



# SUMMER INSTITUTE

## ATTENDEE TECHNOLOGY TRAINING

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NATIONAL HAVURAH COMMITTEE

PRESENTED BY: GLENDA MCKINNEY, JOSH SOREF, OR JASON MEYER OF THE  
INSTITUTE TECH TEAM AND LAUREN CAPE, PROGRAMS DIRECTOR

# WELCOME TO THE ATTENDEE TECHNOLOGY TRAINING: THINGS WE WILL COVER

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- What is Sched?
- How are we using Zoom?
- Selecting a Schedule
- Socializing
- Preparing for your Session
- Best Practices

# SCHED

Sched (pronounced 'sked') is the **event platform** where attendees go to see the Summer Institute schedule, pick sessions to attend, learn about teachers, offer their own profile and contact information, and access sessions when they commence.

Online Summer Institute 2021

NATIONAL HAVURAH COMMITTEE

חברות

WWW.HAVURAH.ORG

NATIONAL HAVURAH COMMITTEE

SUMMER INSTITUTE


07/12

2021

For more information on technical, financial, and accessibility needs, head to our [website](#). For assistance using this platform, visit the [Attendee Guide](#). Most of your questions can be answered in our '[Instructions and FAQs](#)' tab below.

Please note that many courses (in red) run Mon and Wed or Tue and Thurs, each with 3 or 4 sessions on one topic. **Make sure you sign up for all of the courses that fall under one title.** Just click on a session and it's added! There is NO submit.

JOIN US ON [SLACK](#)! Community chat, live updates, tips and connecting. Our Tech Team for Institute will send you an invite. Simply accept the invitation and create a profile!



Schedule ▾ Teachers Workshop Leaders Attendees Instructions & FAQs

Monday, July 12

7:00pm EDT

●

Teacher Orientation

Bracha Laster

Tuesday, July 13

7:00pm EDT

●

Attendee Technology Training for Online Institute

Josh Soref

Friday, July 16

12:00pm EDT

●

Attendee Technology Training for Online Institute

Glenda McKinney

Sunday, July 18

7:00pm EDT

●

Teacher Orientation

Bracha Laster

Schedule or People

S

Timezone

America/New York

Filter By Date

Jul 12 -Aug 8, 2021

Filter By Venue

Venues

Filter By Type

●

 Children's Program

●

 Closing Ceremony

●

 Community-Wide Event

●

 Course

●

 Entertainment

●

 Opening Ceremony

●

 Orientation

●

 Pre-Institute

●

 Shabbat

●

 Spiritual Life Offerings

●

 Workshop

●


 Tapes

# SCHED FEATURES




Sched offers many features such as:


- Access a session
- Learn about presenters
- View course materials in the session description


The screenshot shows the Sched interface for a session titled "Teacher Orientation" on Monday, July 12, from 7:00pm to 8:00pm. The interface includes a navigation bar with links for "Schedule", "Teachers", "Workshop Leaders", "Attendees", and "Instructions & FAQs". A "Back To Schedule" link is in the top right. Below the session title, there are buttons for "Teacher Orientation", "Edit", and "Speaker Tools". A link "Click here to add to My Sched." is also present. A yellow "Open Zoom" button is prominently displayed. The session description states: "We are so glad that you will be teaching us during Institute. Please join us for a brief teacher orientation that will address how to implement [Guidelines and Best Practices for Online Presenters](#). Bracha Laster will be discussing routines, breakout rooms, pedagogy for online teaching. This session will address technology tips and best teaching practices." Below the description, the "Workshop Leaders" section features a profile picture and the name "Bracha Laster". At the bottom, the date and time "Monday July 12, 2021 7:00pm - 8:00pm EDT" are listed, along with the location "Tech Hall" and a "Pre-Institute" tag. Two links are provided: "NHC Online Community Norms" and "Guidelines and Best Practices for Online Presenters", both with Google Docs URLs.

 [Schedule](#) ▾ [Teachers](#) [Workshop Leaders](#) [Attendees](#) [Instructions & FAQs](#)

**Monday, July 12 • 7:00pm - 8:00pm** [Back To Schedule](#)

 **Teacher Orientation**  **Edit**  **Speaker Tools**


 [Click here to add to My Sched.](#)

 **Open Zoom**


We are so glad that you will be teaching us during Institute. **Please join us for a brief teacher orientation** that will address how to implement [Guidelines and Best Practices for Online Presenters](#). Bracha Laster will be discussing routines, breakout rooms, pedagogy for online teaching. This session will address technology tips and best teaching practices.

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**Workshop Leaders**

 [Bracha Laster](#)

