

BEHIND THE SCENES

Techniques

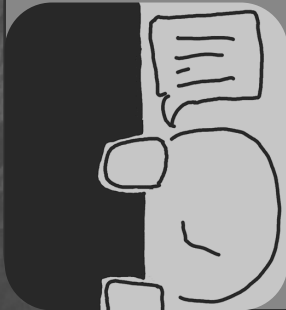
1



Redefine Interaction

2

Be Seen
& Heard



3

Utilise
Polls



4

WebEx Breakout
Sessions

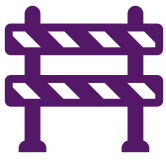


Q&A



Redefine Interaction





Evaluation Apprehension

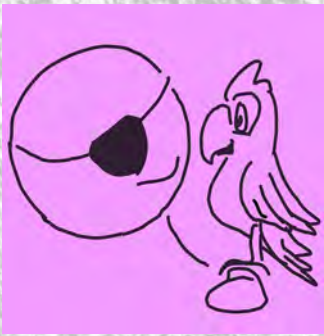


Catherine A Sanderson
Psychology professor & Author
at Amherst College in Massachusetts

"Time and time again... **social pressures facilitate inaction**. Put simply: if we are around others, we base how we act on how they're acting. "

"Psychologists call these worries 'evaluation apprehension'. **We're concerned we'll look stupid** or sensitive or strange if we speak out."

"... it's **more difficult** to act when **situations are ambiguous**."



Participant Engagement: Interaction re-defined for Virtual



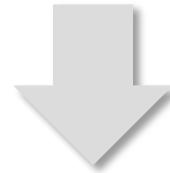
Eye-Contact



Body
Language



Talking



Chat
Function



Interact with
the screen





Embrace Chat

Common Language

Q = question / help

A = action / activity

C = comment

<< = slow down

>> = speed up

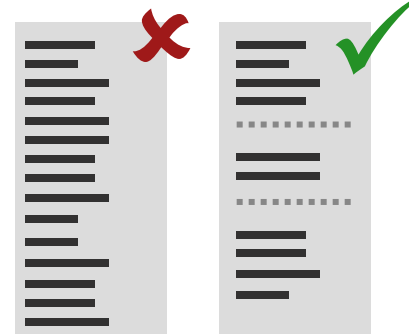
Monitor



Express Emotions



Segment for You

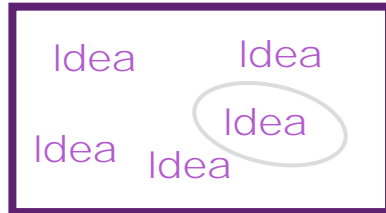




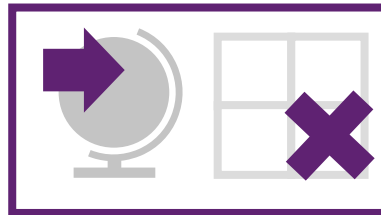
Interacting with the screen can include....



Ideas Boards



Annotation



Polls/Surveys

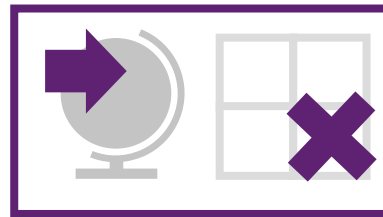




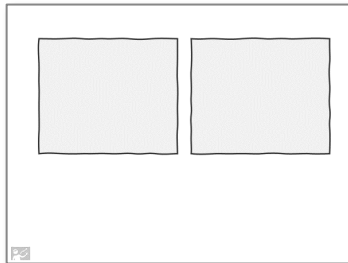
Interacting with the screen can include....



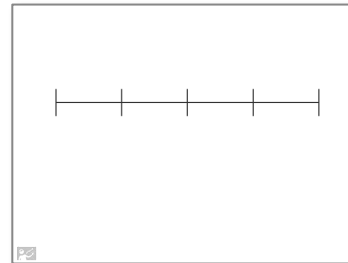
Annotation



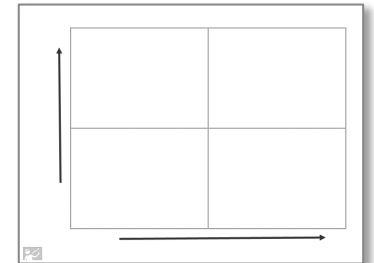
Choice



Spectrum



Grid





BEFORE **Design for frequent & varied interaction**

START **Teach chosen tools**

DURING **Practice + use often + encourage**

Be unambiguous

Design for frequent & varied interaction

- CHAT:**
- Questions as we go
 - Exercise debrief
 - Pairs: 1-to-1

- POLL / SURVEY:**
- Mini MS Forms (in Chat)
 - MS Forms (QR Code)

- WHITEBOARD:**
- Whiteboard / ONE Notes
 - Real whiteboard

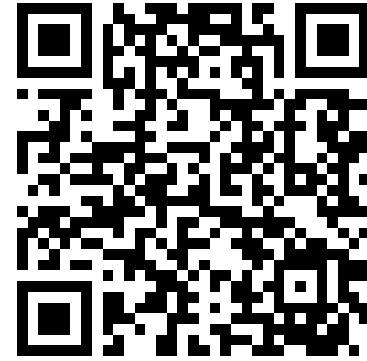
- INTERVIEW:**
- Volunteer
 - Co-trainer/producer

