ANOTHER ZOOM?
Stop being boring!

PRESENTED BY
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- Heather Davis-Russell

May 18, 2021
AGENDA

1. **Tips & Tricks**
   Make sessions interactive

2. **How to...**
   Integrate polling, breakout rooms, whiteboard, virtual rooms, active learning

3. **Resources**
   Use free tools
We will not cover zoom setup, but here are instructions that you can view later if needed.

**Setup**

1. **Login**
2. **Click on “settings”** (left-hand side)
3. **Click on “Meeting” tab**
4. **Slide to the right next to “Waiting Room”**
5. **Schedule** a meeting
   1. **Check** the box next to “Waiting Room” (under Security)
   2. **Uncheck** the box next to “Enable join before host” (under Meeting options)

**Screensharing**

1. **Login** to [https://ucr.zoom.us](https://ucr.zoom.us)
2. **Scroll down to “Screen sharing”** (I usually press “CTRL” and “F” and do a search for “screen”)
3. **Click on the slider** next to “Allow host and participants to share their screen or content during meetings”
4. **Check the box** next to “All participants”
   - Allow host and participants to share their screen or content during meetings
   - Who can share?
     - Host Only
     - All Participants
   - Who can start sharing when someone else is sharing?
     - Host Only
     - All Participants

**Roster**

1. **Launch Chrome, and open a “New incognito window”**
2. **Go to [https://ucr.zoom.us](https://ucr.zoom.us)**
3. **Click on “Sign In”**
4. **Login with the departmental account (e.g., training)**
5. **Click on “Reports”** (left-hand side)
6. **Click on “Usage”**
7. **Adjust the From and To dates and search for your meeting**
8. **Under the Participants column, click on the hyperlinked number** (you will find all the people who joined the meeting)
9. **Click on “Export” as needed**

**Waiting room**

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Stop being boring!

You are more interesting when you integrate activities that will elicit response from all participants.
Tips & Tricks
Tips & Tricks

Have backup materials ready

Have files ready to send in chat

Call on people using the Participant List

Sign-in 30 minutes beforehand to test audio

Save materials onto local computer, assign backup presenter, use screenshots for web-based examples.

CANNOT IDENTIFY UNKNOWN CHEMICAL

Use “Properties” or “Symptoms”
Open chat panel, click on file, locate file, then click on send
Tips & Tricks

- Have backup materials ready
- Have files ready to send in chat
- Call on people using the Participant List
- Sign-in 30 minutes beforehand to test audio

Choose names in the participants list, ask for roster, or organizational chart
Schedule 30 min+ session before the webinar, ask everyone to test audio, and practice screensharing.

Tips & Tricks

- Sign-in 30 minutes beforehand to test audio
- Have backup materials ready
- Have files ready to send in chat
- Call on people using the Participant List
Topics 1 through 5

**Step 1**
- Break into smaller units of time
  - “CHUNK”

**Step 2**
- Integrate activities (active learning)
  - “PRACTICE”

1 hour

- **Topic 1**: 8 min
- **Topic 2**: 5 min
- **Topic 3**: 8 min
- **Topic 4**: 5 min
- **Topic 5**: 8 min

Tips & Tricks
How to...
Visit our website training.ucr.edu to download setup instructions.
Polling
You are more interesting when you integrate activities that will elicit response from all participants.
Put your questions onto a website before the class, and when it’s time people answer questions using their devices.
Stop being boring!

There are a variety of question types available include open ended, multiple choice, and ratings.
What is your name?

Go to www.menti.com and use the code 55 16 43 2

Watch a demo at https://youtu.be/ZHJdM3xU-Wc
Create a free account at mentimeter.com
Polling

1. Add new questions
2. Choose a question format
3. Enter questions and possible answers
4. Check box next to correct answer(s)

Go to www.menti.com and use the code 8808 5043

How cool is Janette?

Audience size limit for Quiz Competition
For presentations with an audience of more than 2000 people, please contact us at hello@mentimeter.com

Add meta description
Your question?

Options
- Very
- Extremely
- Off the charts

Extras
Time to answer?
What is your name?

Go to www.menti.com and use the code 8352 6734
Cheryl Lloyd said that 2020 was the year of Adaptability, Opportunity, and:

- Comfort: 0
- Giving up: 0
- Headaches: 1
- Resilience: 92

Which campus received the most college applications?

- UC Berkeley (Cal): 55
- UC Los Angeles (UCLA): 10
- UC San Diego (UCSD): 9
- UC Riverside: 1
- UC Office of the President (UCOP): 0

Leaderboard

- Wolfmeister: 948 p
- Thinky: 944 p
- Agent X9: 940 p
- Bell: 937 p
- Tigerbaby: 936 p
- Vote Goat: 934 p
- Tweetó: 930 p
- Stingilicious: 929 p
- Zlatan: 928 p

Which location is the most fun?