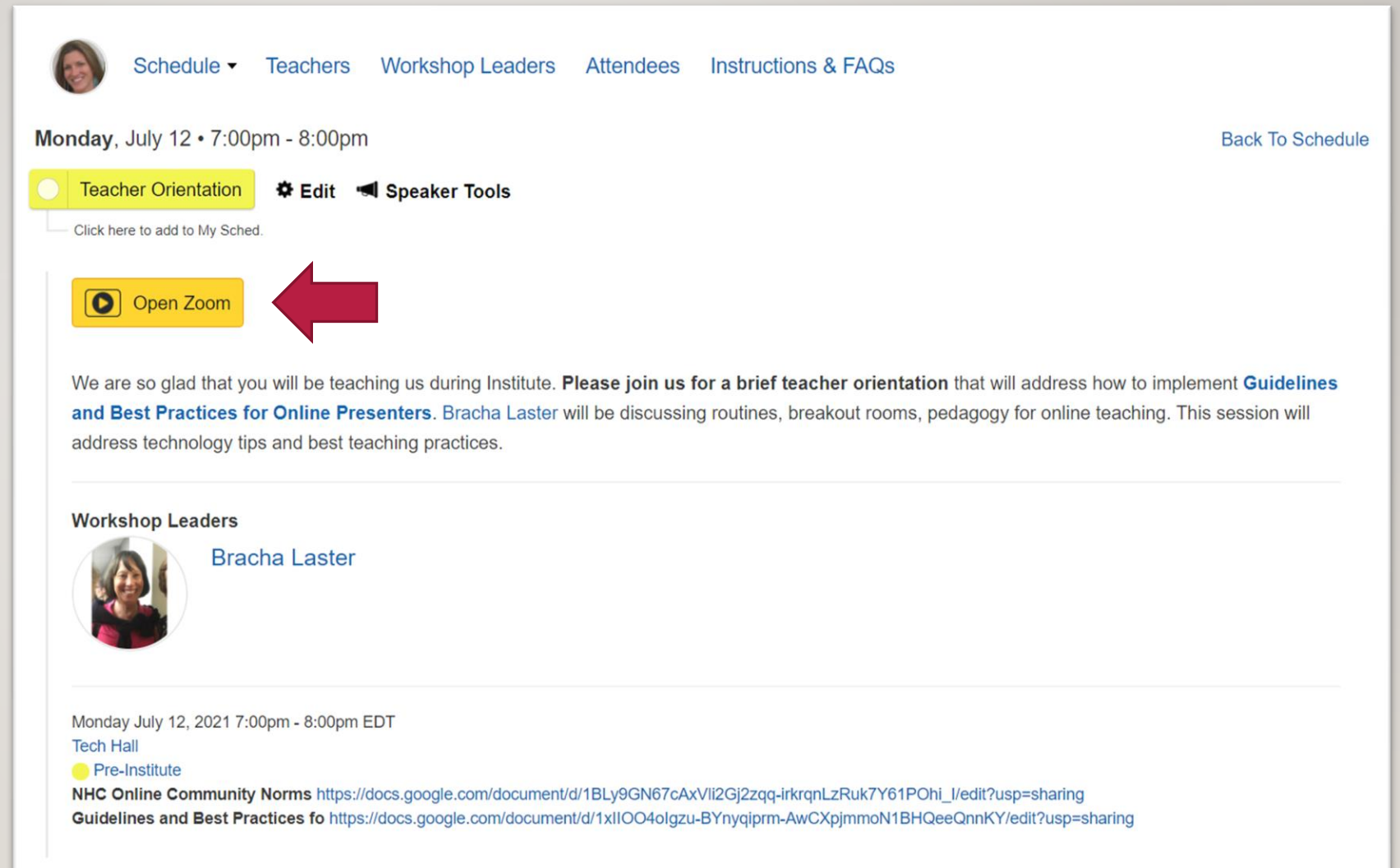
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Monday July 12, 2021 7:00pm - 8:00pm EDT  
[Tech Hall](#)  
 [Pre-Institute](#)  
**NHC Online Community Norms** [https://docs.google.com/document/d/1BLy9GN67cAxVli2Gj2zqq-irkrqnLzRuk7Y61POhi\\_/edit?usp=sharing](https://docs.google.com/document/d/1BLy9GN67cAxVli2Gj2zqq-irkrqnLzRuk7Y61POhi_/edit?usp=sharing)  
**Guidelines and Best Practices for Online Presenters** <https://docs.google.com/document/d/1xII004oIgzU-BYnyqiprm-AwCXpjmMoN1BHQeeQnnKY/edit?usp=sharing>






# ZOOM

- Zoom is the online meeting platform where sessions are held. Attendees and Teachers will access their sessions by going to Sched and finding the Zoom link to the session
- To join a session, click on the session in your schedule- “Teacher Orientation”, then click the “Open Zoom” button

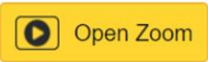



 [Schedule](#) ▾ [Teachers](#) [Workshop Leaders](#) [Attendees](#) [Instructions & FAQs](#)

Monday, July 12 • 7:00pm - 8:00pm [Back To Schedule](#)

 [Teacher Orientation](#)  [Edit](#)  [Speaker Tools](#)


[Click here to add to My Sched.](#)

We are so glad that you will be teaching us during Institute. **Please join us for a brief teacher orientation** that will address how to implement [Guidelines and Best Practices for Online Presenters](#). Bracha Laster will be discussing routines, breakout rooms, pedagogy for online teaching. This session will address technology tips and best teaching practices.

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**Workshop Leaders**

 [Bracha Laster](#)

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Monday July 12, 2021 7:00pm - 8:00pm EDT

[Tech Hall](#)

 [Pre-Institute](#)

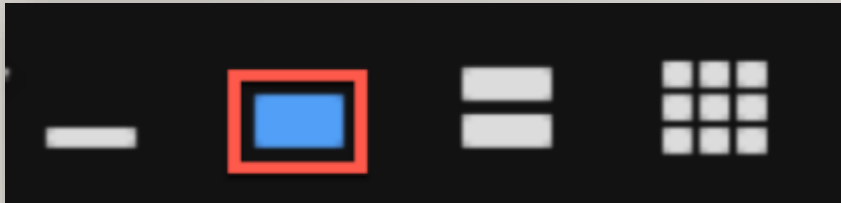
[NHC Online Community Norms](#) [https://docs.google.com/document/d/1BLy9GN67cAxVli2Gj2zqq-irkrqnLzRuk7Y61POhi\\_/edit?usp=sharing](https://docs.google.com/document/d/1BLy9GN67cAxVli2Gj2zqq-irkrqnLzRuk7Y61POhi_/edit?usp=sharing)

