WORKSHOPS ON BIBLICAL EXPOSITION

SMALL GROUP LEADER TECHNOLOGY GUIDE

SHARING YOUR SCREEN

As a small group leader, we encourage you to use Zoom's *SHARE SCREEN* feature the same way you would use a whiteboard at an in-person Workshop. It is important to use a computer so that you can either connect a tablet to your computer and or use any of several other programs on your computer to simulate a virtual whiteboard.

1. Click the green *SHARE SCREEN* icon at the bottom of your screen.
2. You should see a pop-up window with several screen options:
    ▪ Select "whiteboard" if you'd like to use Zoom's whiteboard function.
    ▪ Select *iPhone/iPad* via cable if you have another device connected.
    ▪ Select the appropriate program from your computer if you will be using a drawing program or word processor.
3. Select the blue "Share" button on the bottom right corner of the window. If you have connected a tablet, you may need to click *Trust* on your tablet to share this screen.
4. When you are finished sharing your screen, select the red *STOP SHARE* button at the top middle of your screen. If you need to come back to your notes, repeat this same process. They will be saved on the whiteboard function if you did not delete them.
5. *Practice this before the Workshop.* To watch a video on how to share your screen, visit: https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-

VIRTUAL MEETING TIPS

Here are a few additional tips for you as you lead your small group.

▪ At the beginning of your small group, have each person introduce themselves (just like at an in-person Workshop) and practice unmuting/muting themselves.
▪ Copy/paste the presentation assignments into the *Chat*. Only the people in your breakout room can see your chat.
▪ Take a minibreak in the middle of the session if needed (stand up, stretch, take a deep breath). Sitting for long periods at a time in front of a screen can be tiring.
▪ Using the *REACTIONS* buttons can help people speaking see helpful feedback while they are speaking. Keep it fun. Keep it encouraging.
▪ Turn off all notifications (e.g., reminders, text notifications). If they pop up, everyone will see them on your shared screen.

ON-CALL SMALL GROUP LEADER

You may have an *On-Call Small Group Leader* who will be ready to lead in the event that you have technical difficulties. Otherwise, this person will participate as a regular participant. If you don't have an *On-Call Leader*, appoint a participant who has been to a few Workshops before. It is a good idea to make your group aware of this person during your first small group meeting so that they know what to expect if something happens to your internet connection.

PARTICIPANT TECHNOLOGY GUIDE

IMPORTANT: Your name on your Zoom account must appear as the first and last name you used to register for the Workshop. This is how we will place you in the correct small group.

1. GETTING STARTED WITH ZOOM

Zoom is the video-conferencing application (app) that we will be using for all sessions.

1. To get the most interactive Workshop experience, it is best to use a computer and not a tablet. Please do not use a phone.
2. Download and install the Zoom app on your computer. (https://zoom.us/download)
3. If you do not have an account, it will be best for you to create one.
4. You might want to *start a meeting* in order to practice using the controls. From your Zoom online account, choose *Host Meeting* in the upper right corner. Test the controls for Unmute / Mute and Start Video / Stop Video.
5. When you join the meeting, you may be prompted to confirm or input your name. Please note that your computer/device may automatically populate your name (e.g., iPad4). ***Please stop and put in your full name so that you can be identified in the Workshop and placed in the correct small group***.
6. You should have the option to connect audio via *your computer* or *dial-in*. Dial-in is a good option if your Internet is unreliable. With this feature, you can always hear even if you can't see (directions for dial-in are below).

