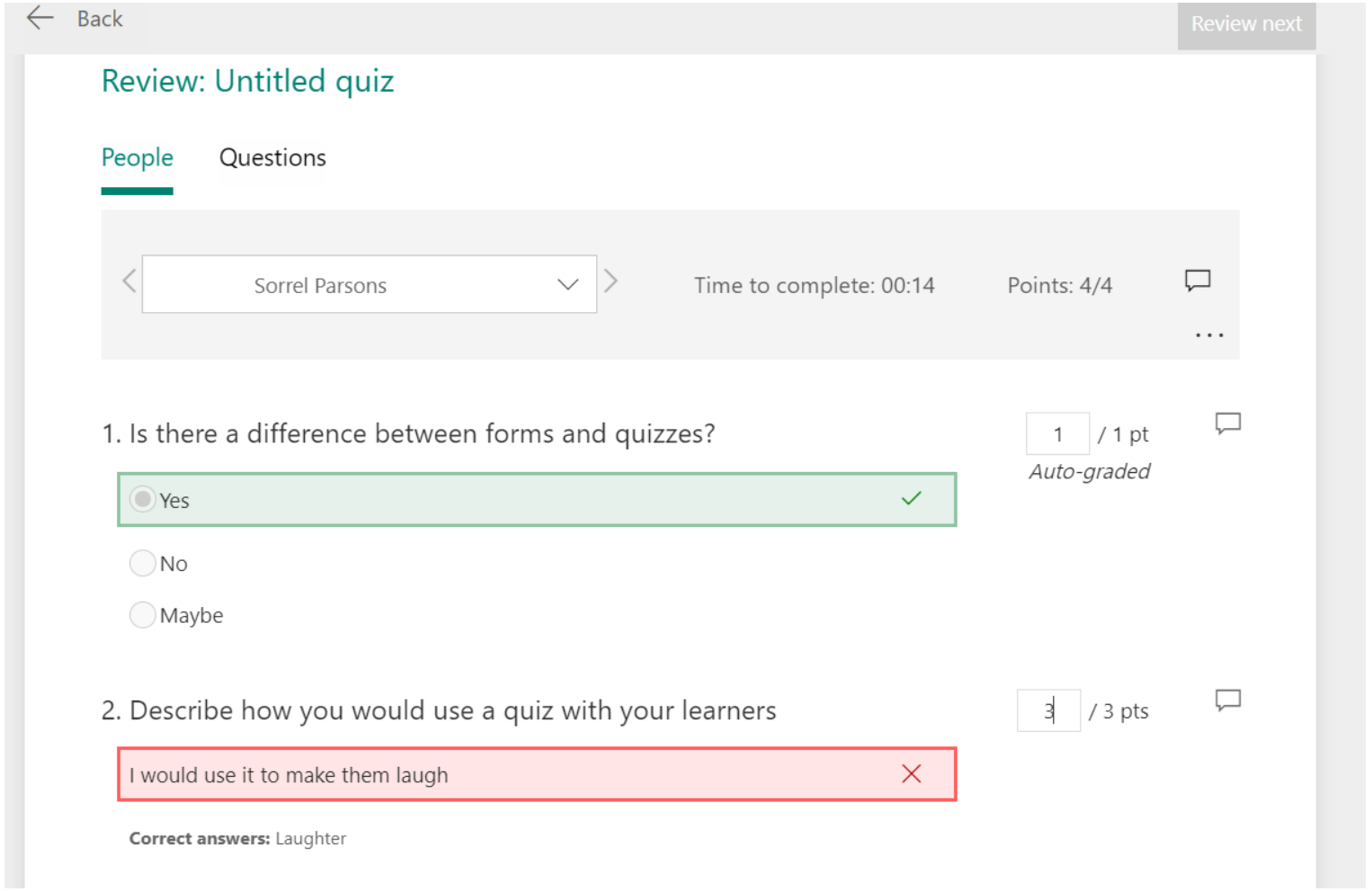
Microsoft Office quizzes



