



Indiana We the People Facilitator Training

2021 WTP REGIONAL COMPETITION

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What is We the People (WTP)?

- WTP is an instructional program that helps students master government, history, and social studies topics.
 - Students will be presenting about constitutional topics for evaluation.
- Focuses on the history, application, interpretation, evolution, and philosophies of the US Constitution and Bill of Rights.
- Students showcase their knowledge and understanding through simulated legislative hearings.

WTP Organization & Competition

- Classes will have divided into six groups, corresponding to the six units of the WTP curriculum.
 - Facilitators will be assigned one of the six units to work with
- The panels of students have studied questions related to the unit topic.
- Students will deliver their presentation answering the questions. This last four minutes.
- Then, for the next six minutes, the judges will ask follow up questions to the students to further probe their understanding and comprehension.



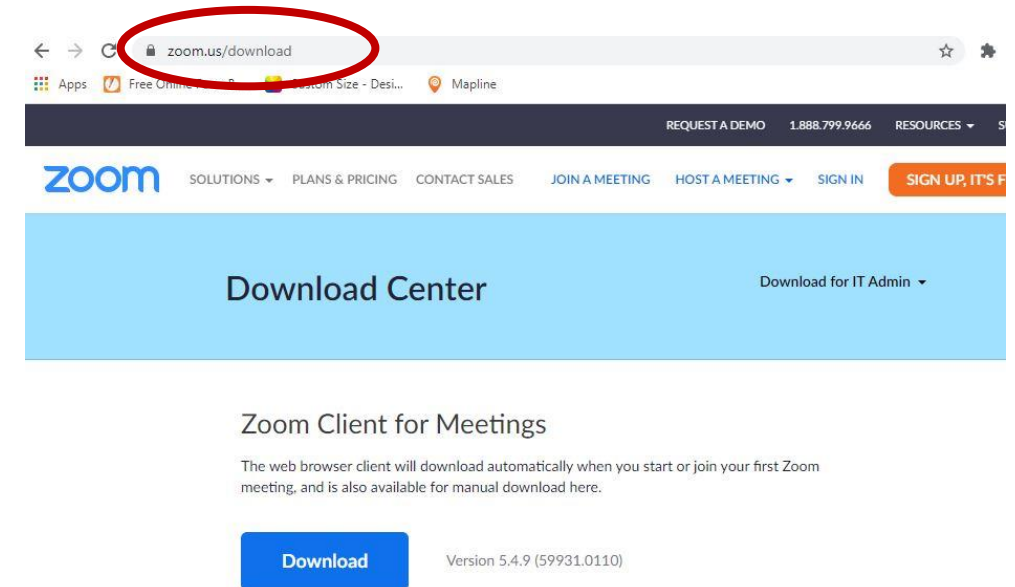
Preparing For A Zoom Competition

2021 WTP REGIONAL COMPETITION

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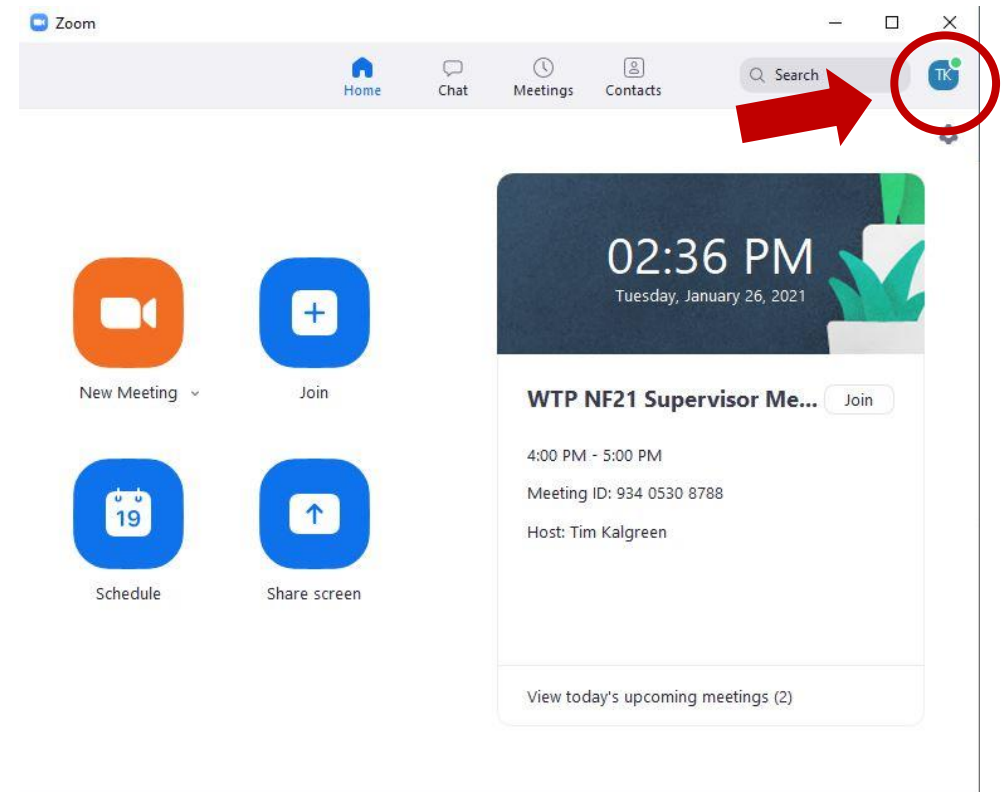
Downloading Zoom

- All We the People hearings will take place via Zoom
- It is easiest and best if you participate using a computer (instead of a phone or tablet).
- **If you do not** have Zoom downloaded onto your device:
 - Go to www.zoom.us/download
 - Download the app for your computer



Updating Zoom

- **If you already have the Zoom app** downloaded to your device, you should check you have the most up-to-date version of the program.
- Open the Zoom app on your computer.
- Click on your profile on the top right-hand corner (either your profile picture or your initials). Scroll to “Check for Updates.”
- Update if available.
- Do this well in advance of the competition.





Facilitator's Role

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Facilitator's Job

- Be the Zoom room host, giving the students the platform to compete.
- Zoom licenses will be provided by the Indiana Bar Foundation.
