MY **ROAD**

MYROAD 2017/18

SCHOOL IT CHECKLIST

Last updated 2 November 2017

TECHNOLOGY & SET-UP

Room set-up

For your classroom, computer lab, library or other room …..

Student Group 1 → 10 paces → Student Group 2 → 10 paces → Student Group 3 etc

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 for each small group of students (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 Introductory Video via YouTube | Data projector and screen to play group Introductory Video at start of session |

Room set-up checklist

Below is an overview of some logistical considerations involved in running a MyRoad session at your school. You will need:

☐ A quiet space where students won't be interrupted during the two-hour MyRoad session.

☐ Adequate space between each group of students (ideally 10 paces between each small group in a classroom or every second or third device in a computer lab). If computers are too close together, students will get feedback on their devices and will be able to hear other groups' conversations.

☐ Use headsets for students where possible to minimise noise distractions between groups (Beacon Foundation provides a set of headsets for each student as a gift for participating).

☐ A minimum of 3 students and a maximum of 5 students in each group (the number that works best for MyRoad is 4 students on the day). Please note that mentors will be assigned to your school based on confirmed student numbers. If fewer students than expected attend on the day, the size of groups can be reduced but preferably not the number of groups so that each mentor can still participate. If you have fewer than three students in a group, please let the MyRoad team know ASAP so we can cancel a mentor if need be. Under no circumstances will an individual student be paired with a mentor.

☐ A teacher or other staff member must supervise students at all times.

☐ No phone numbers or other contact details should be exchanged between the MyRoad mentor and students at any stage, even in the face of technical difficulties.

Technological requirements

The following checklist has been designed to ensure your school has in place all the technical requirements for successfully hosting MyRoad.

Please run through the following checklist several weeks prior to your MyRoad session to identify and address any IT issues ahead of time. If there are technological issues that prevent your school from participating in MyRoad (such as firewalls or bandwidth issues), please contact the MyRoad team and we will explore solutions with you.

The MyRoad team will be in touch with you before your session to schedule a "tech check" to identify potential issues early. This will be organised at a time to suit you and should take no more than 30 minutes.

We strongly suggest enlisting the assistance of an IT support person within your school to assist with these tasks if you think there may be problems. We also strongly advise you to have an IT person on-hand to assist in setting up and logging onto your computers on the day.

Please contact your Beacon representative or the MyRoad team if you encounter issues as you go through this checklist. We are here to help and support you with solutions to technical challenges.

Please contact the MyRoad helpline on 1300 935 627 if you are having any issues with the functionality of the MyRoad platform on the day of your session.

Quick IT Checklist

To successfully run a MyRoad session at your school, each group of 4-5 students will need access to a desktop or laptop computer with the following capabilities:

☐ Reliable internet access. Wired internet is very strongly preferable over wifi where possible as it is more stable. **Please note:** If personal hotspots are used on students' and teachers' phones, this may use a lot of data.

☐ A webcam (as students will need to see the mentor and vice versa). Most laptops have an inbuilt webcam.

☐ Microphone and speakers (so that students can hear the mentor clearly and the mentor can hear them). Students can also use their mobile phone headsets or other headsets to help minimise "external noise" during their session.

☐ Ability to use Zoom videoconferencing. You will need to have Zoom ready to use before you start your session. Zoom links are provided by the MyRoad team before your session day. We recommend you get your system ready to go before starting the session in order to iron out any technical issues that might crop up (the MyRoad team will assist you in this).

☐ A data projector to play the introductory video to students in a large group in the first module of your session (all other videos in the session will be played by the mentor at their end and shared with students via Zoom). The introductory video will be hosted on the YouTube platform so you need access to YouTube.

☐ Google Chrome is the preferred internet browser and seems to operate best. However, other browsers such as Internet Explorer should also work.

☐ We recommend you have an extra laptop or desktop computer or two on standby in case of problems on the day where possible.

☐ **Log-ins:** Please be aware that a single teacher or student log-in may not be able to log into multiple computers during your session, or play YouTube videos. Please arrange alternatives such as administrator log-ins if you believe you will have issues on the day or discuss with the MyRoad team in advance. Some student log-ins will block video capability so it's advisable to have alternative log-ins available.

When checking the above prior to the MyRoad session, please ensure where possible you are testing the computers and log-ins that will be used on the day.

Detailed technology requirements

The table below provides specific details of the technical and logistical requirements that will help your school prepare for your MyRoad session, as well as a checklist of tasks to perform ahead of time to ensure things run smoothly on the day.

Technical requirements	What you'll need	Further explanation / considerations	Checklist task to tick off
Physical space	A quiet space where students will not be distracted, with reliable internet access. Ideally each group of students would be at least 8-10 paces apart.	The room must be large enough to accommodate the student group with enough space between each small group so that audio from other groups cannot be heard easily by the student group. If groups are placed too close together, this may be difficult.	☐ Ensure the space / room is fit for purpose, paying special attention to considerations regarding noise and student groups disturbing / distracting each other. ☐ As part of the "tech check" conducted with your school ahead of your session, the MyRoad team can workshop ideas about space.
Computer literacy	Consider the level of computer literacy possessed by relevant staff and students at your school. Is it: • High • Average • Low	**High computer literacy:** Testing and session delivery should go smoothly but be prepared for the unexpected. **Average computer literacy:** Some IT assistance may be needed to set up and pre-test the equipment and check that Zoom is operating properly. **Low computer literacy:** Definitely secure on-hand assistance from your IT support to ensure a quality experience.	☐ Consider the degree of computer literacy of students participating in and teachers facilitating the program and arrange adequate IT support as required. ☐ The MyRoad team will contact you to perform a "tech check" prior to your session in any case.

