ONLINE WORKSHOP PERSONNEL

Administrator: This person will be responsible for communicating with the instructors, small group leaders, and participants before and after the Workshop to assign text, send Technology Guides, follow up, etc. He or she will manage all aspects of the Workshop and delegate other responsibilities to the appropriate people. The Administrator may also serve in another role during the Workshop (e.g., *Tech Support Person* or *Emcee*).

Tech Support Person: This person will let people into the meeting from the waiting room, track attendance, remove any unruly or uninvited participants, and will answer all technology-related questions the participants have during the Workshop via private chat. He or she will create the pre-Workshop and Workshop meetings, as well as the small groups and breakout groups during the plenary session, as directed by the instructor, and bring everyone back together into a large group after the given amount of time. He or she will *mute* a participant if the participant is talking over the instructor, and lower all hands as needed. *The Tech Support Person must be the Host or Co-Host of the meeting in order to send participants to breakout rooms.*

Emcee: This person will act as the host throughout the Workshop, welcoming participants as they join, conducting a brief tutorial of Zoom functions and Workshop expectations, and curating the Q&A session. He or she will be responsible to share their screen to show PowerPoint slides and play music during breaks, and can act as a back-up tech support person if needed. *The Emcee should be a Host or Co-Host of the meeting.*

Instructor Support Person (optional): This person will be on-site with an instructor during the Workshop. This person will help the instructor set up their equipment, including Ecamm, and be available to troubleshoot during the meeting. He or she may need to share their screen on behalf of the instructor to show slides, or curate questions and responses from the participants' chat for the instructor.

ONLINE WORKSHOP PERSONNEL GUIDE

ADMINISTRATOR

1. HOST CHECKLIST
   - Refer to the *Online Workshop Host Checklist* for a list of host responsibilities and documents to distribute to the instructors, small group leaders, and participants.

2. CREATING ECAMM GRAPHICS
   - Download the Name Box graphic overlay from https://simeontrust.org/host/online.
   - Edit the text in the name box to the appropriate instructor and church name.
   - Save the file as a png

TECH SUPPORT PERSON

This person should be named *CST TECH SUPPORT* in Zoom

1. MEETING SETUP GUIDE

   Login to Zoom to create meetings for the Pre-Workshop and Workshop. To do so:
   - Click *Schedule a Meeting*
   - *Topic* should be name of the Workshop/Pre-Workshop including the theme and year (e.g, "Preaching Acts 2020" or "Pre-Workshop Preaching Acts 2020")
   - *Date* should correspond to entire day and time of Workshop or Pre-Workshop
   - Select *Personal Meeting ID* (note that if you are using Personal Meeting ID, multiple meetings cannot overlap)
   - *Registration* is not required
   - *Meeting Password* is not required.
   - *Video* for Host and Participants should be *On*
   - *Audio* should allow both *Telephone and Computer Audio*
   - For *Meeting Options* or *Advanced Options,* do not *Enable Join before Host* but do *Mute Participants upon Entry* and *Enable Waiting Room.* You do not need to select *Only Authenticated users can join* nor the *Breakout Room pre-assign.*

2. WAITING ROOM

   At the top of the *Participants* window, a Waiting Room will appear whenever a participant tries to join the meeting. The Host and Co-Hosts will see the list of people in the waiting room and have the ability to admit them to the meeting.
   - Print out an alphabetized list (by first name) of registered participants before the Workshop so that you can ensure everyone you admit to the meeting is a registered participant (the participants in the Waiting Room will be listed in alphabetical order). Familiarize yourself with this list beforehand.

- Participants will be instructed to use their own name to log into the Zoom meeting, but if an unidentified person tries to enter the waiting room (e.g., iPad 4) you can click "Chat the Waiting Room" to ask them to change their name.
- Keep the *Participants* window open throughout the Workshop so you can admit participants who are late or need to log in again due to technical difficulties.
- Track attendance as participants log in, and note any missing participants from each session. If a person misses a session, a note should be added to their registration form in Neon[1]. If a person misses more than half the Workshop they should be marked as cancelled (at your discretion).
- To remove a participant who should not be in the meeting, open the *Participants* window and click *More*, then from the list that appears, click *Remove.*

3. HOSTS AND CO-HOSTS

   At the beginning of the Workshop (and throughout its entirety), each instructor should be designated as co-hosts. The Emcee and Tech Support Person should each be the host or a co-host.