 - Bar Foundation will provide you with log in and password for your account.
- Run basic tech checks with the participants (judges, students)
- Run basic Zoom functions, like wait room and breakout room.
- Time the competition segments (the four- and six-minute segments previously referenced, and to be discussed further in detail).

Materials Needed

- ONE MINUTE / TIME sign (PDF provided)
- Stopwatch (you will need to provide)
 - Can be your cell phone, iPad, stopwatch, etc.



Timing the Hearings

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Timing a Hearing

- At the start of each hearing, the judges will introduce themselves. Then the students will introduce themselves.
- The judges will read the entire question to the students.
- Begin timing once the students begin their presentation
- Allow the timer to run continually during the entire hearing for a total of 10 minutes
 - 4 minute prepared statement
 - 6 minute follow up questions

When Your Stopwatch Reads:

- 3:00 – Hold up the **ONE MINUTE** sign so judges and students can see it
- 4:00 – Hold up the **TIME** sign and call “time.” If the students do not use all 4 minutes, there is no need to call “time” or show the sign. The judges will go to the follow up questions. Keep clock running.
- 9:00 – Hold up the **ONE MINUTE** sign so judges and students can see it.
- 10:00 – Hold up the **TIME** sign and call “time.” Judge have the discretion to allow the students to finish a statement and to allow any additional time to compensate for lost time.



Zoom Host and Zoom Functions

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Being a Zoom Host

- During each competition, each unit will have its own unique Zoom link (created by the Indiana Bar Foundation).
- You and the judges will arrive in the Zoom room 30 minutes prior to the students' competition beginning.
- You will run through the tech check with the judges and make sure everyone's cameras and microphones are working.
- You will check with the judges to see if there are any questions, comments, or concerns anyone has.
- Once everyone is feeling comfortable, place judges into the breakout room.

