



# Tips & Tricks: Screen-to-Screen Learning

## Getting Started with Live Screen-to-Screen Learning

- Choose your screen-to-screen/distance learning platform and get familiar with it!**
  - Consider taking a tutorial regarding your chosen platform. Check youtube.com.
  - Become comfortable with functions like mute and unmute, camera off and on, screen share, and draw or write.
  - Set up a “test” group and invite friends, family, or co-workers to join. Test your audio and video.
- Set up for success.**
  - Set up your screen in the quietest area possible, where you have pen, paper, and room to write.
  - Check your connectivity; connect to ethernet if possible to avoid Wi-Fi interruption in service.
  - Have two browser windows open – one for the workbook and one for the video platform.
  - Place a lamp or light source in front of you (not behind), and frame only your shoulders and head in the video.
  - Look at your camera when speaking (not other attendee videos) to deliver “eye contact.”
  - Dress appropriately & be aware of your video background. Test and view your image before going live.
  - Headphones with a built-in microphone are helpful to ensure audio quality.
  - Mute your mic unless speaking to avoid feedback.
  - Keep cameras on throughout sessions.
- Maintain confidentiality.** Ask participants to be in a protected space to ensure privacy.
- Email the “Set up for success” expectations above to participants well before the first session so they can be prepared.** Be sure to BCC participants to protect their personal email addresses.

## During Live Screen-to-Screen Sessions

- As you begin, ensure group members are comfortable with the platform & how to participate.**
- Explain the role of the workbook or PDF.**

*“We will be referencing the Participant Workbook at times during our sessions. The workbook does not follow the flow of content I will be presenting and we will know when to access the workbook when we see a page number on the screen. If using the electronic workbook/PDF, we recommend following along on screen (not printing) and writing answers in a notebook. What you choose to share from your workbook is up to you. It’s a confidential place to capture your PFL experience.”*
- Use the following Process Skills to maintain engagement.**
  - Finish Line Focus.** Use the questions built into the program to maximize discussion. Reflection questions, Things to Consider questions and activities are moments to seek input from your group members.
    - Print a program syllabus to keep your eye on the finish line.
    - Keep a “chat” open as a virtual parking lot for attendee comments. It is helpful to have a co-host present to monitor questions and comments.
  - Working With.** In a time when there is so much uncertainty, provide a place of refuge. Keep it light and playful.
    - Check in with your group at the beginning of each session or after breaks by asking deliberate open questions like: “What goodness have you observed in others?” or “What inspires you?”.
    - As you discuss scenes and images, switch back to your camera view so your group can stay connected with you.
    - When soliciting feedback that you’d normally write/draw on a flipchart or whiteboard, it may be easiest to draw on a piece of paper and hold it up in front of the camera (ex: pages 7 & 68)
- Consider new options for the Protecting Unit.**
  - Some screen-to-screen platforms allow for small groups and partnering. If your chosen platform does, utilize this feature to break into small groups.
  - If not, process the activities as a large group discussion by asking “Who will share?” or “Who will get us started?” after participants have completed workbook activity pages.