Welcome!

2021 BEST/VTmtss Summer Institute Presenter & Liaison Orientation

Here Comes the Sun: Celebrating and Strengthening Resilience for ALL!

Introductions

Prompt: Staff Photo

Schedule at a Glance

Virtual BEST/VTmtss Summer Institute 2021

Monday 6/21	Tuesday 6/22	Wednesday 6/23	Thursday 6/24
8:30 – 9:00 Technology Check-in and Morning Announcements	8:15 – 8:30 Technology Check-in and Morning Announcements	8:00 – 8:15 Technology Check-in and Morning Announcements	8:00 – 8:15 Technology Check-in and Morning Announcements
9:00 – 10:00 Keynote: Elena Aguilar	8:30 – 9:45 Keynote: Cornelius Minor	8:15 – 9:45 Workshops	8:15-8:45 Closing Keynote: Joelle van Lent
10:15 – 12:30 Strand Time	10:00 – 12:30 Strand Time	10:00 – 12:30 Strand Time	9:00 – 12:00 Strand Time
Lunch on Your Own	*Lunch on Your Own*	*Lunch on Your Own*	*Lunch on Your Own*
*Team Time (using Team's choice of virtual platform)	*Team Time (using Team's choice of virtual platform)	*Team Time (using Team's choice of virtual platform)	*Team Time (using Team's choice of virtual platform)

All materials can be found here: https://www.pbisvermont.org/training-resources/best-mtss-summer-institute/

Special Activities

- **Goosechase**
  - Virtual scavenger hunt on your own time

- **Networking**
  - Join small groups of others in your role and connect
  - Tuesday, June 22: 3:00 – 4:30 PM

- **Trivia**
  - Play alone or join your school as a team to answer fun trivia questions
  - Wednesday, June 24: 7:00 – 8:00 PM

Role of the Presenter

- Develop engaging content including clear objectives, norms/expectations, connection activities, agenda, breaks (break slides)
- Send materials to Anne ASAP; try to limit number of documents
- Connect with liaison to divide tasks
- Join room 15 minutes early
- Greet participants
- Seek support from liaison
- If strand presenter, be available for topic-based consulting (team leaders will email you to schedule a time)

Role of the Liaison

- Connect with presenter to divide tasks
- Manage Zoom account with link for all strand participants to join at designated time (join room 20 minutes early with correct email address)
- Make presenter co-host
- Greet participants and help orient them to the technology
- Provide technical assistance to participants
- Manage recording (pause during breakouts), chat box, breakout rooms, polls
- Take photos?
- Play timekeeper – give presenter a 10 min. and 5 min. warning
- Seek further support from designated person when needed

Role of the Resource Consultant

- Meet with up to 5 assigned teams (you'll get an email next week) for brief time based on team's meeting schedule
  - Take attendance
  - Answer Institute questions or bring team questions back to Institute staff meetings
  - Get feedback about how things are going and bring back to Institute staff meetings
  - Share materials and information from Institute staff

- Attend daily afternoon meeting to review Institute issues and receive important updates. Monday's meeting: 3:30

- FYI: Graduate Course – Winnie Looby (winnie.looby@uvm.edu)

Activity Schedules

- One per strand
- One per workshop
- Use to organize flow
- Let Liaison know what to expect

Activity Schedule

SCHEDULE TAB:

- Basic information at the top

- Contact information

- Zoom Link

- Slide activity listings

	A	B	C	D	E	F	G	H
1	**STRAND**	**Strand B - VTPBIS Targeted Training**			**DATES:**	**June 21 - 24, 2021**		
2	Presenter(s):	*NAME*		*CELL*		*EMAIL*		
3		Rebecca Lallier				rebecca.lallier@gmail.com		
4		Cortney Keene				cortneykeene@keeneperspectives.com		
5	Tech Liaison:	Christina Whitehead		678-361-1100		christina@muse-productions.net		
6	Zoom Link:	https://us02web.zoom.us/j/81644189401?pwd=WEkxZTRBRFNPQ0JNSWpJemFqNIJ4dz09						
7	# of Slides:	Day 1:						
8		Day 2:						
9		Day 3:						
10		Day 4:						
11								
12	**Estimated Time OR**	**Slide #**	**Activity** *(choose from drop-down list)*	**Timer**	**# in Group** *(if random)*	**Room Close Countdown**	**Notes**	**Action Done By** *(Tech or Presenter)*
13	*9:20 AM*	*9*	*Breakout: Random*	*15 min*	*3-4*	*30 sec*	*Example*	
14								
15								
16								

+ ☰   Schedule ▾   ROS ▾   Attendee List ▾

Activity Schedule

ROS TAB:

- Run of Show

- Daily schedule including breaks

- Zoom account information – FOR TECH LIAISON ONLY

- List of schools attending

Activity Schedule

ATTENDEES LIST TAB:

- Use to check attendance

- If using random breakout groups (not by school), and repeating the same groups, log breakout room number

** *Not necessary if breakouts are by schools*

Zoom 101

General Technology Tips

- Things to consider:
  - Choose audio option (i.e. phone, computer mic, headset)
  - Test out options in advance
    - Do you have a backup plan (i.e. hot spot)? Hardwire internet?
    - Internet usage in your house
    - Permissions
    - Zoom test room: https://zoom.us/test

General Technology Tips
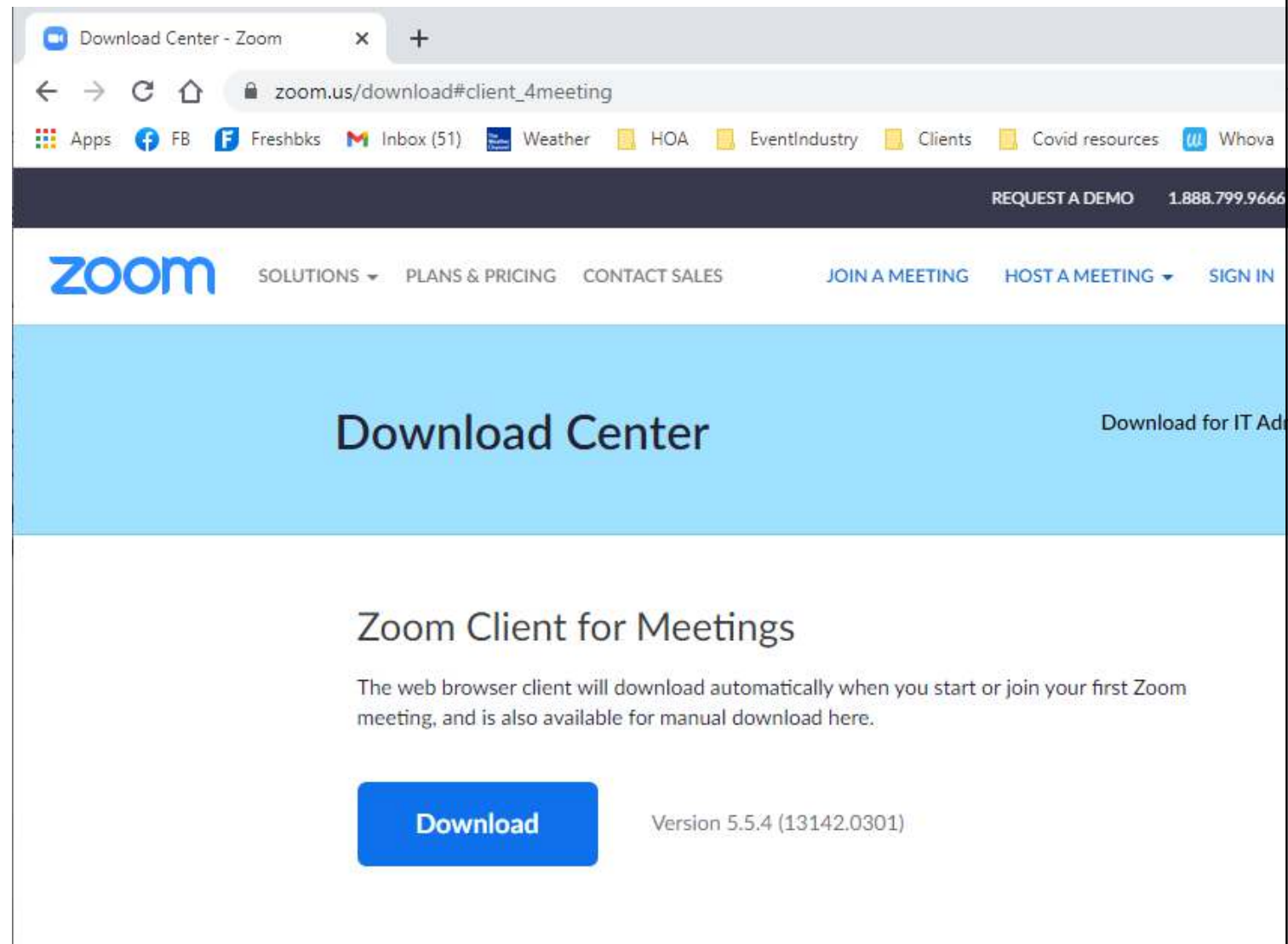
- Consider background, be mindful of jewelry/accessories
- Desktop organization:
  - Tabs open and in order
  - Slides
  - List of all links
  - Agenda
  - Facilitator guide
- "Do Not Disturb" for notifications/phone on silent

Zoom App

Download the Zoom app (program), instead of running Zoom through your browser: some functionality doesn't work with the browser version.

Open Zoom from the app (program).