Technical requirements	What you'll need	Further explanation / considerations	Checklist task to tick off
Computer equipment	• Computers with internet access – 1 device per small group of 4-5 students (each group will also complete individual online surveys on those same computers at the end of each session). • The computer / laptop for each small group of students must have a built-in (or external) camera, microphone and speakers. **PLEASE NOTE:** iPads / tablets are not suitable for use in MyRoad sessions and a desktop or laptop computer is required for each small group of students.	There are 3 core phases to each two-hour MyRoad session and all have slightly different technical requirements: • **Module 1 – Motivation:** In the first 30 minutes, the mentor is not present, with only students and teachers involved. A data projector is ideally required to show a MyRoad video to students as a large group while they complete a worksheet individually. • **Modules 2, 3, 4 and 5** which are four 15-minute interactive modules between students and their mentor (hosted via Zoom with the mentor online). These four modules require computers with webcam, speakers, microphone and internet access – at a ratio of 1 computer to 4-5 students. • **Module 6 – Celebration and reflection:** This module involves students each completing an online evaluation survey whilst the mentor is Zoomed in. Students will complete the survey one after another on the same computer they used for the session. The mentor will have no visibility over the survey on their screen and will not see what the students type into the survey.	☐ Ensure there are enough laptop or desktop computer devices with video conferencing capabilities to support each group of 4-5 students. ☐ Ensure you have a data projector or other way of screening the video in **Module 1** in the first 30 minutes whilst you are setting up individual computers for student groups. ☐ Please let the MyRoad team know during your "tech check" if there are any issues with these requirements so that other options can be discussed.

Technical requirements	What you'll need	Further explanation / considerations	Checklist task to tick off
Internet	Consider the type of internet access at your school and how well it usually functions. This will affect how the technical elements of MyRoad will run. Do you have: • NBN • ADSL • Satellite • Other. How often do you experience internet issues such as drop-outs, freezes, slowness, etc?	You will need to test your internet capability several weeks before the session to ensure it can support the Zoom videoconferencing program used in MyRoad, and also the playing of an Introductory Video on YouTube. Where possible, communicate with other school staff to ensure no other videos or online presentations are being played at the same time as your MyRoad session to minimise the likelihood of bandwidth issues. Where possible, use wired internet connections rather than wifi as the connection will be more stable.	☐ Consider your internet capability carefully and communicate any issues to the MyRoad team during your "tech check". ☐ 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. ☐ Close all other open programs on each device to reduce bandwidth usage on the day.
Conducting a speed test	You should conduct a speed test several weeks prior to your session to ensure that your internet speed can support Zoom video conferencing. If you find your internet speed is slow (after conducting the speed test to your right), consider asking other users not to use the internet while the MyRoad session is taking place. You will need to ensure that your internet service satisfies the minimum requirements to run Zoom.	The bandwidth used by Zoom is adaptive and will vary to provide the best experience on participants' networks. **Ideal bandwidth** **One to one video calls** (ie each individual student group of 4-5 students): • Inbound and outbound (ie download and upload) from each computer: 1.2 Mbps. • If there are 5 computers used for the group, it would be 6 Mbps required inbound and outbound (ie download and upload).	☐ Run a speed test to ensure your internet is capable of supporting MyRoad delivery. Speed testing of your internet connection only takes a minute and can be done via: www.speedtest.net. Results: Outbound / upload: _____ Inbound / download: _____

Technical requirements	What you'll need	Further explanation / considerations	Checklist task to tick off
Zoom video conferencing	Zoom is the video conferencing software used for MyRoad. You'll need to let Zoom use your camera and microphone when you start a video call for the first time on each of your students' computers (you should be prompted in what you need to do / allow as you log on and this should only take a minute). Please ensure that Zoom is tested using the accounts that will be used on the day (ie the teacher's account) to ensure that all required accounts can access Zoom and are not blocked by network firewalls.	The MyRoad team will send you links to enable you to test your Zoom capability. In the meantime, for tips on how to use Zoom and how to share screens etc, go to: https://zoom.us/test The MyRoad team will provide you with the Zoom links you need for the day of the session (ie one unique Zoom link for each group of 4-5 students).	☐ The teacher should test Zoom ahead of time to ensure they are familiar with how it works. ☐ Allow enough time at the start of the session to ensure students' computers are all set up to use Zoom. ☐ Ensure ahead of time that all relevant teachers can access Zoom with their teacher log-ins or that other log-ins are organised. ☐ Ensure ahead of time that the computer that will be used by each group of students can access Zoom (ensure any log-ins used are not blocking Zoom via a network firewall).
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, all other browsers should also work if Chrome is not readily available.	If you need assistance to check your browser go to: www.whatsmybrowser.com If necessary, check with your school's IT support for assistance accessing Google Chrome.	☐ Check to see if you can use Google Chrome as your browser. ☐ If not, test your system using another browser to ensure it works. ☐ Let the MyRoad team know during your tech check if alternatives need to be discussed.

Technical requirements	What you'll need	Further explanation / considerations	Checklist task to tick off
YouTube	There is a link below to a video introducing MyRoad which is hosted on YouTube. Please ensure your computers can watch this clip ahead of time so you know they will be able to watch / play the required YouTube videos on the session day. https://youtu.be/G09ggaO2PYo	You will need to log in ahead of time with your teacher's account to test that access to YouTube is not blocked by a network firewall.	☐ Check to see if you can access YouTube via the teacher log-ins you will be using on the day of your MyRoad session. If not, organise other log-ins for your MyRoad session. ☐ Let the MyRoad team know at the time of your "tech check" if accessing YouTube is not possible so an alternative way to screen video clips can be discussed.