2. EXPLORING ZOOM'S CONTROLS

Zoom is a simple, yet powerful app. You'll want to take some time to get acquainted with it.
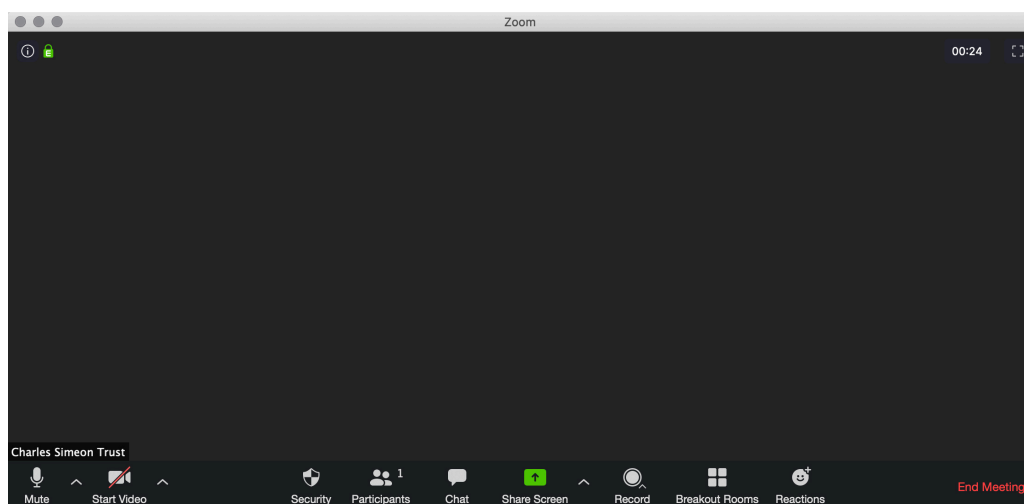
You should see the following icons along the bottom of your screen, from left to right. Note that some icons will not be available if you are in a practice meeting with no other participants.

MUTE / UNMUTE: This controls whether you're transmitting your audio. If it is unmuted and you cannot be heard, you may need to adjust your computer's or device's audio settings.

START VIDEO / STOP VIDEO: This controls whether you're transmitting your video from your camera. If your video is started and you cannot be seen, you may need to adjust your computer's or device's camera settings.

PARTICIPANTS: This will show a list of who is participating. On the computer app, this is typically a column on the right.

RAISE HAND: This feature alerts everyone that you would like to speak. It is available at the bottom of the *Participants* section.

SHARE SCREEN: This will share your screen with everyone. *Participants SHOULD NOT USE* this feature during the plenary sessions.

CHAT: This will bring up the chat section (typically a column on the right), allowing you to send and receive written chat messages. Be sure to note whether you are sending a private message or a message to everyone. To send a private message, select the person's name before typing. Please try not to get distracted with this feature, but keep your attention on the session.

REACTIONS: This allows participants to indicate clapping or a thumbs up in response to whatever is going on in the meeting. These reactions will automatically disappear after a few seconds.

LEAVE MEETING: This will disconnect you from the session. If you are having trouble with settings, you can disconnect and use the same zoom link to reconnect in order to start over.

SPEAKER VIEW: With this view, you should see the main person speaking. In the computer app, you should also see a row of other participants (usually at the top, but moveable). This icon is located at the top right of the computer app.

GALLERY VIEW: With this view, you should see smaller squares of everyone's picture of equal size. Think *Brady Bunch* style. You can scroll through multiple pages to see more people. This icon is located at the top right of the computer app.

3. SETTING UP YOUR PHYSICAL SPACE

It is helpful to think through several factors that will greatly enhance your Workshop experience.

- Use of a computer over a tablet is preferred. (Do not use the Zoom app on a phone.)
- Make sure you have a good Internet connection. Broadcasting your camera takes a lot of bandwidth (data). The quality of your broadcast may depend on competing with other Internet traffic in your location (e.g., your family is streaming *Netflix* or gaming online). As much as is possible and reasonable, limit the other Internet traffic from where you're broadcasting. It can even be useful to reset your router/modem before you start each day.
- Sit with your primary light source coming from the side of or in front of you.
- Have the camera at eye level.
- Try to maintain eye contact with the camera/screen.
- Minimize distractions behind you.
- If you have a second monitor, we recommend using this to allow yourself to see the controls more easily.
- Keep your computer/device plugged in and charged at all times.
- Use earbuds or have them available in case you need to use them during the meeting.
- If you're not using earbuds or a headset, keep your audio/speakers low. Your microphone will transmit what you're hearing and cause feedback.
- Set up your computer in a quiet area where you will not be interrupted.