- BREAKOUTS:**
- Breakouts



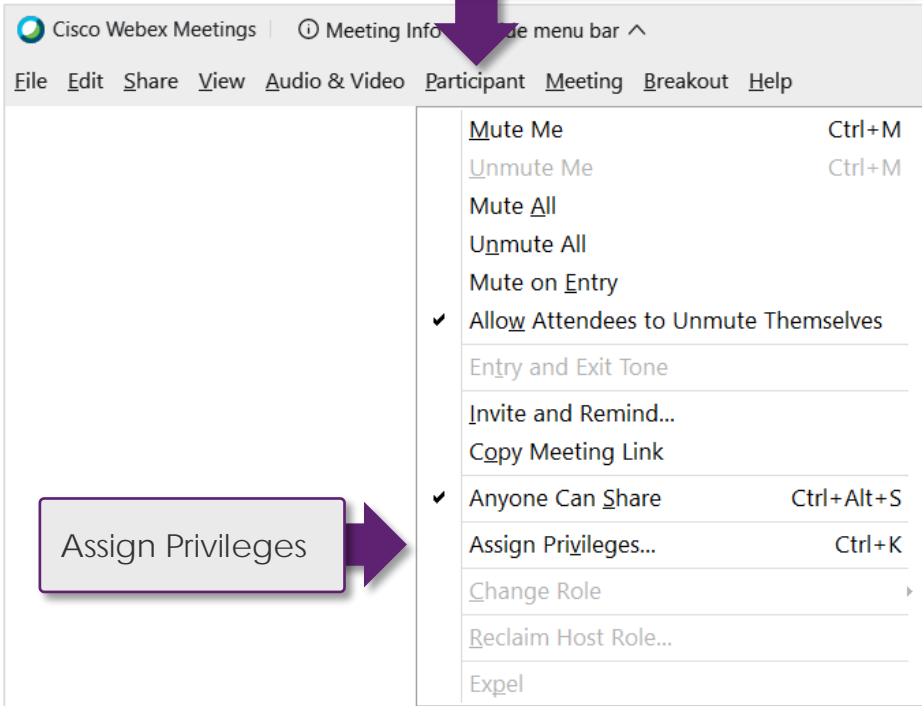
Upload your slides

How To Video



Assign privileges

Participant menu option



The screenshot shows the Cisco Webex Meetings interface. The menu bar includes File, Edit, Share, View, Audio & Video, Participant, Meeting, Breakout, and Help. The Participant menu is open, showing options such as Mute Me (Ctrl+M), Unmute Me (Ctrl+M), Mute All, Unmute All, Mute on Entry, Allow Attendees to Unmute Themselves, Entry and Exit Tone, Invite and Remind..., Copy Meeting Link, Anyone Can Share (Ctrl+Alt+S), Assign Privileges... (Ctrl+K), Change Role, Reclaim Host Role..., and Expel. A purple arrow points from the 'Participant menu option' text to the 'Participant' menu item. Another purple arrow points from the 'Assign Privileges' text to the 'Assign Privileges...' menu item.

Assign Privileges

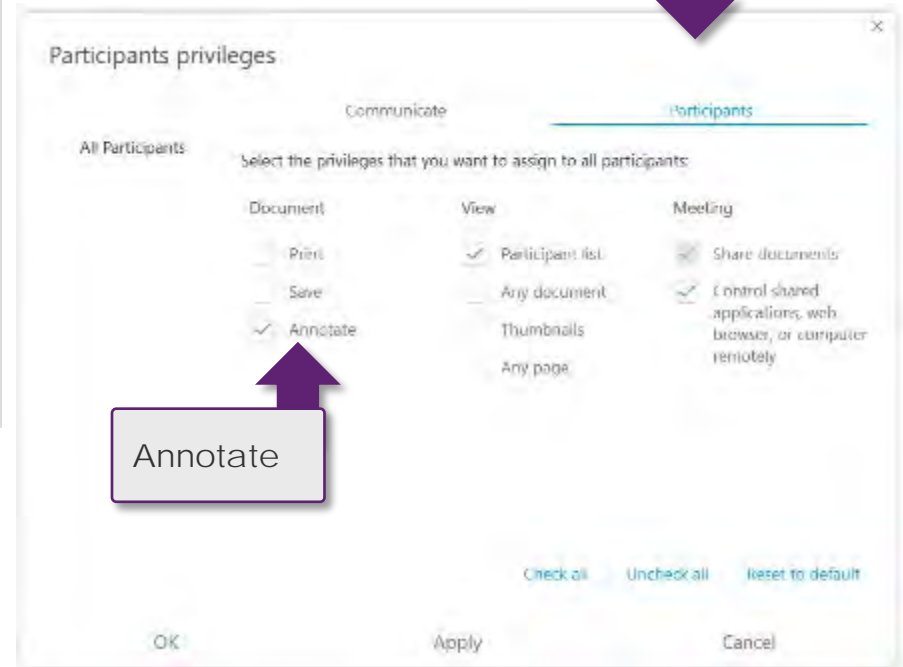


The diagram is set against a background of a notepad with a bird illustration. It lists three stages of a meeting:

- BEFORE** — Design for frequent & varied interaction
- START** — Teach chosen tools
- DURING** — Practice + use often + encourage

Below these stages, it states: **Be unambiguous**

Participants



The screenshot shows the 'Participants privileges' dialog box. It has tabs for 'Communicate' and 'Participants'. Under 'All Participants', it says 'Select the privileges that you want to assign to all participants:'. There are three columns of options:


- Document:** Print (unchecked), Save (unchecked), Annotate (checked).
- View:** Participant list (checked), Any document (unchecked), Thumbnails (unchecked), Any page (unchecked).
- Meeting:** Share documents (checked), Control shared applications, web browser, or computer remotely (checked).

At the bottom, there are buttons for 'Check all', 'Uncheck all', 'Reset to default', 'OK', 'Apply', and 'Cancel'. A purple arrow points from the 'Annotate' text to the 'Annotate' checkbox.

Annotate



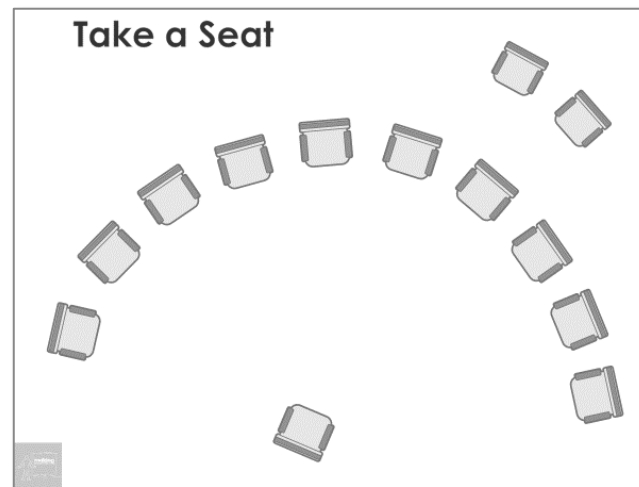
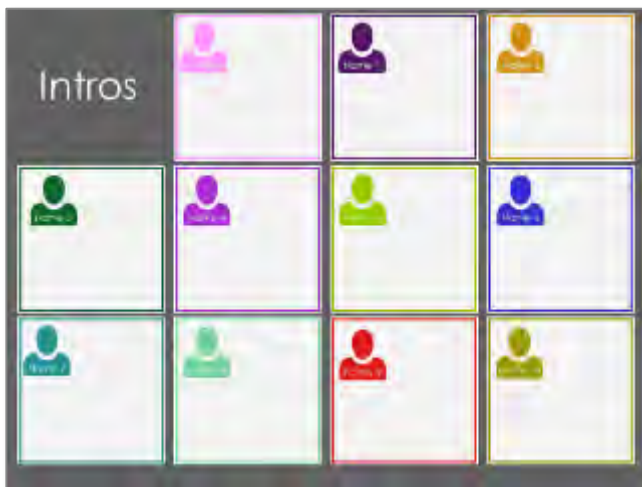
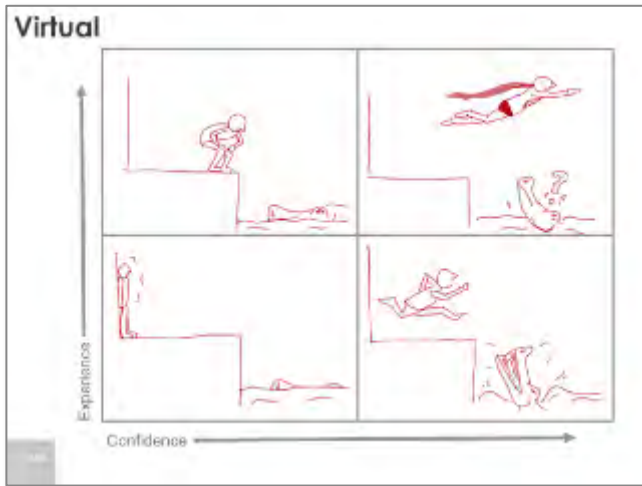
Practice + use often + encourage