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

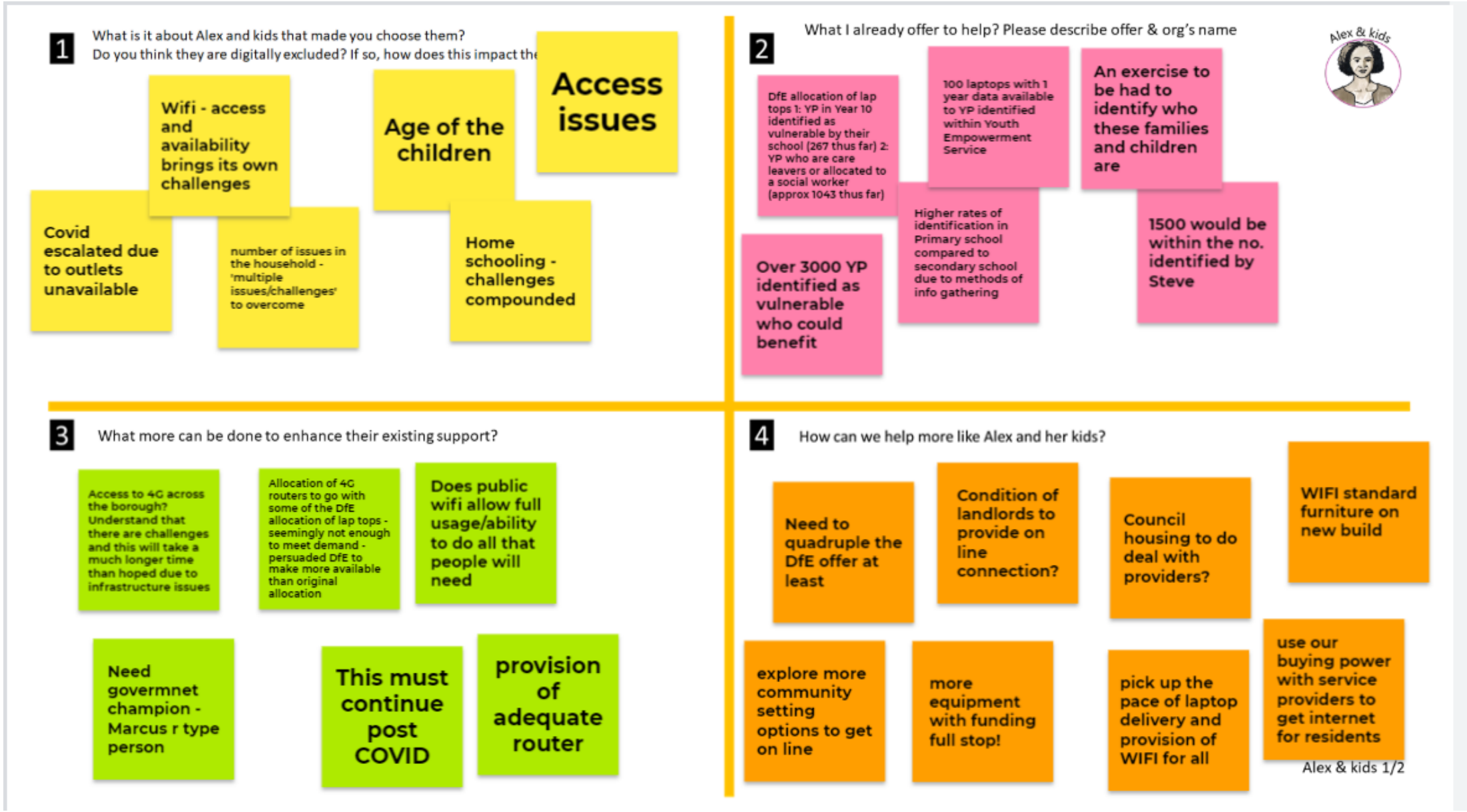
✓Free guests!