- Berkeley: 13
- Davis: 11
- Irvine: 7
- Los Angeles: 10
- Merced: 5
- Riverside: 4
- San Diego: 15
- San Francisco: 5
- Santa Barbara: 9
- Santa Cruz: 11
<table>
<thead>
<tr>
<th>Tool</th>
<th>Free version</th>
<th>Paid version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentimeter</td>
<td>$0 FREE</td>
<td>$9.99/mo BASIC</td>
</tr>
<tr>
<td></td>
<td>Unlimited attendees</td>
<td>Unlimited attendees</td>
</tr>
<tr>
<td></td>
<td>2 questions</td>
<td>Unlimited questions</td>
</tr>
<tr>
<td>Kahoot!</td>
<td>$0 FREE</td>
<td>$3.00/mo PRO</td>
</tr>
<tr>
<td></td>
<td>100 attendees</td>
<td>200 attendees</td>
</tr>
<tr>
<td></td>
<td>Unlimited questions</td>
<td>Unlimited questions</td>
</tr>
<tr>
<td>Poll Everywhere</td>
<td>$0 FREE BASIC</td>
<td>$79.00/mo PRO</td>
</tr>
<tr>
<td></td>
<td>Unlimited attendees</td>
<td>Unlimited attendees</td>
</tr>
<tr>
<td></td>
<td>3 questions</td>
<td>Unlimited questions</td>
</tr>
</tbody>
</table>

FREE at [UCB Law](#), [UCLA](#), [UCR](#), [UCSF](#)
Breakout rooms
The idea is to separate people, allow them to interact, and bring everyone back after time is up.
Emergency Response Guidebook

Exercise D

A tanker truck, from Larry’s Discount Fuel Service Company (low bid) was delivering diesel fuel to the Agricultural Operations above ground tank at 1060 Martin Luther King Boulevard, Riverside. While filling the tank an “oops” occurred since Larry did not properly train his delivery person on the proper procedures for delivering diesel fuel. This resulted in several dozen gallons of diesel fuel being released onto the asphalt.

Use the Emergency Response Guidebook App to answer the questions below.

**Question 1.** What is/are the UN/NA Number(s) 1202/1993.

**Question 2.** What number Guide should you go to in the orange section of the
1. Get host access

2. Click on “Breakout rooms”

3. Click on “Open all rooms” when you’re ready

Breakout rooms
Breakout rooms
Breakout room

QUESTION

Which campuses are in the room?
Active learning

Teach back
Allow people to share what they discussed in small groups. This promotes memory and engagement with the lesson.
<table>
<thead>
<tr>
<th>Extra Time</th>
<th>On Time</th>
<th>Out of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Let’s have each group share <strong>all</strong> their responses” and..</td>
<td>“Let’s have each group take a <strong>few minutes</strong> to share their responses”</td>
<td>“Let’s have each group take <strong>2 minutes</strong> to share their responses” or...</td>
</tr>
<tr>
<td>“What do you guys <strong>think</strong> about their response?”</td>
<td></td>
<td>“I will <strong>summarize</strong> what your responses should look like.”</td>
</tr>
</tbody>
</table>
Whiteboards
Ask a question, and prompt everyone to type into post-it notes on a shared website.
Watch a demo at https://youtu.be/NY6xZQeqAFQ
Create a space, share, and instruct people how to submit their answers.

1. Click on the tools to add text or images.

2. Share the link with anyone so being the “Editor”

3. Instruct attendees to type in their answers.

Why is this the best session out of all Risk Summit?

Because Risk & Safety Training is the best team ever!
Why is this the best session out of all Risk Summit?

- Love the interaction!
- Helpful information
- Informative and fun!
- Interactive!
- Because it is interactive fun
- Oh, I CAN change the color :-)
- Can I change my sticky note color?
- Because there are sticky notes
- Fun, Entertaining, Interactive
- Because Safety and Risk is always fun to get trainings from.
- Very interactive
- Because of the amazing people from UCR, Go Highlanders
- It's interactive and useful!
- Learn interactive tools
- INSTRUCTIONS: Choose the "sticky note" icon to your left. Then, choose a color and type your answer. Press "save" you will exit out of the pop up screen. You will then be able to move it around on the board.

I got to use my phone in a meeting!

- Aaaah. Cool.
- We’ll see!
- Improving Zoom presentations is a personal goal for 2021.

Because we want to avoid meetings that could have been an email :)

Clearly, it is based on those participating!

It's the most interactive!

Because your team is so friendly and awesome

This is the best interest session because zoom can be a drag, and we need all the ways to make it better.
VIRTUAL Rooms
Place where you move around a space, meet, and talk to people next to you on the map
https://kumospace.com/ucriverside
Useful for focused discussions, networking, breaks, or teambuilding
Active learning
Use templates to create assessments, then choose people in the group to respond (using participant list or roster names)
Create a scenario, ask everyone to respond in chat, read aloud some answers, provide correct answer.
Compare & Contrast

enables critical thinking and builds memory
Create good and bad examples and ask participants to circle as many problems between them.
What’s wrong with this picture?

Good or bad storage?
Reflection

<table>
<thead>
<tr>
<th>What?</th>
<th>So What?</th>
<th>Now What?</th>
</tr>
</thead>
</table>

Start. Stop. Continue.

1. What will you start doing (differently)?

2. What will you stop doing?

3. What will you continue?

Ask each person to take a few moments to examine how they will use this training to change behavior
Video
Pexels | free video files
Vyond | animation services

Audio
Audacity | audio editor
Bensound | royalty free music

Images
Canva | graphic design tool
Flaticon | free icons

Assessments
Kahoot | game-based platform
Mentimeter | audience survey tool

Collaboration
Note.ly | corkboard & stickies
Realtime Board | whiteboard & stickies

http://training.ucr.edu/references/resources
Risk Summit website

Download the resources shared today at training.ucr.edu/courses#risk_summit. CEU forms are also available.
Stop being boring by integrating activities that will elicit response from all participants.
Questions?

Email: training@ucr.edu
Website: training.ucr.edu
Phone: (951) 827-7515

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