http://www.zoom.us/download

Zoom App

Check for updates every day

Search

NN/g

Moderator - Christina   LICENSED

chr***@gmail.com

Add a Personal Note

⚙ Settings

● Available

◔ Away

⛔ Do not disturb   ›

My Profile

Try Top Features

Help   ›

Check for Updates

Switch to Portrait View

Switch Account

Sign Out
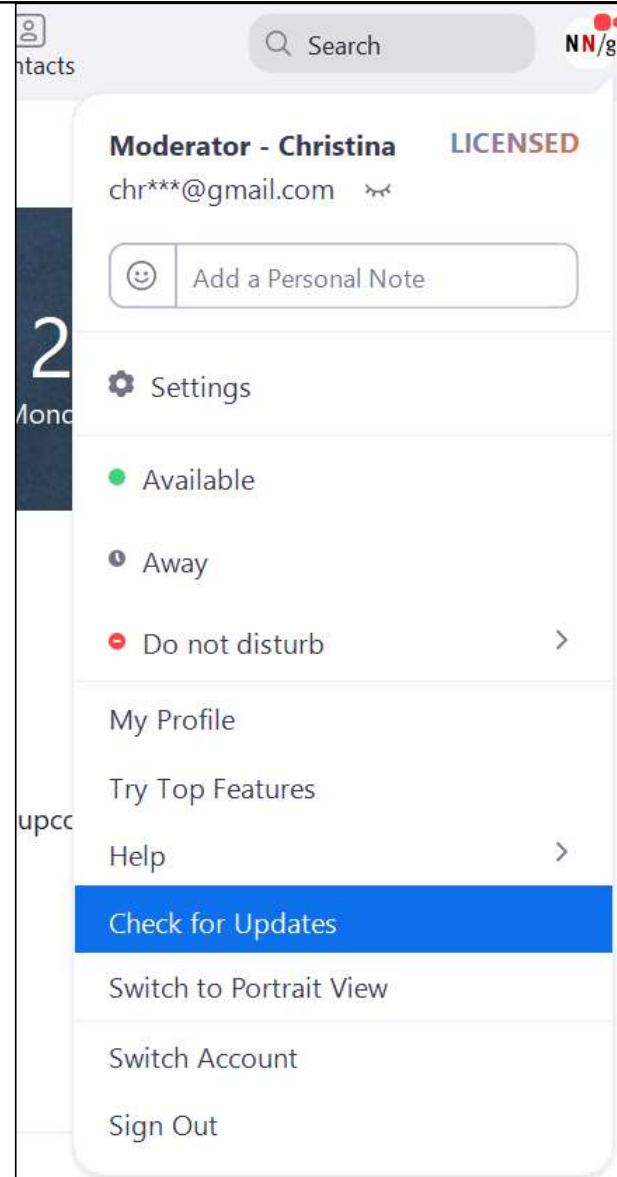
Zoom Settings

Go to "Settings"
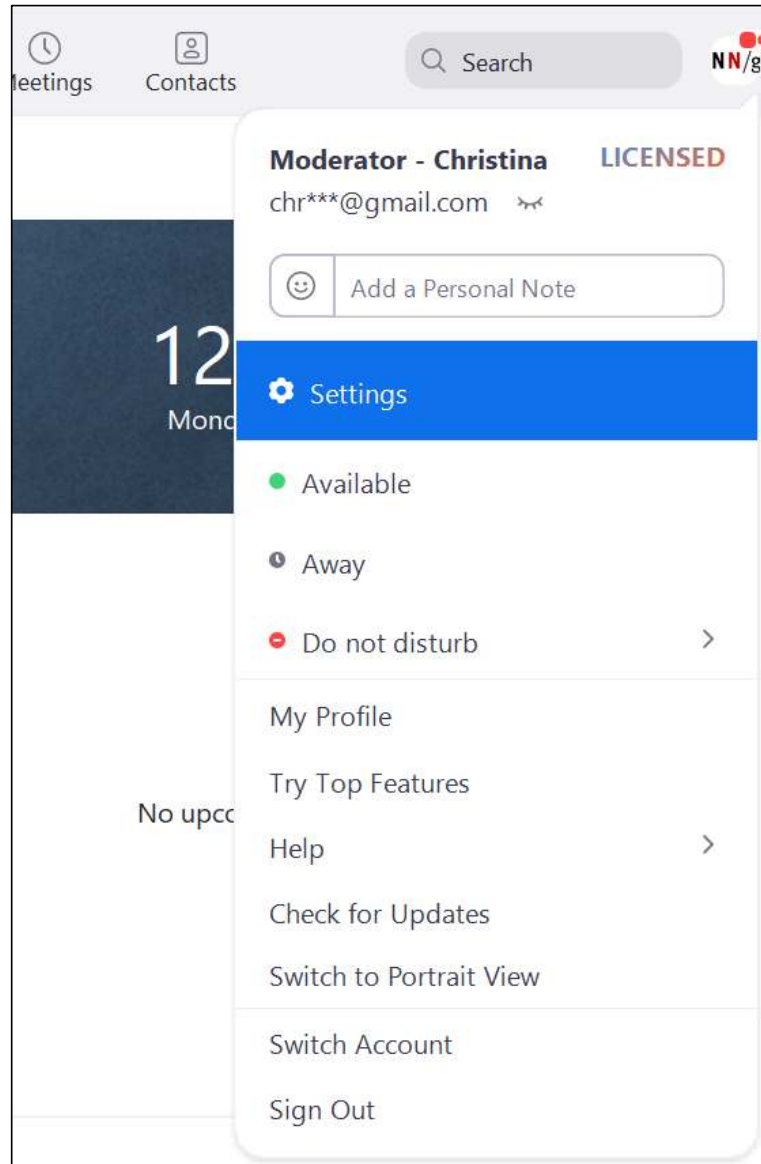
Video Settings

- Video Settings
- Check your camera device
- Adjust settings as necessary
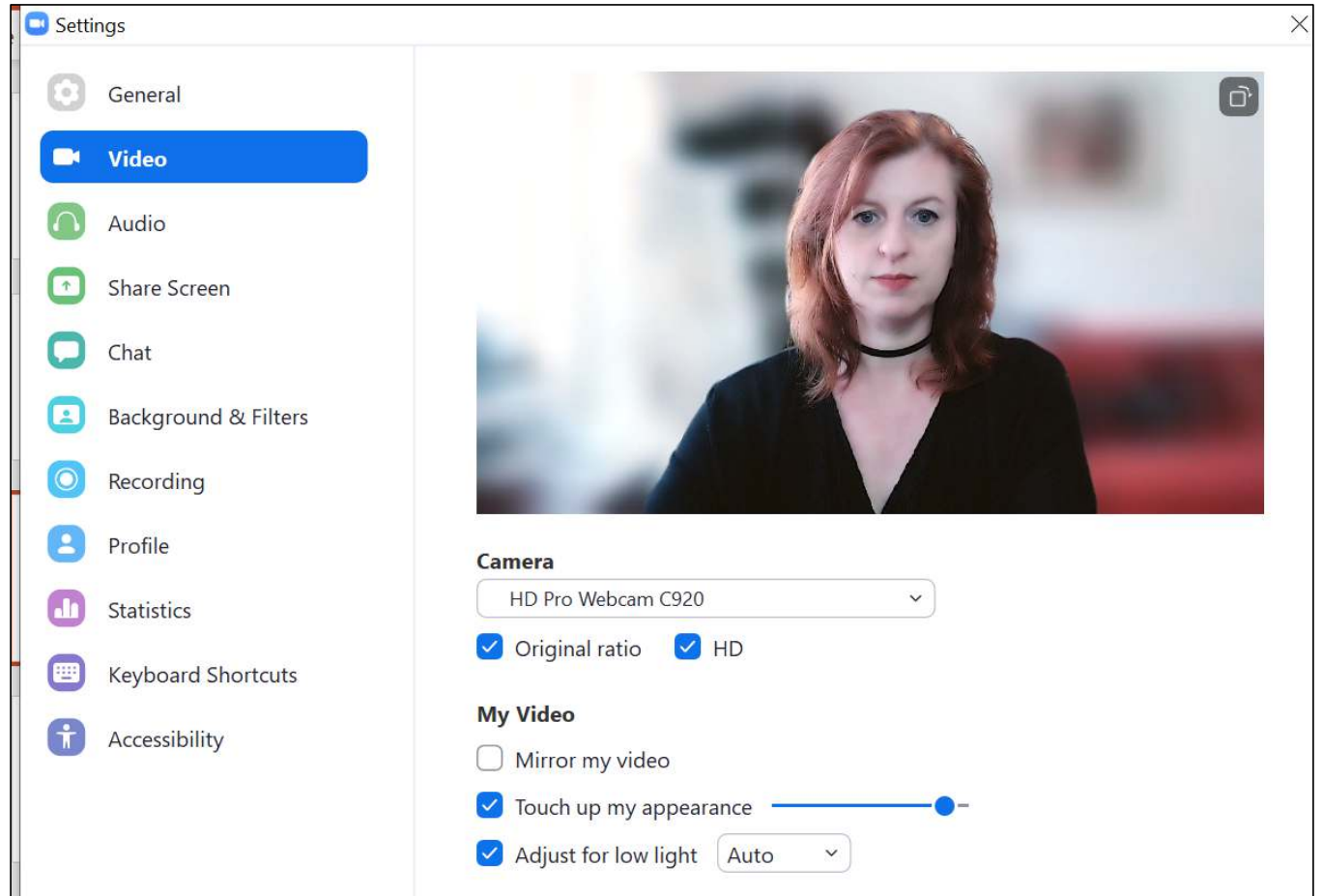
Virtual Background

- Backgrounds & Filters
- Upload background image (from your computer)
- Test image!
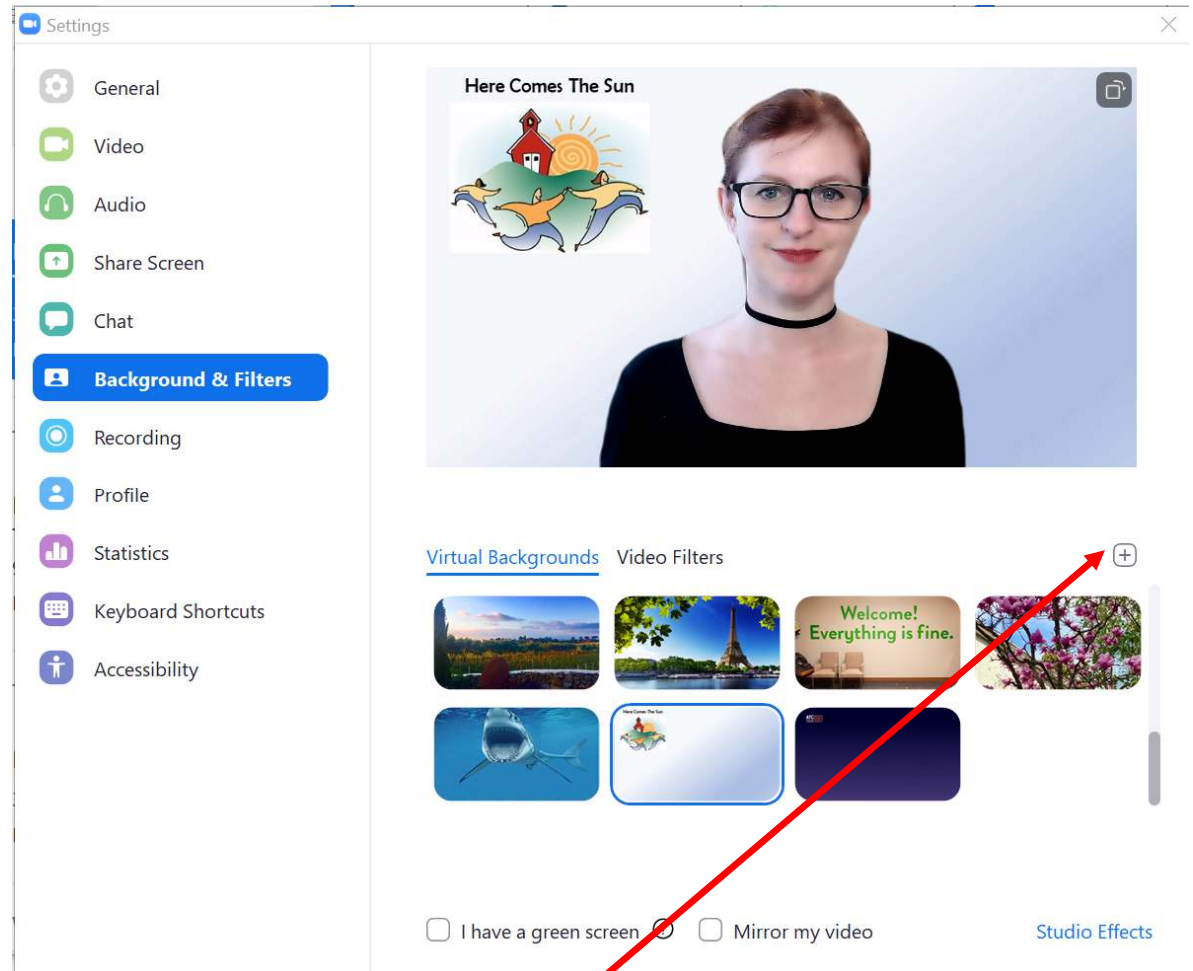
Audio Settings

- Audio Settings
- Check your speakers
- Check your microphone

Settings

- General
- Video
- **Audio**
- Share Screen
- Chat
- Background & Filters
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Speaker