✓Community of people – so ideas for workshops online

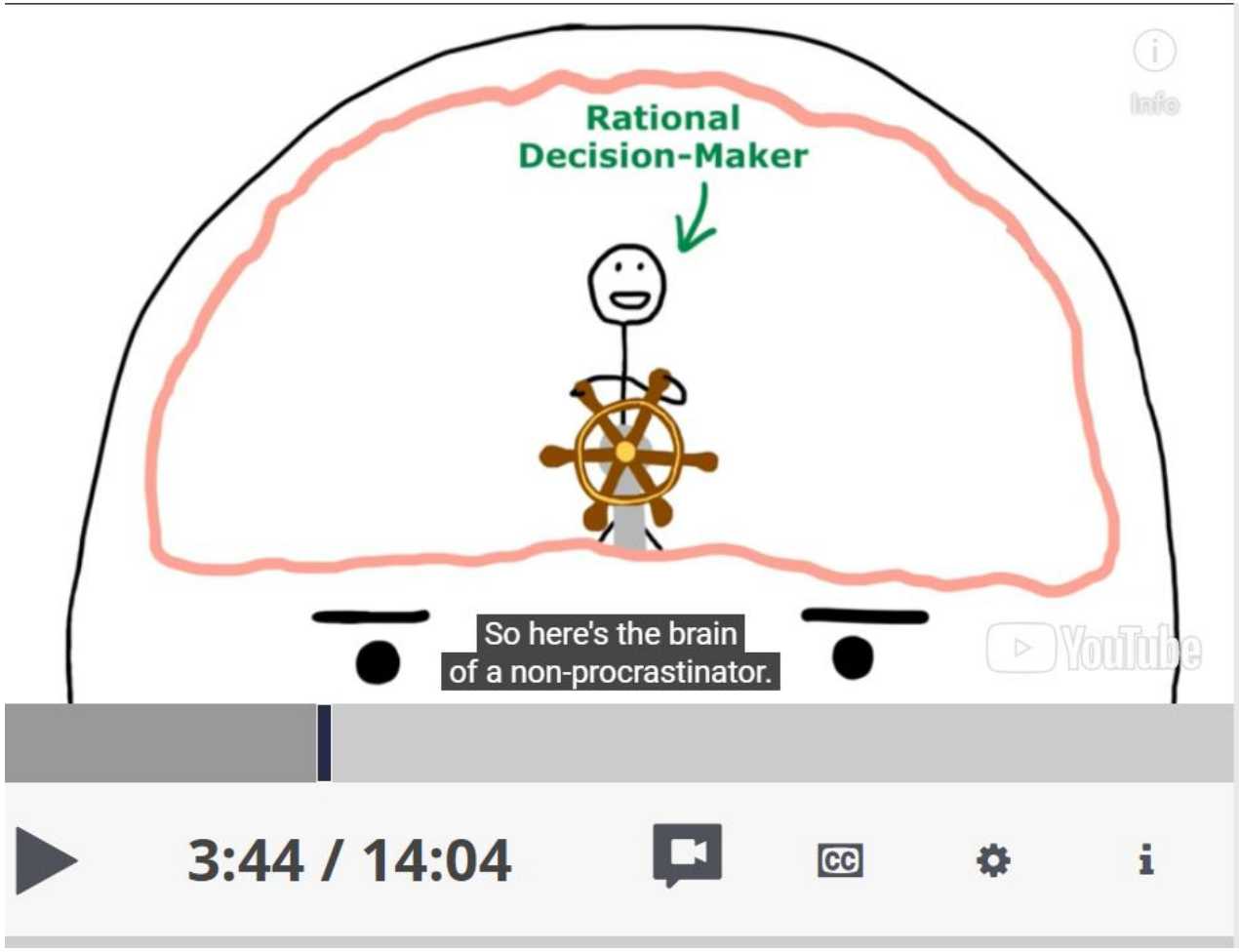
Microsoft Whiteboard

Zoom Whiteboard

Jamboard example



» Inside the mind of a master procrastinator | Tim Urban



Kate's brain 3:44

This has to be your brain Kate?!

