



Educator Technical Guide

Index

[Getting Started](#)

[At a Glance](#)

[Platform](#)

[Resetting Your Password](#)

[Interface Reminders](#)

[Getting Started Course](#)

[Zoom](#)

[Create a Zoom Account](#)

[Best Practices](#)

[Whiteboard](#)

[Flipgrid](#)

Note: Additions made as of July 9, 2020 are indicated as such **New**

Getting Started

Educators playing a leading role on behalf of their program are asked to provide their first name, last name, and email address to the Brite team. If you haven't provided that information already, please email Kata Lucas at klucas@ngcproject.org. This information will initially be used by a member of the Brite team setting up platform accounts and later for ongoing communication between the Brite team and Educators.

Participation in Brite will also require a paid subscription of Zoom Meetings ([Pro account](#) or a higher tier, if you already have one, is ok). Should you not have a paid subscription of Zoom Meetings already, please email Kata and she will set one up for you. Educators will need to share their personal meeting room join link information (url without the password embedded) for integration on the platform. (More directions on this request can be found below under [Best Practices](#)).

Finally, program activities involve the tool [Flipgrid](#), which allows Learners to upload video content to respond to prompts and each other. Either a Google or Microsoft account are required to contribute to Flipgrid. Educators are asked to set up a free [Educator account](#) for the program, if they don't already have one, so they can be added to each grid created in support of the program as CoPilots. Please also share the email you used to create your Educator Flipgrid account with Kata. (More directions on this request can be found below under [Flipgrid](#)).

Learners are asked to set up a [Google account](#) to guarantee access to all Brite program tools and activities. Educators are also welcome to set up a Google account if they do not already have either a Google or Microsoft account as Flipgrid requires one or the other for contributions. Learners will be invited to take a short required prerequisite course— here on out referred to as the Getting Started course— that will help Educators onboard their students.

Don't hesitate to contact the following individuals with questions in any of the following areas:

- Operations or curriculum inquiries, please contact Kata Lucas klucas@ngcproject.org
- Platform technical inquiries, please contact Kimberly Cionca kcionca@worldsciencefestival.com
- Media inquiries, please contact briteinfo@ngcp.org

At a Glance

Educators

- ☐ Set up a paid Zoom Meeting subscription and customize your settings based on our security recommendations in this document.
 - ☐ Then, share your Personal Meeting Room join link and password only with the Learners in your program. (More directions on this request can be found below under [Zoom Best Practices](#)).
- ☐ Create an Educator Flipgrid account.
- ☐ Share the following information with Kata:
 - ☐ Contact Information— name and email— of the Educator(s) who need platform accounts and want to be corresponded with throughout the duration of the program.
 - ☐ Zoom Personal Meeting Room join links.
 - ☐ The email address used to create your Educator Flipgrid account with. (You can have one per Educator or one per program).
 - ☐ Your Learners contact information— name and email address— for platform account setup.
 - ☐ Since Learners will be asked to set up a Google account if they don't already have one, please also provide the email address associated with their account.
 - ☐ Learners' media releases.

Learners

- ☐ Take the Brite Getting Started course. (This course will ask Learners to create a Google account and a Zoom account using their first name, last initial and program acronym).
- ☐ Share their Google account emails and media releases with their respective Educators.

Platform

Brite is being hosted on the [World Science U \(WSU\)](#) website. Each week is represented by a separate course and can be accessed by scrolling to the bottom of the site's [Courses page](#).

Resetting Your Password

Platform accounts for both Educators and Learners will be set up by the Brite team. When your account is set up, you will receive an email from WSU notifying you of this. Please follow the instructions in the email you received with the subject line “[World Science U] Login Details” to reset your password. Should you forget your password, visit WSU’s [Login page](#) and select “Forgot Password.” Should you want to reset your password at any time, login and click on your name at the top right corner of the platform. Then select “My Profile” from the dropdown. Notice the “Change Password” button underneath your email address.

The image displays two screenshots from the World Science U website. The left screenshot shows the login page with fields for 'Email Address' and 'Password', a 'Remember Me' checkbox, and a 'Login' button. A red box highlights the 'Forgot Password' link below the password field. Below the login section are buttons for 'Facebook' and 'Google' login. The right screenshot shows the user's profile page. At the top, a dropdown menu is open, showing 'My Profile' (highlighted with a red box) and 'Logout'. Below this, the 'Profile Details' section includes 'Primary Information' with the user's name 'World Science U' and email 'wsu@worldsciencefestival.com'. A red box highlights the 'Change Password' button located below the email address.

