

# DATA INTO ACTION WORKSHOP

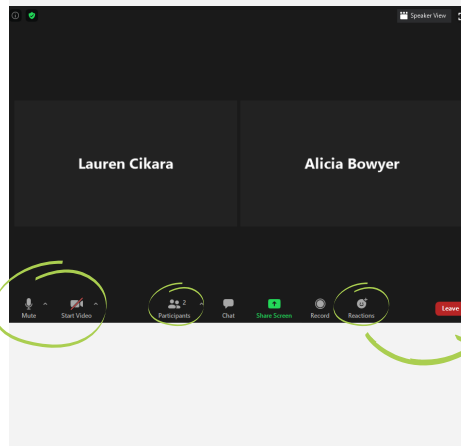
# Technology Guide



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](mailto:CSPHSurveyTeam@ucdenver.edu).



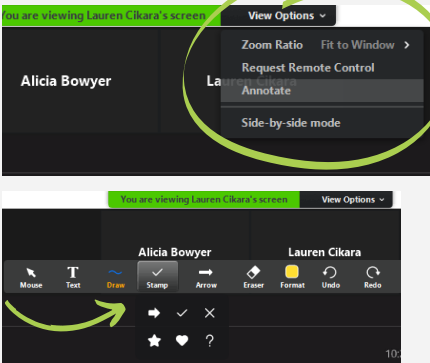
## BASICS



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



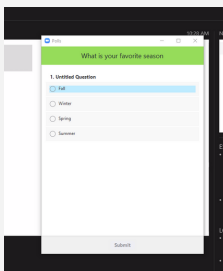
Throughout the sessions we will be asking you to participate in a few activities that will utilize the "Annotate" tool. To access this:

- 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

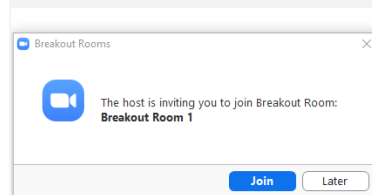


Polls will be administered throughout the workshops. When a poll appears on your screen, choose an answer that applies to you.

**Responses are anonymous.**

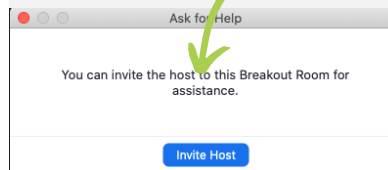
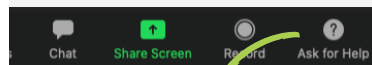
We will share out the results to the polls once everyone has responded.

## BREAKOUT ROOMS

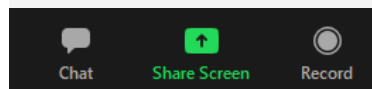


You will be placed in breakout rooms during the workshops. Key tips for the breakout rooms are:

- 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.