[Guidelines and Best Practices fo](#) <https://docs.google.com/document/d/1xII0O4oIgzU-BYnyqiprm-AwCXpjmMoN1BHQeeQnnKY/edit?usp=sharing>

# ZOOM VIDEO OPTIONS

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- Zoom allows several differing video options
- Attendee and speaker tiles can be arranged according to your preference
- Your options are-

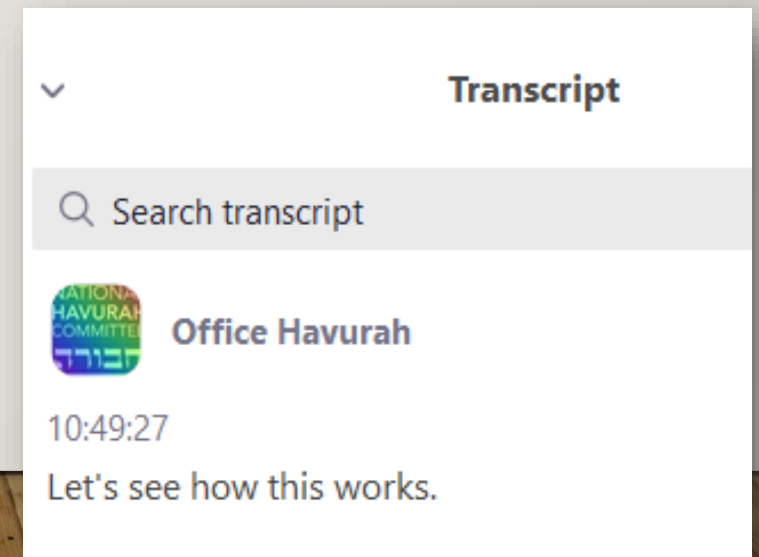
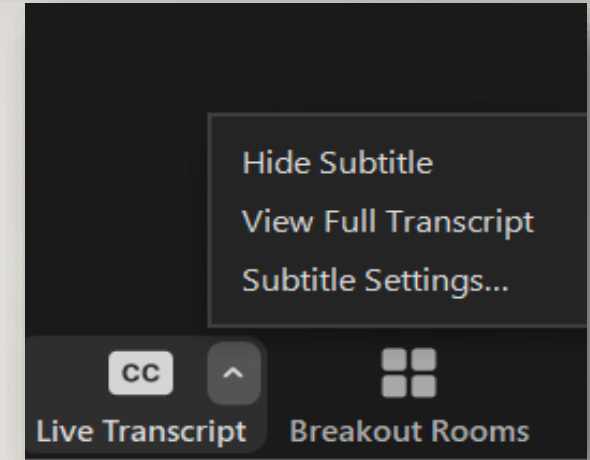
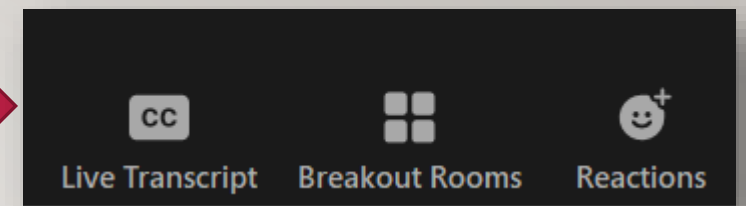


- Minimize or hide video panel
- Active Speaker
- Gallery View Strip
- Gallery View Grid

# ZOOM FEATURES

## Captioning

- Zoom offers live captioning and live transcription
- The Tech Assistant should turn on the Captioning for your session
- Breakout rooms DO NOT have captioning. Live transcription is currently not supported in breakout rooms. Your Tech Assistant should use the main room as a breakout room for anyone who needs captions
- It is strongly recommended you check your session description for uploaded materials prior to your session

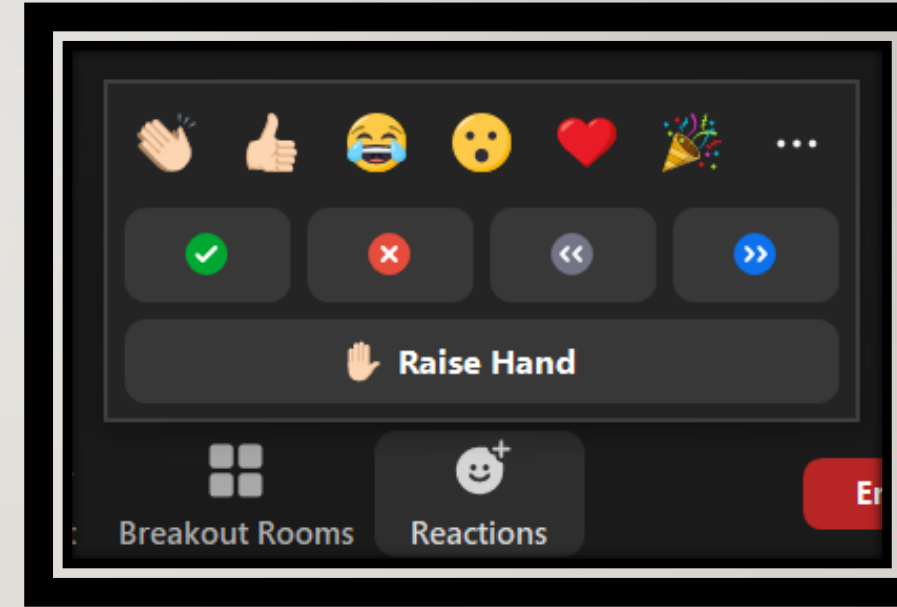


# ZOOM FEATURES

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## Reactions

- Zoom has several options for attendee non-verbal reactions
- It is recommended that attendees stay on mute unless otherwise instructed. The Tech Assistant should mute anyone who is contributing unwanted audio
- Use reactions in your toolbar to communicate non-verbally
- The green check means 'yes'
- The red x means 'no'
- The grey arrows pointing left mean 'slow down'
- The blue arrows pointing right mean 'speed up'