BEFORE — Design for frequent & varied interaction

START — Teach chosen tools

DURING — **Practice + use often + encourage**
Be unambiguous





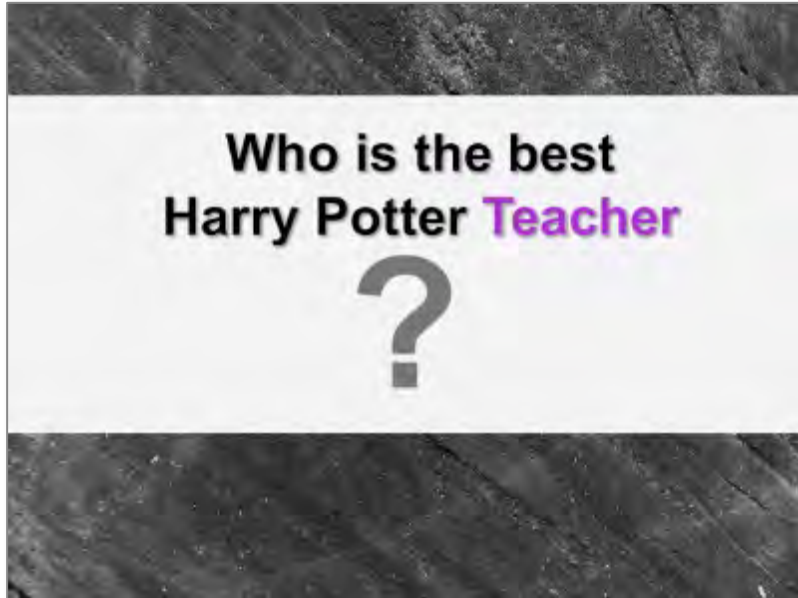
Be unambiguous

BEFORE — Design for frequent & varied interaction

START — Teach chosen tools

DURING — Practice + use often + encourage

Be unambiguous





BEFORE — Design for frequent & varied interaction

START — Teach chosen tools

DURING — Practice + use often + encourage

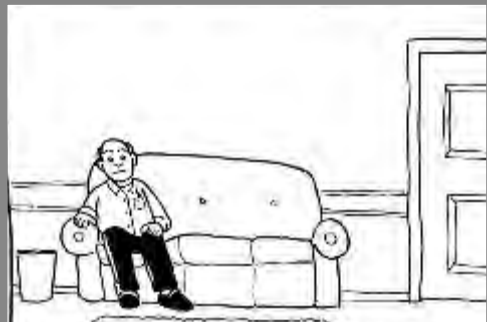
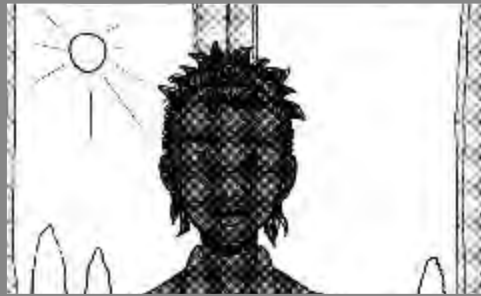
Be unambiguous

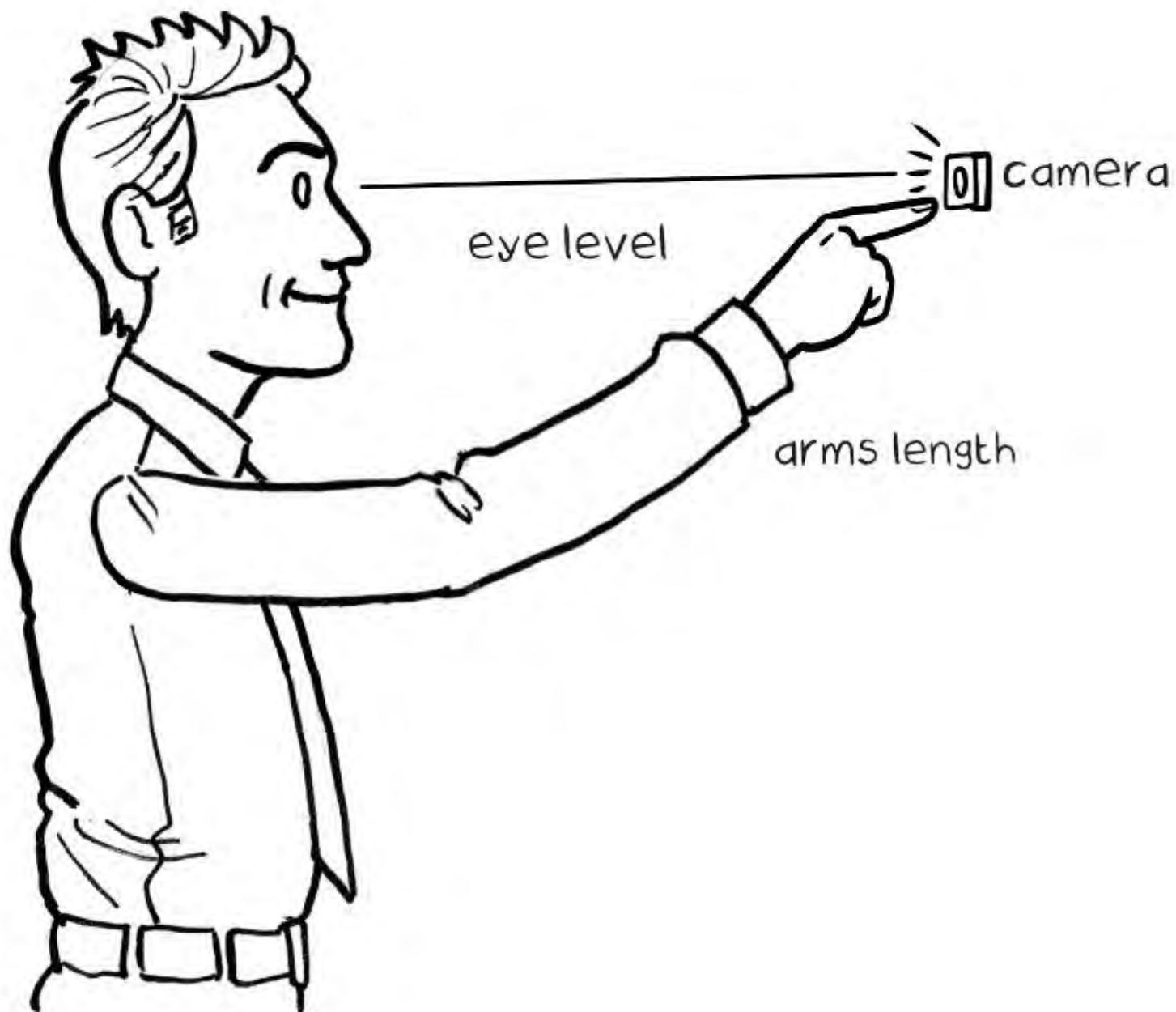
Be unambiguous



Be
Seen & Heard







eye level

arms length

camera

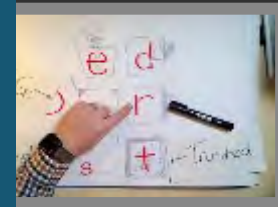


MAIN WEBCAM:

Good external webcam – easy for me to position so eye level.

2ND WEBCAM:

Pointing at my desk so I can easily share flipchart info.



LIGHT:

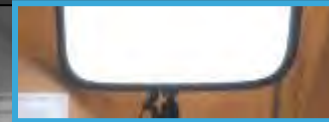
Bouncing light off white surface (wall/ceiling) to diffuse the light.

BUT can quickly turn light onto my desk as a spotlight when using overhead camera.



LIGHT:

Key light giving diffuse light onto my face. Positioned high to minimize reflection on my glasses.



MICROPHONE:

Good quality external mic. Maximizes quality of how I sound to everyone else. I find it also stops me straining my voice because mic so close to me.



2ND SCREEN:

For notes and ready to share content (e.g. videos, poll).



SPEAKER:

For playing music. [Remember to put platform audio into music mode].

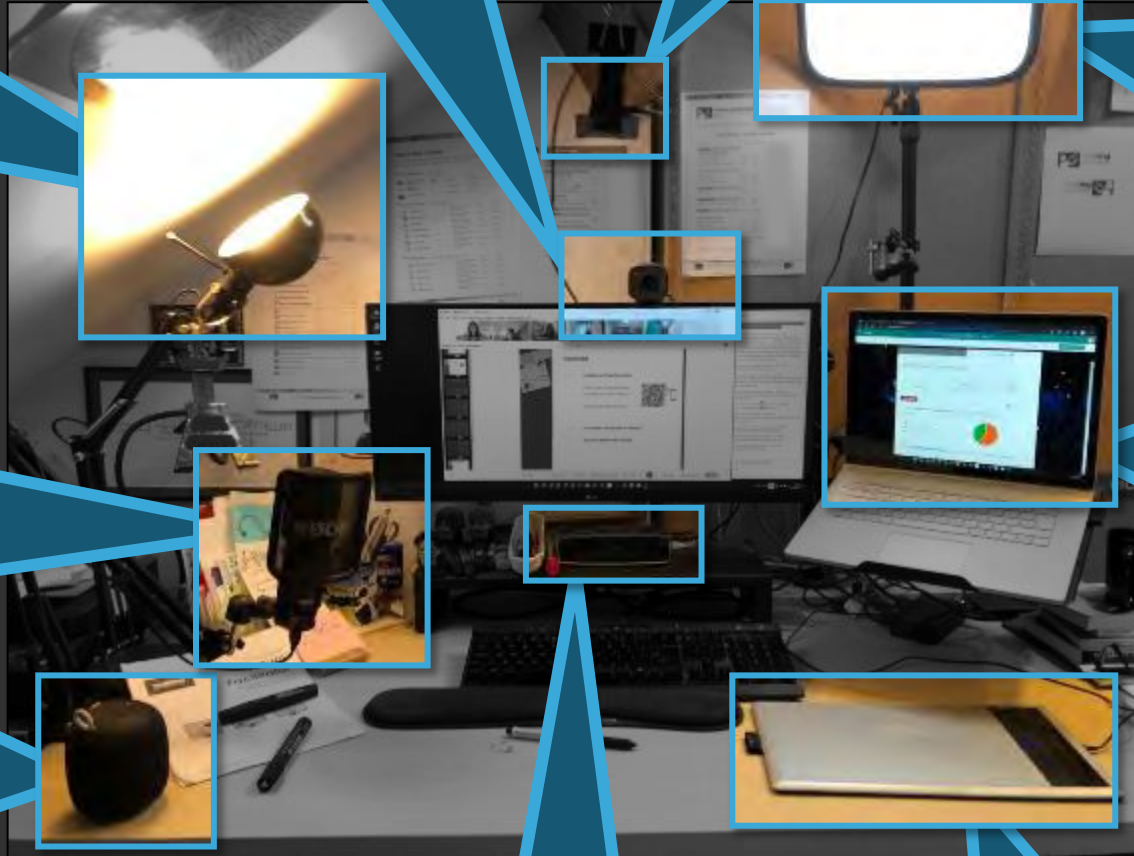
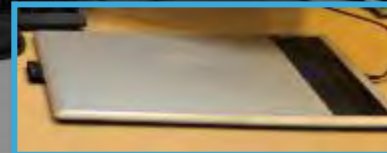


GOOD SPEAKER:

So, I hear everyone well. (I have a headphone set to hand if needed as back-up)

OLD STYLE TABLET:

Use instead of a mouse to give greater writing control when sharing ideas.



Backgrounds?