4. PLANNING BREAKOUT ROOMS

   Throughout the Workshop, the participants will need to be sent to breakout rooms for *Partner Discussions* and for *Small Groups*. You will want plan these groups ahead of time:
   - Copy the list of small groups (available from the *Administrator*) into an excel spreadsheet.
   - Alphabetize the names in each group by first name. Copy and save this list to use later.
   - Remove any instructors from the small group lists. Instructors should not be sent into breakout rooms for partner discussions.
   - Divide each group into smaller groups of three or four people each. Separate the small group leader and on-call leader into different partner discussion groups, even if it's not consistent alphabetically.
   - Assign each of these groups a number. This number will correspond with the breakout room you will put them in for *Partner Discussions*.
   - To create the breakout room list for *Small Groups,* return to the list of groups alphabetized by first name (including instructors' names).
   - Assign each person in each group to the breakout room number that corresponds to the lowest number represented in the group from the *Partner Discussion* breakout rooms. See Example:

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[1] This only applies to Workshops with registration set up via Neon CRM.

BREAKOUT ROOM	PARTNER DISCUSSIONS	BREAKOUT ROOM	SMALL GROUP
1	Alyssa Walker	1	Alyssa Walker
1	Aubrey Lindbergh	1	Aubrey Lindbergh
1	Colleen McFadden	1	Colleen McFadden
		1	Kristi Brockway
2	Kristi Brockway	1	Kristie Anyabwile
2	Kristie Anyabwile	1	Sara Kinney
2	Sara Kinney		

5. BREAKOUT ROOMS

Only the Host can send participants to breakout rooms (not a Co-Host). On the bottom of your screen, click *Breakout Rooms*.

- You will be prompted to choose *Automatic* or *Manual*. To send participants into breakout rooms with specifically selected other people,[2] click *Manual*, and then determine the number of rooms you will divide them into. This will take you to a pop out window, which allows you to choose participants from an alphabetized list and place them into specific breakout rooms (for a group of 100, allow 20 minutes for this).[3]
- In the lower left corner, click *Options*
  - Check the option that sends participants into rooms automatically (if you do not check this, they will be "invited" to join breakout rooms, which they may or may not accept).
  - Uncheck the option that allows participants to return to the main session at anytime.
  - Uncheck the option that predetermines the amount of time the participants will be in the breakout rooms (you'll want to have the ability to do call them out of the breakout rooms manually when the instructor is ready).
  - Set the timer to allow 60 seconds for the participants to rejoin the meeting from the breakout rooms. This way, when you click *Close All Rooms*, the participants will get a pop up telling them that the room will close automatically in 60 seconds. They should be able to rejoin the main session at anytime during those 60 seconds.
- Wait to click *Open All Rooms* until the appointed time (determined by the instructor).

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[2] This is required in order to put participants into small groups, and preferred for partner discussions during the plenary sessions. Sending participants into the same breakout rooms for each of their partner discussions throughout the Workshop allows them to spend less time on introductions each time. It's even more beneficial if their discussion partners are people from their small group.

[3] In order to pre-assign breakout rooms, registration for the Workshop would need to run through Zoom. Currently, the CST does not run registration through Zoom.

- After the participants have been sent to their breakout rooms, the Host can *Broadcast a Message* to the breakout rooms to remind them of the verse reference(s) and/or questions asked by the instructor. The Host also has the ability to join any of the rooms by selecting *Join* and *Leave Breakout Room* when complete.
- Note the time the instructor has allotted for the breakout session and set a timer for one minute less than that time. When time is up, click *Close All Rooms,* which will give participants 60 seconds to rejoin the main session.

Note: If you are creating breakout rooms for *partner discussions*, send a minimum of three people to each breakout room in case one person loses Internet connection or has stepped away from their computer.

6. MUTING PARTICIPANTS
During the Workshop use *Gallery View* to see as many participants as possible at once and keep open the *Participants* window. When a participant's microphone is unmuted so that the group can hear them, they will appear at the top of the participant list as well as in near the top of your screen if you are using *Gallery View* (though below any hosts or co-hosts in both cases). If they are not supposed to be talking, mute their microphone as quickly as possible. You can do this by clicking *mute* next to their name in the *Participants* window or in the top corner of the participant's video projection

7. LOWERING HANDS
The instructor may ask participants to interact by raising their hands virtually. Once the instructor has moved on from the initial question or asks a second question, lower any hands that are still raised by clicking *lower hand* in the upper left corner of the participant's video projection.