[Test Speaker] Speakers (StarTech Audio) ⌄

Output Level:

Volume: 🔈 ———————●— 🔊

☐ Use separate audio device to play ringtone simultaneously

Microphone

[Test Mic] Microphone (USB PnP Audio Device) ⌄

Input Level:

Volume: 🔈 ———————●—— 🔊

☑ Automatically adjust microphone volume

Suppress background noise Learn more

◉ Auto

◯ Low (faint background noises)

◯ Medium (computer fan, pen taps)

◯ High (typing, dog barks)

Music and Professional Audio

☐ Show in-meeting option to "Turn On Original Sound" ⓘ

Accessibility Settings

Adjust Chat size for easier viewing

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Background & Filters
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- **Accessibility**

Closed Caption

Font Size: Small ———————————————— Large (14

Captions will look like this
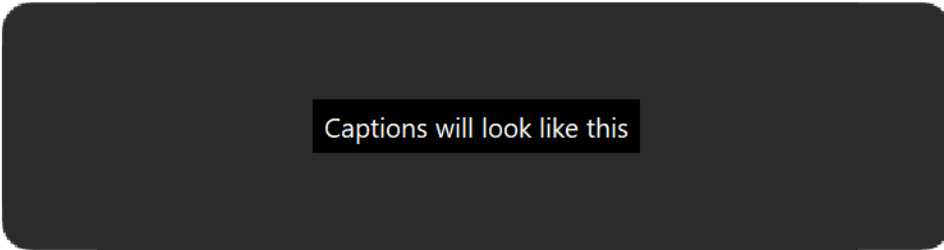
Chat Display Size (Ctrl+/-)

100% ▾

| 80% |
| 100% |
| 120% |
| **150%** |
| 180% |
| 200% |

Alerts   Restore Defaults

                                                                    Enable

...ived   ☑

...as Joined/Left Meeting (Host Only)   ☑

Participant Has Joined/Left Waiting Room (Host Only)   ☑

Audio Muted by Host   ☑

When You Log On for Tech Check

- Test your audio (mic and speakers)

- Check your video

- Run a speed test on your internet (speedtest.net)

- Rename yourself if necessary

- When ready for attendees to come in:
  - "Admit all" for attendees currently in waiting room
  - Disable "waiting room" by unchecking option at the bottom of the Participant Panel
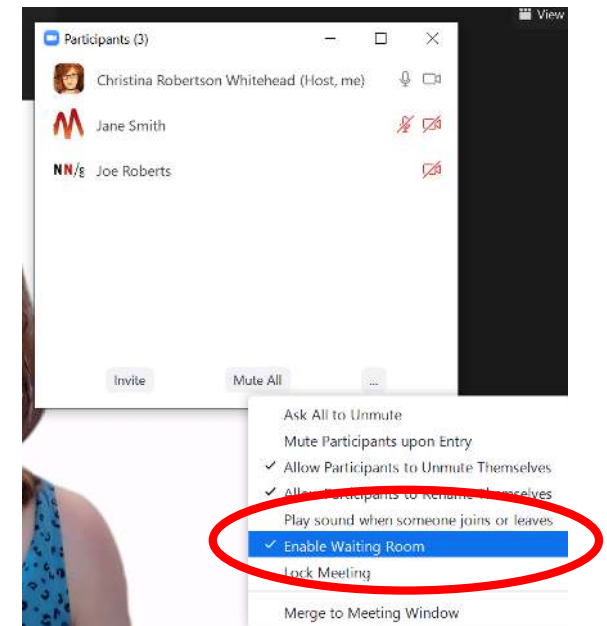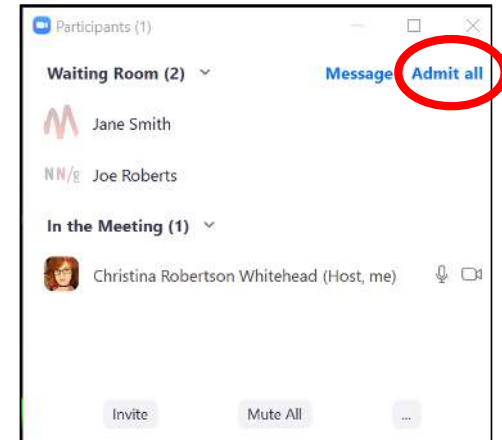
Host & Co-Host

- **Tech liaison should be designated as "Host"**
- Presenters should all be "Co-Hosts"
- Host can hover over the participant's name to designate "Co-Hosts"
- Both can:
  - Mute/unmute participants
  - Rename
  - Manage Waiting Room
- Host can:
  - Create Breakout Rooms
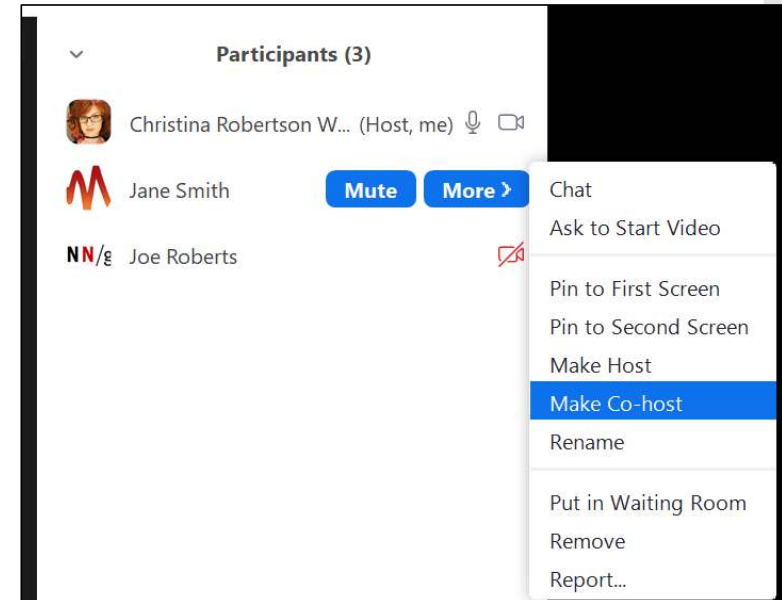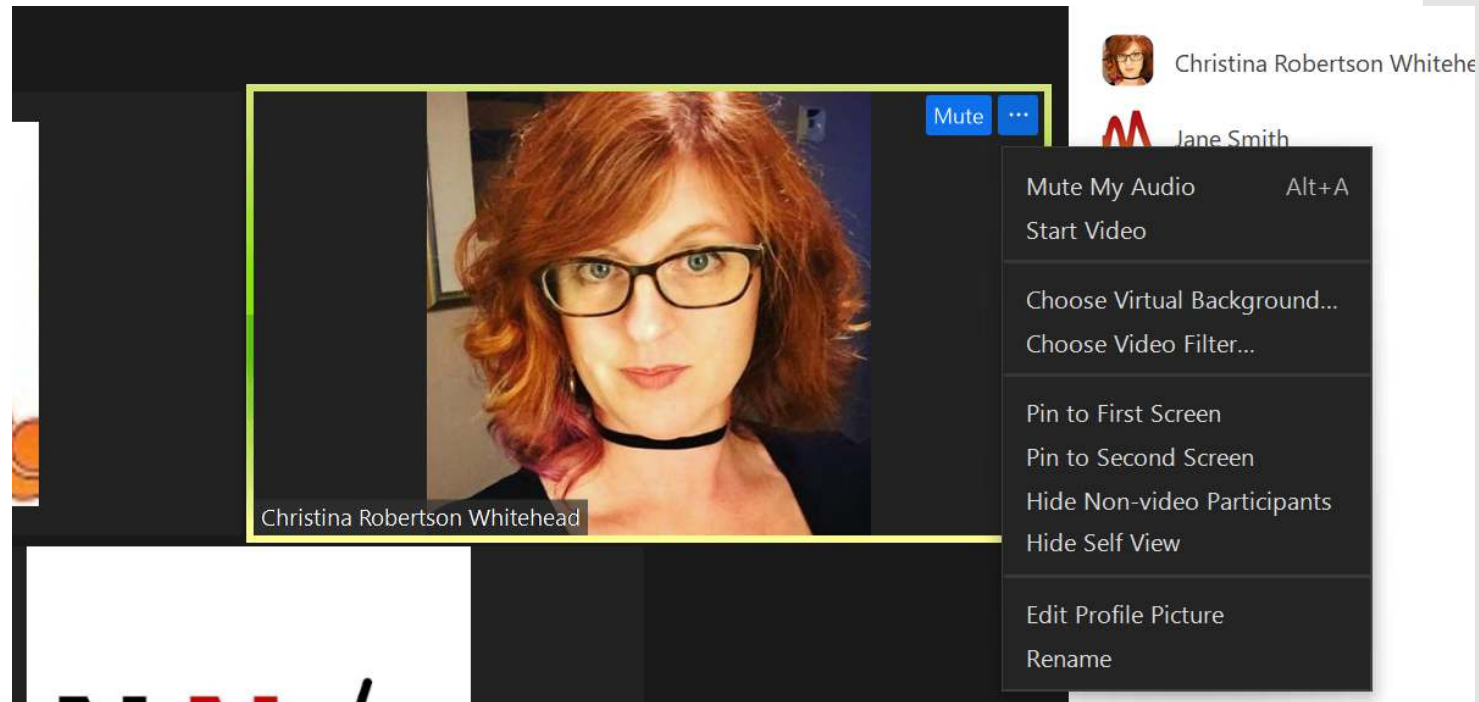
During the Zoom

Zoom Toolbar
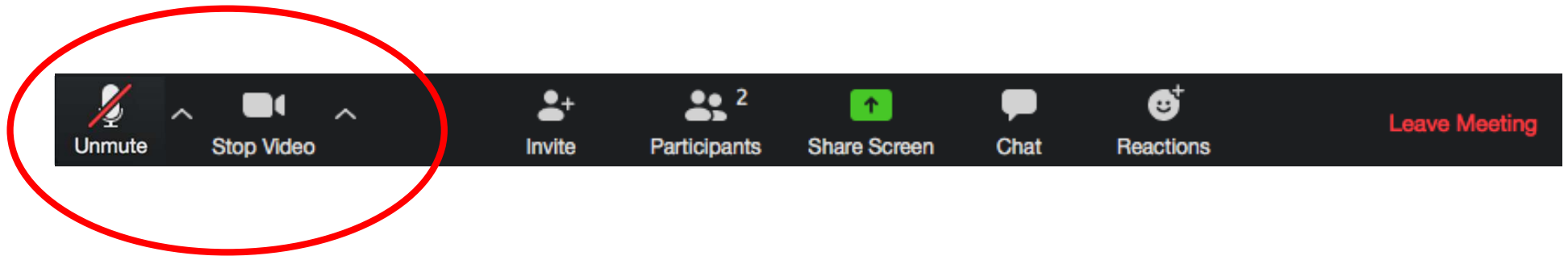
Turn your microphone and
camera on and off here

Participants Panel
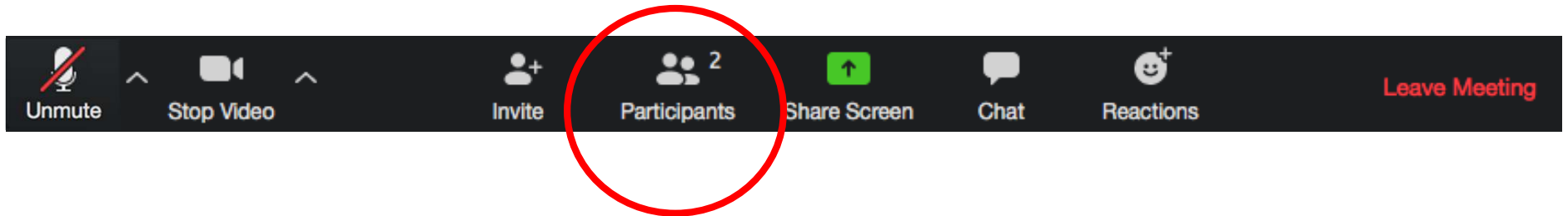
Open the Participants panel to see who is present.

