

PLANNING AN ONLINE CODING EVENT

TIP: drugie urządzenie

Participating with a second device can be very convenient, enabling you to switch fast if you have technical issues, or if you need a second perspective in the room, for example: showing things like robots moving – don't forget the mute button to avoid feedback.

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- Online event communication can focus on digital tools such as email-newsletters and social media-postings
- Consider that people's behavior in the online space tends to be hastier and more short-term: announcements can be made at shorter notice, with long-term planning reminders are important. Since registration is very simple and non-binding, the rate of spontaneous cancellation/ non-participation is also higher

Samodzielne przygotowanie

- Know your tools: choose a format and methods that fit the content and get familiar with all technical equipment (soft and hardware) so you feel confident when using it
- Make a full "tech-check" with every person involved in the seminar, for example external experts
- Connect your computer with LAN cable (instead of using Wi-Fi or, less reliable, a mobile internet), because this provides you with the best and most stable bandwidth. Note: even a LAN-connection can fail - then it is good to have a mobile device for setting up a hotspot
- Be mindful of the setting in which you will perform your online seminar: what will be seen in the background? Is there any noise or disturbance around you? How is the lighting situation, are sound and video-quality good? Is the atmosphere inspiring?
- Prepare a presentation that guides you and your participants through the session

- Always conduct group online seminars with two people (one primary moderation and one co-moderation for technical stuff, side-communication in the chat or helping with visualization)

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- Send out an info-package/email in advance that contains: the agenda, the presentation, work materials for participants, technical requirements, devices, browser, headphones, the link to the meeting room with password and, if needed, a consent form for legal guardians

- Add a telephone-number (and maybe chat services) where people can reach you or your co-moderator, in case they have serious problems with entering the video-conference-room, or if technical issues occur during the session
- Ideally every participant should have his or her own device (this diminishes side-conversations/ noise and fosters concentration), unless co-working on one device is an explicit part of your concept

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- Mute everyone in the beginning and don't start your video before you are ready
- Start with a technical introduction of the core functions so that everyone feels comfortable with the conference tool
- Ask everyone to use a headset and to stay on mute when not speaking
- If internet performance problems appear ask everyone to switch off their video

- Ask participants to close everything on their devices that is not needed for the online seminar (in favor of a better performance) and to switch off or mute all other devices, e.g. chat-notifications (for better concentration)
- Make sure everyone knows that they can be seen and heard as long as they have these functions enabled to avoid awkward incidents
- Talk about rules of speaking and participation:
 - how do people show when they want to speak? (raising hands, using signs in the picture or in the chat)
- Don't forget to take proper breaks where people can really leave the screen and/or move (you can also offer meditation with eyes closed or gymnastics: shake, stretch or dance)
- Plan enough time for feedback and explicitly address how people felt about participating

TIP: zacznij i skończ wcześniej

Schedule an official tech check with all participants 15 minutes before the online seminar to help with technical issues and to ensure a punctual start. If everything works as it should, even better. Then people can use the time to get a drink and make themselves comfortable. It's better to close the session a few minutes early than to run late. This gives people a good feeling about their use of time.

Post-processing

- Send out a thank-you message and attach possible outcomes, further learning resources or information for upcoming events
- If you did not have sufficient time during the online seminar, ask for feedback
- Evaluate the whole process with your team

Więcej informacji

- 10 Steps for planning a successful webinar:
<https://www.techsoup.org/support/articles-and-how-tos/10-steps-for-planning-a-successful-webinar>
- webinar about making webinars from TechSoup Europe:
<https://www.youtube.com/watch?v=Bz2L1C2pNBc&feature=youtu.be>
- a collection of helpful topics for online training:
<https://www.trainingforchange.org/tools/?topic%5B2%5D=2&searchbox=>

PROWADZENIE WEBINARIÓW

TIP: If you translate analogue formats into digital consider that online seminars need more time, and perhaps shorten the content. Think about how translation impacts every building block and the whole experience.

Porady dydaktyczne

Dorośli

For grown-ups we recommend longer sessions of up to five hours, including a big break of at least 30 minutes and some small breaks in between. With adults you can work in bigger groups of up to 20 people. The online seminar contains a longer self-learning phase where participants work with material like tutorials and/or in small breakout-rooms. In this case the moderator can remain in the background as a tutor. A change of methods and tools can also be very helpful.

Ogólne rekomendacje

- Stay human, especially because it's so technical
- Stay calm: despite the best preparation, glitches can always appear
- Keep it simple: concentrate on the tools you really need to avoid stress
- Address all senses: visual, auditory, kinetic, cognitive – variety rules
- Be interactive: people learn better by doing than by listening to others
- Nobody should talk longer than five minutes in one piece without any possibility of interaction
- Use presentations more as a guiding tool than a textbook
- Less is more: if possible, split your content into several sessions
- The longer a session takes, the more and/or longer breaks are needed
- Keep an eye on the transfer: what is useful for participants' real lives?