Breakout Rooms

- To set up the Breakout Room, click on the “Breakout Rooms” button on the bottom of your Zoom screen.
- A pop-up window will be presented so you can create the breakout room.
- To create the breakout room, in that pop-up window: Create 1 breakout room. Check “Assign Manually.” Then click “Create.”
 - Note: You will only need to create the breakout room once at the beginning.
- Click on each of the judge’s names and assign them to Room 1.
- Once all three judges are assigned to the room, click “Open All Rooms”
- For subsequent hearings, the room will already be created and judges assigned. You will just need to “Open all rooms.”

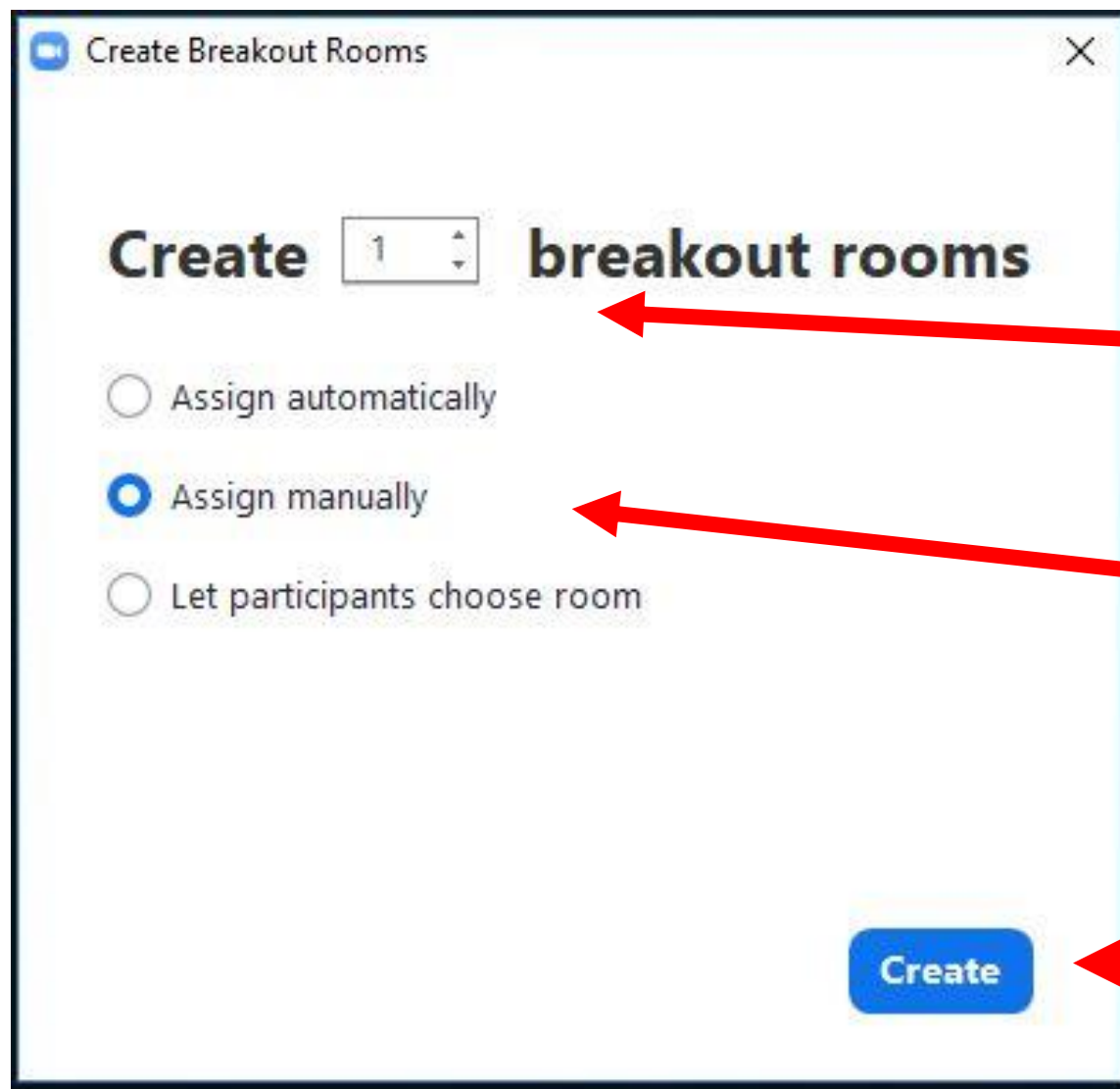
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The Zoom meeting interface displays seven participants in a grid. The participants are:

- Lily Lawson
- Tim Kalgreen
- Kate Guerrero
- Joseph O'Connor
- Kayla O'Brien
- Charles Dunlap
- Kim Berry
- Michael Tranovich

The bottom toolbar includes the following buttons: Mute, Stop Video, Security, Participants (8), Chat, Share Screen, Record, Breakout Rooms (circled in red), Reactions, and End. A red arrow points from the text box on the right to the Breakout Rooms button.