Virtual Background



Real Background



Team Awards



5 Year Strategy

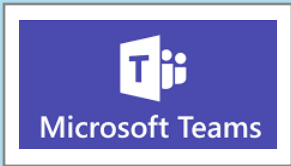


Team Social



Support Team





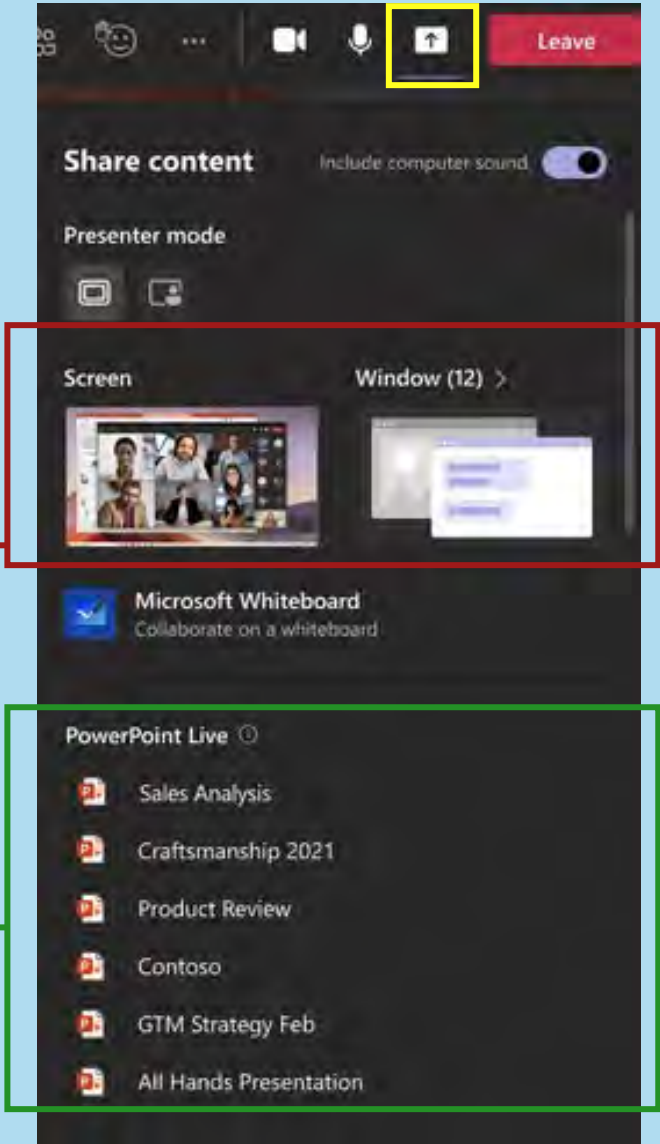
SHARE

Screen / Window

OR

SHARE

PowerPoint Live



Utilise Polls





Make it more
interesting



Check
understanding



Check they are still
awake!

Webex Break Outs



Setting up the Breakout Sessions

Breakouts are managed by the Host or Co-Host (but not both at the same time) from the 'Breakout Sessions' menu option.

The screenshot displays the Webex application interface. At the top, the menu bar includes 'File', 'Edit', 'Share', 'View', 'Audio & Video', 'Participant', 'Meeting', 'Breakout Sessions', and 'Help'. The 'Breakout Sessions' menu is open, showing the following options: 'Enable Breakout Sessions' (checked), 'Start All Breakout Sessions', 'End All Breakout Sessions', 'Ask All to Return', 'Breakout Session Assignments' (circled in red), 'Join Breakout Session', 'Leave Breakout Session', 'Broadcast Message', and 'Ask for Help'. Three callout boxes with purple arrows point to specific elements: the first points to the 'Breakout Sessions' menu option; the second points to the checked 'Enable Breakout Sessions' option; the third points to the 'Breakout Session Assignments' option. The background shows a meeting window with a 'Behind the Scenes' slide and a participant icon.

Breakout Sessions menu option

Ensure 'Enable Breakout Sessions' is ticked

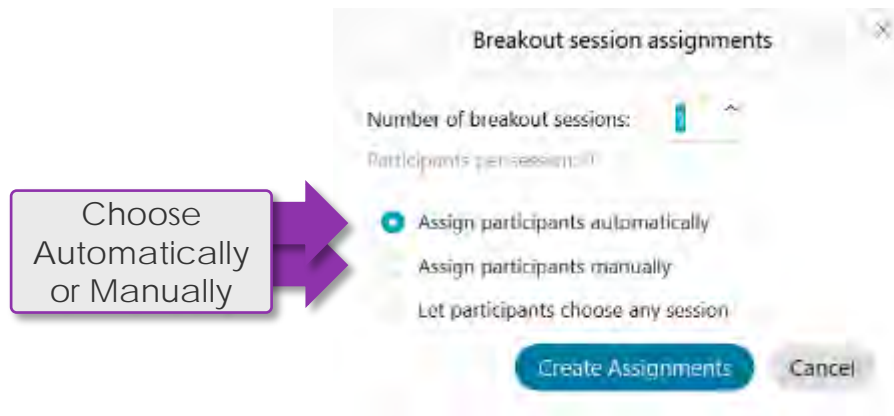
Select 'Breakout Sessions Assignment' to set up the sessions



Setting up the Breakout Sessions

You can choose whether to assign participants 'Automatically' or 'Manually':

- **Automatically**: participants are assigned randomly in line with the information provided. This is quick and easy.
- **Manually**: you select which participants are assigned to specific 'sessions'. This is useful if you want specific participants to work together.



Setting up the Breakout Sessions

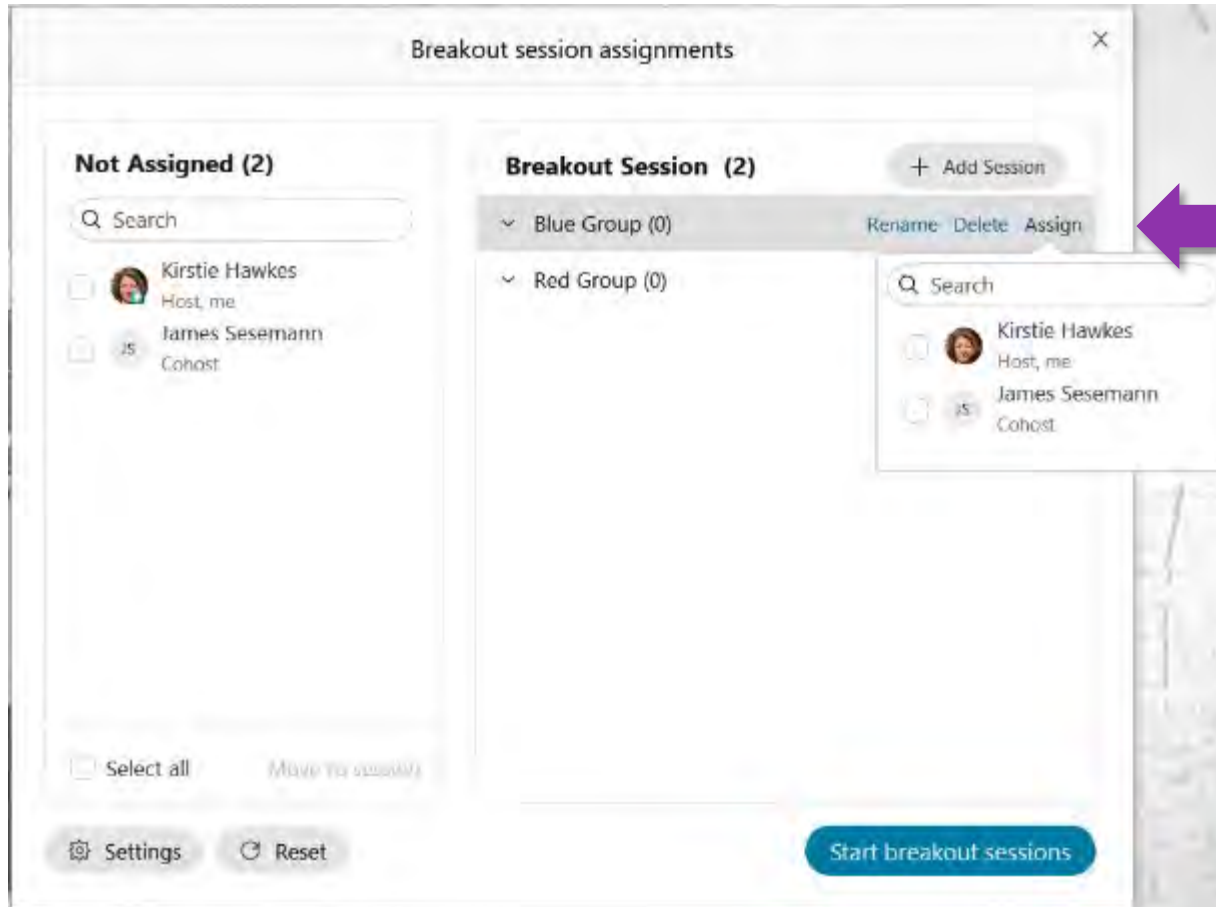
Within 'Breakout Session assignments' you can add the groups (known as 'sessions') you require.

The screenshot displays the 'Breakout session assignments' window. On the left, under 'Not Assigned (2)', there is a search bar and a list of participants: Kirstie Hawkes (Host, me) and James Sesemann (Cohost). On the right, under 'Breakout Session (1)', there is a dropdown menu for 'Breakout Session 1 (0)'. A purple arrow points from a callout box labeled 'Add Session' to a '+ Add Session' button. At the bottom, there are 'Settings' and 'Reset' buttons, and a large blue 'Start breakout sessions' button.



Setting up the Breakout Sessions

The sessions can be given names, and participants within the meeting assigned to specific sessions.



Rename
Delete
Assign



Setting up the Breakout Sessions

Within 'Breakout Sessions Assignments' the 'Settings' option allows you to set-up the sessions in line with your specific needs; including, if desired, pre-determining the length of the session and setting the time of the 'Countdown Warning'.

The screenshot shows the 'Breakout session assignments' window. It features a search bar, a list of participants (Kirstie Hawkes as Host and James Sesemann as Co-host), and a list of breakout sessions (Blue Group and Red Group, both with 0 attendees). A settings panel is open, showing options to allow attendees to return to the main session and join later. It also includes a section for 'Automatically close breakout sessions after:' with a 30-minute timer and a 'Show countdown warning before closing sessions at:' section with a 60-second timer. At the bottom, there are 'Settings' and 'Reset' buttons, and a 'Start breakout sessions' button.

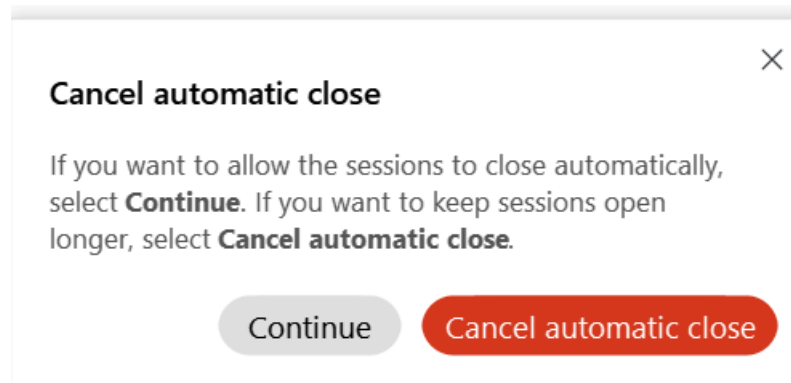
Annotations with arrows point to the following elements:

- 'Set length of session' points to the 30-minute timer.
- 'Set length of countdown warning' points to the 60-second timer.
- 'Settings' points to the Settings button.
- 'When you want to start the breakout sessions click here' points to the Start breakout sessions button.



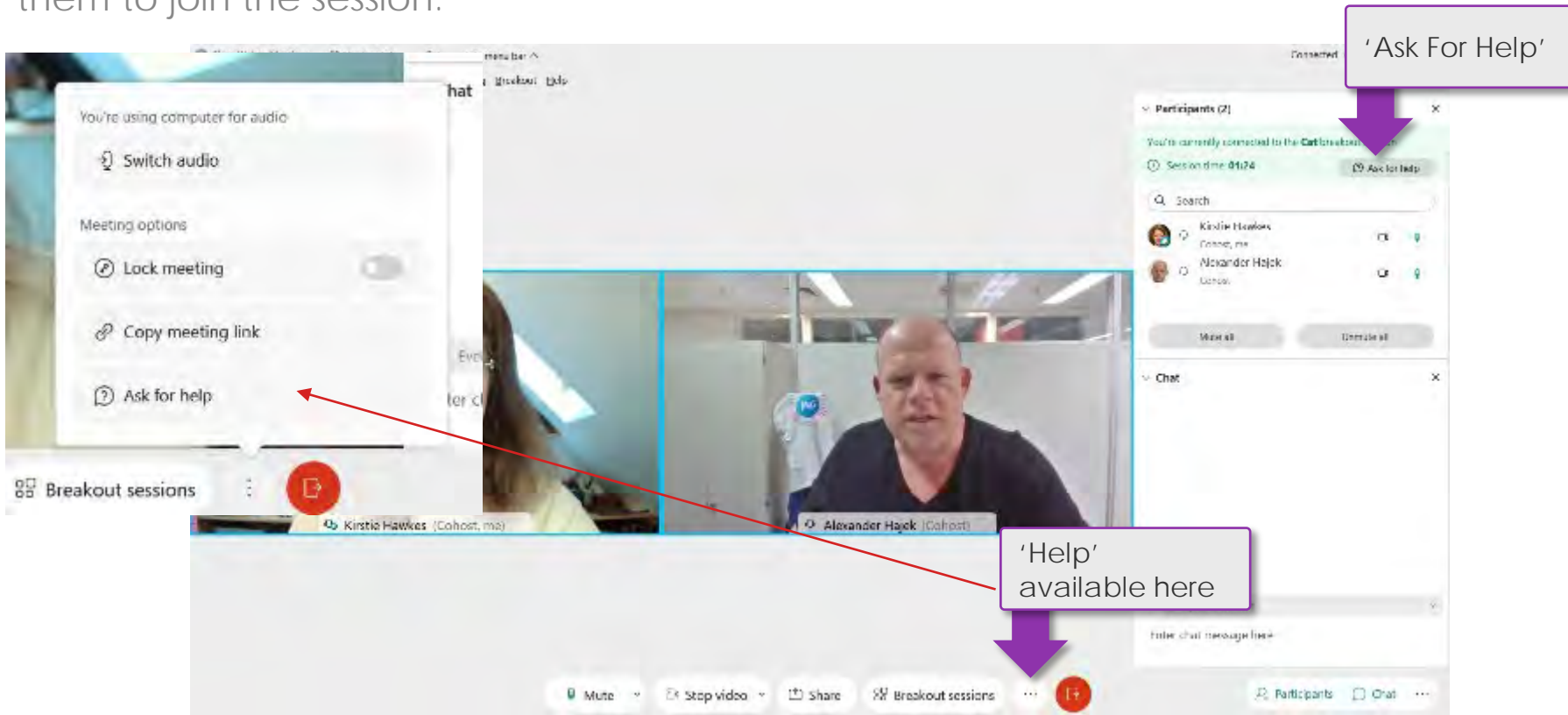
Determining the Length of the Sessions

- If you set the length of the sessions WebEx will prompt you during the session to confirm this is still the desired length.