Interface Reminders

Within each week's course, every day is represented by a **blue module tile**. Activities for each day are represented horizontally next to each blue module tile as **white lesson tiles**. With the exception of certain synchronous activities— Brite Group Meetings, Brite Assemblies and BriteFest— Learners can progress through the week's activities at their own pace.

Remember, Learners must click on the **Mark Complete** button, which is displayed on all lessons except discussion boards, in order to reach 100% course completion. Only upon reaching 100% course completion will the course generate a **certificate** celebrating the Learners' successful completion of that week's program.

Getting Started Course

A Getting Started Course was created to assist Educators with onboarding their Learners. The course takes Learners through short activities that get them started on the tools they will use in the weeks ahead, including setting up a Google and a Zoom account. Educators should document their Learners' Google accounts and share that information with Kata. The Getting Started course also includes initial questions for each Brite Girl to complete. The survey is not meant to evaluate the individual Learners, but instead, the program itself and its impact on the Learner's self esteem, STEM identity, and STEM agency. Completion of the questions is required. Completion of the Getting Started course is required for access to the following week's programming courses.

Zoom

Zoom will be used for all synchronous learning experiences during the Brite program, namely: **Brite Group meetings**, **Brite Assemblies** and **BriteFest**. Brite Group meetings afford the girls in your program a chance to get to know each other better. Brite Assemblies are larger experiences with all Brite Girls and an opportunity for Brite Girls to meet each other and the phenomenal speakers. Finally, BriteFest is an end of week celebration for all Brite Girls.

Create a Zoom Account

Zoom will be used for Brite Group meetings, which Educators will run, as well as Brite Assemblies and BriteFest, which the Brite team will run.

Educators need to have a [paid subscription](#) to **Zoom Meetings** in order to hold their **Brite Group meetings**. We recommend that Educators have a Pro subscription of Zoom Meetings for the month of July. Should you not have a paid subscription already, please contact Kata and one will be provided to you for the month of July.

New Learners are not required to create a Zoom account. They can either use one provided to them by their school or remain account-free and join through either the [Zoom Desktop Client](#) or browser. Learners should follow the instructions in the guide, **A Brite Learner's Guide to Zoom**, available in the [Brite: Getting Started](#) course. We are asking Learners to limit identifying information to their first name, last initial and program acronym (MSOE, CSTEP, GS etc.) when prompted to add their name before joining a Zoom meeting or webinar.

Best Practices

The following recommendations can apply to the Brite Group meetings that Educators are responsible for running. The Brite team's recommendations were made after a thorough assessment of: New York City Department of Education's Zoom [security requirements](#); Common Sense Media's resources [Teachers' Essential Guide to Zoom](#) and [Best Practices for Securing Your Virtual Classroom](#); and Zoom's ongoing security updates.

Our recommendations are as follows:

- Start meetings with participants (in our case Learners) video off.
- Disable join before host.
- *Set a meeting password.
- **IMPORTANT:** Disable embed password in invite link for one-click join.
- Start meeting with participants video off.
- Mute participants upon entry.

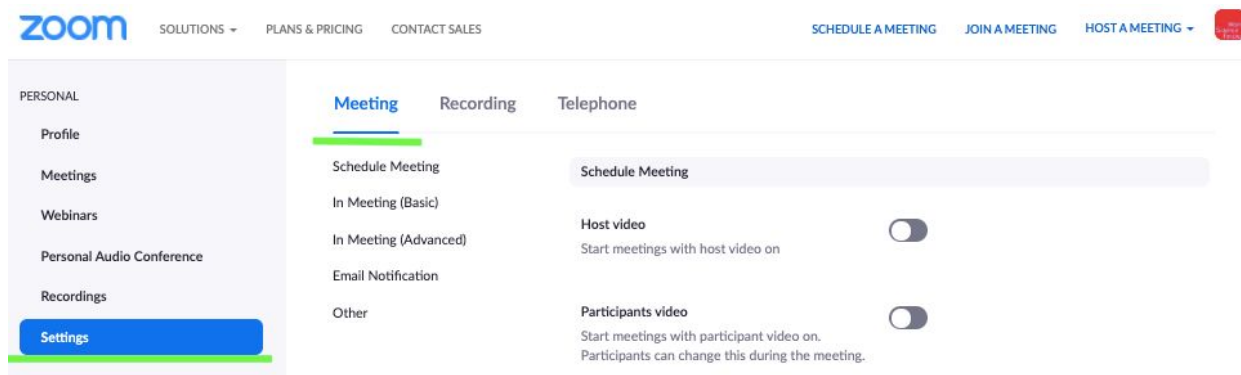
- Disable private chat.
- Disable Learners' ability to rename themselves.
- *Enable waiting rooms.

