

Communication Tools

Adobe Connect

Andy Henry and Dave Bydlowski (Michigan PLC) have used Adobe Connect and report:

On the plus side about adobe connect: Everyone can see the chat window, in contrast with ReadyTalk where Chat window is between presenter an anyother members and everyone can see only if presenter shares desk-top.

On the minus side: it's a lot of prep with Adobe, and Readytalk is so easy.

Skype

Rules for our Skype meetings (actually they're more like guidelines...
--Pirates of the Carribean)

1. Use headphones or earbuds plugged into computer headphone jack.
If you do not do this, negative effects will range from irritating echoes to completely unintelligible sound. [more of a rule than a guideline]



2. Keep your Skype on Mute, unless you are about to speak. Seescreenshot at right for where you might find the Skype mute button. When you are not on mute, various levels of noise are added to meeting line. Sound should be much clearer if everyone but the current speaker is on mute.

3. The chat window can be used if it's a large group and you need to manage order of speakers. E.g. When you want to speak or ask a question, type in the chat window agreed on codes such as

"rts" (request to speak) or
"q" (I have a question).

4. When you are the speaker, remember to give your name because it will take some time for us to recognize each others' voices. Also keep a watchful eye on the chat window and give the "floor" to the next person when you are done speaking.

ReadyTalk

This was the most used platform for this project because it worked well, made recordings of meetings, even though it cost \$0.24/minute meeting time. We used a University of California account: 866-740-1260

<http://www.readytalk.com> ...with access code and pin. This was all before the advent of Zoom. At the start of the project, all leaders shared one account, signing up for use with a signup calendar (sample at the bottom of this page*). Later in the project, leaders who so desired acquired their own accounts.

Participants could share their desktops if the leader used the "Promote to Co-Presenter" feature.

[Detailed instructions were given...deleted here.]

As with Skype, it's a good idea to

1. Use headphones, and
2. Keep the phone on Mute, unless you are about to speak.

Participants can mute their phones by pressing *6. Unmute with *7

Google Hangouts

Google Hangouts is the last PLC meeting platform to be tested in the Lifelines project. It is free and operates very well, though there are some connection pitfalls to avoid. In our initial tests with participants with broadband connection, it has clear audio, options to share computer windows, video for up to 10 people, and options to broadcast to wider audience and record meetings.

To have Google Hangout meetings you need to have:

- I Google Account

- II Google+ enabled
- III Add people to your Google+ circles
- IV Have the Google Hangout Plugin installed

If have all those, proceed to Steps A and/or B.

If not, see the one-time details I through IV at end of this page.

A To Join a Google Hangout

- At the designated meeting time, log in to Google+ <https://plus.google.com/>
- Look for a notice on the right side of the page that you're invited to Hang Out
- Click the button to join the hangout
- Alternatively, you'll receive an e-mail at the address associated with your Google+
 - It will have a red button "Join Hangout" -- just click that and log in to join the Hang Out
- If you have problems with display of participants after you have connected, or if you have problem connecting at all, try using the Chrome browser (the Google browser)

B To start a Google Hangout session,

- Make sure all participants know to be logged in to Google+ at the designated meet time
- Login to Google+ (<https://plus.google.com/>)
- Click the "Hangout" button on the right side of the screen or the "Hangouts" link on left side (could be in "More")
- Pick people from your circle(s) to invite, one by one [BE CAREFUL NOT TO INVITE A WHOLE CIRCLE (e.g. "family"), UNLESS THAT'S WHAT YOU WANT TO DO.]
- Name the Hangout session
- Click the blue Hangout button
 - Invitees should be presented with invitation to Join the Hangout, described in the bullets under "A."

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- I Get a Google Account. [detailed instruction a through f deleted; skip to II if you already have Google acct]
 - II Google+ [detailed instruction deleted; skip to III if you're already in Google+]
 - III Add people to your Circles [detailed instruction deleted; skip to IV if you already did this]
 - IV Google Hangout plugin
 - The first time you use Hangout, you may be prompted to install the Hangouts plugin.
 - [detailed instructions deleted]

Facebook

2012 Mar 2. David Bydlowski has set up Facebook for the Michigan-Metropolitan Detroit Lifelines PLC – <http://facebook.com/iccars>

Google Sites

To create your own Google Site:

- 1 Go to Google Sites – <https://www.google.com/sites>
- 2 Log in with your Google account ID and password.
- 3 Click button "Create new site."
- 4 You can choose a template or just use blank template.
- 5 Fill in "Name your site."
- 6 Choose a theme – I like lighter color ones myself.
- 7 Under "More options" you can put in brief description of the site and choose whether the site can be view by members only or the whole world.
- 8 You'll be shown a verification code to type, then click "Create site."

It may take a few tries. Sometimes the name you selected has already been taken.

Your site is created, ready to have pages added and edited.