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

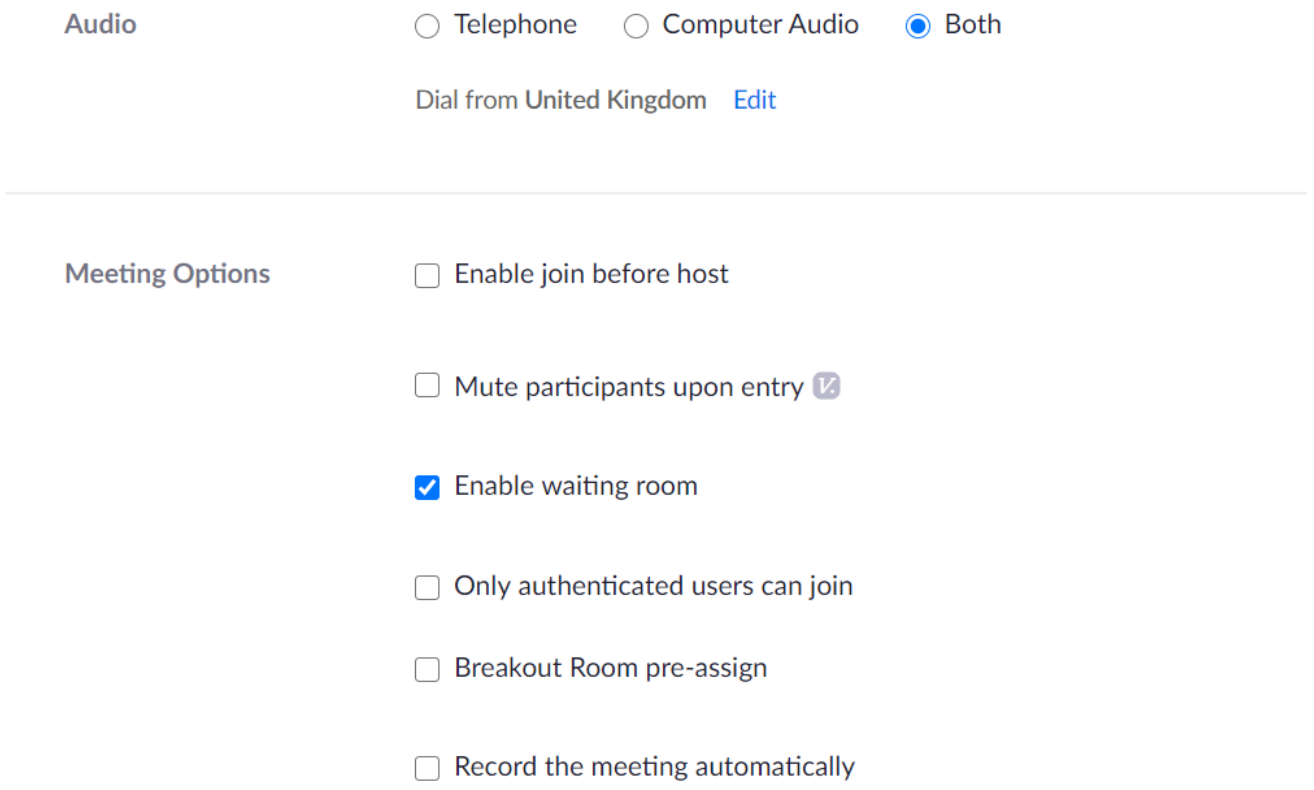
VideoAnt: collaboratively annotate videos with a private group or by sharing a public link.