4. BEST PRACTICES AND TIPS

In addition to the above, there are some other things you can do to prepare well.

- *The number one rule of online gatherings is this: Mute your microphone whenever you're not speaking.* This will keep us from focusing on you when you cough/sneeze or your family comes in and starts making distracting noises. This includes the sound of you typing on your computer.
- The day before the Workshop, you will receive a link for the meeting. Arrive 5-10 minutes before the first session and check your microphone and camera.
- When you click on the link to join the meeting, you will be put into a "waiting room" until the host allows you into the meeting. This should take less than a minute and you do not need to do anything once you are in the waiting room.
- If you anticipate needing extra assistance, arrive 15-20 minutes before the first session (on the first day) so you can ask questions.
- Close all programs/apps in order to reduce the demands on your computer/device and provide the highest quality video and audio.
- To avoid distractions, put your phone on airplane mode. Some people find a stress ball or something similarly helpful to avoid fidgeting too much while on camera.
- If you want, you can print out the schedule or have it open on your device. It will be best if you have your Bible on hand and a pen for notes.
- When in the plenary sessions, you might use *SPEAKER VIEW* to see the speaker on the largest screen. When in the small group or discussion portions, you might change to *GALLERY VIEW* to see everyone else.

- Do not log out of the meeting, even during the breaks. You should mute yourself and you are welcome to turn your camera off, but it is important that you stay logged into the meeting throughout the entire Workshop day.

5. KINDS OF INTERACTION

As the interaction of our Workshop is our key pedagogical characteristic, this is probably one of the most important things you will read in preparation. Please be prepared to participate in the interactive discussions throughout the Workshop. There will be three main kinds of interaction:

- *LARGE GROUP INTERACTION*: During the plenary sessions, the instructor will sometimes ask questions or prompt participation that is meant to be between the whole group and the instructor. There will be two mechanisms for interaction. The first is using the *CHAT* function. When prompted, simply add your response in the chat box (please make sure you're chatting to *everyone*). The second mechanism is through actual dialogue. In this case, use the *RAISE HAND* feature to get the instructor's attention. She will then call on you and you will need to unmute your microphone before you speak. Don't forget to mute yourself when you've finished speaking.
- *PARTNER(S) INTERACTION*: During the plenary session, the instructor will sometimes set everyone to work on questions or prompts in groups of three or four (your partners). Using the *breakout room* feature of Zoom, you will automatically be sent into virtual breakout rooms with two or three other people. Your time will be limited so don't spend too long on introductions. You will typically complete the discussion there and then be asked to respond using a *Large Group Interaction* after. When returning to the plenary session from a breakout room, you'll be given a one-minute warning.
- SMALL GROUP INTERACTION: During the small group sessions, you will be sent to pre-arranged *breakout rooms*. You should receive the completed worksheets of the others in your group before the Workshop begins. You should print these or have them available on your screen so that you can interact with their work during their presentations.

Email your completed Worksheet to your CST contact on the date assigned so it can be sent to your group.

6. TECHNOLOGY SUPPORT

If you need Technology Support during the Online Workshop, here are a few helps.

- There will be a *Tech Support Person* available at all times during the Workshop. This person can answer all technology-related questions via the *CHAT* function.
- If you have trouble connecting to Zoom during the Workshop, contact your CST representative via call or text.
- If your Internet is unreliable, using the *DIAL-IN FEATURE* is a great option. With this feature, you can always hear the content even if you can't see. If you choose to connect to the meeting using the *DIAL-IN FEATURE*, you must connect it to your video broadcast.
  - Call the appointed phone number (e.g., +1 312-626-6799).

- Enter the nine-digit Meeting ID (e.g., 321 123 321 #). This will be emailed to you before the Workshop.
- In the Zoom computer app, click the *Audio* icon (looks like a microphone) and select *Connect Audio by Telephone*.
- A *participant number* will appear on your screen (e.g., 123123 #). Enter that on your phone. This way your audio will be connected to your video.
- If you lose the video connection at any time, use the same link to reconnect your video. You will need to re-enter a participant number on your phone. It should be listed at the top of the audio connection box (e.g., 456456 #).

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