Tips (see also the official [Google Sites Templates Tips page](#)):

- To add a page, click "Create page" button in upper right
- To edit, Click the "Edit page" button.
- Be sure to remember to click "Save" when you're done editing a page.
- The edit features are mostly straightforward.
- To add Collaborators, click on "More Actions (upper right) > Share this site", then put in e-mail addresses of those you want to share with. You'll have to alert those people that they need to have a Google account to be an active Collaborator.
- There is a Help function – click on "Help" in upper right corner of page.
- If you want to do advanced layout on a given page and you know how to wrtie/edit HTML, there is an "HTML" button on the right side of the toolbar.

To delete a whole site, click on More Actions > Manage Site > General
At bottom of that page is "Delete this Site" with **RED WARNING**.

[Instructions for inserting links, images, and adding subpages....]

* ReadyTalk Signup Calendars:

...for Lifelines Leaders Using ReadyTalk:

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2011 January						

2011 January

Mon	Tue	Wed	Thu	Fri	Sat	Sun
3 8pm EST-FH	4 3pm PST Gould 11-1 EST Bydlowski	5	6	7	8	9 5-7 EST DeWolf (practice)
10 4-6 EST Bydlowski	11 Bent 3:30-4:30 EST	12	13	14	15	16
17 7-9 EST DeWolf	18 2:45 AZ Scanlan 3:30-4:30 EST Bent	19	20 2:45 MST Scanlan	21	22	23
24	25 7-8 pm CST Reif	26	27	28	29 8:30 am PST Shribbs	30
31						

2011 February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 3-5pm PST Gould	2	3 Shribbs 7pm PST	4	5	6
7 6 pm EST Sherman 8 pm EST FH	8	9	10	11	12	13
14 5:00 EST Sherman	15 7:30-8:0 0 EST Sherman	16 2:30-3:30 EST Bent	17 2:30 EST MTally 2:45 AZ Scanlan	18	19	20
21 7-9 PM EST DeWolf Reschedule d due to weather	22	23 6-7pmEST Gould- Schloss	24	25	26	27
28 6-7 EST Sherman DeWolf	http://serc.carleton.edu/eet/gpod/index.html					

2011 March

Mon	Tue	Wed	Thu	Fri	Sat	Sun

	1	2	3 7 pm PST Shribbs	4	5	6
7 8 pm EST Hess	8 3-5pm PST Gould	9	10	11	12	13
14	15	16 3:30 PDT Gould- Tenenbaum 2:30-3:30 EDT Bent	17	18	19	20
21	22	23		25	26	27
28 7 - 8:30 EDT DeWolf	29	30	31 2:45 p.m. MST Scanlan			

2011 April

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4 8 pm EDT Hess	5 3:30-5pm PDT Gould	6 3:30-5pm PDT Gould/ Lappé	7 7pm PDT Shribbs	8	9	10
11 7 pm EST Sherman	12	13	14	15	16	17
18 6:15 - 8:00 EDT DeWolf	19	20	21 2:45pm MST Scanlan	22	23	24
25	26	27	28	29	30	

2011 May

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2 8 pm EDT Hess	3	4 3 PM EST Bent	5 2:45pm MST Scanlan 7pm PDT Shribbs	6	7	8
9 7 - 8:30 EDT DeWolf	10 8 pm EDT Hess (iPad1)	11 6 pm EDT -Hess (iPad2) 8 pm EDT- Hess(iPad3)	12	13	14	15 10am PDT Gould
16 8pm PDT Gould	17 3:30-5pm PDT Gould	18 3:30pm PDT Gould/ Callahan	19	20	21	22

23	24 4-5 pm CST Reif	25	26	27	28	29
30	31 5 PM EST Bent					

2011 June

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2 7pm PDT Shribbs	3	4	5
6 7 pm EST Sherman 8 pm EDT Hess	7 3:30-5pm PDT Gould	8 6 pm & 8 pm iPad PLC EDT Hess	9	10	11	12
13	14 3:30-5pm PDT Gould/ Pickle	15 3-5pm PDT Gould	16 10am PDT Gould	17	18	19
20	21 3-4:30pm PDT Gould	22	23	24	25	26
27	28 11am PDT Gould	29	30			

2011 July

Mon	Tue	Wed	Thu	Fri	Sat	Sun
-	-	-	-	1	2	3
4	5 3-5pm PDT Gould	6 1-2pm PDT Gould	7	8	9	10
11 8 pm EDT - Hess - Reschedule d	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2011 August

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8 8 pm EDT - Hess	9	10	11	12	13	14
15	16	17	18	19	20	21

19	20	21	22	23	24	25
22	23 11am PDT - Gould	24	25	26	27	28
29 4pm PDT - Gould	30	31	-	-	-	-
2011 September						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
-	-	-	1	2	3	4
5	6	7	8 4 pm Reif	9	10	11
12	13 8 pm EDT iPad Hess	14	15	16	17	18
19	20	21	22	23	24	25
26	27 7pm EDT Gould/ Preston Lewis	28	29	30	-	-