Basic security options

Zoom scheduling security

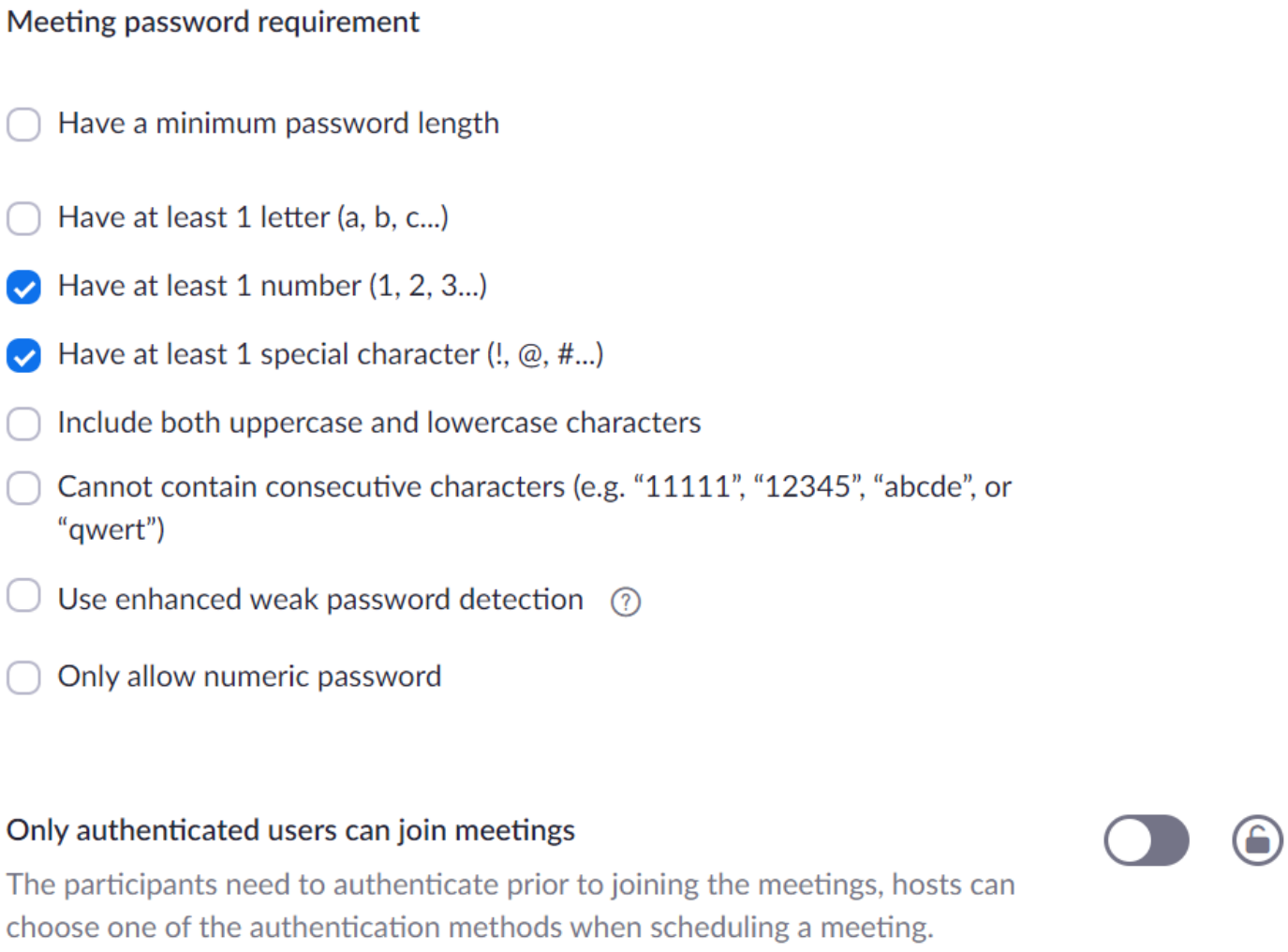
These are some things you can do when scheduling your meeting e.g.