Brite does recommend the use of **personal meeting rooms** because Program Group meetings will be frequent (multiple per day and week) and thus we intend to add each program's personal meeting room join link to the Getting Started course. Note that we also recommend that Educators, first make sure the setting *embed password in invite link for one-click join* is disabled in their account settings, and, second, set a password that's easy to remember for their personal meeting room (e.g., BRITEgs). As a result, while Learners will have easy access to their Brite Group meeting join link on the platform, they will still need the password their Educators set up to join the meetings. Ultimately, Educators may opt out of making the personal meeting room join link available to the Brite team.

Settings on Zoom can be configured within one's Zoom account, for each meeting scheduled, and within the meeting when launched. Below are more detailed tips on where to find the recommended settings.

Recommended Zoom Account Settings

Note these are settings you can configure once and they will automatically save for all meetings that you hold. Navigate to **Settings** on the right navigation once you log into your account. Make sure you are on the **Meetings** tab to make your selections.



Start meetings with participants (in our case Learners) video off.



Disable join before host.

Join before host

Allow participants to join the meeting before the host arrives



Since Educators and Learners are expected to meet multiple times a week, we are encouraging the use of personal meetings IDs.

Enable Personal Meeting ID

A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit [Personal Meeting Room](#) to change your personal meeting settings. [Learn more](#)



Use Personal Meeting ID (PMI) when scheduling a meeting

You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.



Use Personal Meeting ID (PMI) when starting an instant meeting



Require a password for Personal Meeting ID (PMI)



- ☐ Only meetings with Join Before Host enabled
- ☒ All meetings using PMI

Password



[Set your own here](#)

IMPORTANT: Disable embed password in invite link for one-click join.

Embed password in invite link for one-click join

Meeting password will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the password.



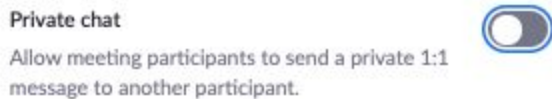
Mute participants upon entry.

Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.



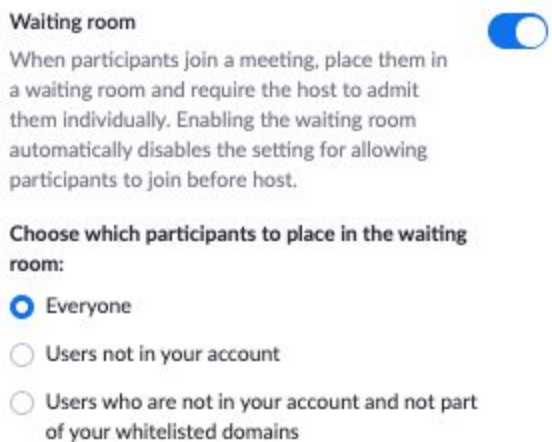
Disable private chat.



Disable Learners' ability to rename themselves.



Enable waiting rooms



Recommended Personal Meeting Room Settings

Note these are settings that you can select once and they will automatically save for all meetings that you hold using your personal meeting room. Navigate to **Meetings** on the right navigation once you log into your account. Then, make sure you are on the **Personal Meetings Room** tab. Select the **Edit this Meeting** button.

zoom SOLUTIONS - PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING -

PERSONAL

Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

Attend Live Training

Video Tutorials

Knowledge Base

Upcoming Meetings Previous Meetings **Personal Meeting Room** Meeting Templates Start Meeting

Topic World Science Festival's Personal Meeting Room

Time Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID

Meeting Password ***** Show

Invite Link Copy Invitation

Video Host Off Participant Off

Audio Computer Audio

Meeting Options

- Enable join before host
- ☒ Mute participants upon entry
- ☒ Enable waiting room
- Only authenticated users can join
- Record the meeting automatically

Edit this Meeting Start this Meeting

Require a meeting password. Again, something that's easy to remember that you can share with your Learners once.

