

Technology

- A variety of technology support is available for setting up club meetings and projects.

How to access Google Classroom

Step 1: Go to <https://classroom.google.com/> Click "Gmail".

Step 2: Log in with the Gmail account you want to use for your classroom.

Step 3: On the Classroom page, click "Add +", and click "Create class".

Step 4: Enter the "Class name".

Step 5: To enroll students in your class, you can share the class code, or you can send an email invite to individual students or to a group of students.

- **Class Code:** After sharing the code, students can sign in to Classroom and enter the code.
- **Email Invite:** To invite students to the class, at the top, click "People" and click "Invite students".
 - Enter the email address of a student or a group. When you enter text, an autocomplete list might appear under Search Results.
 - Add a student or a group and click "Invite".
 - After you send the invite, your class list updates to show the names of invited students. Once your students accept an invite in the email or in Classroom, they can join the class.

Google Classroom Automation

When you create a Google Classroom, it will also automatically create a:

- Classroom folder for you in your Google Drive (with sub-folders for each assignment you create). Sharing permissions are automatically applied when you create assignments using Google Docs.
- Private folder in each student's Google Drive that stores their Classroom's assignments' files/docs.
- Shared Google Calendar for everyone in the class with due dates of assignments or posts you create.

Guidelines for Conducting 4-H Virtual Meetings 09/30/2020

Virtual Meetings

The Hawai'i State 4-H Program supports virtual 4-H meetings to help keep clubs connected and members to stay on track with 4-H projects. Youth without access to technology may require accommodations.

Education

All virtual 4-H meetings should be planned with specific goals in mind and include educational elements such as project presentations, virtual skill-a-thons, project content training, etc. Your county 4-H agent can schedule the meeting and help you with your program plan needs.

Keep in mind the following when holding a virtual 4-H meeting:

- Ensure screened 4-H leader or extension agent hosts the virtual 4-H meeting
- Members should identify themselves with their first name only
- The secretary or assigned person should take minutes.
- Meetings recorded for absentee members
 - Can only be shared on physical media (usb drive, etc.) or in closed online sites (private Facebook group, website requiring registration, etc.)
 - Can only be recorded if all participants agree or hide their identify (no camera and no name)
- Keep track of virtual meetings and participation for your records

Many platforms are available for hosting a virtual meeting. The Hawai'i 4-H program is offering to set up Zoom meetings for leaders.

Tips for using Online Platforms

- Test your own sound and camera before the session

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Guidelines

All virtual meetings must follow current guidelines in place, including no groups gathering, and 4-H meeting rules such as the required presence of a screened 4-H leader. All virtual meetings are subject to the same **Hawai'i 4-H Policies** (go.hawaii.edu/ASz) as all other 4-H program activities and meetings.

- Remember that some of your group may be on their phones or tablets
- Be prepared for something to go wrong.

How Meetings should be Set Up for Security

- Send meeting invitations privately
- Set a Password in the link to limit access to the meeting
- Set Screen Sharing to Host Only to prevent others sharing their screen
- Set up Waiting Room to manually choose which users are allowed in
- Lock Meeting when all participants have joined

Disabled Settings

- Join Before Host - no one can join before 4-H screened leader/agent
- Join After Removed - participants you removed from meeting cannot rejoin
- File Transfer - inappropriate files can't be sent through the in-meeting chat
- Remote Control – no one (including host) can control other's shared content
- Annotations – no one (including host) can write on shared screens
- Private chat - prevents participants from writing messages to each other

Your county extension agent can schedule a meeting for you on Zoom and set most of the security settings. Hosts should check settings (and adjust) before start of meeting. Contact your agent with questions about virtual 4-H meetings.

If you are new to Zoom schedule a test session prior to your meeting. If you cannot resolve technical issues you may contact your county agent or Nancy Ooki at ooki@hawaii.edu. Tutorials: <https://support.zoom.us/hc/en-us>

Content

Choosing a Project / Format

Selecting projects that include a face to face part should be chosen after assessing the risk factors of different activities. Use the chart below to help plan the lowest risk possible for participants. (CBO – community based organization) that follow county, state, and 4-H guidelines.

Hawai'i 4-H is recommending using a hybrid format for the near future, which includes some online time and some off-line time. As the situations changes the offline time can adjust to accommodate new face-to-face and gathering guidelines.

Project Group Size

- Ratio - Face to face groups cannot be larger than current county and state guidelines
 - Leaders can offer the same training/activity multiple times
 - Leaders can add new volunteers to break into smaller groups to meet gathering guidelines
 - Groups must follow gathering sizes as permitted (cannot have 5 groups of 5 for example)
 - Each group will require a screened volunteer to work with them
 - Groups should not share materials without disinfection
 - Pods (groups that do not change group members) can be used to minimize risk further