Participant List

Request that participants rename to start with their school name.

Example:

Barre City – Jane Smith

- Host and Co-Hosts will show up first in list
- Rest of list will be in alpha order
- Shows if someone is muted, video on or off
- Hover over name to get options: (mute, unmute, make co-host, make host, rename, etc.)
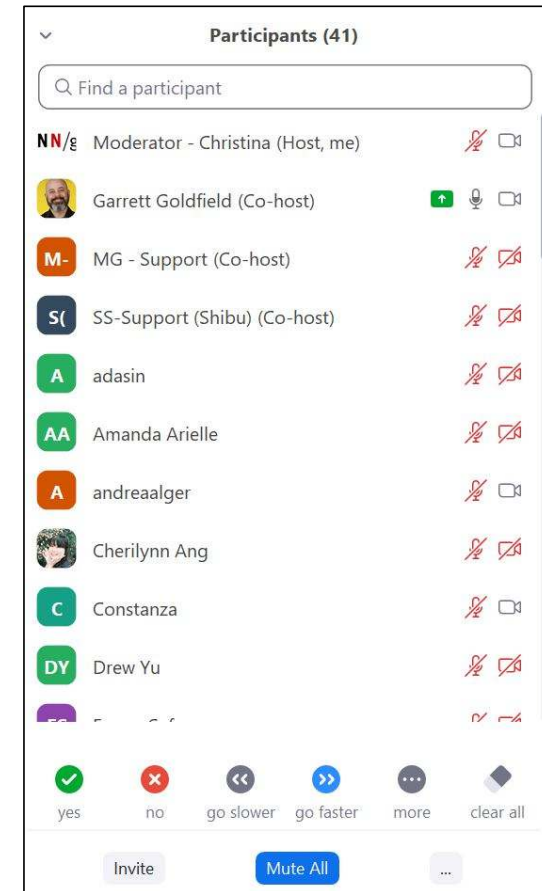
Chat

- Can post privately to someone – will have a red (Direct Message) after it

- Use to post links attendees might need

- Upload files (to everyone or just one person)

- Attendees only see chat messages that have been posted AFTER they join

- Links need to have http:// to be "hot"
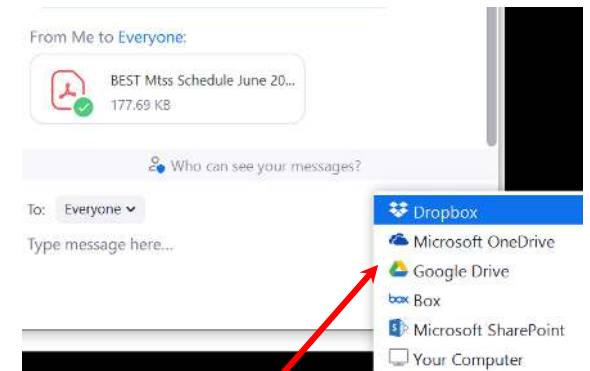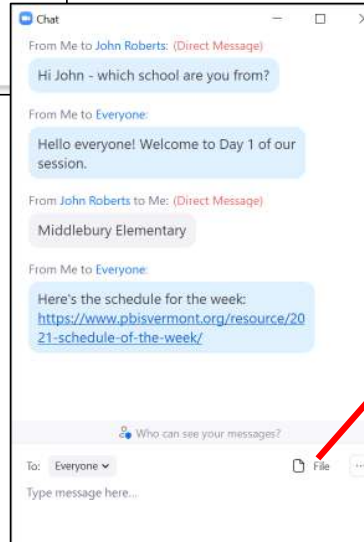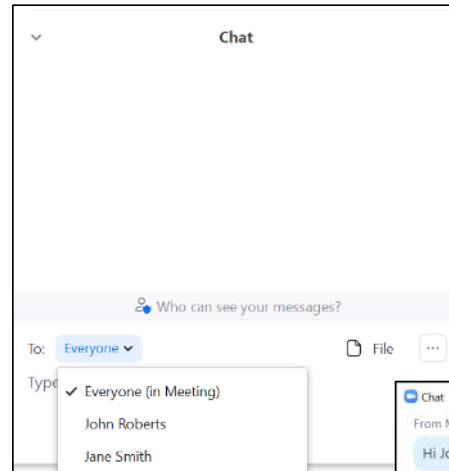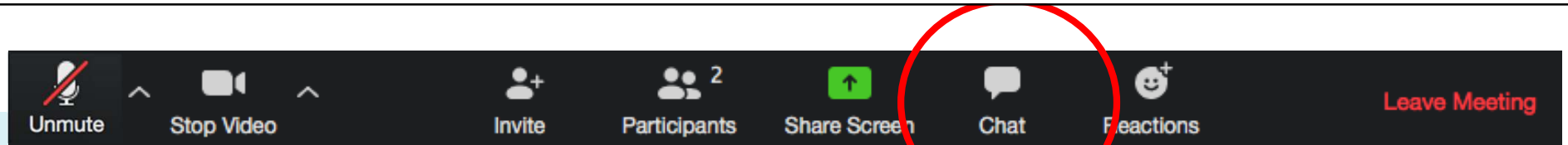
Reactions

- Host & Co-Host will see a summary of number of people who have selected each reaction.

- Host & Co-Host can clear reactions.

- Participants who raise their hands will jump to the top of the Participant List (and their Zoom window will pop to the top of the windows.)