Asking for Help

- If required, participants can ask for help. A message is sent to the Host asking them to join the session.



Note: the 'Ask for Help' button will not appear if the Host is already in another breakout session



Asking for Help

- The **Host** will receive a notification of a participant asking for help.

✕

Attendee is asking for help

Participant **James Sesemann** in breakout session **Breakout Session 1** is asking for your help.

[Join now](#)

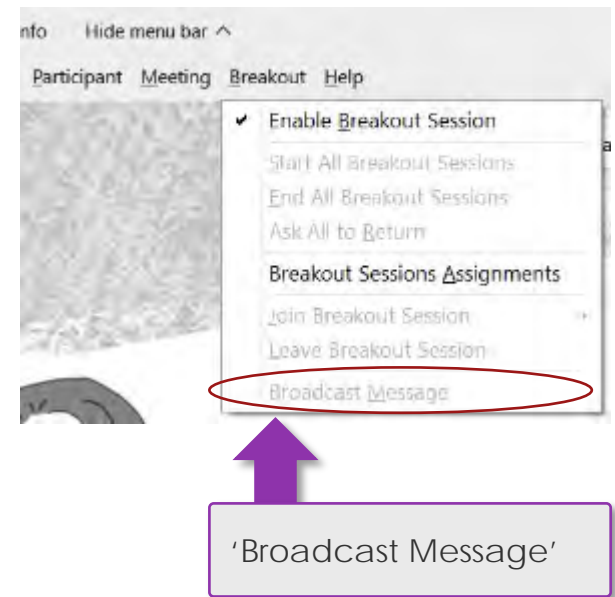
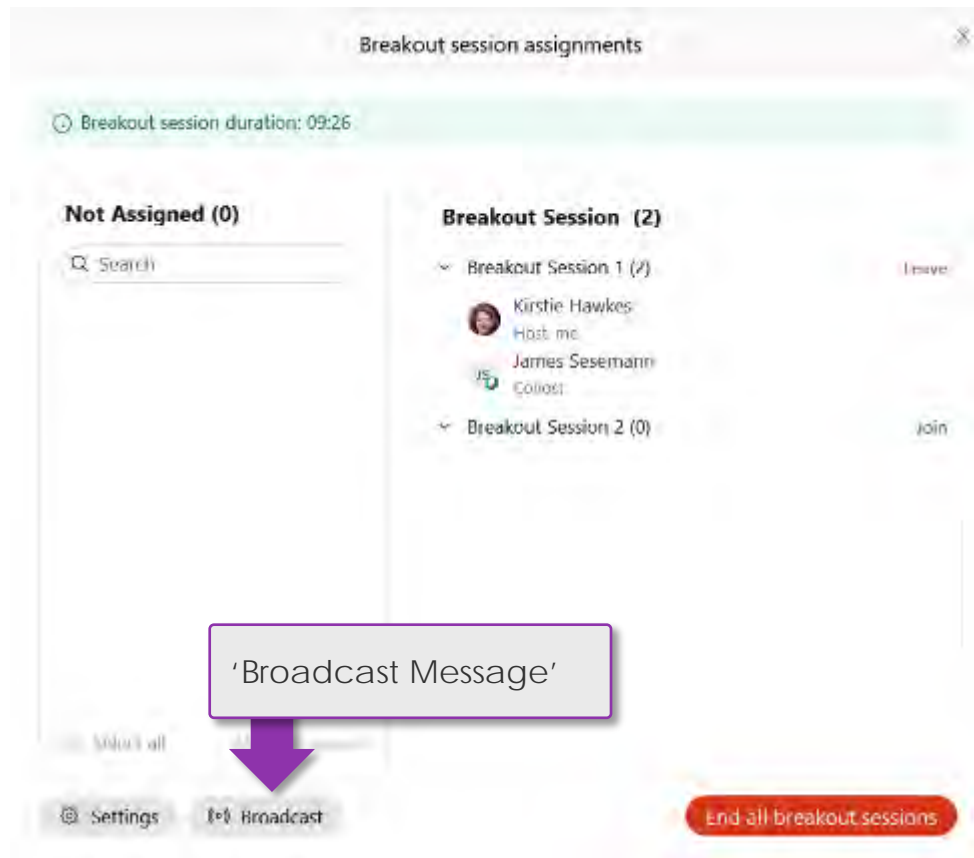
[Join later](#)



Keeping in touch with the breakout sessions

- Sending a 'Broadcast Message'

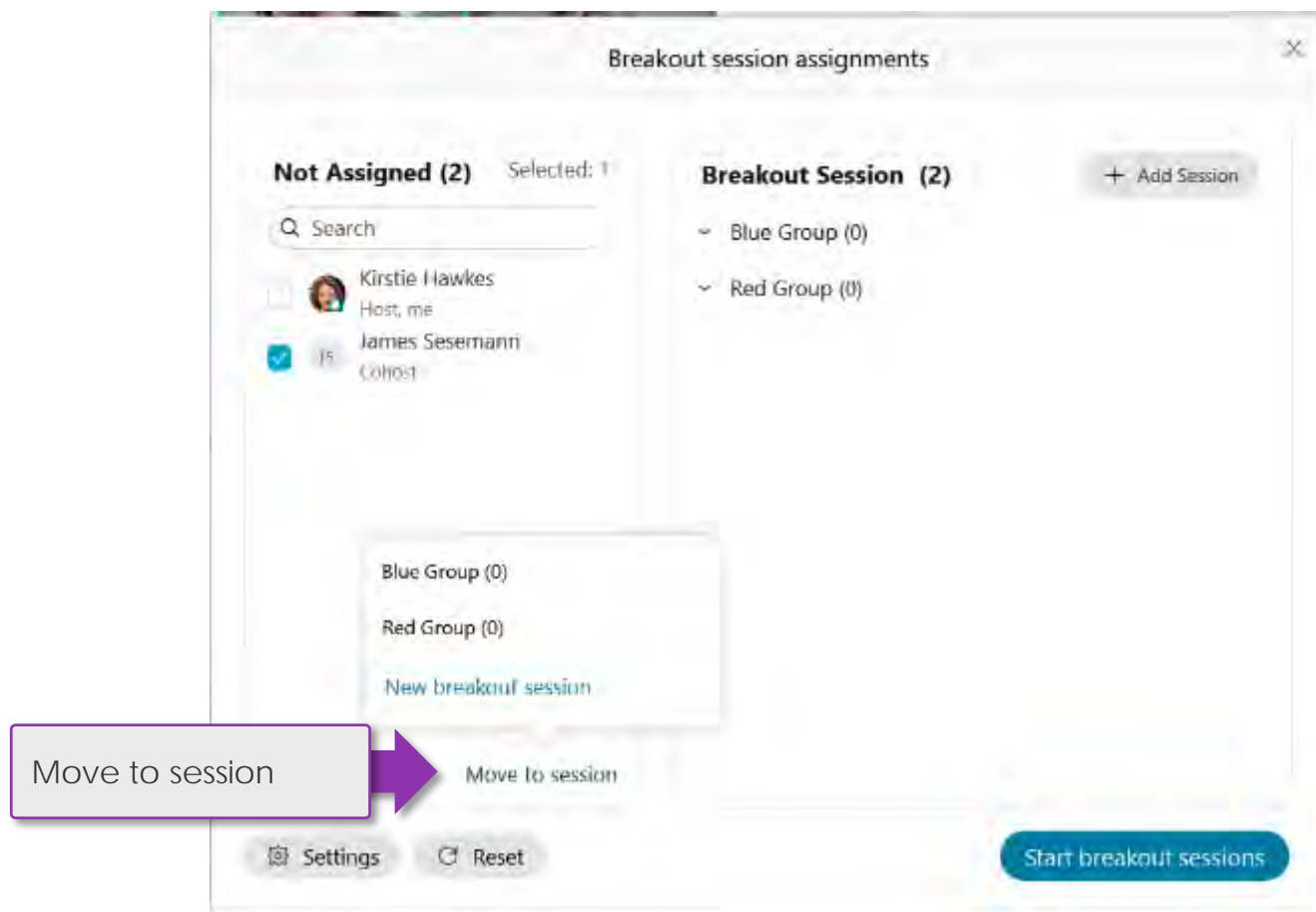
The **Host** can broadcast a message to participants in all breakouts from either the Breakout menu or Breakout session assignments panel