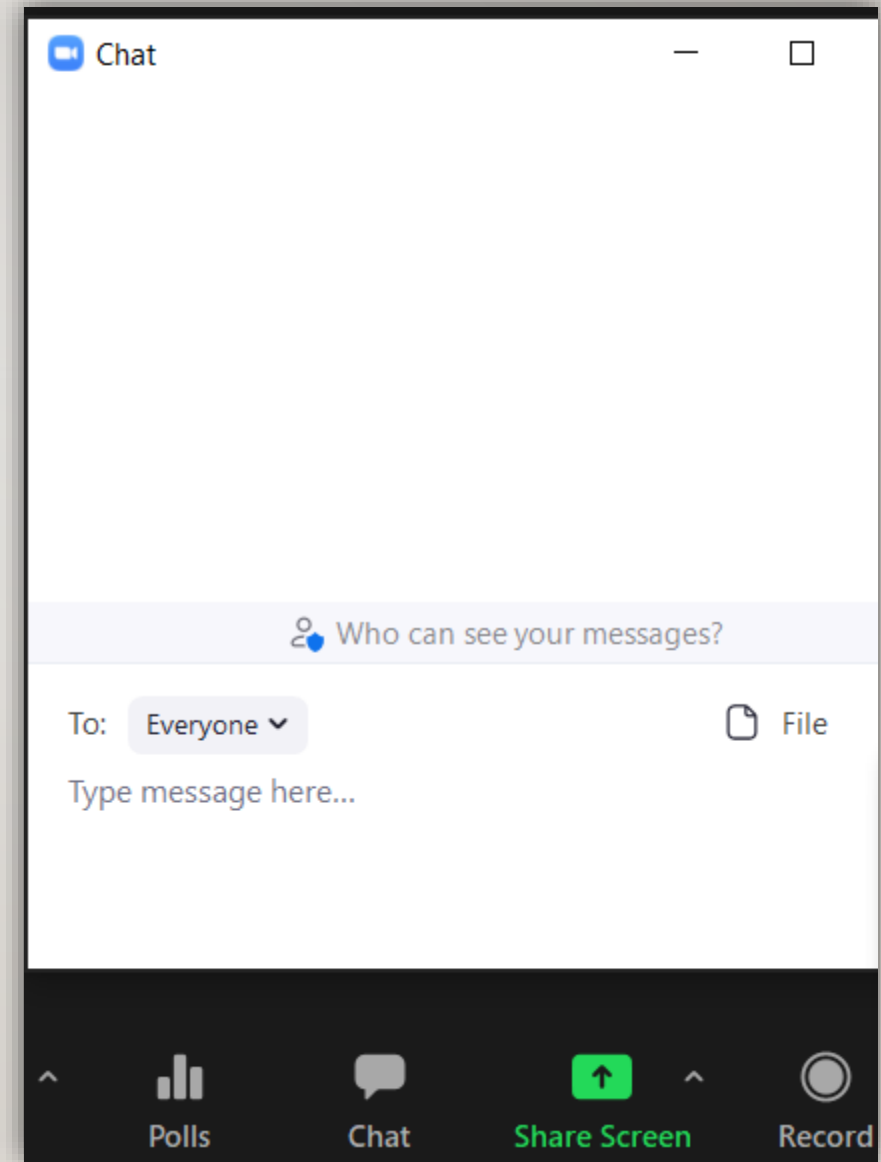


# ZOOM FEATURES

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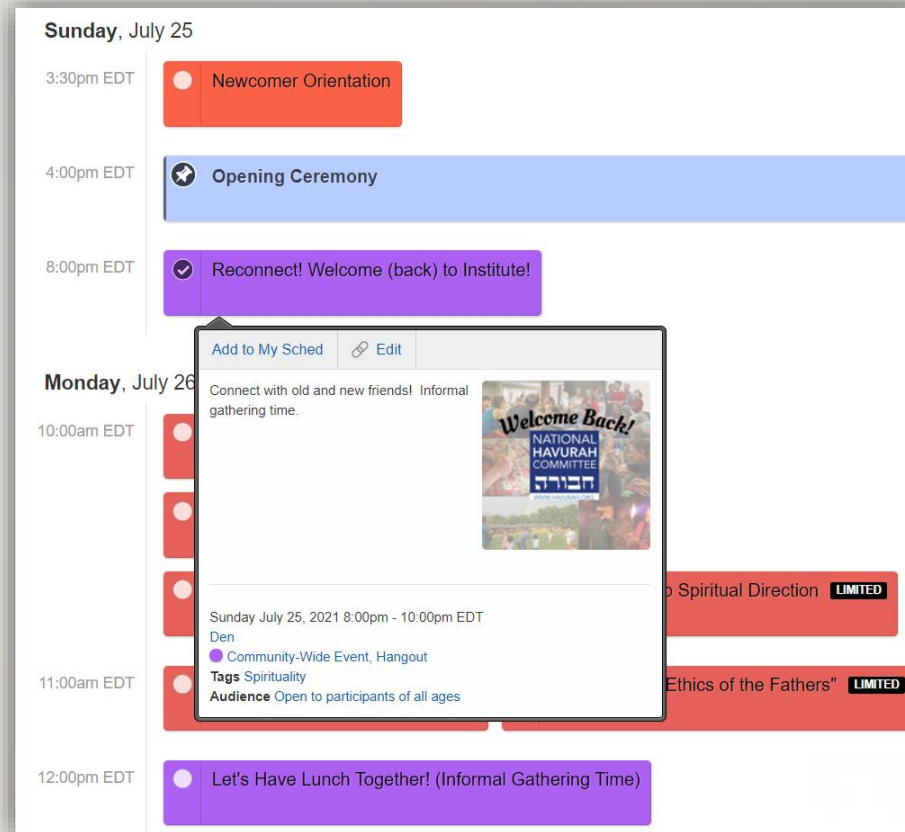
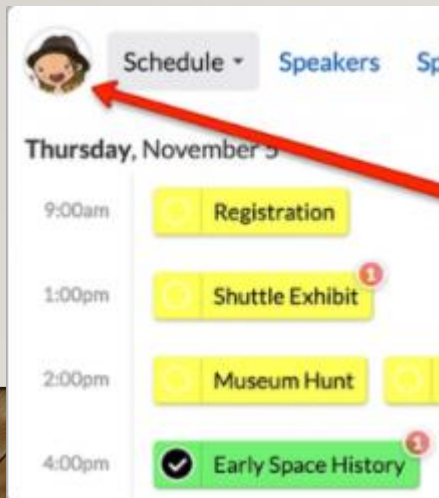
## Chat

