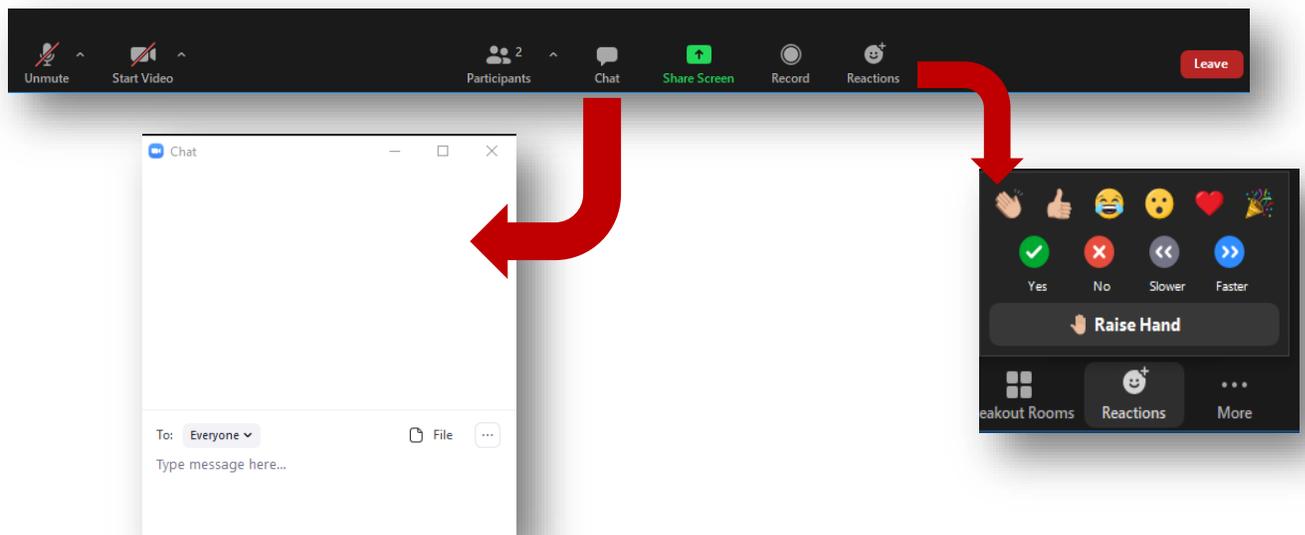


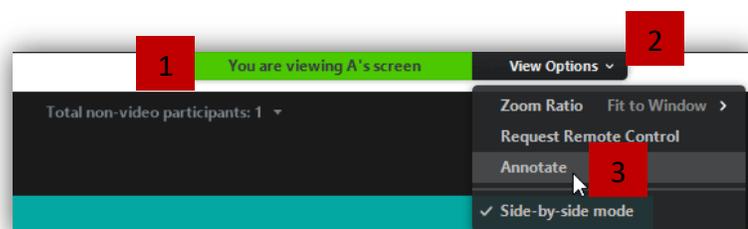
# Technology Tips for the SSAW Training

## Zoom Tips for the SSAW Training:

1. Know how to mute or unmute yourself, as needed. Red line means you're on mute and others can't hear you speak (see picture below). To take yourself off mute, click on the "unmute" button (see picture below)
2. To use the chat feature (let's you "speak" to others during the training with the option to talk to everyone or just one person) click on the "chat" button (see picture below)
3. Know how to use "reaction" button (see picture below)



4. **Annotation – this feature allows you to write directly onto the screen. To do that:**
  - i. You will see "You are viewing \_\_\_\_\_ screen" (the person's name who is sharing information will be in the blank)
  - ii. Click View Options
  - iii. Click Annotate and many choices will appear



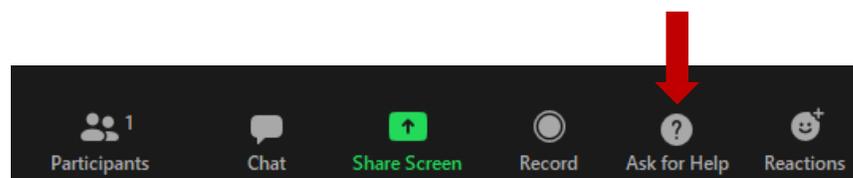
a) Choices include:



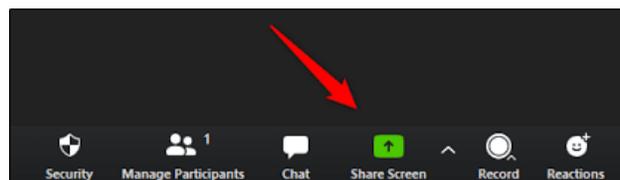
1. Use text to type onto the shared screen. Use the draw or stamp feature to circle or point to something on the shared screen using your cursor.
  - iv. When you write on the screen please write in an empty place on the screen. If you write where someone else is, the writing will be on top of each other and will not be readable.
5. **Breakout Rooms** – small group activities will be in a breakout room. The trainer will send you a Breakout Room invitation. Follow the directions on your screen by clicking on “join” when the Breakout Room Assignment is shown.