Dzieci

For children we recommend a maximum of two hours including a break of at least 10 minutes. Children work best in small groups (up to 10), with a lot of interaction, strong presence of moderators and as little additional material and change of tools as possible.

Transfer of methods from offline to online. Some examples:

Wprowadzenie



As we cannot meet physically and people are in so many different places and situations, and in different time-zones, to capture the essence of everyone's different realities fosters a warmth and connection to oneself and with others. You could ask people to show an object that represents their mood or ask people to describe where they are sitting at that moment, or simply share what the weather is like at their location.

If you have more time and want to know something about the background or expectations of the participants, you can draw a scale on a whiteboard and ask their opinions, feelings or facts. For even more interaction you can ask people to sort themselves into groups with a question like, "How much coding experience do you have?" They'll need to engage with each other based on this.

Go-rounds



Go-rounds are difficult since the order of the videos is shown to every participant differently. You can solve this by asking one person to start and move on to the next person when they have finished (that way they also learn the names of others). Otherwise you can visualize a circle on a whiteboard. Ask everyone where they want to be seated and to remember the names to the left and right of them.

Duże gupy



Sometimes it won't be practical for each person to answer questions individually. In these instances, you can use the chat function, a pad or an interactive whiteboard so that everyone can see different contributions. You can use these tools to text, scale, mind map, brainstorm or cluster together and save the outcomes. You can also send the outcomes to everyone afterwards. If two people run an online seminar, your co-moderator can also directly modify the presentation while people speak.

Rozgrzewki



As this guide is especially for coding online seminars, think about analogue programming games to dive directly into the topic. We generally prepare snippets of an algorithm with a chain of movements and sounds, distribute them to participants and let them perform it together. The Evergreen programming language also works online: let participants program without writing code. They could, for example, create an algorithm for brushing teeth or paint something. One funny classroom example: <https://www.youtube.com/watch?v=leBEFaVHlIE>

Uchwycić nastroje



Our perception of the atmosphere is strongly limited by screens, so enquire on a consistent basis about how participants are feeling by asking them to show their mood with a thumbs up or down, with polls or other tools.

Narzędzia oprócz Google Suite. Kilka przykładów:

Pads



Pads are wonderful basic open-source collaborative text-tools. There are many you can use without making an account or login, e.g. Yopad (<https://yopad.eu>). Some require you to create an account, which also means you can save all your notes long term, e.g. Foepad (<https://pad.foebud.org/>). One advantage of BBB is that it has a pad already implemented.

Prezentacje



The French non-profit-association Framasoft offers a whole bunch of collaborative open-source-tools (<https://framsoft.org/en/full#topPgcloud>). To create presentations, besides your favorite offline software, you can use the basic Framaslide or the powerful proprietary software Prezi (<https://prezi.com/>) alone or in teams.

Tablice

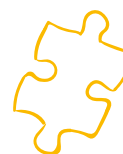


A free and anonymous kanban-board for collaborative project-management, besides other useful tools, can be found on the open-source-platform Cryptpad (<https://cryptpad.fr/>). Complex proprietary boards with nice graphics and loads of functions include Miro (<https://miro.com/>, free editing only with account or to watch anonymous) and Mural (<https://www.mural.co/>, not free, but other people can then edit anonymously).

Więcej informacji

- recommended for online moderation: <https://www.leadinggroupsonline.org/>
- a collection of how classical methods work online: <https://trainings.350.org/for/meeting-facilitators/#online-facilitation>
- digital warm-up guide for boards: https://berlin-innovators.com/wp-content/uploads/2020/03/Digital-Warmup-Guide_v1.1_eng_03_2020.pdf
- online warm-ups and energizers: <https://www.mural.co/blog/online-warm-ups-energizers>

Ankiety, oceny i quizy



Polls, ratings and quizzes for opinions, games and feedback can be created nicely and quickly with the proprietary software Mentimeter (<https://www.mentimeter.com/>, free to edit and share in a basic version). For more complex learning games and quizzes as a teacher you can get free access to the amazing tool Kahoot (<https://kahoot.com/>).

NARZĘDZIA DO KODOWANIA

Ta lista przykładów skupia się na narzędziach, które działają bezproblemowo w przeglądarce lub aplikacji, bez potrzeby for extra hardware.



Programowanie wizualne: Scratch

<https://scratch.mit.edu/>

Even if most of you already know it, Scratch is too great to not mention here. It's a cost- and advertisement-free coding platform and software from the University Massachusetts Institute of Technology (MIT). It focuses on enthusing children from eight years and up for coding in a very playful and creative way to bring their ideas into being. There is a well-moderated online community around

Scratch that values a mix and share culture. With a teacher account you can also manage classes. You can find endless educational resources and extensions (e.g. for motion tracking or machine learning). For the current version (Scratch 3.0) you need an updated browser (any except Internet Explorer), or you can download it on your computer for offline use. For Android tablets there is also an

app. For younger kids from age four the ScratchJR app is more suitable. This app concentrates more on storytelling and is available for Android and IOS tablets. Another great thing about Scratch is that it can be easily combined with other free software (e.g. for sounds <https://soundplant.org/>) or hardware like Makey Makey (also from MIT, <https://makeymakey.com/>) or Lego WeDo. Additionally the company Makeblock developed their own version of Scratch under the name mBlock to run their educational modular robot mBot (<https://www.mblock.cc/en-us/>).