- Teachers should encourage attendees to use chat for questions, but please keep personal chat to a minimum, as it can be a distraction
- Make sure if you are messaging someone privately you change the 'To:' to the persons name by choosing them in the dropdown

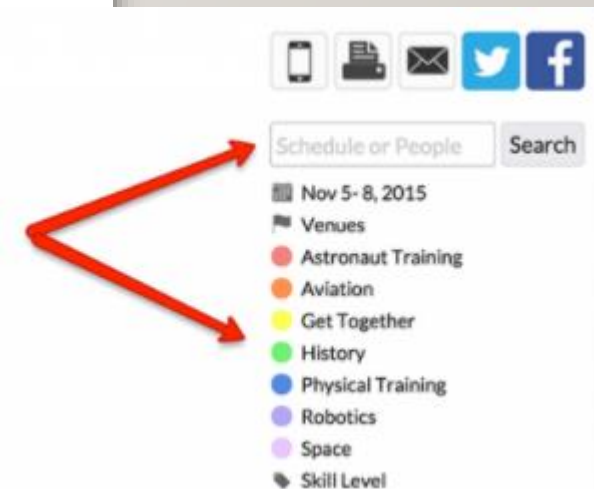


# SELECTING A SCHEDULE

- View the full schedule and hover over a session title for details or click through to the session's details
- Click the circle next to the session's name to make a personal schedule of what you're looking forward to. Click the check mark again to remove the session from your schedule
- Click your profile picture at any time to get back to your personal schedule

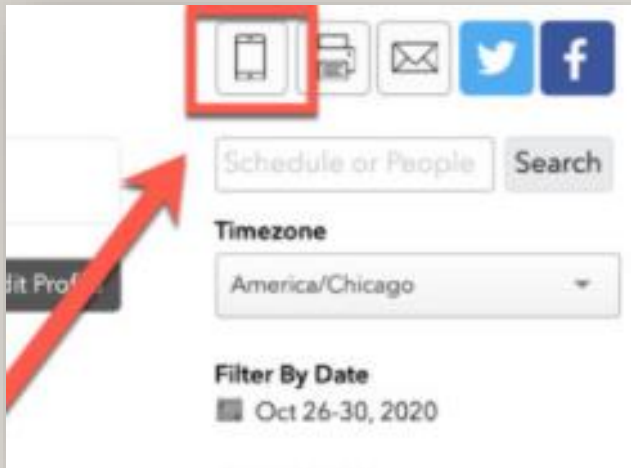


If you're looking for a specific session, use the search bar or filter the schedule by color-coded type