- ✓enable waiting room
- ✓mute participants on entry



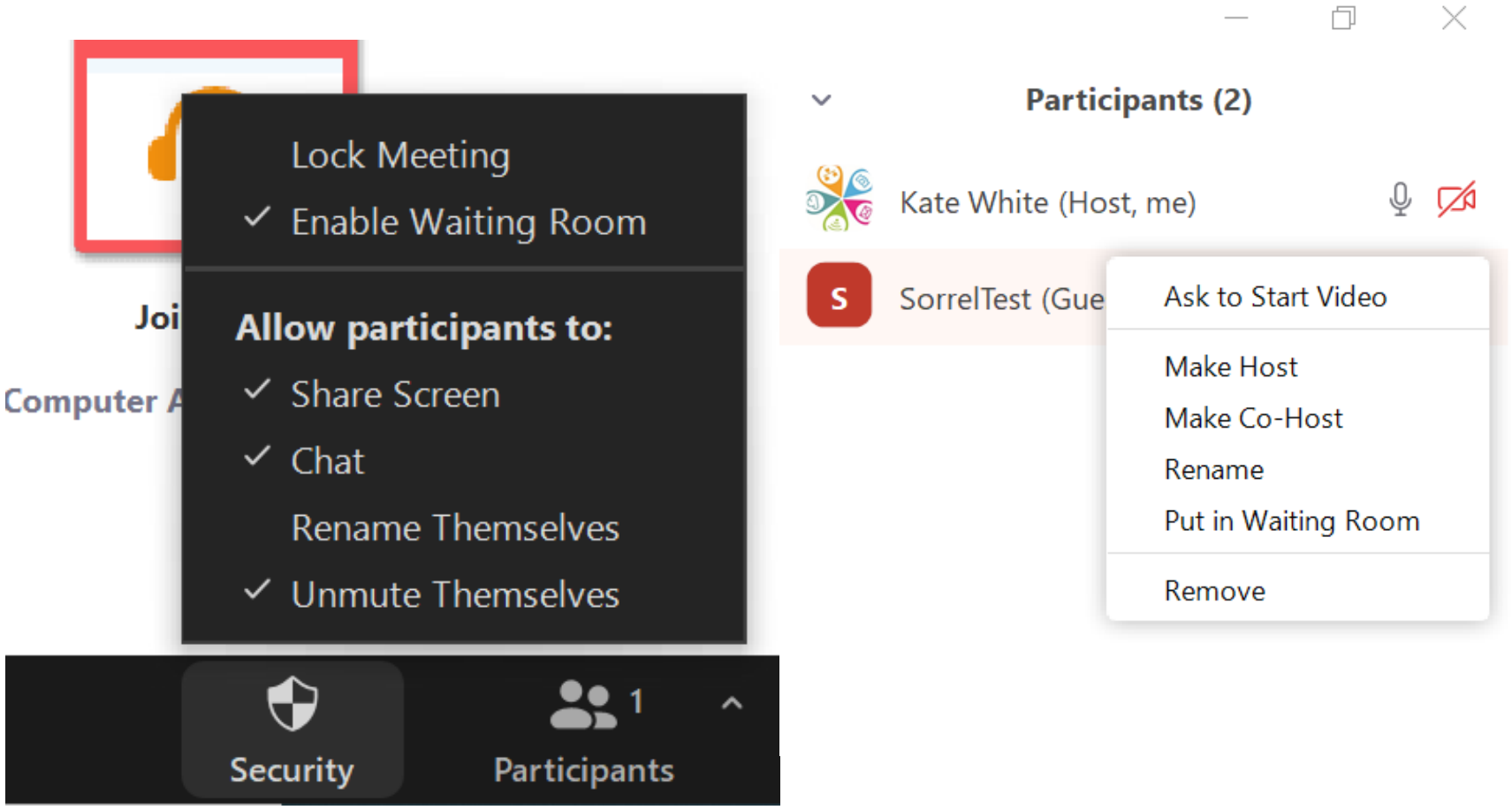
Zoom scheduling security

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



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

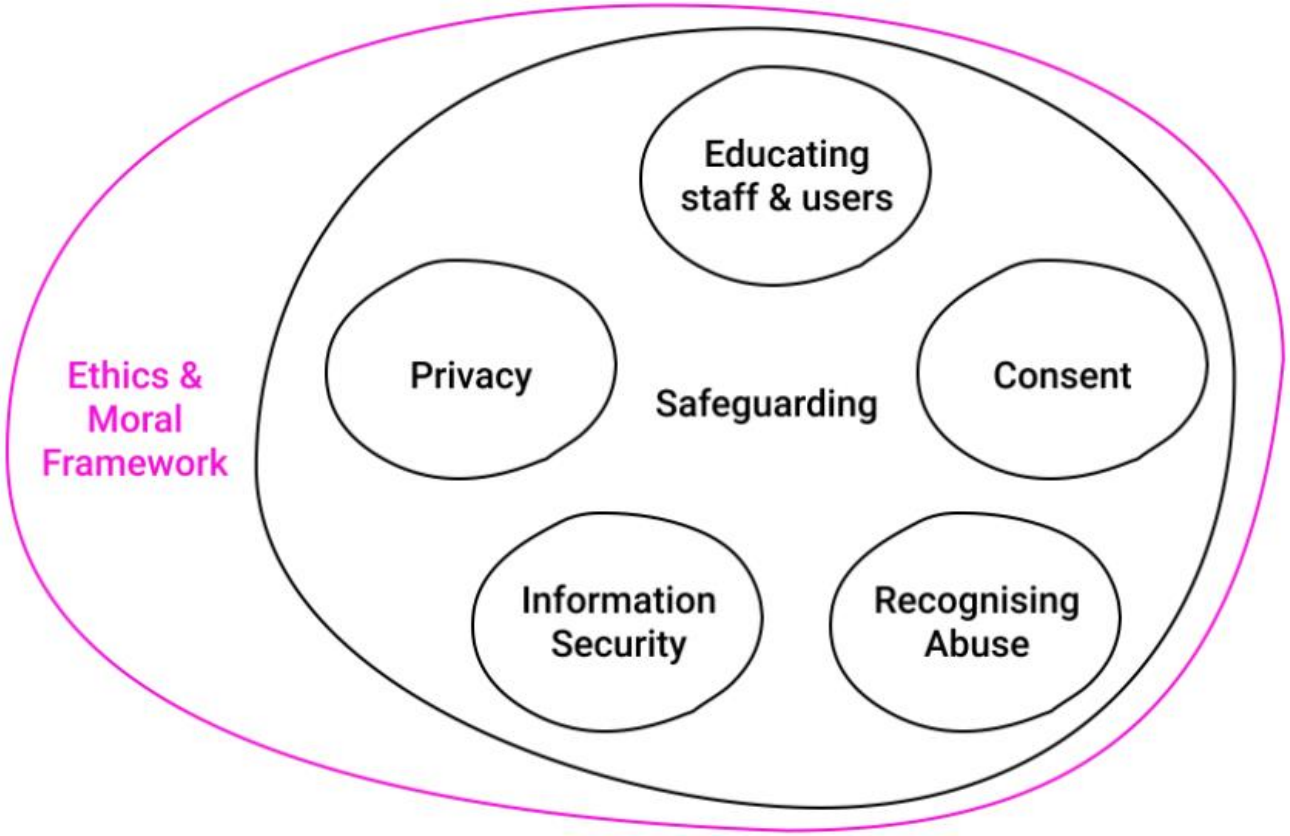