EMCEE
This person can be named CST TECH SUPPORT 2 in Zoom (if not participating in the Workshop) and should be made a Co-Host. He or she will provide back-up tech support if needed.

1. CREATING POWERPOINT SLIDES
To maintain the integrity of fonts and pictures, it is best to create and place a background into a PowerPoint slide rather than editing a slide directly in PowerPoint. Backgrounds and templates are available for download at https://simeontrust.org/host/online.
- Download the Photoshop file and edit the text to correspond with the instruction or exposition tile on your Workshop's schedule.
- Save the file as a JPEG.
- Open PowerPoint on your computer.
- On the top bar menu on your screen, click File > Page Setup.

- In the window that appears, set the drop down for *Slides Sized For* to *on-screen show* to 16:9 (widescreen)
- On the top bar menu on your screen, click Format > Slide Background.
- On the pop up menu, click *Picture or Texture*, and then click *Choose Picture.*

2. SHARE POWERPOINT AND MUSIC DURING BREAKS
   During the breaks, share your screen to show PowerPoint slides and music:
   - Open PowerPoint on your computer and set it to presentation mode.
   - Open iTunes and begin playing on your computer (do not use music for which the CST does not have rights).
   - Click *Share Screen.*
   - Choose the PowerPoint, and then click *share computer audio.* This will allow you to keep your microphone muted while sharing your computer's audio.
   - Click *Share Screen.*

3. ANNOUNCEMENTS
   Throughout the Workshop you will want to be prepared to make several announcements before and after each session, including:
   - **First thing**:
     - Welcome participants as they join the Workshop each day.
     - Remind participants that they each need to join via a separate Zoom account. If they are watching the Workshop with someone else, they need to join via separate connections so that we can send them to breakout rooms (even during the plenary sessions).
     - Remind participants to use their full and real names on their Zoom account. Walk them through how to rename themselves if needed (this will help the Tech Support Person put them in the correct breakout room).
   - **Throughout:**
     - Keep time and remind participants to stay logged in during breaks.
   - **During Q&A**:
     - Invite participants to private chat their questions to you so that you can ask them to the instructors.
   - **After Q&A:**
     - Highlight Online Courses and Chicago Course on Preaching as resources for the participants if time allows.
   - **End of Workshop**:
     - Thank instructors, small group leaders, and participants.
     - Remind participants to fill out the feedback form (which will be emailed to them on the last day of the Workshop).

INSTRUCTOR SUPPORT PERSON

If not participating in the Workshop, this person should not be connected to the Zoom meeting since he or she is an on-site support person for the instructor.

1. ZOOM
    Refer to the *CST Instructor Technology Guide* for instructions on technology use, physical set up, and kinds of interaction that the instructor may use during the Workshop.

2. ECAMM: OVERLAYS AND SPLIT SCREEN
    To give the Workshop a more professional feel, we recommend using graphic overlays and split the screen while the instructor is speaking. The CST logo should appear in the upper left corner of the instructor's video projection, and their name appears in the lower right third of the screen.

-   Download *Ecamm Live Pro* on to your computer (***Note that this requires a Mac with macOS 10.12 or newer):*** https://www.ecamm.com/mac/ecammlive/pro.html
-   Contact your CST representative for log in credentials.
-   Log in to *Ecamm Live Pro*.
-   To transmit Ecamm's output to Zoom, you will need to turn the virtual camera *On* from the top menu (select *Output*, then turn the virtual camera *On*). This will require a restart of Ecamm the first time.
-   Join/start meeting in Zoom and next to the camera icon select the *Ecamm Live Virtual Camera*. If you don't see this option restart and/or update Zoom and Ecamm Live.
-   OVERLAYS: In the *Overlays* dropdown of Ecamm, click *New Image Overlay* (or click the picture icon in the Overlays box) to insert the logo to the top left corner.

Add a second image of your name, which goes in the lower right corner. Be sure to resize the images to fit on the screen. These graphics will be provided by the CST.

- SPLIT SCREEN: You can have your tablet appear in a split screen with your video. Connect your tablet via cable. While moving the mouse over the Ecamm screen an image of your tablet will appear with a + icon. This will allow you to split the screen with a tablet. Be sure your tablet is in portrait (not landscape) view for optimal performance.