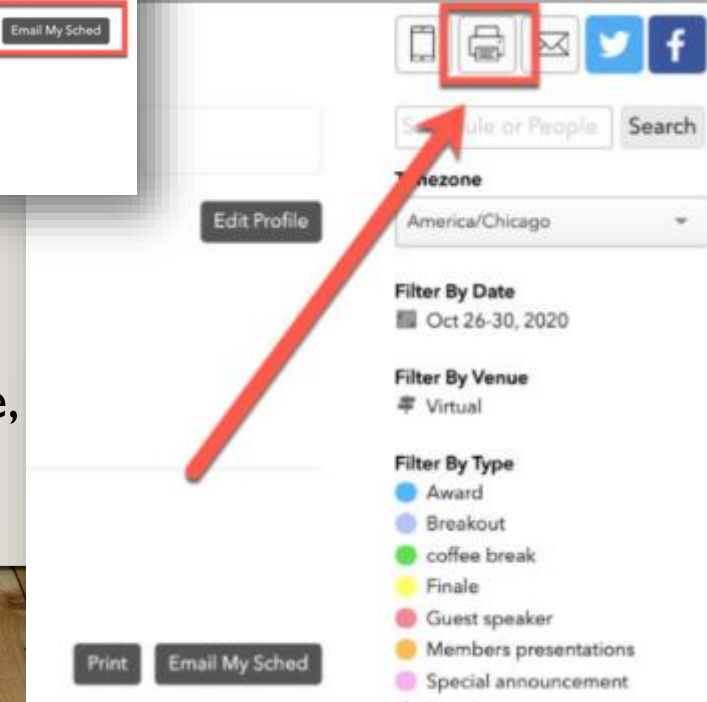
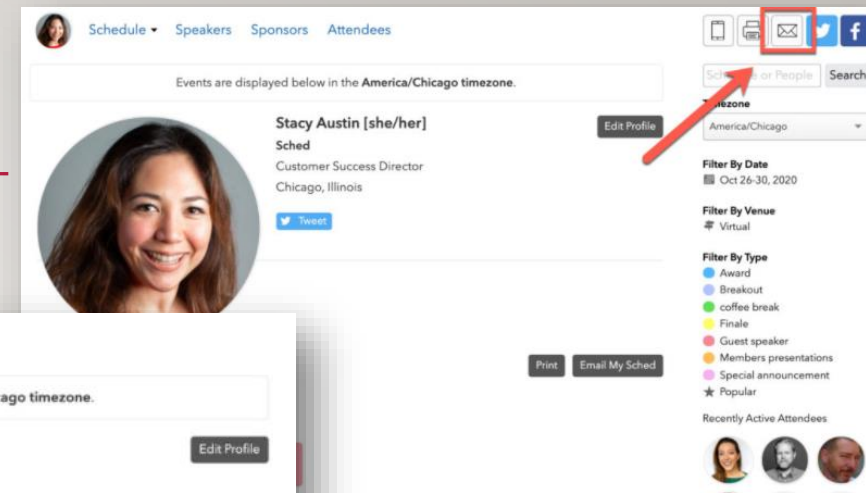
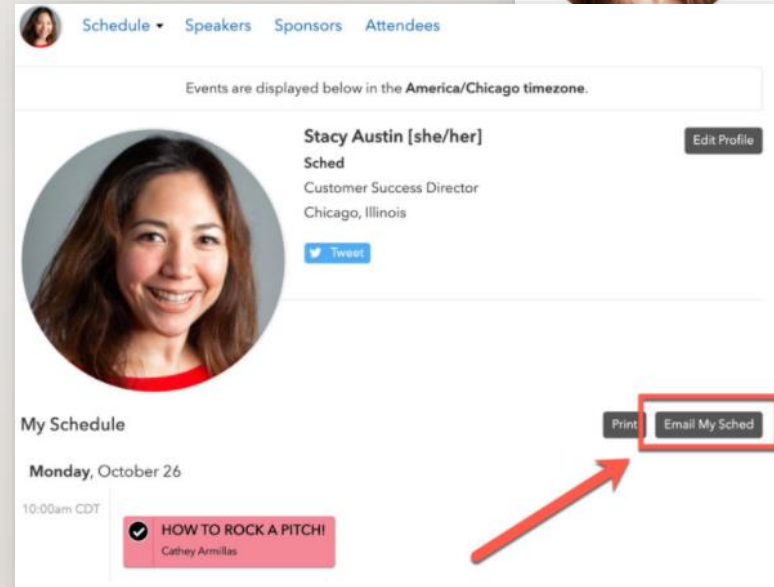


# PRINTING OR EMAILING YOUR SCHEDULE

- **Email** your personal schedule to a **friend** with the envelope icon or email **yourself** a confirmation with the “Email My Sched” button on your schedule page
- **Sync to your calendar:** Use iCal links for Apple iCal or Google Calendar and you'll be able to see any overlaps in your personal schedule



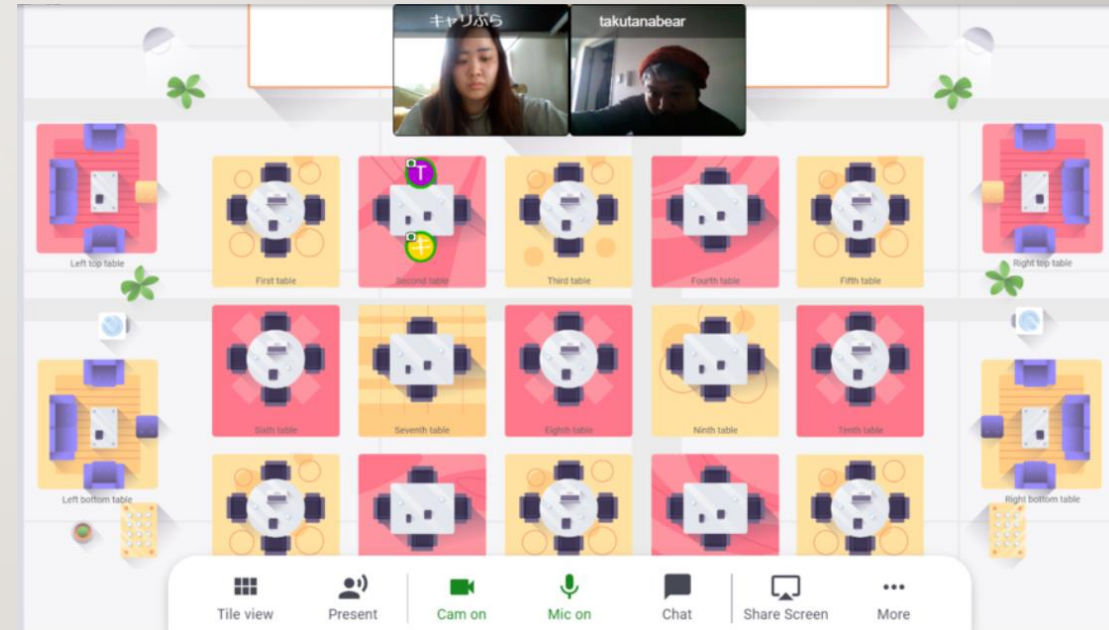
To **print** your schedule, click the printer icon for print-ready views of the full schedule or just your favorites. Print versions can also be filtered by date, venue and type. It's like having a paper guidebook customized just for you





# SOCIALIZING: REMO

- Remo is a virtual space that allows attendees to mingle with each other at virtual tables
- Remo will solely be used for 'Let's Have Lunch Together' and 'Let's Have Dinner Together' hangouts each day
- To join a Remo session, simply click on the **link** in the session description
- Once in *Remo*, click the green "Join Event Now!" button
- **How can I use Closed Captions in Remo?**
  - Click the 3 vertical dots in the upper right corner of your browser (next to URL address bar)
  - Click 'Settings'
  - Select 'Advanced' to access the advanced Chrome settings.
  - Select 'Accessibility'
  - Toggle the option for 'Live **Caption**' on





NHC Summer Onli... ▾



Threads

All DMs

@ Mentions & reactions

Slack Connect

More

▼ Channels

# 01-announcements

# 01-welcome-2021

# 50-community--hhd-planni...

# 50-community--online-ser...

# SOCIALIZING: SLACK

- Slack is a great way to connect casually outside of Sched and Zoom
- **Slack** is a messaging app that connects people instantly via chat
- **All attendees have been added/invited to the Slack**
- You can post announcements, chat with people one-to-one, upload pictures, share links
- There are many resourceful channels in Slack, like announcements, interest groups, and a channel for **day heads**
- **Day heads** are daily volunteers who you can message with immediate questions or needs throughout Institute

# 02-introductions

# 04-how-to-slack-for-institu...

# 05-peer-tech-help

# 09-slack-channel-requests

# 10-programs--courses

# 10-programs--large-group...

# 10-programs--spiritual-life

# 10-programs--workshops

# 40-interests--money-and-fi...

# 40-interests--tv-and-film

# 70-institute--highlights-20...

# SOCIALIZING: SLACK



## Sign in to Slack

We suggest using the email address you use at work.

 Sign in with Google

 Sign in with Apple


OR

name@work-email.com

Sign In with Email

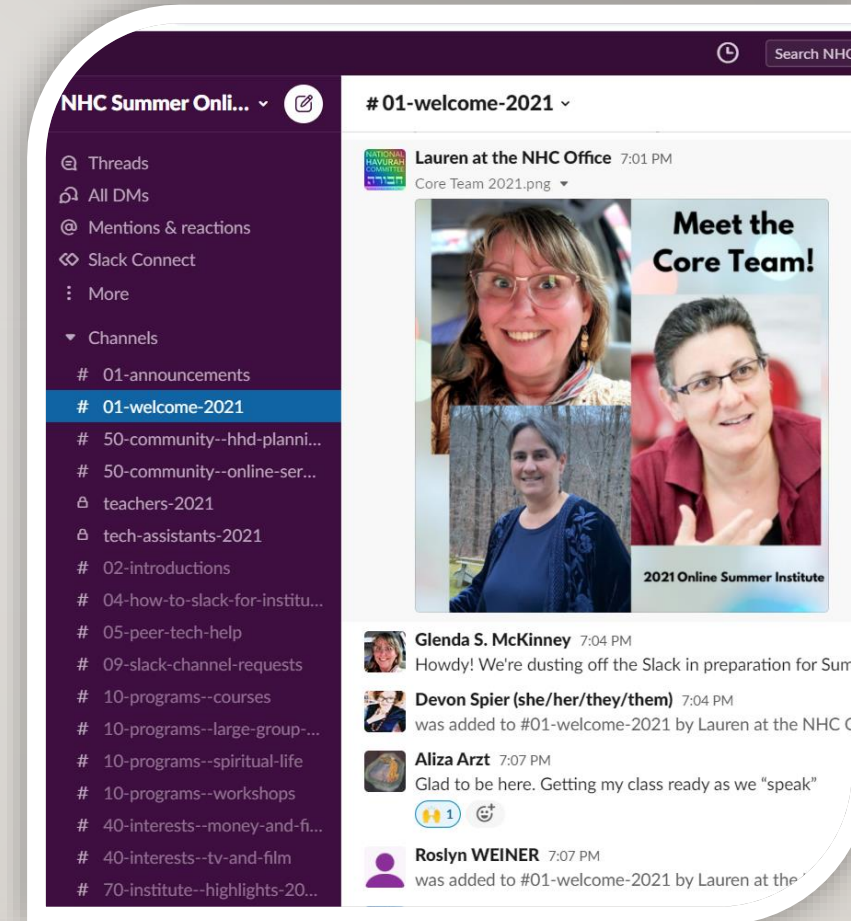
✧ We'll email you a magic code for a password-free sign in. Or you can [sign in manually instead](#).

You're already signed in to...

 NHC Summer Online Institute 2021  
nhconlineinstitute.slack.com

Open

- Sign into Slack using the email you registered with or following the invite that was emailed to you
- You can open Slack in your browser, you do not have to download the app
- Slack has many ways to communicate, you can use emojis, post pictures, add links, tag people, and direct message each other (DM)



## Launching NHC Summer Online Institute 2021

Click "Open Slack" to launch the desktop app.  
Not working? You can also [use Slack in your browser](#).



# PREPARING FOR YOUR SESSION

1. Check for uploaded materials in the session description
2. Be sure you have signed up for ALL sessions in a course's series
3. **Download the most recent version of Zoom**
4. Set up and utilize a virtual background
5. Each session start provides attendees information about our Community Safety Policy. It refers attendees to our Community Council in case they are having issues with another attendee. You can also reach out to the Tech Assistant (or the session leader) with any interpersonal issues