Screen Sharing

**Make sure you clean up your desktop/browser tabs
**Ensure PPT is not minimized
**If you have multiple presenters…
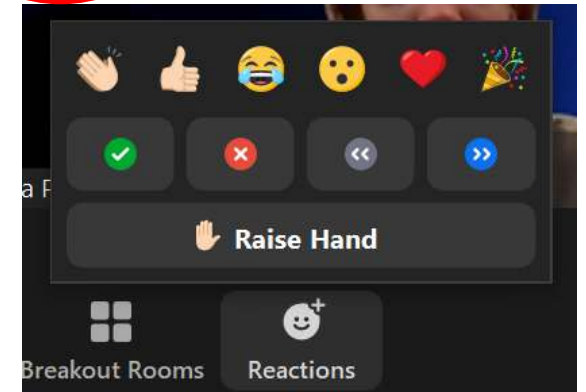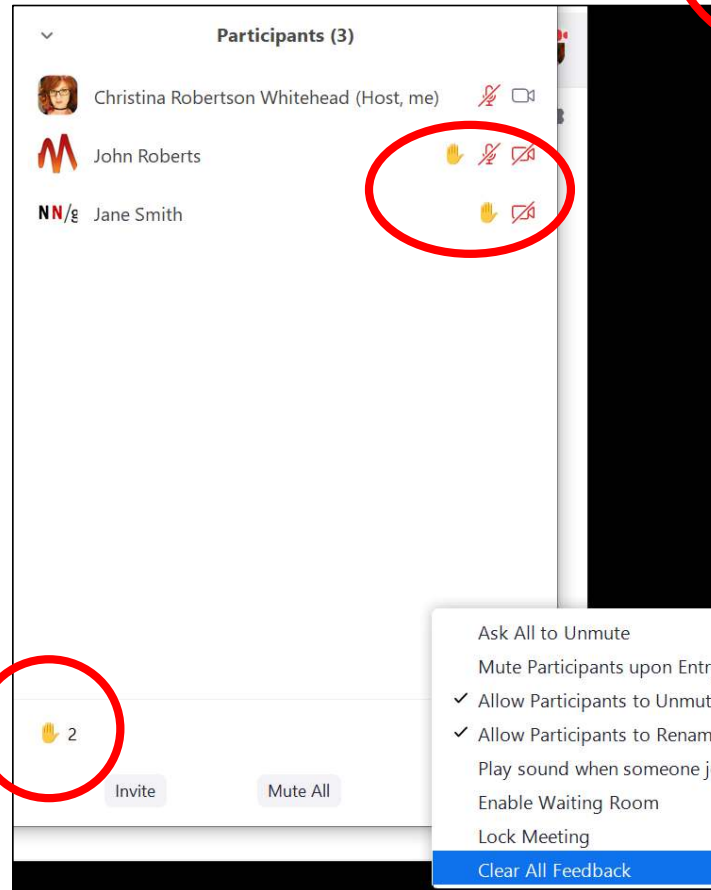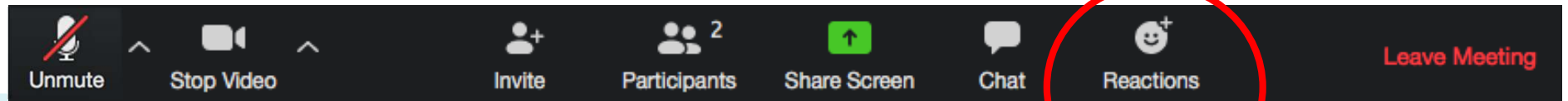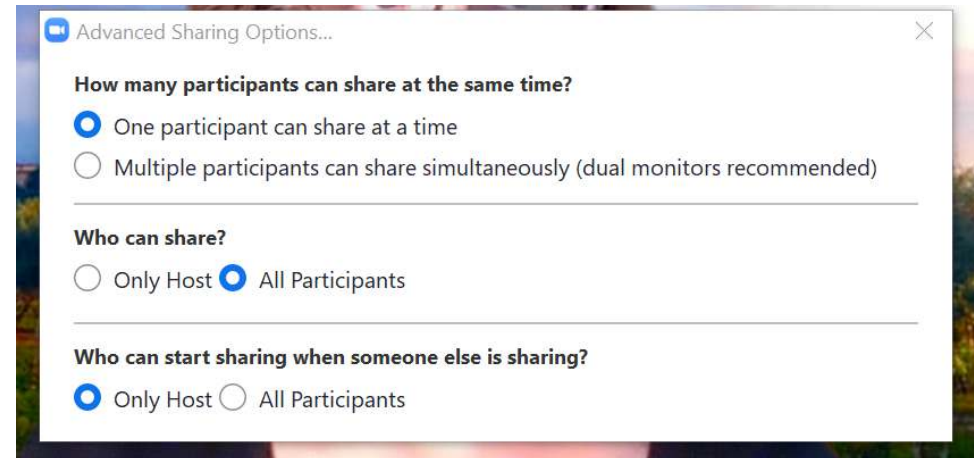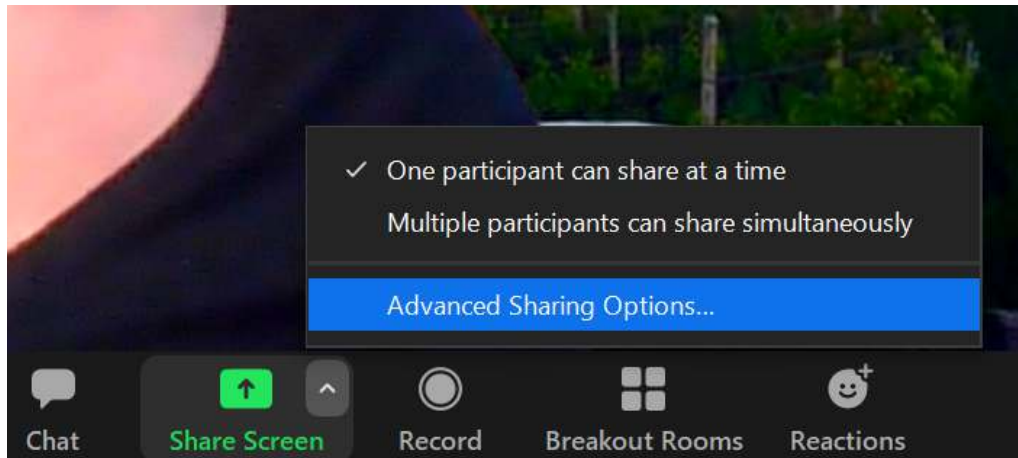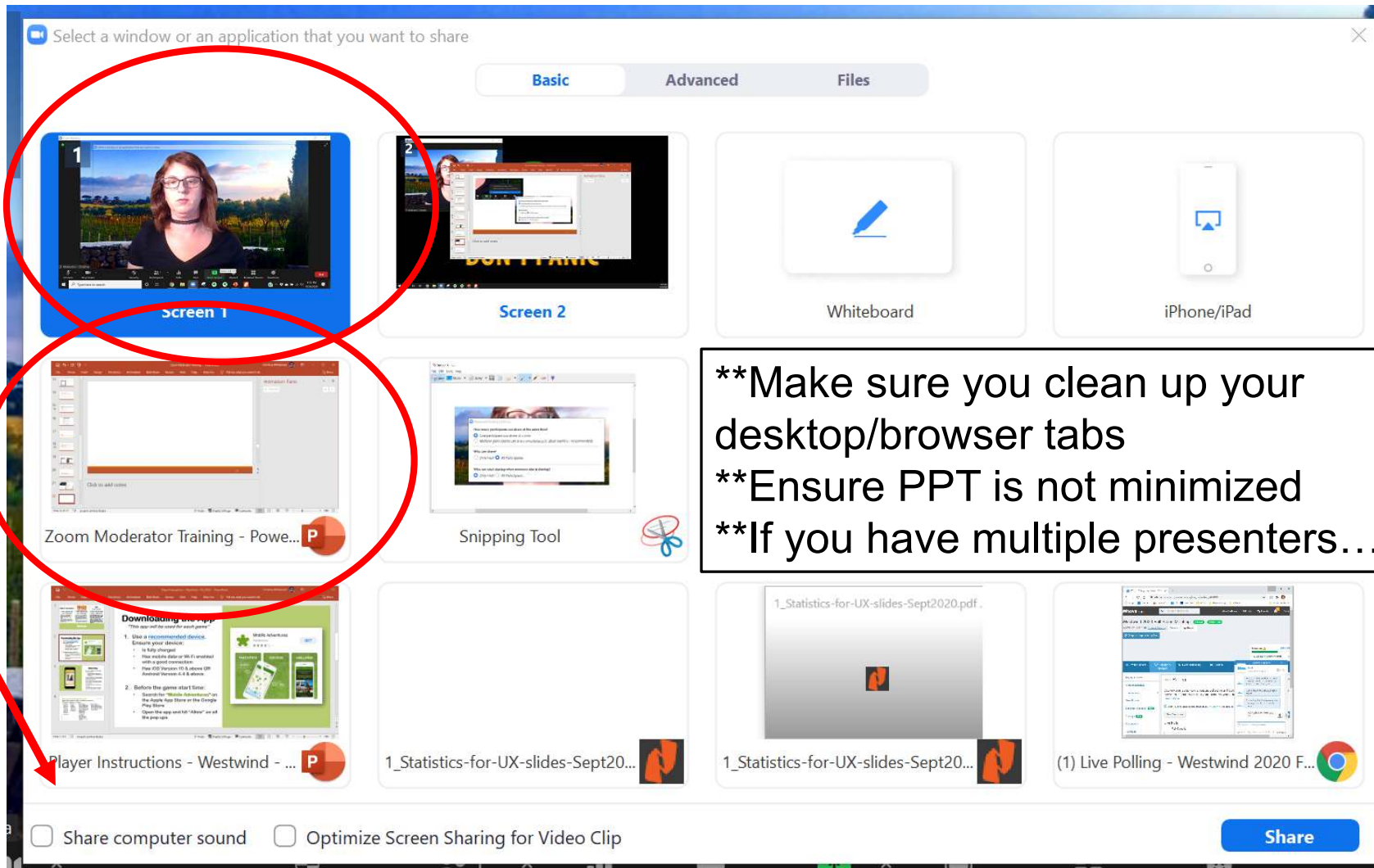
While Screen Sharing
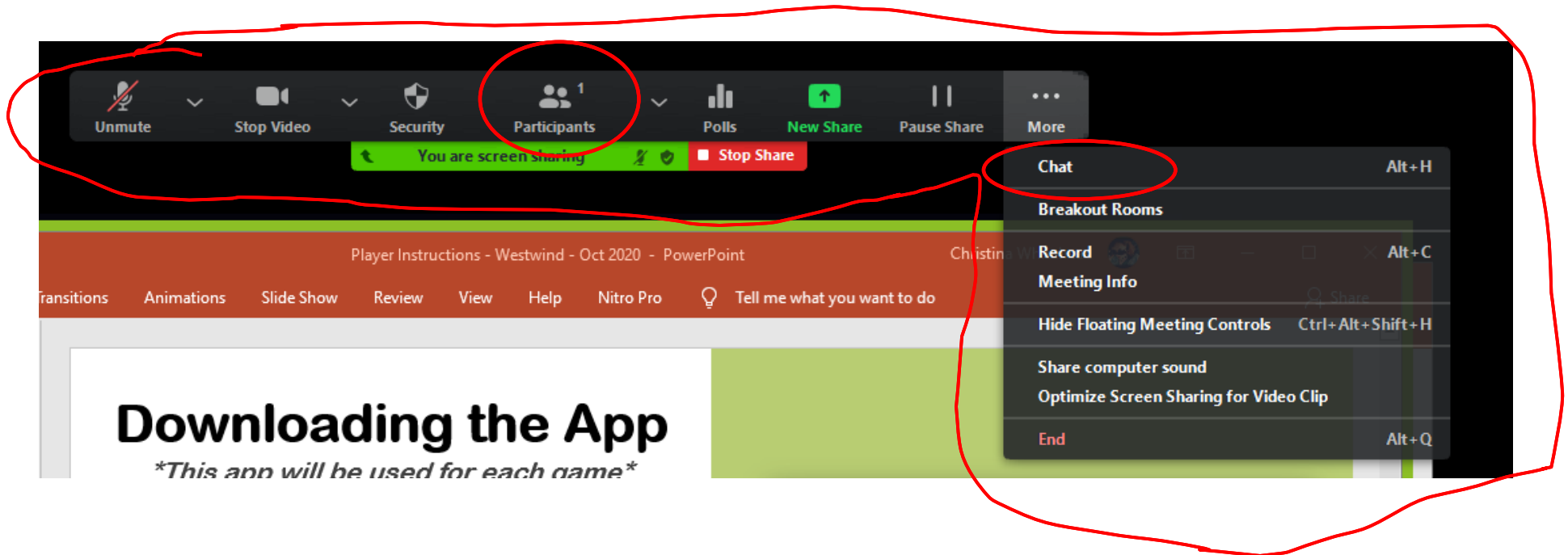
Breakout Rooms

- Warn when they're coming up
- Roles, protocols, connection
  - Ensure they'll know the "assignment" – shared screen won't show
  - Zoom Chat in breakout rooms will not be seen by people in main room, or host
  - Give return time

Polls

- Only the meeting creator can create polls!

- They must be created ahead of time

- Can be launched by Host or Co-Host

- Once most people have responded, click "end polling" and then "share results"

- Don't forget to stop sharing results when done

** Email Christina with poll details if you would like one set up for your strand/workshop

Polls

Polling 1: Mona Lisa

✓ Polling 1: Mona Lisa

Polling 2: Basketball Video

Polling 3: Memory of Letters

Polling 4: Memory of Words

Polling 5: Long Term Memory

Polling 6: Long Term Memory - Activation

Polling 7: Concept Review

Share Results   Re-launch Polling

Polls

Polling 1: Mona Lisa

Polling is closed   52 voted

1. Do you think Mona Lisa is smiling?

Yes   (35) 67%

No   (17) 33%

Share Results   Re-launch Polling
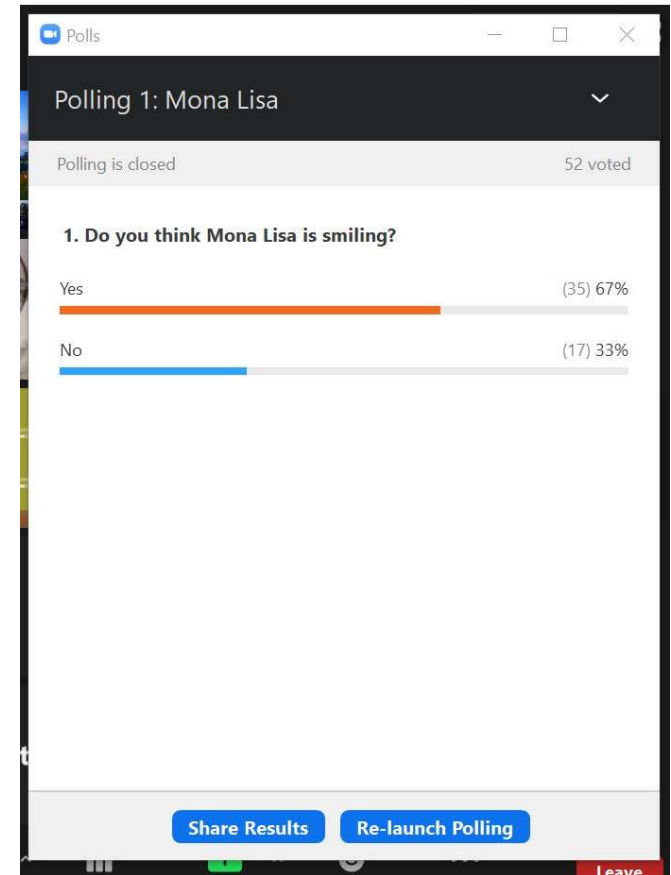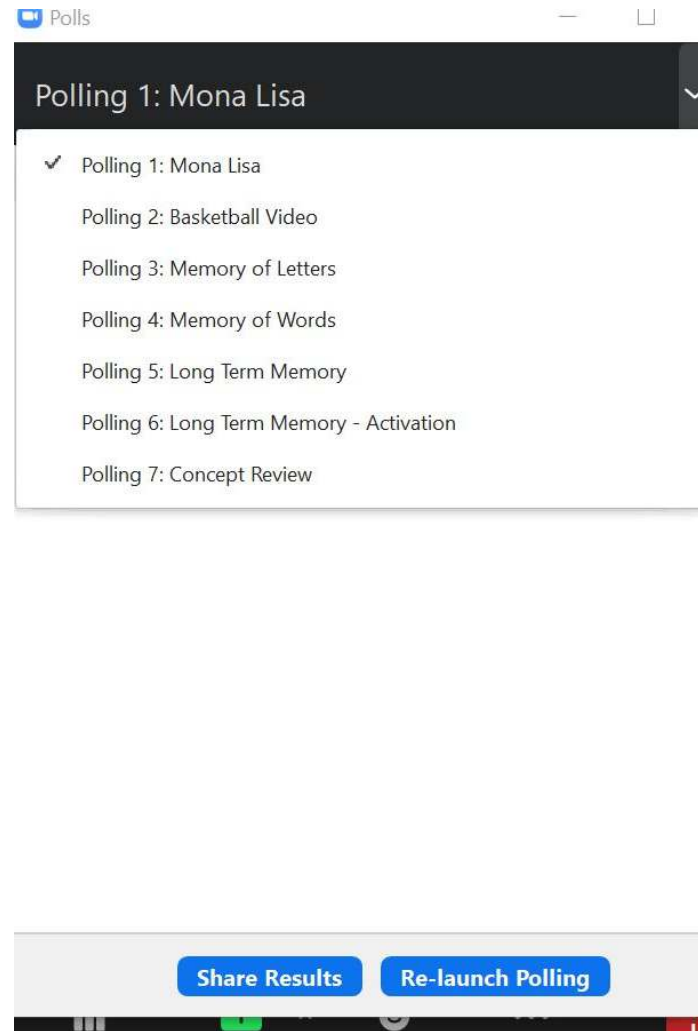
Liaison Training
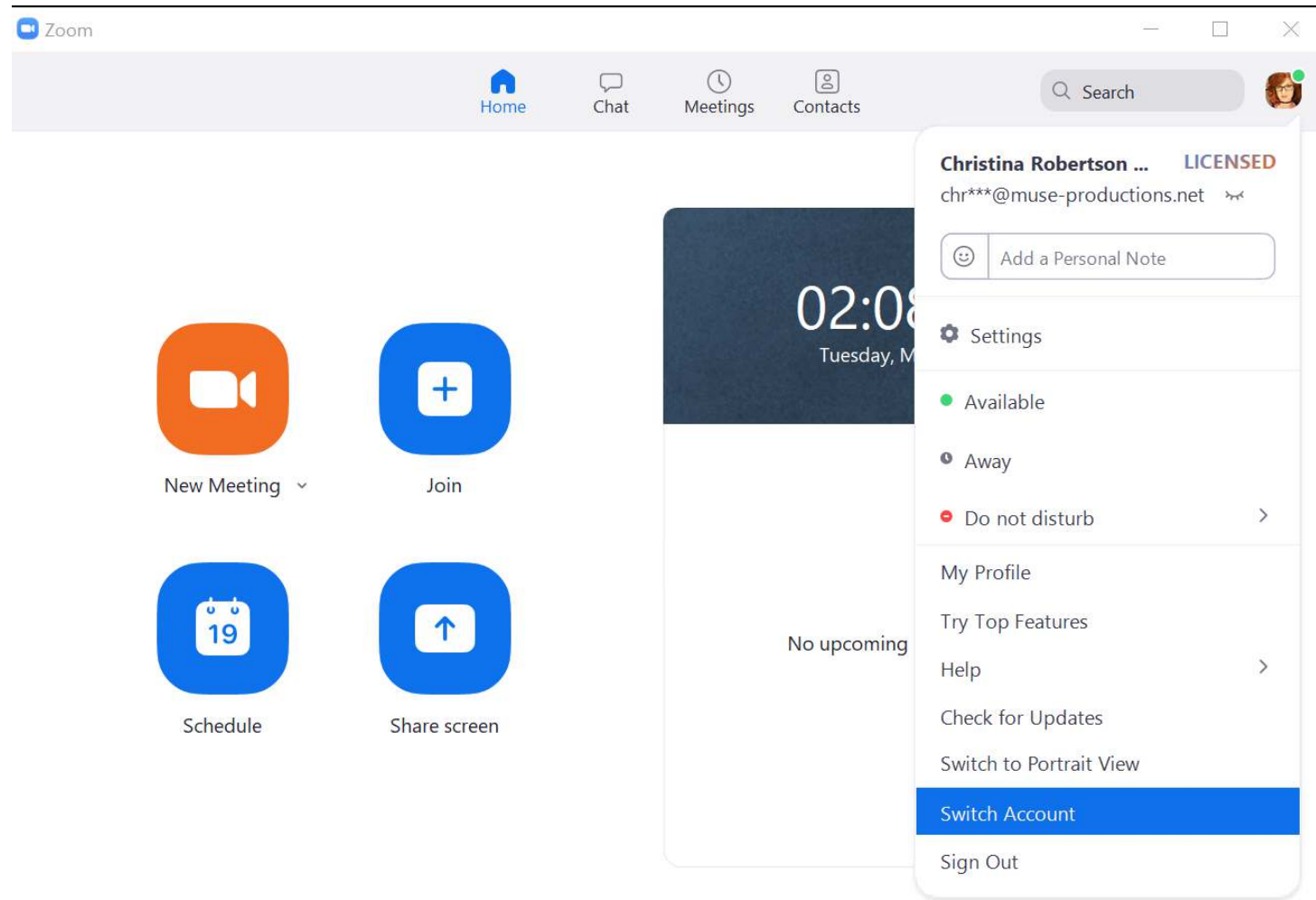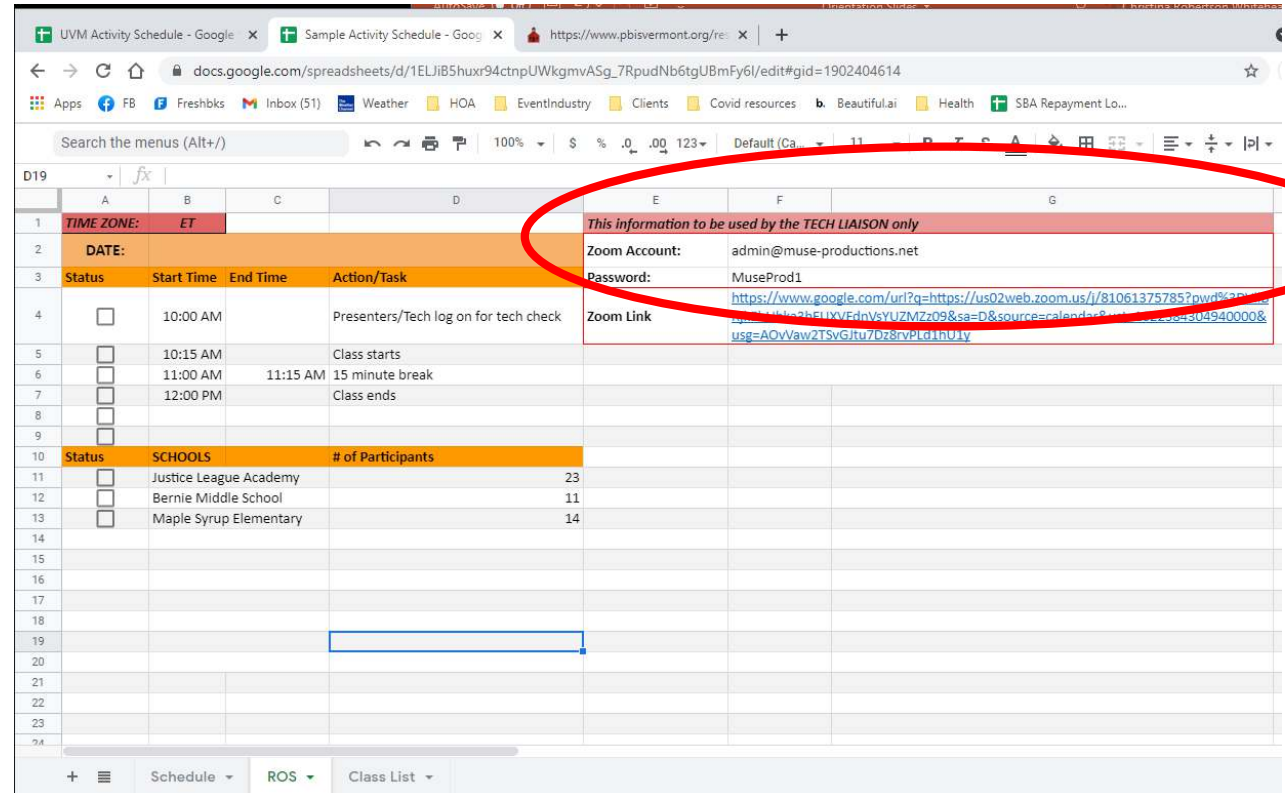
2. Get Zoom account information for your class

ROS tab

3. Log in with that Zoom account

4. If you are using the ZOOM APP:

You will see the scheduled events on the **Meetings** tab
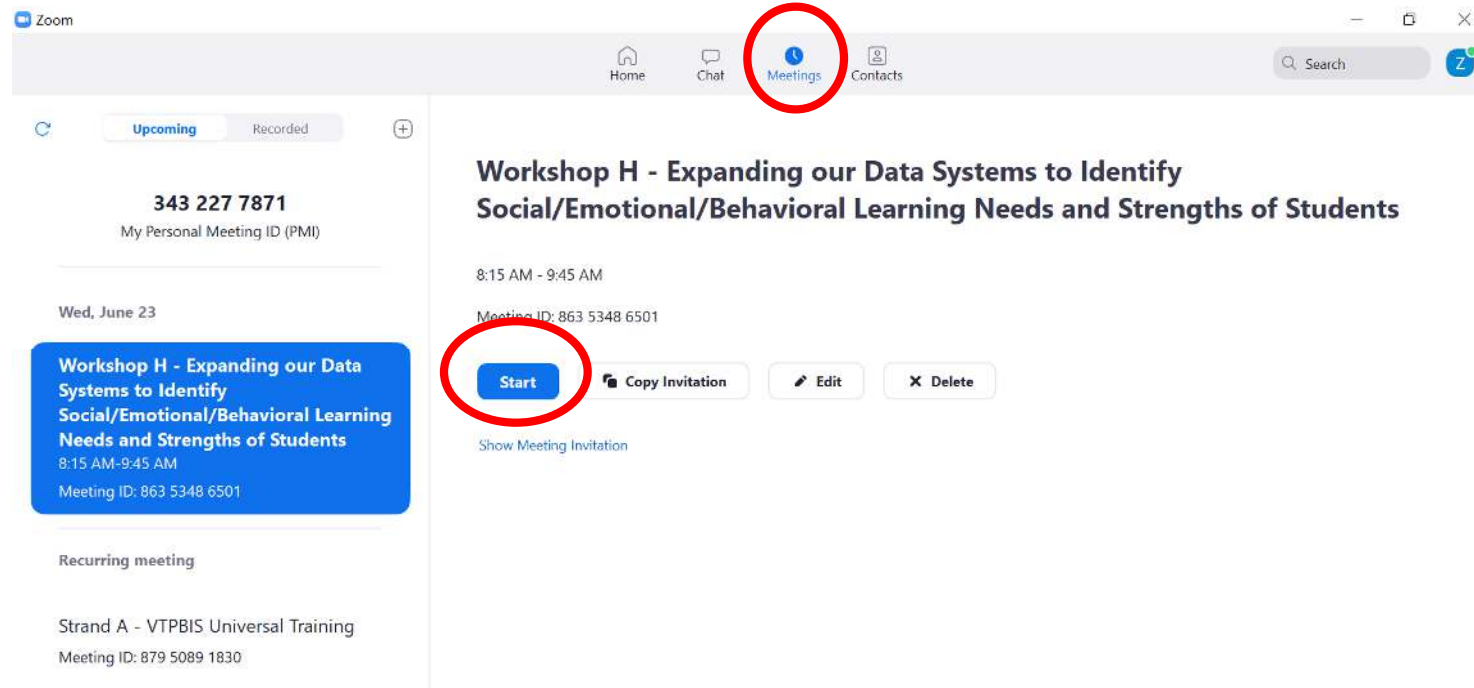
4. If you are NOT using the app:

Go back to ROS tab and click on Zoom link to launch strand/ workshop

	E	F	G
	This information to be used by the TECH LIAISON only		
	Zoom Account:	admin@muse-productions.net	
	Password:	MuseProd1	
for tech check	Zoom Link		https://www.google.com/url?q=https://us02web.zoom.us/j/81061375785?pwd%3DVllBRjk5bUhka3hEUXVFdnVsYUZMZz09&sa=D&source=calendar&ust=1622384304940000&usg=AOvVaw2TSvGJtu7Dz8rvPLd1hU1y

Recording
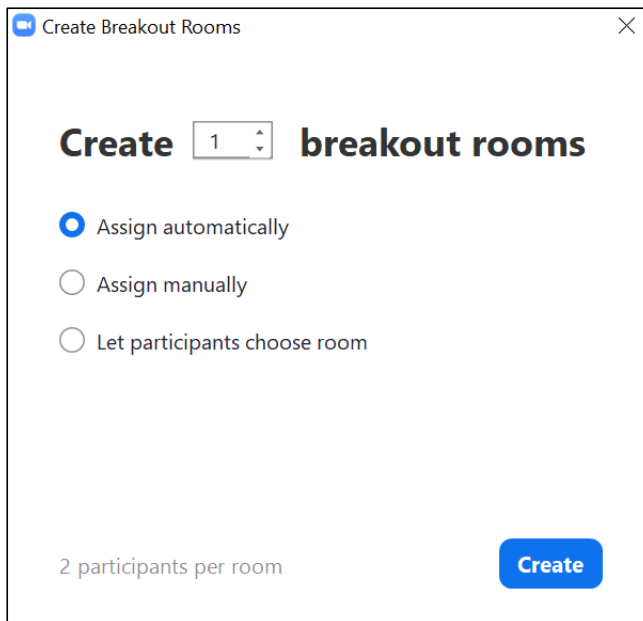
- Start recording once session begins – record to the Cloud
- Pause during breaks or breakout sessions
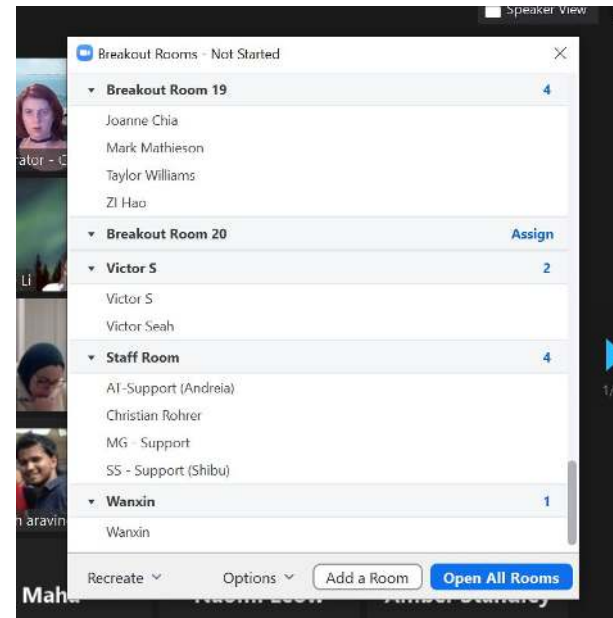- *But remember to UNpause!*
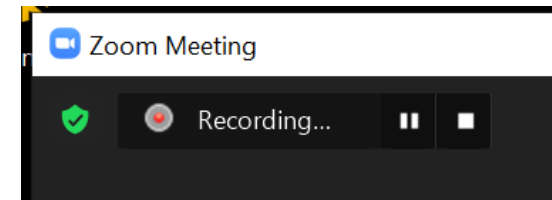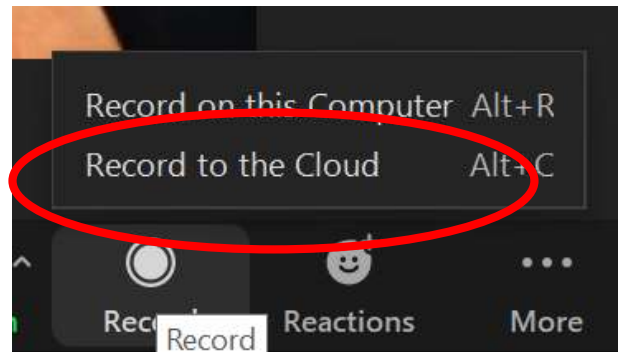
Breakout Rooms: Automatic

If you assign automatically, EVERYONE, including co-hosts, get assigned (but not the HOST)

Breakout Rooms: Manual

Create the number of rooms you want; you can rename them to the school name, if applicable.

Assign/Unassign

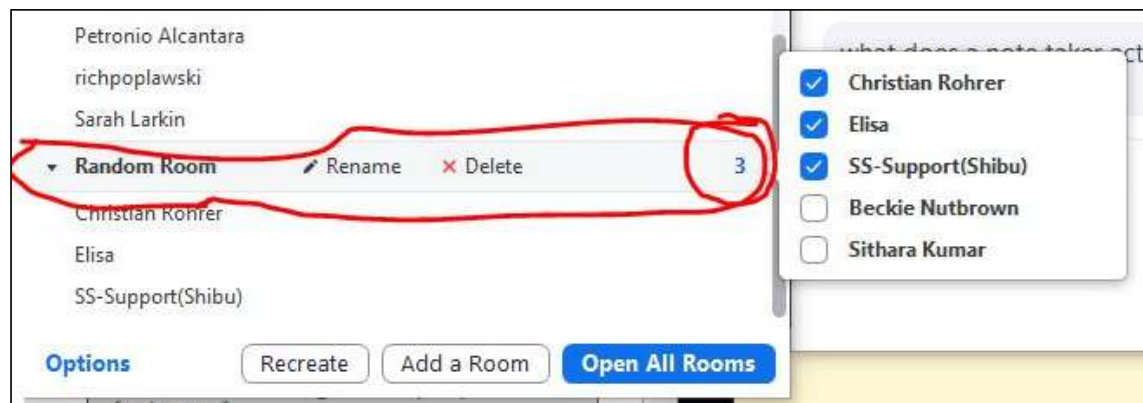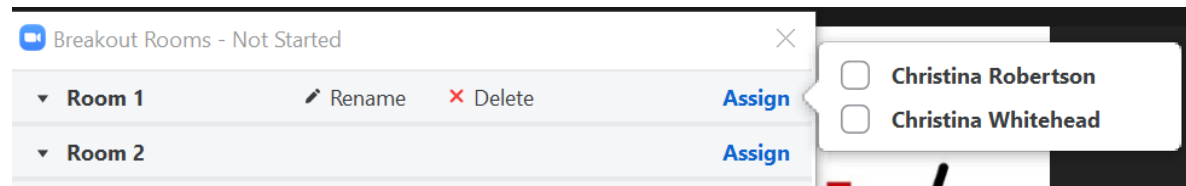- Click on "Assign" and check the names of the people you want in that room

- To Unassign people from a room, click on the number of people in the room and UNCHECK their names

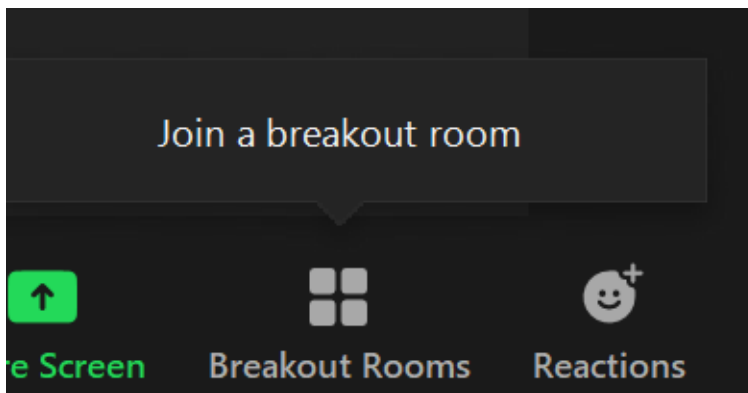# Let Participants Choose Breakout

Attendees will see the options and can click on "join":

Breakout Room Options

- Uncheck "automatically move assigned participants"

- Select time of breakouts if designated

- Check "Notify me when the time is up" to be able to extend the time of the room
  - NOTE: the timer will not extend, you will have to monitor the additional time manually

- ☑ Allow participants to choose room
- ☑ Allow participants to return to the main session at any time
- ❌ Automatically move all assigned participants into breakout rooms

- ☑ Breakout rooms close automatically after: [20] minutes
  - ☑ Notify me when the time is up
- ☑ Countdown after closing breakout room
  - Set countdown timer: [60 ▾] seconds

Options   Recreate   Add a Ro

Close breakout room ✕

Time is up for the 1 minutes Breakout Room. Do you want to close all Breakout Rooms now?

Close now   Keep breakout rooms open

Breakout Rooms - In Progress ✕

- ▾ Friends   Joined
  - ● Moderator - Christina
- ▾ Scrubs   0
- ▾ Golden Girls   0
- ▾ Growing Pains   0
- ▾ How I Met Your Mother 0
- ▾ MASH   0
- ▾ Law & Order   0
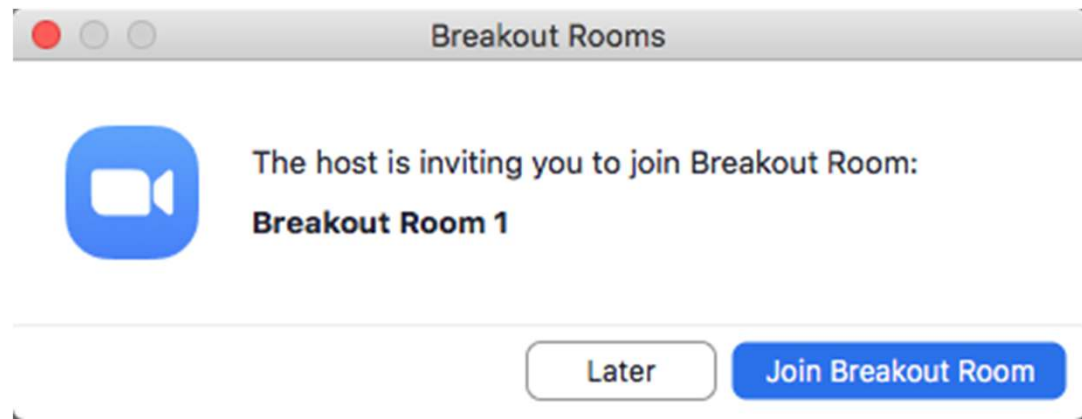
All Breakout Rooms will close in 51 seconds

Leave Breakout Room

47

Open Rooms

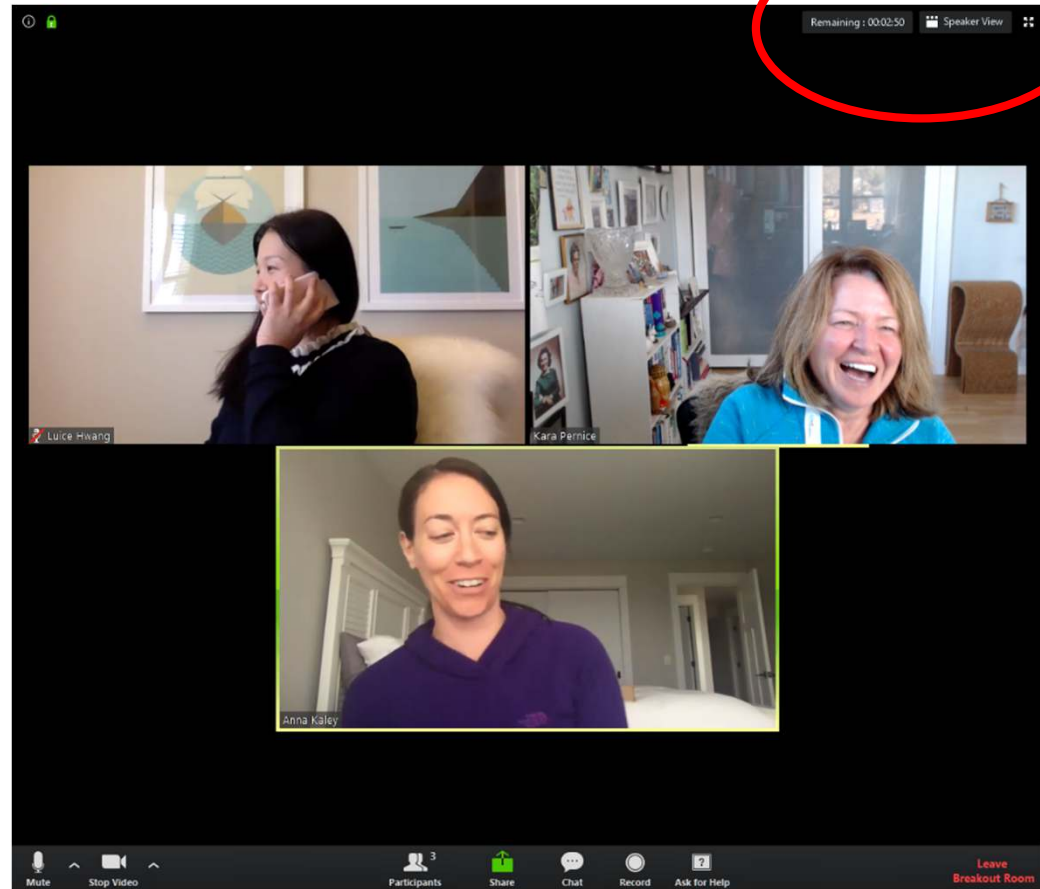You will see "unassigned" people at the top – can move them into a room or leave them alone.

Attendees Get an Invitation

If they don't see the invitation, but are assigned to a room, ask them to go to their Zoom toolbar and look for "Join Breakout" (they may need to click "more").
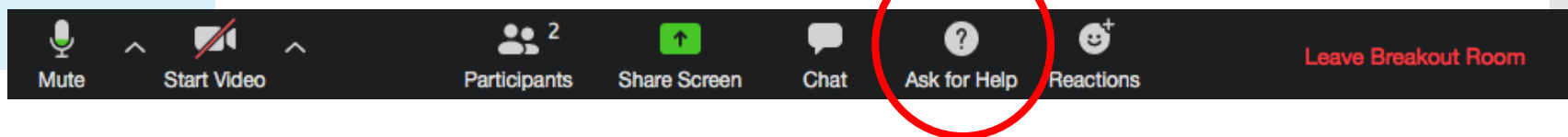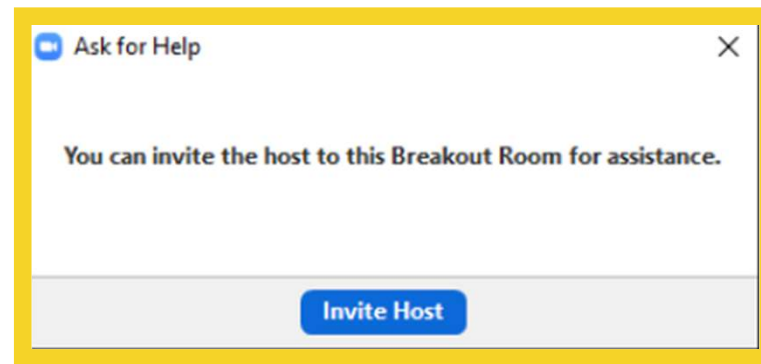
Zoom Breakout Rooms

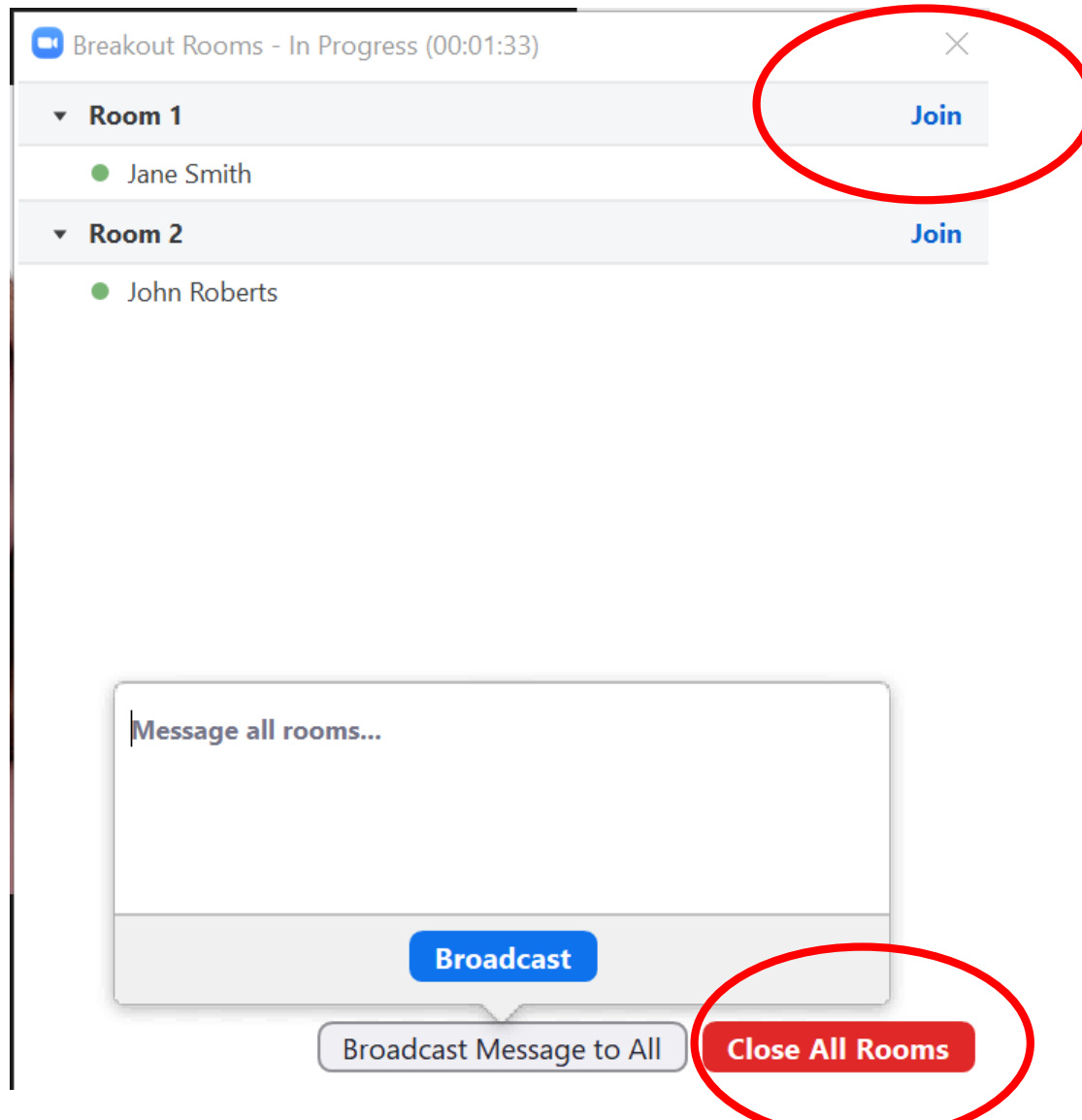Time left for group work will display at the top of your breakout room.

Zoom Breakout Rooms

Only the Host will see the request for help.

Host/Co-Host Options

- Attendees in Breakout Rooms will not see anything posted in the chat in the Main Room
- You can send a message using the "Broadcast' button
- Characters are limited, so keep messages short
- Broadcast appears in a small blue box in the Breakout Room
- Can click to join breakout rooms
- Can close rooms at any time

Breakout Rooms - In Progress (00:01:33)

▼ Room 1   Join
  ● Jane Smith
▼ Room 2   Join
  ● John Roberts

Message all rooms...

Broadcast

Broadcast Message to All   Close All Rooms

Zoom Breakout Rooms

Attendees can click "Return to Main Session" or wait for timer to count down
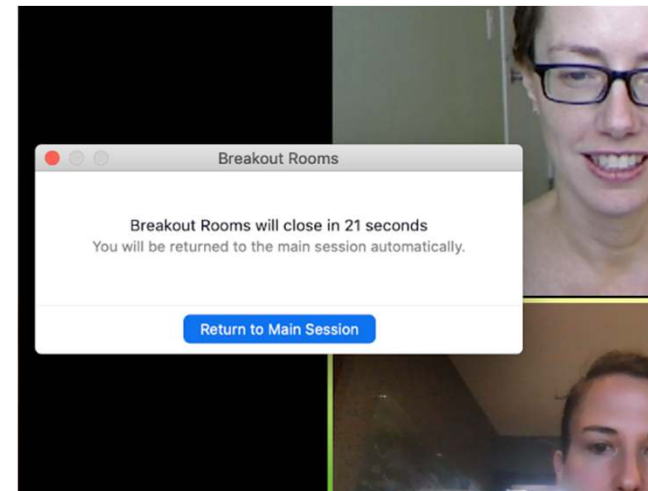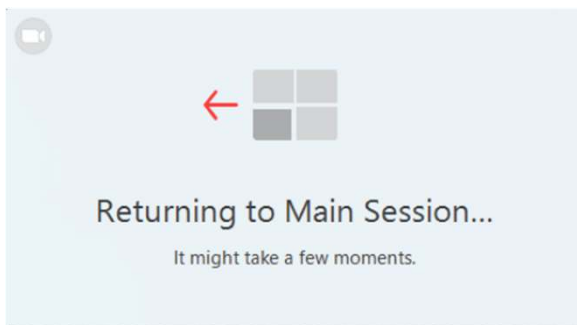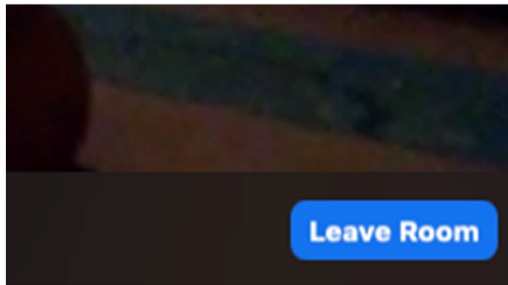
Tech Assistance During the Institute

Participant or Presenter → Strand/Workshop Liaison → Christina

Contact me!

Christina Robertson Whitehead, CMP

MUSE Productions

Cell: 678-361-1100 [text, please!]

Email: christina@muse-productions.net