Meeting Password

☒ Require meeting password BRITEgs

Turn off video for both the host and participants.

Video

Host ☐ on ☒ off

Participant ☐ on ☒ off

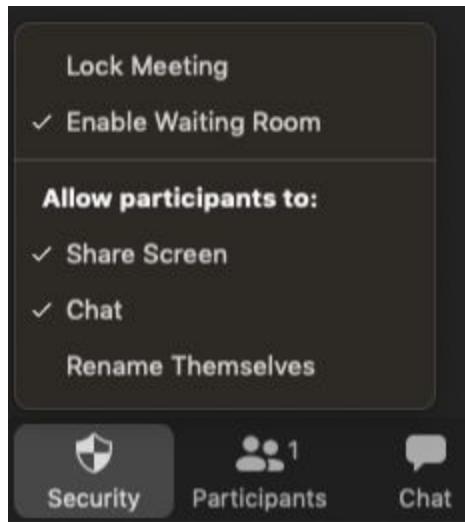
Mute participants upon entry and Enable waiting room.

Meeting Options

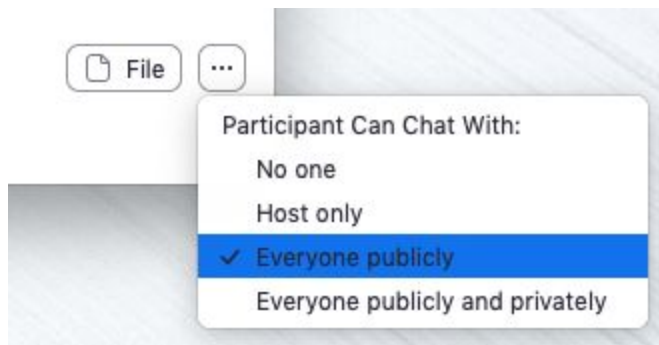
- ☐ Enable join before host
- ☒ Mute participants upon entry
- ☒ Enable waiting room
- ☐ Only authenticated users can join
- ☐ Record the meeting automatically

Recommended Launched Zoom Meeting Settings

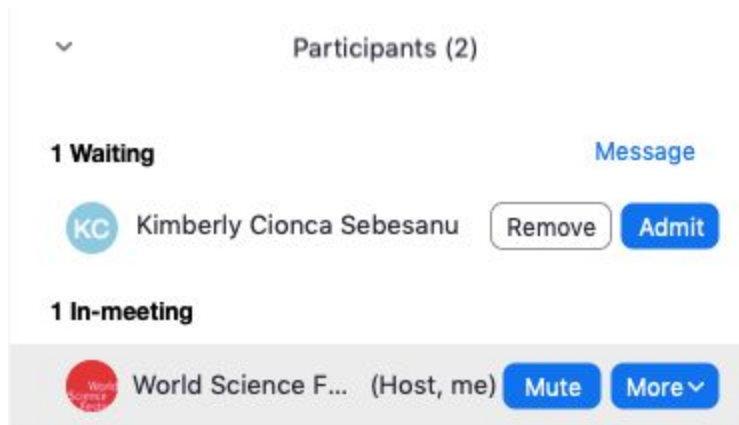
Verify the following settings in the Security button once you've launched your meeting: enable waiting room and disable rename themselves.



Allow participants to chat with everyone publicly.

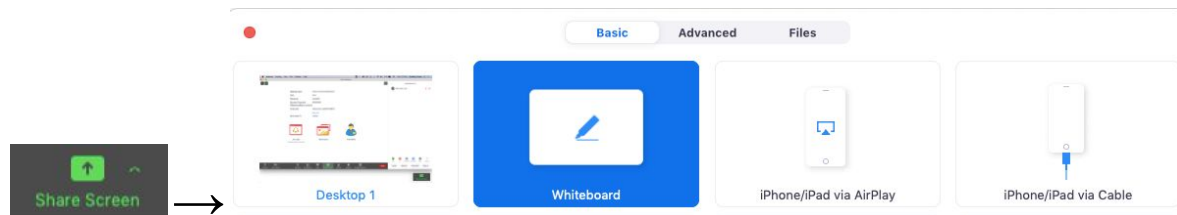


Admit Learners who are in a waiting room to the meeting in the Participants panel.

