



MYROAD 2017/18

MENTOR IT CHECKLIST

Last updated 2 November 2017

What you'll need to run your session

A quiet room with no interruptions plus



A laptop or desktop computer with webcam, speakers and microphone (headsets are also recommended)



Reliable internet access with adequate bandwidth (Chrome is the preferred internet browser but other browsers will work too)



A wired internet connection is preferred to WIFI where possible as it is more stable



Ability to use Zoom videoconferencing (you don't need your own licence for Zoom)



Ability to play MyRoad Module Support Videos via YouTube

Quick IT Checklist

To participate in a MyRoad online mentoring session with a school, you will need access to a desktop or laptop computer (tablets or ipads are not suitable) with the following capabilities:

- ☐ Reliable internet access. Wired internet is very strongly preferable over wifi as it is more stable. **Please note:** If you use a personal hotspot from your phone, this may use a lot of data.
- ☐ A webcam (as students will need to see you as part of the session and vice versa). Most laptops have an inbuilt webcam.
- ☐ Microphone and speakers (so that students can hear you clearly and you can hear them). You can also use your mobile phone headset or other headset to help minimise “external noise” while you are leading your session.
- ☐ Ability to use Zoom video conferencing. You will need to have Zoom ready to use before you start your mentoring session (you don't need your own software as you will just use Beacon's links). Zoom links are provided by the MyRoad team before your session day. We recommend you check that you can use Zoom before starting the session in order to iron out any technical issues that might crop up (this will also be addressed during your scheduled “tech check” with the MyRoad team).
- ☐ Ability to play Module Support Videos hosted on YouTube throughout the session.
- ☐ Google Chrome as the preferred internet browser. Chrome seems to operate best. However, other browsers such as Internet Explorer should also work.
- ☐ A quiet space where you won't be interrupted while you deliver the two-hour session.

When checking the above prior to your MyRoad session - either by yourself, through your IT team or with the MyRoad team as part of your “tech check” - please ensure where possible you are testing the device / computer you will use on the day in the environment you will be in on the day (ie work or home).

Detailed IT considerations

Below are the detailed IT requirements to lead a MyRoad session. When reviewing these requirements, please consider your degree of computer literacy and arrange relevant IT support as required. The MyRoad team will contact you to perform a “tech check” prior to your session to run through any IT issues or concerns.

Physical environment

Technical requirements	What you'll need	Further explanation / considerations	Checklist task to tick off
Physical space	A quiet space where you won't be distracted, with reliable internet access.	The room must be secure and separate enough that you can hear students and they can hear you with minimal noise or other disruptions at your end.	<input type="checkbox"/> Ensure the space you are using is fit for purpose, paying special attention to considerations about noise and interruptions.

Equipment

Technical requirements	What you'll need	Further explanation / considerations	Checklist task to tick off
Computer equipment	<ul style="list-style-type: none">Computer with internet access that has a built-in (or external) camera, microphone and speakers.PLEASE NOTE: iPads / tablets are not suitable for use in MyRoad sessions.	At regular intervals during the session you will play a series of Module Support Videos. This will require YouTube access from your computer as the videos will launch from the YouTube platform.	<input type="checkbox"/> Ensure your computer / device has internet access including YouTube access and has a camera, microphone and speakers.

System and software

Technical requirements	What you'll need	Further explanation / considerations	Checklist task to tick off
Internet	<p>Consider the type of internet access at your home or office and how well it usually functions. This will affect how the technical elements of MyRoad run on the day. Do you have:</p> <ul style="list-style-type: none"> • NBN • ADSL • Satellite • Other. <p>How often do you experience internet issues such as drop-outs, freezes, slowness, etc?</p>	<p>You will need to test your internet capability several weeks before the session.</p> <p>Where possible, communicate with other staff or family members to ensure no other videos or online presentations are being played at the same time as your session. This will minimise the likelihood of bandwidth issues.</p> <p>Where possible, use wired internet connections rather than wifi as the connection will be more stable.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Consider your internet capability carefully and communicate any issues to the MyRoad team during your “tech check”. <input type="checkbox"/> Check if other users on your network will be using the internet at the time of your MyRoad session (especially downloading files / watching videos) as this could limit the bandwidth available for your session. <input type="checkbox"/> Close all other open programs (ie email) to reduce bandwidth usage on the day.
Conducting a speed test	<p>You should conduct a speed test several weeks prior to your session to ensure that your internet speed can support Zoom video conferencing.</p> <p>If you find your internet speed is slow (after conducting the speed test to the right), consider asking other users not to use the internet while the MyRoad session takes place.</p> <p>You will need to ensure that your internet service satisfies the minimum requirements to run Zoom.</p>	<p>The bandwidth used by Zoom is adaptive and will vary to provide the best experience on participants’ networks.</p> <p>Minimum speed required</p> <p>One to one video calls (ie one MyRoad student group to one mentor):</p> <ul style="list-style-type: none"> • Inbound and outbound (ie download and upload speeds) from your individual computer: 1.2 Mbps. 	<ul style="list-style-type: none"> <input type="checkbox"/> Run a speed test to ensure your internet is capable of supporting MyRoad delivery. <p>Speed testing of your internet connection only takes a minute and can be done via: www.speedtest.net.</p> <p>Results:</p> <p>Outbound / upload: _____</p> <p>Inbound / download: _____</p>

Technical requirements	What you'll need	Further explanation / considerations	Checklist task to tick off
Operating system and browser	Operating system Google Chrome is the preferred browser and will give you the best results for using the MyRoad platform and eBeacon. However, other browsers should also work if you don't have easy access to Chrome.	If you need assistance to check your browser go to: www.whatsmybrowser.com Check with your IT support team for assistance accessing Google Chrome.	<input type="checkbox"/> Check to see if you can use Google Chrome as your browser. <input type="checkbox"/> If not, test your system using another browser to ensure it works. <input type="checkbox"/> Let the MyRoad team know during your tech check if alternatives need to be discussed.
YouTube	There is a link below to a video introducing MyRoad which is hosted on YouTube. If you can watch and hear this clip on your computer you have access to YouTube you should be able to play the Module Support Videos during your session on the day. https://youtu.be/G09ggaO2PYo	You will need to log in ahead of time to test that access to YouTube is not blocked by your network firewall.	<input type="checkbox"/> Check to see if you can access YouTube via the log-ins you will use on the day of your MyRoad session. <input type="checkbox"/> Let the MyRoad team know at the time of your "tech check" if there are problems so that an alternative way to screen the video clips can be discussed.