Louisiana 4-H Volunteers Leading in Virtual 4-H

A guide for Louisiana 4-H volunteers serving through virtual 4-H efforts

The thought of assisting with virtual programming can be viewed as a daunting task, however virtual events still allow youth to be engaged in 4-H programs. This document is designed to help our volunteers learn how to assist with virtual programming and host virtual 4-H meetings.

First it is important to learn how to use the different technologies that are being used by 4-H. Currently the LSU AgCenter is using Microsoft Teams for video conferencing, and virtual 4-H programs. However, we understand that our volunteers may be using a different platform, like Zoom, or Google Classroom, in their school or work. Though this document includes additional information on Microsoft Teams, volunteers can work with their local 4-H agent to determine which technology is most suitable for them. Online training materials for Google Classroom and Zoom are included in the **Additional Resources** section.

If you have additional questions about how volunteers can assist with virtual programming, contact your local 4-H agent.

Learn more about **Microsoft Teams** by watching this short video at https://bit.ly/3grOjOI

Where to Download Microsoft Teams

Click this link to **download Teams on your computer**: https://bit.ly/3gZ1LK8

For mobile users, you can visit this link to get the **Teams mobile app**: https://bit.ly/3gXh5XF

For **Android users**, here is a link to download Microsoft Teams on Google Play: https://bit.ly/30Renxe

For **iPhone users**, here is a link to download Microsoft Teams on the App Store: https://apple.co/31PiER5

Watch the tutorial on **accessing Teams from your smart phone** at: https://bit.ly/3amFaEH

Where to Find Files and Documents in a Microsoft Team

Step 1: Login to Microsoft Teams using the app and locate your desired team. Find the navigation bar along the (near) top of your screen. Here you can click on **Posts** to view important updates from the team administrator, as well as locate other important team documents by clicking on **Files.**
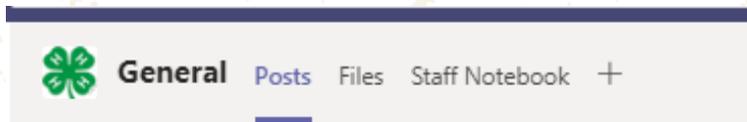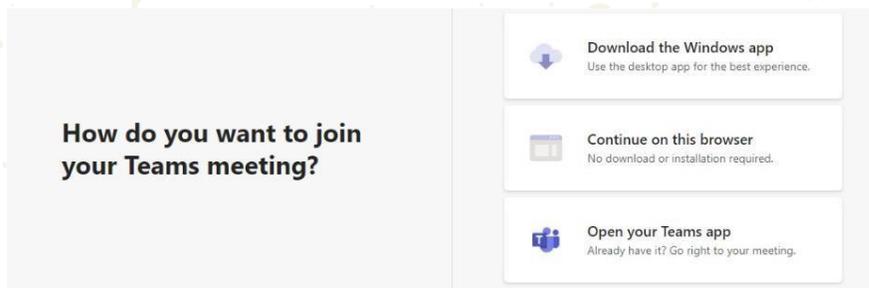

Step 2: Select the 'Files' tab within the navigation bar. Here you will find all the important files and documents.
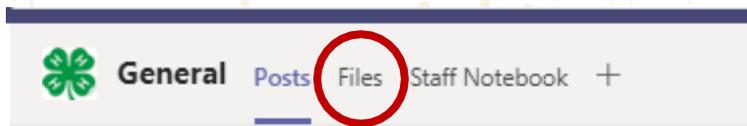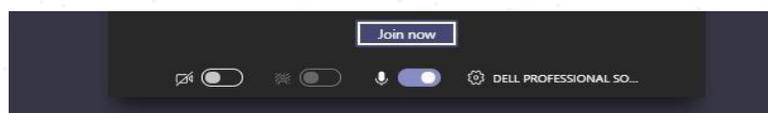

How to Join a Meeting Using Microsoft Teams

Step 1: Click the Teams meeting link in your email or on your calendar.

Step 2: You will be asked how you want to join Microsoft Teams. You should access the meeting using your Teams app.
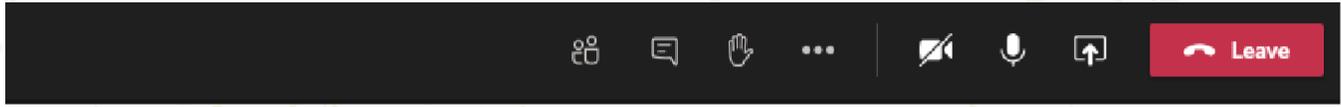

Step 3: Once you open the meeting in Microsoft Teams, click "Join now".

Using the Teams Tool Bar

When you log into Microsoft Teams you will see a toolbar on the top of your screen. Your toolbar contains the following elements from left to right:

Show participants – Click on this to see who is participating in the meeting.

Show Conversation/Chat – You can contribute to the conversation, or ask a question, by typing in the meeting chat by clicking this icon.

Raise Hand – If you want to ask a question or comment during a presentation or meeting, you can use this option to raise your virtual hand.

Settings – Click here to access additional Teams settings, including your audio and virtual background (note that the virtual background option is not available to guests).

Camera – This is how you turn on and turn off your computer/phone camera.

Microphone – This is how you turn on or turn off your microphone. When you are not talking it is helpful to turn off your microphone to reduce background noise for other users.