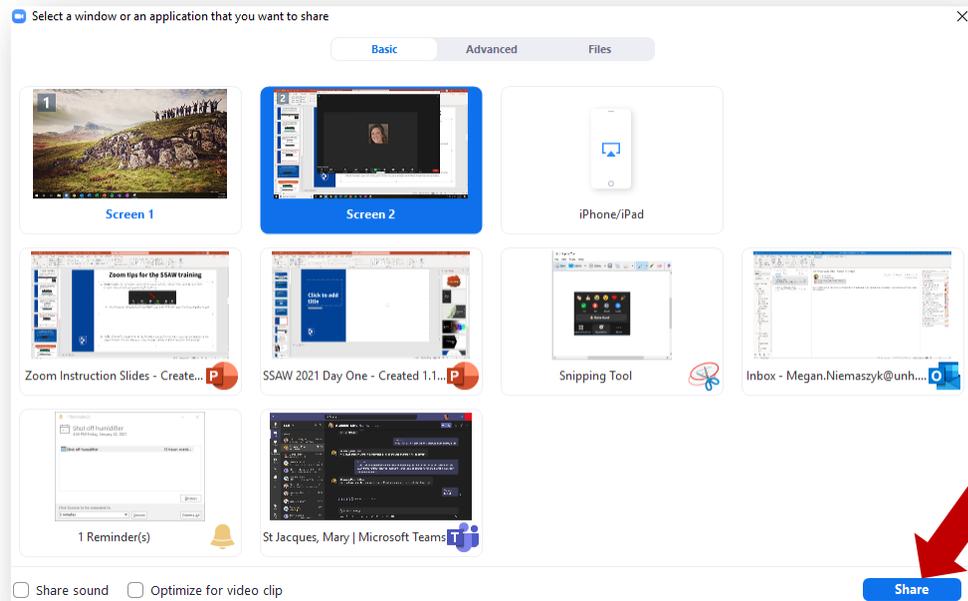
- i. Once you join the breakout room if you need help or have questions, click on the “ask for help” button (shown below) and the trainer will come to help you.



6. **Share Screen** – for some activities in the Breakout Rooms, trainees may need to share their screens. You can do that by pushing this button:



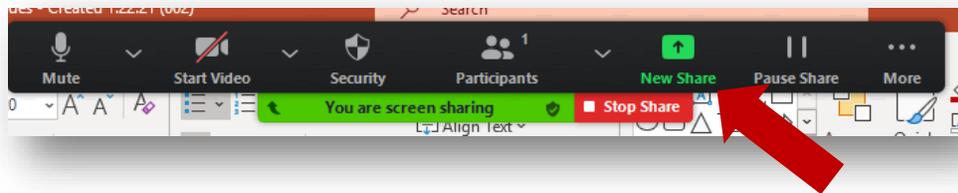
- i. Then you can choose which information you want to share, select it and press share.



7. **Polls** – there will be questions or “polls” asked during the training. A question will pop up on the Zoom Screen, you can click your cursor on your answer and then close the poll window.