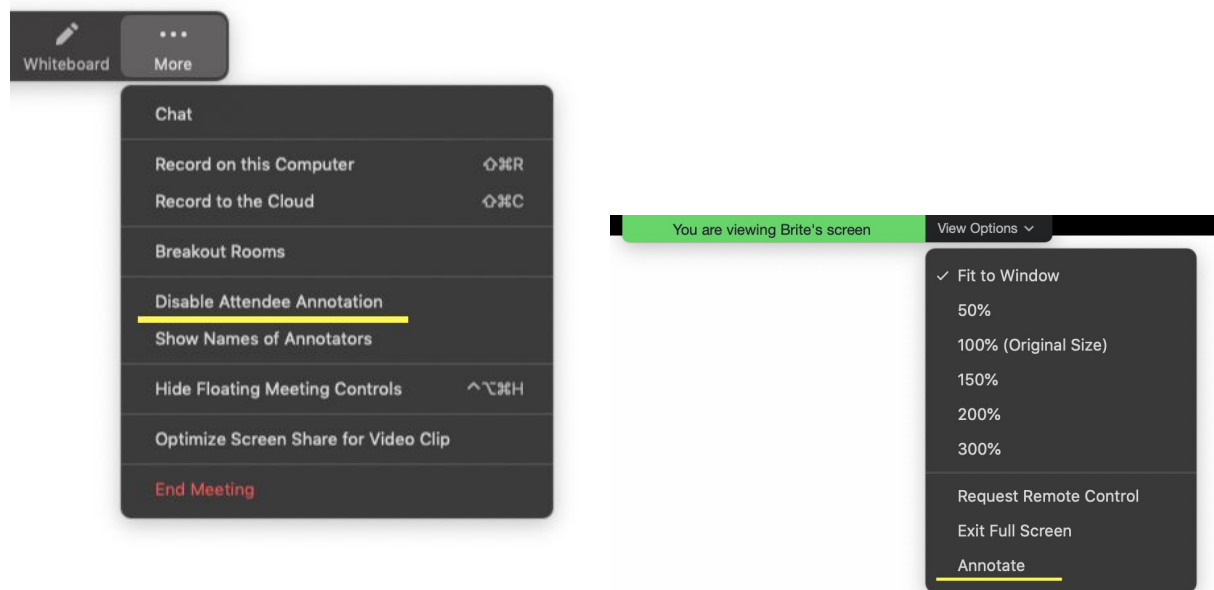


New Whiteboard

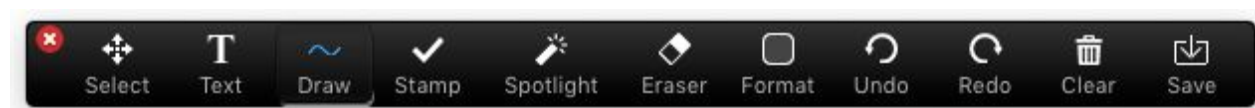
Certain activities may ask you to collaborate with Learners via a whiteboard during your Program Group meetings. To access your meeting whiteboard, click on **Share Screen** from the toolbar and then select the **Whiteboard** option.



Disable Learners' ability to annotate the whiteboard by clicking on **More** and **Disable Attendee Annotation**. As a result, Learners won't see the **Annotate** option under **View Options**.



Save your work as a png file by clicking on **Save** in the whiteboard toolbar.