Keeping in touch with the breakout sessions

- Joining the session

- At any point the Host or Co-Host can choose to join a breakout session from within the Breakout session assignments panel



Keeping in touch with the breakout sessions

- Joining the session

- Joining a session can be very help to check how the breakout session is going, remind them of the process to de-brief, check if they need help etc.

The screenshot displays a Cisco Webex Meeting interface for a breakout session. At the top, the meeting title is "Team 1" and the status is "Connected". The menu bar includes "File", "Edit", "Share", "View", "Audio & Video", "Participant", "Meeting", "Breakout", and "Help". A status bar indicates "Speaking: Alexander Hajek".

The main video area shows three participants: Kirstie Hawkes (Cohost, me) on the left, Dina Borhan in the center, and Alexander Hajek at the bottom. Each participant has a name label below their video feed.

On the right side, there is a "Participants (3)" panel. It shows the session time as 01:49 and an "Ask for help" button. Below this is a search bar and a list of participants with their names and status icons (muted, video off, etc.). The list includes Kirstie Hawkes, Alexander Hajek, and Dina Borhan. There are "Mute all" and "Unmute all" buttons below the list.

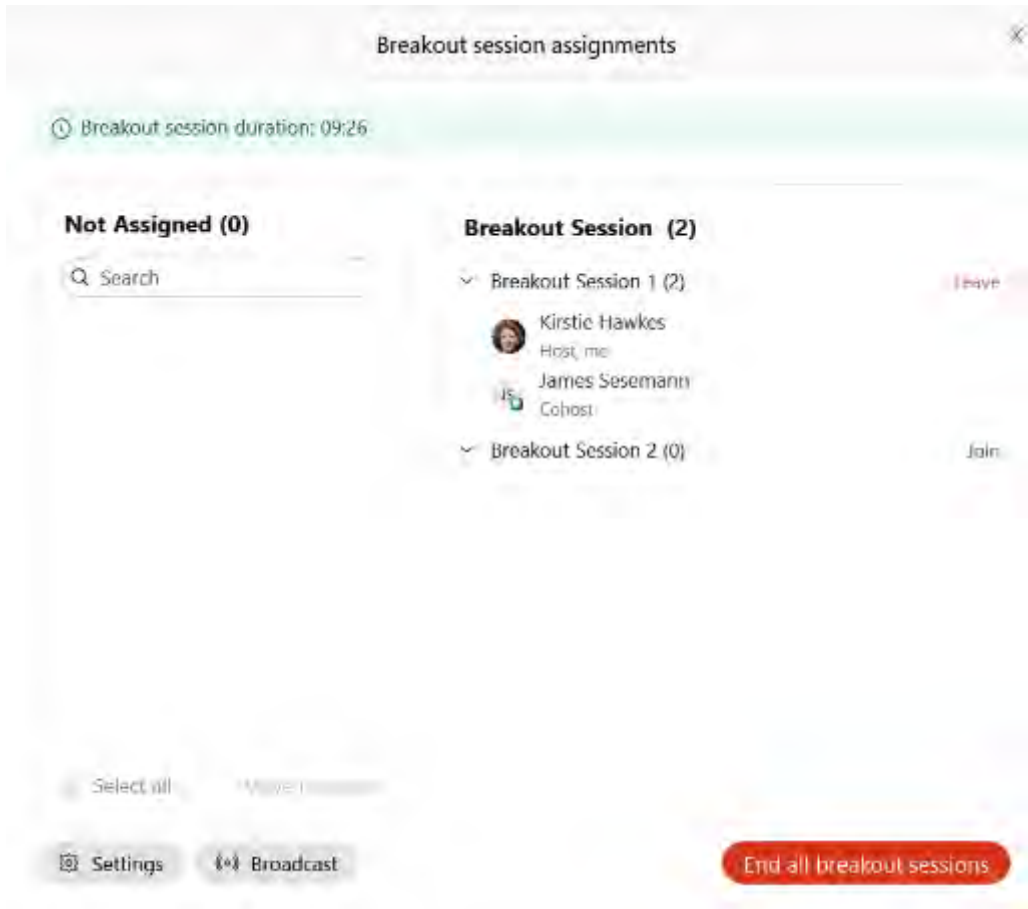
Below the participants list is a "Chat" panel. It has a "To:" dropdown menu set to "Everyone in session" and a text input field labeled "Enter chat message here".

At the bottom of the interface, there is a control bar with buttons for "Mute", "Stop video", "Share", "Breakout sessions", and a red "X" button.

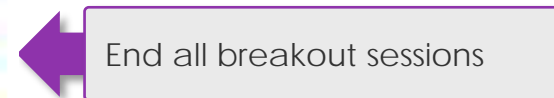


Ending the Sessions

The Host can choose at any time to end all breakout sessions.



Participants will be sent a message and the countdown time will be initiated.



Virtual Facilitator - Overview

Guiding Learners in a Virtual Environment

MONDAY

CORE IDEAS

Class
2-hours



Ideas

3-5PM Singapore Time

TUESDAY

BEHIND THE SCENES

Class
2-hours



Techniques

3-5PM Singapore Time

WEDNESDAY/THURSDAY

MASTERCLASS

Groups of 4
2-hours per session



Practice

Wed - 3-5PM Singapore Time

Thur - 3-5PM Singapore Time

Thur - 5-7PM Singapore Time



Thank You



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