Create Breakout rooms by clicking Breakout Room Button.



The screenshot shows a 'Create Breakout Rooms' dialog box. It has a title bar with a close button. The main content area contains the text 'Create' followed by a numeric input field set to '1' and the text 'breakout rooms'. Below this are three radio button options: 'Assign automatically', 'Assign manually' (which is selected), and 'Let participants choose room'. At the bottom right is a blue 'Create' button. Three red arrows point from text boxes on the right to the input field, the 'Assign manually' option, and the 'Create' button.

Create Breakout Rooms

Create breakout rooms

☐ Assign automatically

☒ Assign manually

☐ Let participants choose room

Create

Create 1 breakout room.

Click Assign manually

Click Create

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Assign judges to the
breakout room

Once all three judges
are assigned to the
breakout room, click
Open All Rooms

Breakout Rooms - Not Started

Room 1

Charles Dunlap
Joseph O'Connor
Lily Lawson

Options

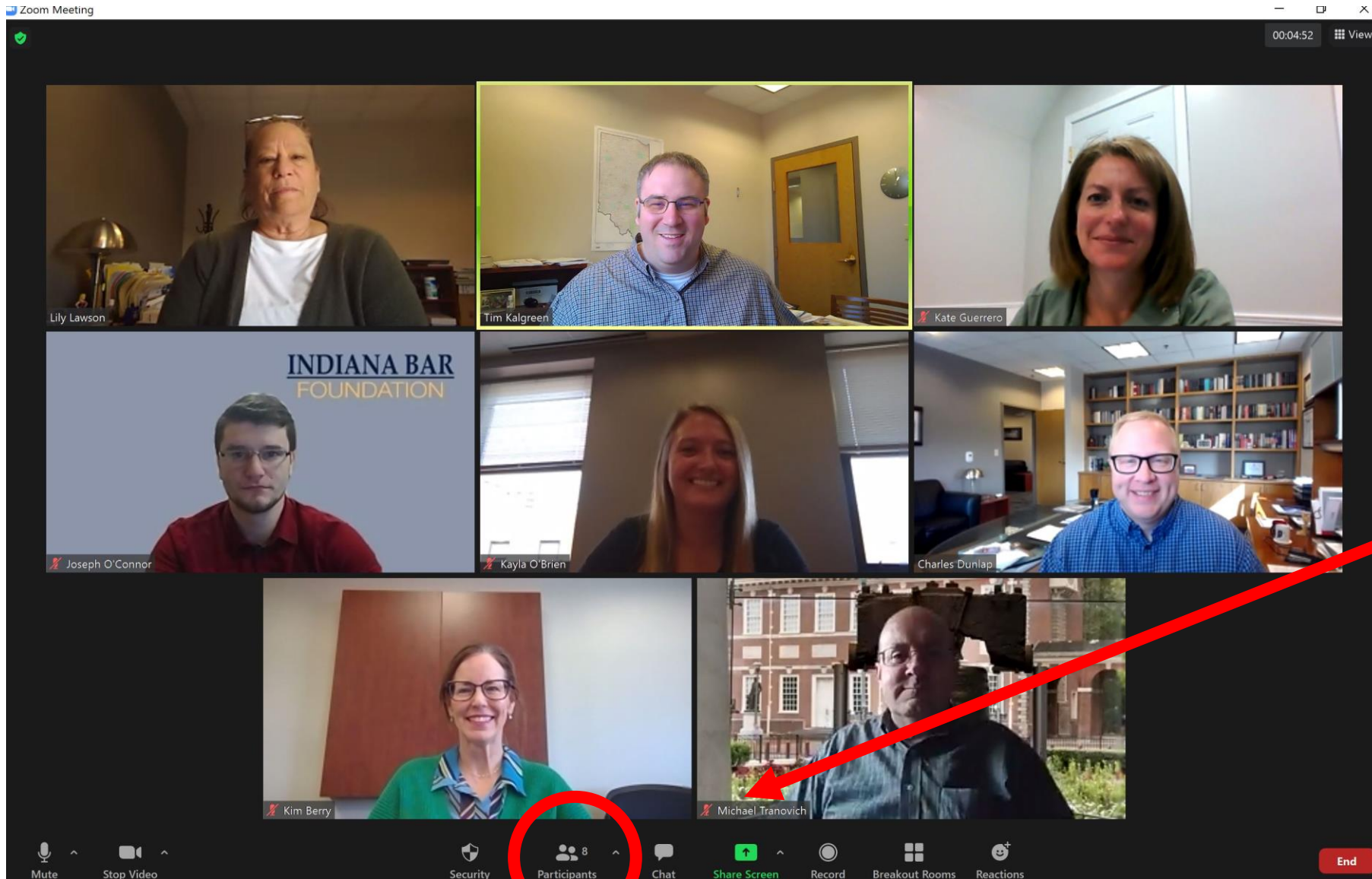
Recreate Add a Room **Open All Rooms**

Participants: Lily Lawson, Joseph O'Connor, Kate Guerrero, Michael Tranovich, Kim Berry, Kayla O'Brien

Buttons: Mute, Stop Video, Security, Participants, Chat, Share Screen, Record, Breakout Rooms, Reactions, End

Waiting Room

- All people coming into the Zoom meeting will enter through a Waiting Room
- You will allow people to come from the waiting room into the main Zoom meeting room
- Click on the Participants Button on the bottom on Zoom screen to see all participants.
- When someone is in the Waiting Room, you'll see their name(s) under the Waiting Room heading.



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Click Participants
button to see all
participants in the
meeting,
including any in
the Wait Room

Zoom Meeting 00:06:15 View

Lily Lawson

