

## Using Technology with under-represented adults

# Facilitator Guide: Programme X – x time

For live online sessions, virtual classrooms and webinars.

### Session Overview

Timing	Objectives	Topics	Activity	Support materials
5	Welcome and software intro	<ul style="list-style-type: none"> <li>- Welcome</li> <li>- Software</li> <li>- Course</li> </ul>	Using software tools.  Introducing self.	Intro slides.
Etc				

## Adobe Connect Setup

Document	Pod	Layout	Notes
E.g. Main slides.ppt	E.g. Session One	E.g. Main Session	Include chat and attendees.
Etc			

### Legend:

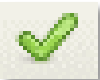

Question written in red and assume facilitator will deal with the answers







<Actions in angled brackets>

<Layout: name> <Pod name: name>

In yellow means still to do



**DROP IF NO TIME** Optional slide

 	Use the green check/red x for a closed question
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 	Ask for a hand up to speak and encourage unmuting telephone line or VOIP connection
	Attendees answer in the chat pod
	Use a poll
	Use the text tool over a slide to create a whiteboard
	Use the smiley for a response



**Producer:**

- Run reception slides and check communication / audio as people log in
- Check names against register
- Ensure annotation tools are enabled

Slide	Facilitator	Producer	Technical / Interaction Notes	Time on slide	Total time
Intro Deck	Responding in chat to participants.	Welcome, check audio and technology.  Get attendees to use chat tools.	 		15 minutes

Slide	Facilitator	Producer	Technical / Interaction Notes	Time on slide	Elapsed time
		Welcome		10 seconds	
		I'm Jo and I will be your host today. I've got a background in training for nearly 20 years, to companies large and small, and I've been working in online sessions for a while too.	<b>Webcam</b> start broadcasting – speak introduction into webcam	30 seconds	
		Before we move into the content today, let's make sure we can communicate properly in our online classroom.		10 seconds	
		Some of you have already been using the chat panel, on the bottom right of your screen.  You can send me a private message if you have any difficulties.		1 minute	

Slide	Facilitator	Producer	Technical / Interaction Notes	Time on slide	Elapsed time
		<p><b>Q: pod options &gt; start chat with</b> for me please so that I know how to communicate privately with me!</p>			
		<p>Great. Now click back on the Everyone tab for me.</p> <p><b>Q: Please type in the chat panel just a word or two about whether this is your first experience of a webinar.</b></p> <p>Summarise comments.</p>	<p>Ensure all participants have typed something.</p> 	1 minute	
		<p>We can't see each other like in a face to face classroom, so there are some great ways to quickly interact, and this is with the feedback icons underneath above the chat panel. If you look up from the chat panel you should see a hand up, a green tick, a red cross and so on.</p> <p><b>Click the green TICK once you've found them.</b></p> <p>Great. I can clear them all and then ask you another question, which you might respond with a "no" and therefore use the red <b>EX</b>.</p> <p><b>Please click the red EX now.</b></p> <p>Brilliant. We have speed up or slow down and a very important one we</p>	  <p>&lt;Clear responses&gt;</p>	1 minute	

Slide	Facilitator	Producer	Technical / Interaction Notes	Time on slide	Elapsed time
		<p>will use a lot, which is the hand up icon – <b>click on that now for me</b>. This means “I want to speak; I have a question or comment”. We will see that and call on you to unmute your line as your comments and thoughts are very welcome in the session – we just need to manage the technology.</p>	 <Clear responses>		
		<p>To mute or unmute yourself, just press star 6 when we call on your name.</p> <p>If you aren't already, please ensure you are muted so that we don't have lots of background noise.</p>		30 seconds	
		<p>A quick thing to look at is the smiley face. You can click on that emoticon or also the down pointing arrow to select different smiley faces to communicate with each other as you see fit!</p>		20 seconds	
		<p>The last important one is the step away icon, please click on that if you are away from your computer at any time, so we know not to open your microphone or wait for a response. Please click that now so you know how it works...</p>		30 seconds	

Slide	Facilitator	Producer	Technical / Interaction Notes	Time on slide	Elapsed time
		<p>You can actually remove all those icons yourself, just by <b>clicking on the button again, have a go now</b>. Great!</p> <p>This is a good place for us to transition to our online ground rules.</p>			
		<p>Let me add a little more detail to what our time will include. This is our agenda for today.</p> <p>&lt;content&gt;</p>		20 seconds	
	<content>	<p>Our facilitator today is</p> <p>&lt;content&gt;</p> <p>Over to you.</p>		10 seconds  20 seconds	10 minutes in to this point

Slide	Facilitator	Producer	Technical / Interaction Notes	Time on slide	Elapsed time
		<p data-bbox="1178 323 1301 360">&lt;content&gt;</p> <p data-bbox="1178 392 1312 429">&lt;wrap up&gt;</p> <p data-bbox="1178 461 1386 497">&lt;how to log out&gt;</p>		<p data-bbox="1928 323 2040 392">30 seconds</p>	