Wirtualna rzeczywistość/ rozszerzona rzeczywistość: Cospaces

<https://cospaces.io/edu/>



Cospaces is a great starting tool for creating 3D rooms, stories and games, which you then can enter via the free app on smartphones or tablets. If you want to visualize the 3D rooms you created in Virtual Reality, you will need VR-glasses. You can buy some or build them yourself out of cardboard (many manuals can be found on YouTube). Cospaces runs in every modern browser, on Android smartphones and tablets as well as on iPhones and iPads. Learners can start quickly with ready-made objects and functions and get into the next level by programming with visual blocks or even TypeScript. The company provides no age recommendation, but we had good experiences using

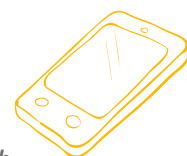
Więcej informacji

- learning materials from EU Code Week: <https://codeweek.eu/resources>
- EU Code Week Webinar: Coding from home: <https://www.youtube.com/watch?v=Gu6xTUR3qOQ&t=1s>
- Meet and Code Inspiration Library: <https://meet-and-code.org/gb/en/inspiration-library>
- <https://code.org/>
- <https://appcamps.de>
- <https://tueftelakademie.de/>
- Meet and Code recommends the visual programming language Snap!: <https://snap.berkeley.edu/about>

cospaces with children age 10 years and up. Teachers can manage classes and projects, however students would need to log in. The free version is very limited. For costs of the pro plans take a look at their website. It is generally possible to buy an account for an entire classroom and share it with different groups, as long as not everyone is online at the same time. It is a fantastic tool to imagine and prototype future environments.

Apki programujące: App Lab from code.org

<https://code.org/educate/applab>



App Lab is a programming environment, suitable for young people from age 13 that have some basic programming experience. If learners lack previous knowledge you can start with some introductory lessons on the same platform, which we also highly recommend. On code.org you can also manage classes, plan lessons and create logins. This is convenient if students don't have or are too young to have their own account. App Labs runs on any modern browser, on computers or laptops. Tablets are not supported. Participants can remix projects or build their own ideas by coding and designing the interface. The apps can be viewed from smartphones via a link or qr-code and run on the platform-servers. This means they do not get installed on devices. This tool is great for prototyping and de-mystifying app development.

FORMY EDUKACJI

Finally, we would like to suggest a possible way for you to think about and choose the right conference tool for the format that best suits your purpose. Here are some examples on how to use this chart:

- Is your focus on social interaction and the relationship with the participants and do you have a small group? Jitsi might be the best choice as this is exactly what it is made for and it offers the greatest way to protect data.
- The strength of BBB lies particularly in all kinds of interactive educational formats for medium size groups.
- If you want to offer people an opportunity to participate in a bigger group in one session, you need a more powerful tool like Zoom.

Małe grupy oraz/lub nacisk na relacje socjalne i interakcje

Monitorowanie

Learning support and counselling for individuals over a longer period of time. Self-guided learning processes in the form of fixed, regular consultation-hours where attendees can drop in at.

Blended learning

Regular short online meetings over a longer time span with inputs and tasks for constant learning groups, which can be fulfilled autonomously. Subsequent meeting focus on Q&A, helping each other, monitoring the learning progress and continuing with the next step. Projects can be individual or collaborative.

Warsztaty

Single or multiple sessions up to several hours for medium size groups with strong focus on interaction. May contain the whole range of technical/ methodical possibilities. Can be individual or collaborative.

Interaktywne wykłady

Big groups with up to a hundred people, with moderation or experts in the center, with some interactive parts.

Impulsy

Short standalone introductory lectures, e.g. to introduce a certain tool or new material. Appropriate especially for individuals who are not connected in a group context.

Jitsi

BigBlueButton

Zoom

Duże grupy oraz/lub nacisk na zawartość i informacje

GOTOWI? GOTOWI!

Mimo że wciąż jest tyle do powiedzenia...

...about the complex interplay of technology and education, practice, human potential and constraints, we hope to have packed a solid toolbox with which you can dive into the world of online seminars. Even the best advice can never replace doing it yourself. Have fun and enjoy great experiences.

Następny krok

Find out how **Meet and Code** can further support you with your online coding events. Go to the website to apply for a grant during the registration period or to read about coding events all over Europe. Learn about the Meet and Code Award and find further resources and inspiration.

Więcej

www.meet-and-code.org and on [Facebook](#) | [Twitter](#) | [Instagram](#).

Imprint

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