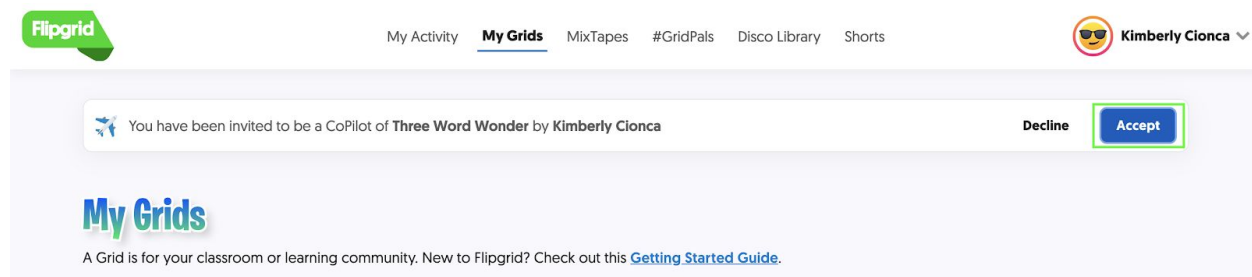


Zoom has a wealth of online support resources: [Zoom Help Center](#) and [Zoom Technical Support](#). Please consult them first should you have any trouble. You can also contact Kimberly (kcionca@worldsciencefestival.com) if you are still having trouble.

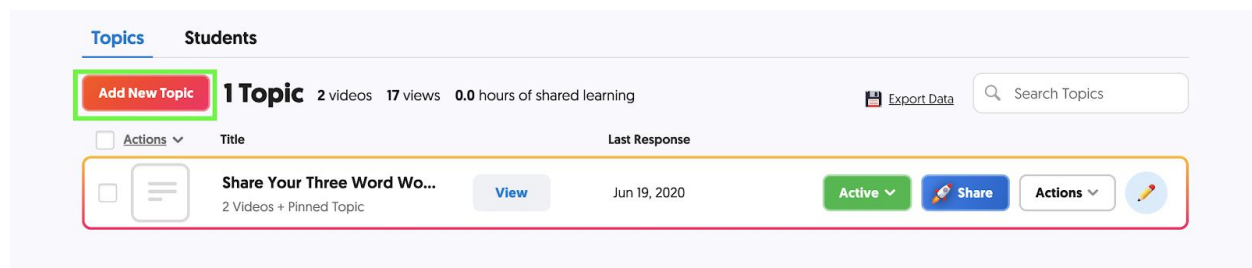
Flipgrid

Flipgrid will be used for asynchronous platform activities, allowing Learners to respond to prompts (known as topics) and each other with short video content on which they can also add mixed media (photos, text, and more). Learners will navigate to each grid from the platform. They will need to sign-in with the Google account they were asked to create in the Getting Started course to participate.

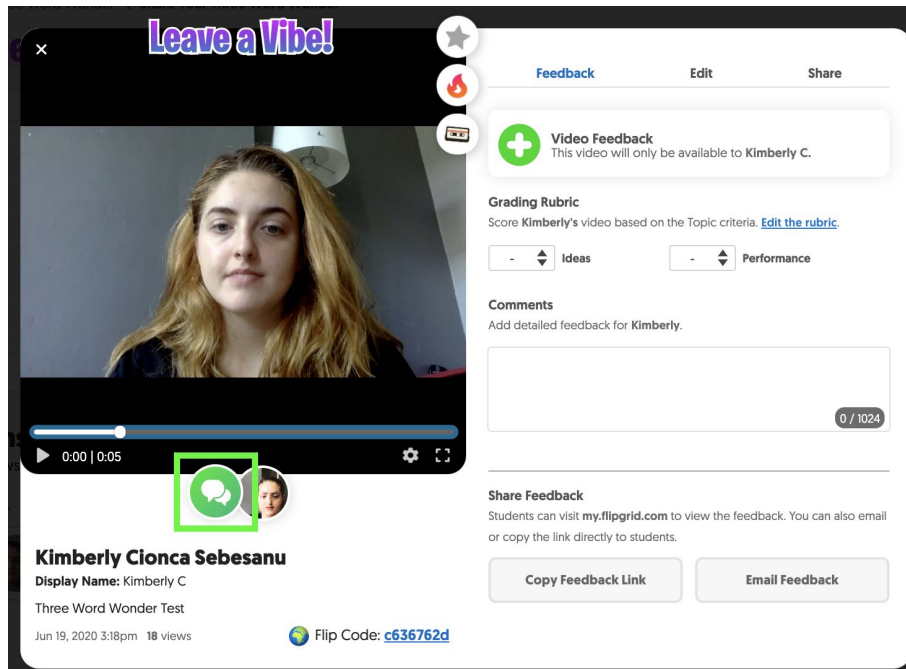
Educators will need to set up a free [Educator account](#) using a Google or Microsoft email address to guarantee that they too can contribute to each of the grids should they want to respond to students within the tool. Please provide the exact email address that you used to create your account with to Kata. You will then be added as a **CoPilot** to all Brite grids, thus granting you access to edit the grid, create topics, review videos, and provide feedback. CoPilots will need to accept their invitation. Once added you will receive a notification at the top of your Educator account under [My Grids](#), as well as an email notification asking you to accept the invitation.