Present/Share Screen – This is the tool you would use to give a presentation by sharing your PowerPoint or a document on your screen.

Leave – Click this button to leave the meeting and hang-up the call.

How to Present Using Microsoft Teams

Once you are on a Teams meeting, click on the **Present/Share** screen option on your toolbar and select your presentation, then click share.

Risk Management in a Virtual Environment

Whether meeting in person or virtually, it is important to follow 4-H policies and guidelines to keep everyone safe during a virtual event, like a club meeting. Here are some recommended guidelines.

- Practice two-deep leadership on all virtual events that include youth.
- It may be helpful to record virtual sessions in the situation that questions may arise, or where members may miss due to a prior commitment. Both Microsoft Teams and Zoom offer an easy way to record a virtual meeting.
- Links to virtual meetings that include youth should not be posted publicly as this might give meeting access to people outside of the club. To help reduce the possibility that meeting invitations get shared to people outside of the organization, leaders and agents can share meeting days and times in advance, and inform participants that they should receive a link to the meeting the day of or the day before.
- When setting up the meeting, uncheck the box to enable others to join before host (if possible).
- Discuss chat etiquette at the beginning of each meeting.
- You and the second adult (another volunteer, 4-H agent) should be the first one and the last one off a virtual meeting. You can ensure you are the last to leave the meeting by selecting 'end meeting for all' before exiting. This will ensure all youth have signed out of the meeting.
- During a meeting, it is important to have a parent or another volunteer to monitor the chat, field questions, and keep the audience engaged.
- To prepare for a virtual meeting, recruit a small group of parents or volunteers to review the meeting agenda and go over the goals of the virtual session.

Hosting a Virtual Meeting

A virtual 4-H meeting will have many of the same pieces as a face-to-face meeting, but you may have to get a bit creative with technology to incorporate certain components.

Icebreakers - Sometimes it is hard to start a meeting when not everyone is comfortable or familiar with the online format. Icebreakers are a great way to check in with individual members, provide a team-building exercise, or take a break and refocus the group. Ask a youth member to choose an icebreaker ahead of time (see more resources on icebreakers available in the **Additional Resources** section).

The pledge - The pledge is a great way to signal the beginning of the meeting. Ask a member to lead each of the pledges while you post a flag picture on your screen.

Agenda – When preparing meeting agendas, you can ask teens, including club officers and/or Junior Leaders, to review meeting agendas and goals for each session. Use an agenda to keep the meeting on track and stick to the time frames provided. Ask a youth or another volunteer to keep track of time during the session. You can share the agenda with participants on the screen, in the chat, or in a Teams site ahead of time.

Opportunities to share – Virtual meetings should include time for sharing and socializing between members. Save the last 10 minutes of the meeting for sharing. You can also incorporate a technology tool, such as a collaborative whiteboard like Google Jamboard, to encourage sharing (see more in the **Additional Resources** section).

Voting - As part of your business meeting, you may have items to vote on. Club officers should follow their regular routines, but the actual vote may look a little different.

- **Round robin:** The president would simply call out one person at a time and each member would state their vote verbally.
- **Chat share:** Each member can type their vote into the chat. Youth who do not have access to the chat can text their vote to someone to post in the chat or simply unmute their mic and speak to vote.
- **Poll feature:** The meeting host can set up a poll question allowing youth to vote anonymously. You can use free online tools from menti.com or slido.com to do this.
- **Raise Hand:** Members can click on their virtual toolbar and "raise" their hand icon to vote.

Additional Resources

Bring learning to life with Jamboard. Google. Available at
https://edu.google.com/products/jamboard/?modal_active=none

Components of a Virtual Club Meeting. University of Maine Cooperative Extension. Available at https://extension.umaine.edu/plugged-in/program-volunteer-resources/4h/go-virtual/components/

Ice-Breaker Ideas for Virtual 4-H Club Meetings. University of Maine Cooperative Extension. Available at https://extension.umaine.edu/plugged-in/program-volunteer-resources/4h/go-virtual/ice-breakers/

4-H Volunteers Can Go Virtual! University of Maine Cooperative Extension. Available at https://extension.umaine.edu/plugged-in/program-volunteer-resources/4h/go-virtual/#intro-video

Getting Started with Google Classroom. Google For Education. Available at https://edu.google.com/teacher-center/products/classroom/?modal_active=none

Guest Access on Microsoft Teams. Microsoft.com. Available at https://docs.microsoft.com/en-us/microsoftteams/guest-access

How to Deliver a Virtual Presentation Using Microsoft Teams. Five Key Elements of a Successful Virtual Presentation. Ruby Miller, Louisiana 4-H Calcasieu/Cameron 4-H Volunteer Leader. Available at https://drive.google.com/file/d/1g2hOAF3WySeqPKBOVg7F_aWA6ny9sUMu/view?usp=sharing

Microsoft Teams Training. Microsoft. Available at https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7

Planning for Interaction During Your Virtual Presentation Using Microsoft Teams. Ruby Miller, Louisiana 4-H Calcasieu/Cameron Volunteer Leader. Available at https://drive.google.com/file/d/15AVBHFL2NLesbMCKrgdmKssTZmx5Ht9t/view?usp=sharing

Zoom Video Tutorials. Zoom Help Center. Available at https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials