

DATA INTO ACTION WORKSHOP

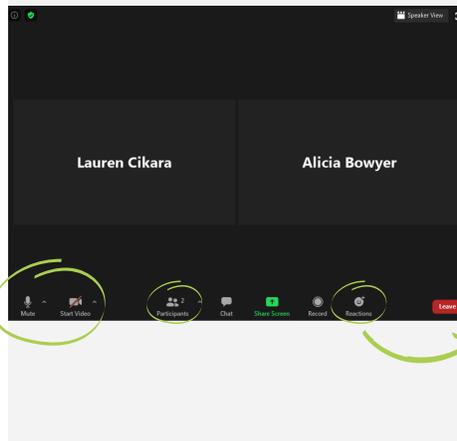
Technology Guide



Welcome to the Data Into Action Workshop series! Here is a quick guide for navigating the technology platform and tools we will be using for Parts 2 and 4 of the virtual workshop series. Please familiarize yourself with Zoom, as well as test out the links for the pre-recorded parts of the workshop. If you have any issues or additional questions do not hesitate to reach out to us at CSPHSurveyTeam@ucdenver.edu.



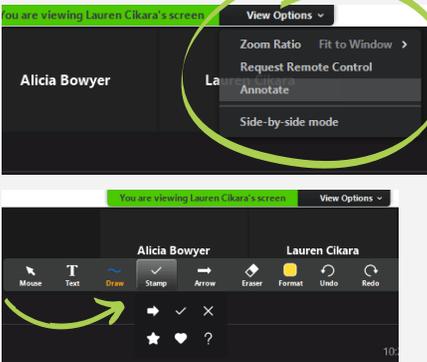
BASICS



Please use these tips for navigating the Zoom platform:

- Identify where the "mute" and "video" icons are.
- Please keep yourself on "mute" until breakout and Q&A sessions. Quickly unmute by pressing the space bar.
- Make sure your name reflects how you would like to be addressed. You can update this by going to "Participants", finding your name, and selecting "rename".
- When using your phone for audio, do so by selecting "phone call" and using the provided numbers on the dialogue box when you first enter the meeting.
- When we ask you to give a "thumbs up" go to "Reactions" at the bottom of your meeting window and select the yellow "thumbs up" icon.

ANNOTATE



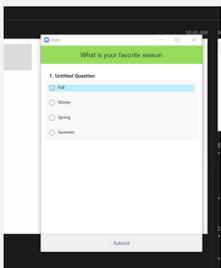
Throughout the sessions we will be asking you to participate in a few activities that will utilize the "Annotate" tool. To access this:

- Go to "View Options" in the bar at the top of your screen.
- Choose "Annotate".
- Go to the appropriate annotation function (i.e. "Stamp").

Exit the annotation function by clicking the red "x" icon on the tool bar.

Responses are anonymous. This tool is only available when presenters are sharing their screen.

POLLS

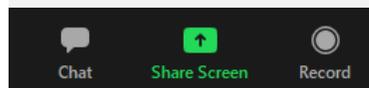
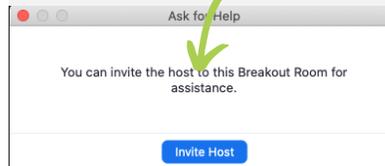
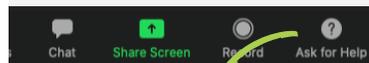
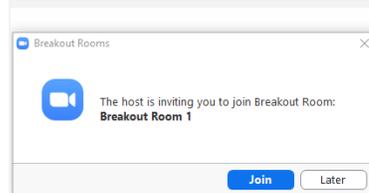


Polls will be administered throughout the workshops. When a poll appears on your screen, choose an answer that applies to you.

Responses are anonymous.

We will share out the results to the polls once everyone has responded.

BREAKOUT ROOMS



You will be placed in breakout rooms during the workshops. Key tips for the breakout rooms are:

- Click "join" when the pop up is displayed.
- Do not exit your breakout room. We will let you back into the main room.
- If you need assistance you can click "Ask for Help". When the dialogue box opens click "Invite Host" and a host/facilitator will come to your breakout room.
- You can share your screen during breakout session by selecting the green "Share Screen". When prompted select the window that you want to share.
- You can access files and information from the main presentation chat in the chat of your breakout.