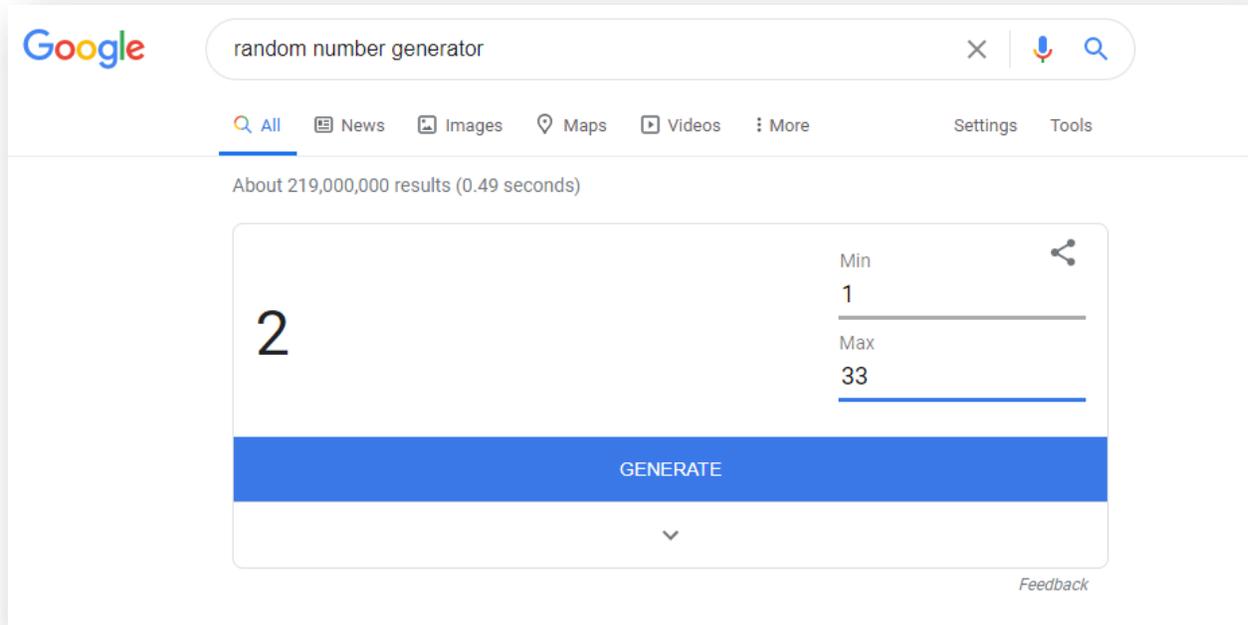
### Find the Hazards Game Instructions:

1. We will be using the Breakout Rooms feature of Zoom for small group activities.
2. In the Breakout Room, one person will need to share the handouts that were shared via email/webpage and are labeled as “Handout A: Find the Hazards \_\_\_\_\_”
  - i. See above for instructions of how to share your screen.
3. Once a handout is shared, the group can use the Annotate feature of Zoom to show where the hazards are within the picture.
  - i. See above for instructions of how to annotate on your screen.
  - ii. Make a note of the hazards and we will discuss them as a group later.
4. Complete as many of the handouts as you can during the breakout room time. You can share another document by clicking new share and following the share screen instructions again.



## Disaster Blaster Game Instructions:

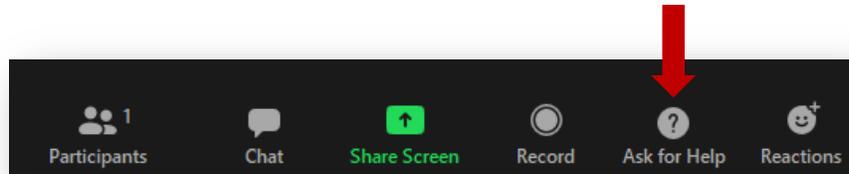
1. This game will be played in teams and will happen in the Breakout Rooms
2. We will not be using the gameboard because we are playing virtually.
3. **There are two roles needed within the breakout rooms:**
  - i. Number Generator Person: this person will decide the order of the questions
    - a) That person should google “random number generator” and set the Max to 33. This person can share their screen, if they would like. They will then play the game as a participant after choosing a number.



- ii. Q/A Person: Someone needs to be the reader of the questions and answers shared via an email or webpage. The question/answer cards are all numbered
  - a) DO NOT share your screen because the answers are on the “cards”



- iii. All other people in your group will be “players”.
- iv. The Number Generator will follow the directions to get a number.
- v. The Q/A person will read the question with the number that was picked. All team members will decide on an answer. The person with the answer cards will read the answer out loud.
- vi. You may not always know the right answer to a Disaster Blaster question. Pick the answer you think is best. You will learn the right answers as you play the game.
- vii. Keep picking numbers and answering the that number question for the time you are in the breakout room.
- viii. Remember! You can ask the trainer for help by clicking Ask for Help.



## Know Your Rights – BINGO Game Instructions

1. To play this game, we will talk about Labor Laws in the form of a BINGO game, with normal BINGO rules (must get five spots in any given direction).
2. You can print your BINGO cards off before the training to play or you can open up one of the BINGO handouts shared via email or through our resources webpage.
3. If you choose to keep your BINGO card on your computer, you can mark off your spots by using the highlighter function of PDF.