→

- ✓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

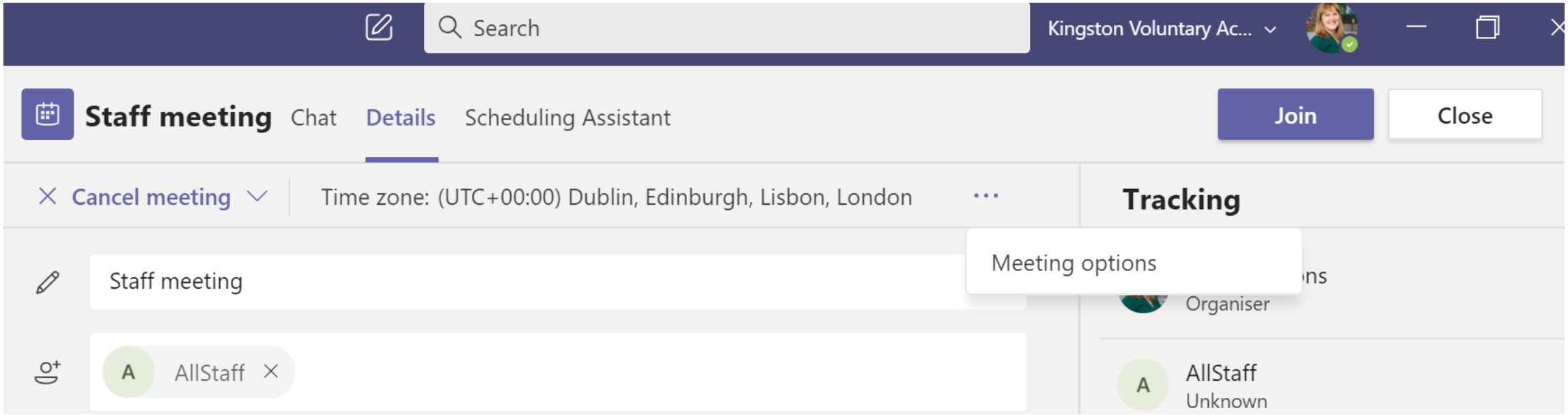
- ✓Activity & audience specific

- ✓Check out the DigiSafe resource a step-by-step digital safeguarding guide, for charities taking services online