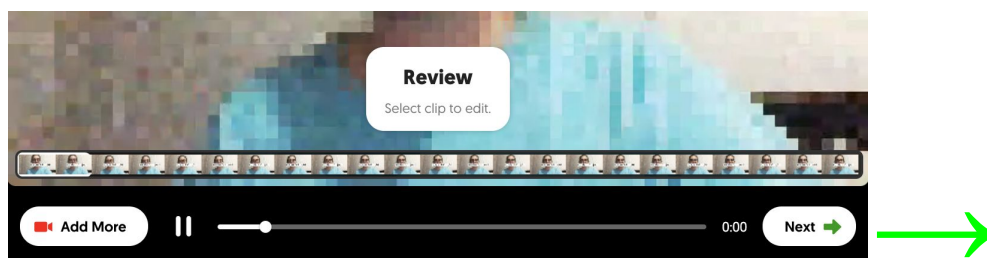
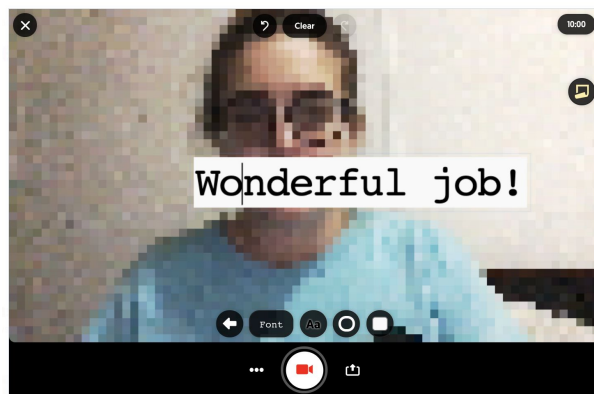
To add an additional topic for your group's Learners simply click the Add Topic button. Each grid can have multiple topics.

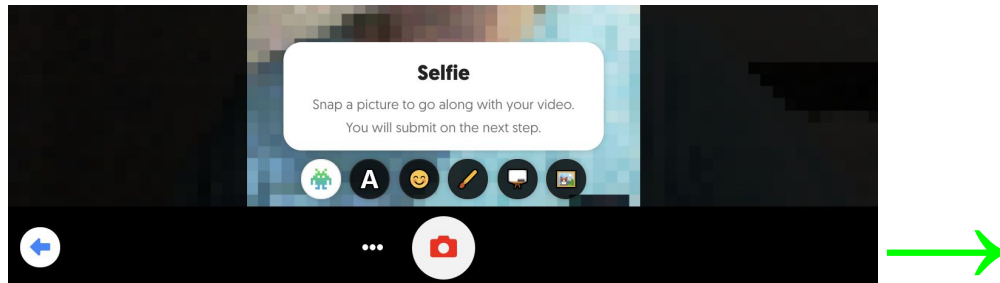


To respond to a Learner's video, click on their selfie and then select the comment icon to either type a written response or respond by video.



To record a video response, tap the record button, review your recording, take a selfie, and click submit.





Submit your video

Display Name

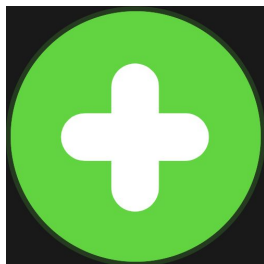
Title

0 / 80

Link

Submit Video

Finally, to add brand new video content that is not in reply to a Learner's contribution, simply click the large green circle with a white plus sign in the middle.



Flipgrid also offers a wealth of support resources. Check out this [Getting Started with Flipgrid](#) article on their blog or the [Flipgrid Help Center](#). Should you have trouble finding an answer to your question, you can also reach out to Kimberly (kcionca@worldsciencefestival.com).