Tim Kalgreen

Kate Guerrero

Joseph O'Connor

Charles Dunlap

Michael Tranovich

Mute Stop Video Security Participants 8 Chat Share Screen Record Breakout Rooms Reactions End

Participants (6)

Find a participant

Waiting Room (2) Message Admit all

- KB Kim Berry (Guest)
- KO Kayla O'Brien (Guest)

In the Meeting (6)

- TK Tim Kalgreen (Host, me)
- Charles Dunlap
- JO Joseph O'Connor (Guest)
- KG Kate Guerrero (Guest)
- LL Lily Lawson
- MT Michael Tranovich (Guest)

yes no go slower go faster more clear all

Invite Mute All

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If anyone is in the Waiting Room, they will be listed here. You can admit people individually or all at once.

Waiting Room & Online Safety

- We are using the Waiting Room to help add a layer of online safety.
- People that can come into the room:
 - Unit judges
 - Participating teachers
 - Participating students
 - Bar Foundation staff
 - School/Bar Foundation guests
- Use the teacher to help you know who to admit

Getting Students Ready (Tech Checks)

- Once you've let the teacher, students, and other authorized guests into the room from the waiting room, you'll want to run a basic tech check with the students.
- Make sure each student can be seen on camera and their mic is working.
- Make sure the students are named using their first and last name. Ask the student to rename if needed.
- Once they are set, give any remaining time before the hearing is scheduled to begin to the teacher for last minute "words of wisdom" or strategy.



Timeline and Zoom Functions

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Competition Timeline

- The competition will take place over the course of 3 or 3.5 hours, depending on the number of classes participating in your date/time slot.
- Each new hearing will begin at the top or bottom of each hour.
- You will see a new class with each new hearing.

Competition Timeline

For this timeline, we will assume the hearing will begin at 10:00 am

- 9:50 am
 - Admit teacher into the room from the waiting room
 - As if the teacher wants recording privileges or if another adult wants them. Assign recording privileges as instructed.
 - Then ask teacher to confirm the people in the waiting room that they are with the participating class. Admit people as instructed
 - Run through the tech check to make sure all participants can be seen and heard. Troubleshoot as necessary or request help from Bar Foundation staff
 - Let teacher impart any final calming words or words of wisdom to the students.
- 9:59 am
 - Bring judges from breakout room to the main Zoom room. Do this by closing the Breakout Room

Competition Timeline

- 10:00 am
 - Make any final announcements to the participants in the room
 - Begin Cloud Recording
 - Turn process over to the judges to begin the introductions.
 - When the students begin their statement, begin timing.
- 10 minutes later
 - Students will have finished their presentation and the Q&A follow up period.
 - Judges will provide brief feedback.
- Once judges have provided feedback, place judges into breakout room. Thank teacher, students, and other guests from the class and inform them they must leave the Zoom room.

Competition Timeline

- This should bring you to around 10:15 or 10:20.
- Take a quick restroom break or grab a drink as needed.
- At 10:20, you should restart the process for those getting ready for the 10:30 hearing.

Zoom Meeting

00:03:00 View

Breakout Rooms - In Progress

Unassigned 4

- Indiana Bar Foundation (not joined)
- Kim Berry (not joined)
- Marilyn Smith (not joined)
- Michael Tranovich (not joined)

Room 1 Join

- Charles Dunlap
- Joseph O'Connor
- Kayla O'Brien

Broadcast Message to All Close All Rooms

Indiana Bar Foundation

Michael Tranovich

Marilyn Smith

Kim Berry

Unmute Stop Video Security Participants 5 Chat Share Screen Record Breakout Rooms 4 Reactions End

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To close a breakout room and bring the judges back to the main hearing room, look at your breakout room pop-up box and click Close All Rooms. This will start a timer to automatically bring the judges back to the room.

Click Breakout Room button if you need to see the list again.

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Lily Lawson



Tim Kalgreen



Kate Guerrero



Joseph O'Connor



Kayla O'Brien



Charles Dunlap



Kim Berry



Michael Tranov



Mute



Stop Video



Security



Participants



Chat



Share Screen



Record



Breakout Rooms



Reactions

End

To record the hearing, click on the Record button, then click Record to the Cloud.

00:09:53 View

Participants (8)

Find a participant

TK Tim Kalgreen (Host, me)

LL Lily Lawson (Co-host)

Charles Dunlap

JO Joseph O'Connor (Guest)

KG Kate Guerrero (Guest)

KO Kayla O'Brien (Guest)

KB Kim Berry (Guest)

MT Michael Tranovich (Guest)

Participants (8)

Participants

Remember, to see the list of participants, click Participants

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Additional controls:

When looking at the participant list, hover over a person's name and click "More".

Now you can:

- Give recording privileges
- Mute them
- Change their name
- Turn their video off
- Put in Waiting Room (compared to remove)

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We the People
Final Tips & Reminders

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Zoom Tips

- Facilitators should dress in business or business casual attire
 - Be aware of your movements and your camera picking up your attire. Yes, most times, you will be seen waist up, but be aware you will be on camera.
- Set up in a quiet place that will allow you to have no interruption for the duration of the competition block.
 - Keep muted during non-speaking times in case there is an interruption. Be prepared to unmute quickly when you're ready to speak to not waste time during the competition.
- Have a clean background
 - No bright lights behind you. Have a clean room.
 - If not distracting, you may choose to use a virtual background.
- Have a technology backup plan prepared.
 - Connect to the internet via hardwire instead of Wi-Fi, if possible
 - Have a backup internet connection, if possible (cell phone hotspot)
 - Have Zoom app downloaded on your phone and connect that way as a backup.

Practice Makes Perfect

- We highly recommend that you practice and have a simulated run through, so you gain confidence in running the Zoom rooms and the competition
- Contact the Bar Foundation and we have several staff members that will schedule a time to run a practice with you.

Thank You!

- Thank you for taking your time to participate in the 2021 Indiana We the People competition
- Throughout this competition, you will be playing a vital role in making this happen and determining our eventual state champion.
- You are helping to instill a passion for civics across the state.
- We could not be doing this without you.
- On behalf of the Indiana Bar Foundation, the teachers, and the more than 800 students participating... THANK YOU!