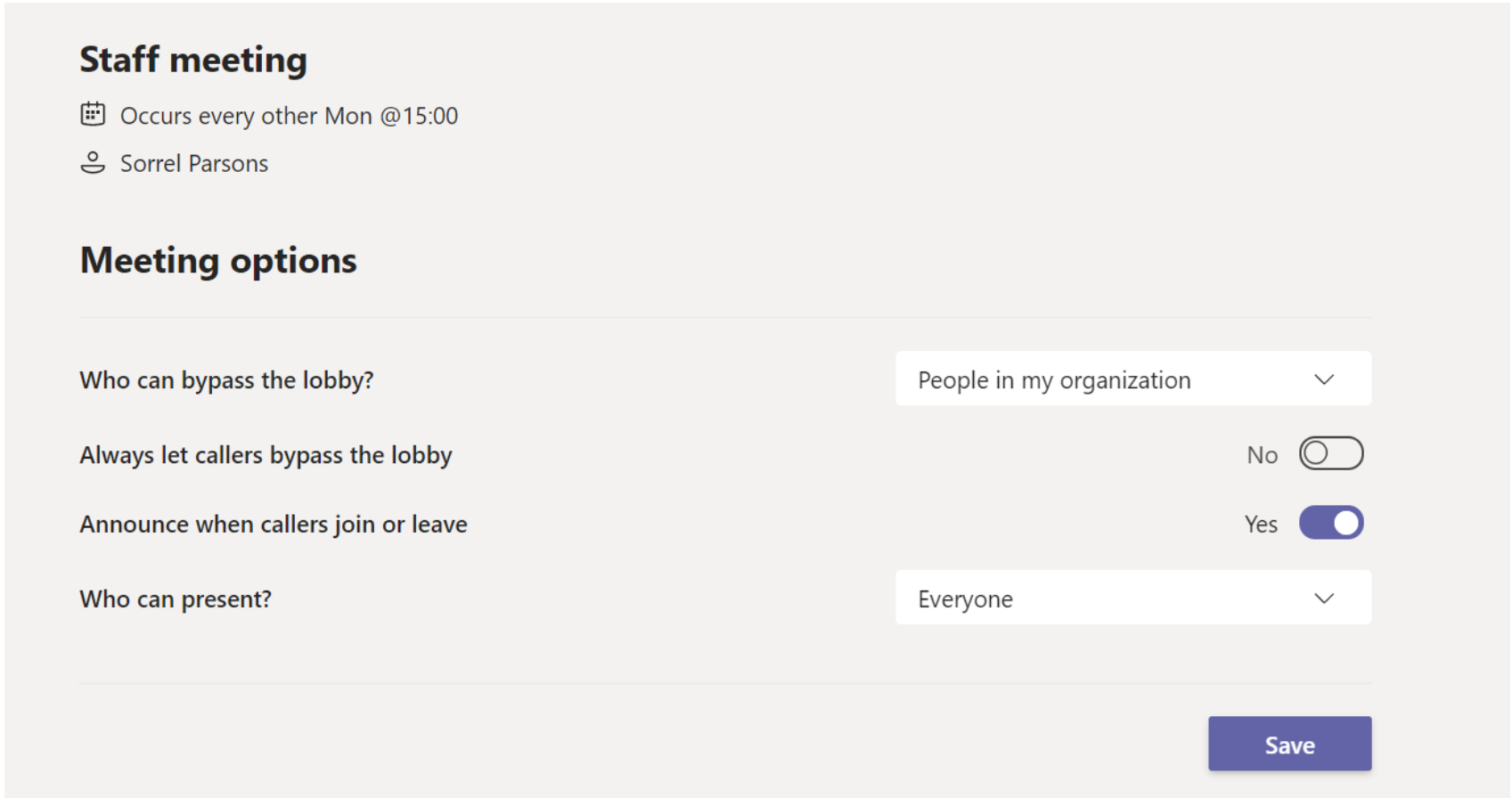
Your digital safeguarding landscape

Teams meeting options



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

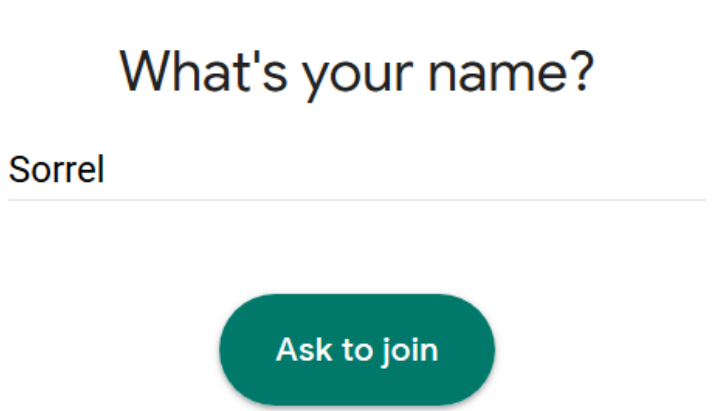
Teams meeting options

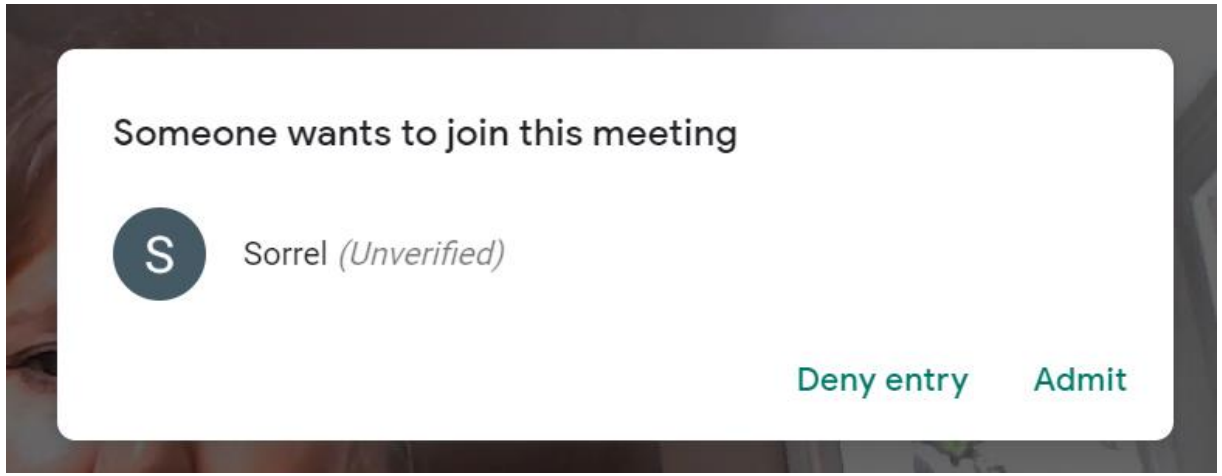


- ✓Staff can bypass the lobby or you can set it for 'Only me'
- ✓This is where you can control who can present
- ✓Don't forget to save!

Google Meet

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





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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