## TEACHERS SCHEDULE

Creation in Twelve Five-minute Hours  
Monday July 26th, 10:00am @ Den

Creation in Twelve Five-minute Hours  
Wednesday July 28th, 10:00am @ Deck

Creation in Twelve Five-minute Hours  
Monday August 2nd, 10:00am @ NHC Theater

Creation in Twelve Five-minute Hours  
Wednesday August 4th, 10:00am @ Library

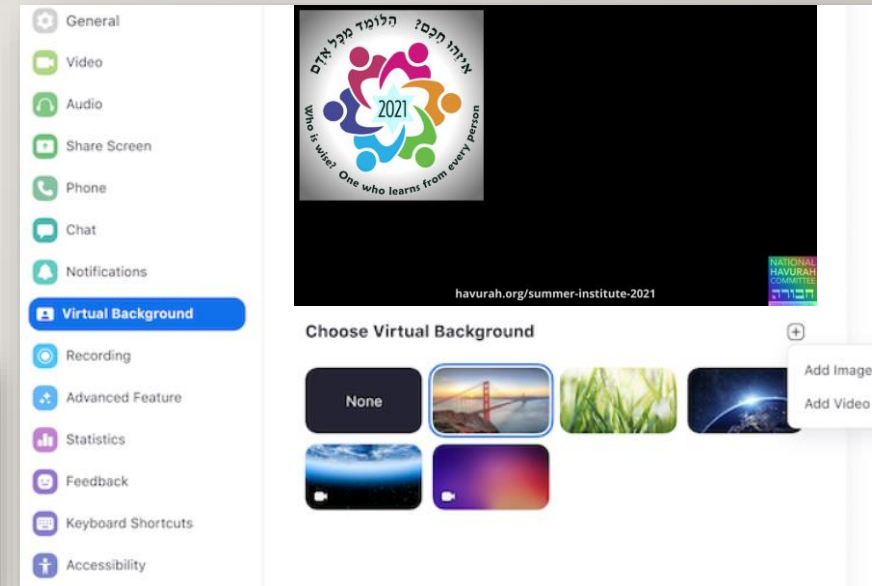
## Community Safety Policy

It is important you feel supported in our online sessions. Please let the Tech Assistant (moderator) or the session Leader know if another participant is making you uncomfortable. Email our [Community Council](#) with any concerns.

This disclaimer was generated by your account admin.

Agree

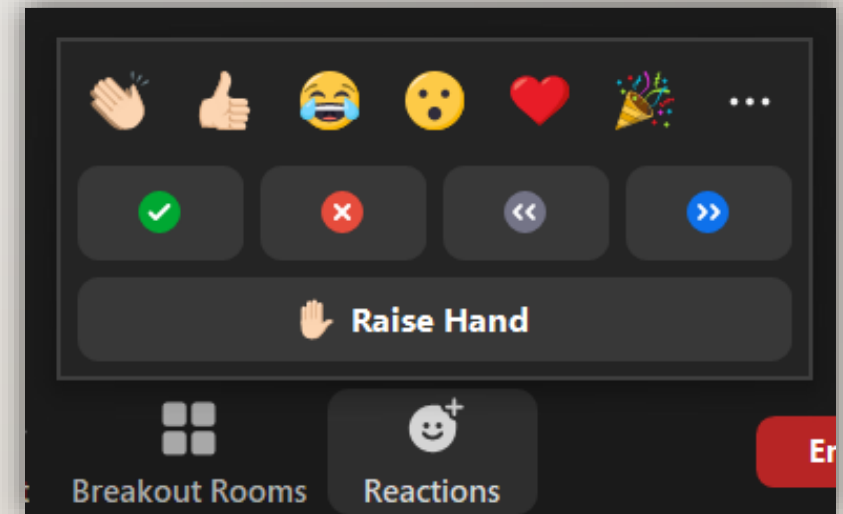
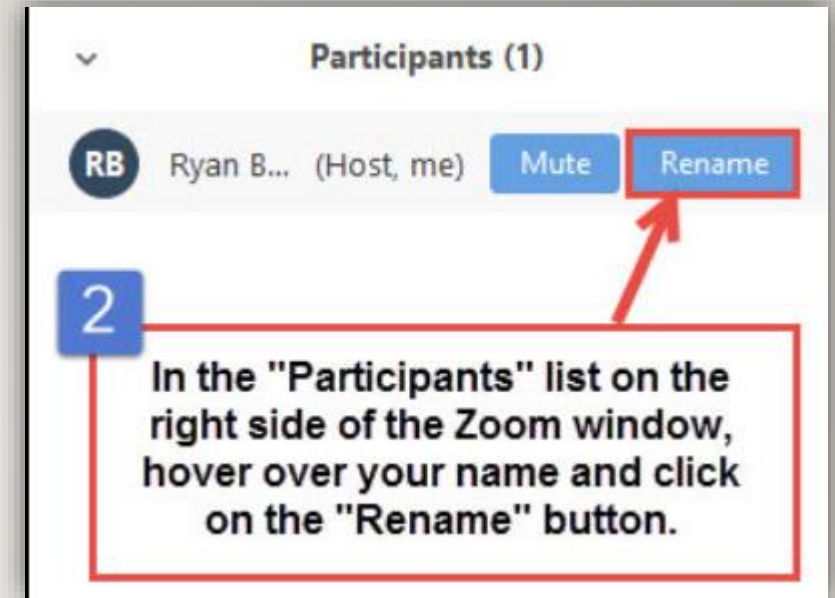
Cancel





# BEST PRACTICES

- Keep chat to a minimum; use the 'Raise Hand' feature or chat for any questions
- Make sure your workspace has enough light so others can see you
- Rename yourself
- Remain on mute unless you are asked to unmute, background noise can be distracting
- Keep your video on for a more connected experience
- If you need to move around while tuned in, turn off your camera so as to minimize the distraction to others
- Institute is meant to be a safe place for sharing and confidentiality as well as privacy are of the utmost importance





# QUESTIONS?

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# THANK YOU FOR ATTENDING!

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- We hope you have a wonderful experience
- Please reach out to [lauren@havurah.org](mailto:lauren@havurah.org) with any questions or concerns
- We hope to see you at in-person Institute in Hartford, CT next year!

