

VOLUNTEER RESOURCES FOR ONLINE DELIVERY

Utilize the following resources when sharing, teaching, or delivering information to 4-H youth. All of these tools are easy to use with a minimal learning curve or extra time commitments.

If you would like to hold a virtual meeting:

Zoom

- How-To Video Tutorial: [How To Use Zoom](#)
- How-To Written Tutorial: [How To Schedule a Zoom Meeting](#)
- [How-To Screen Share](#)
- [How-To Use Breakout Rooms](#)

You can download the free version of [Zoom](#) which has everything you need to interact with youth.

- **Highly interactive and collaborative**
- 1 on 1 meetings with unlimited time
- Group meetings have a 40-minute time limit
- Breakout Rooms – must be set up in settings before the meeting begins
- Share your screen – including PPTs, webpages, etc.
- Whiteboard and Annotation features

Tips for using Zoom:

- Test your own sound and camera before the session
- Remember that several of your group may enter the room on their phones or tablets, that is important when you are planning for your session
- Ask youth to use their own name when they enter. Nicknames are not useful when trying to record who was present (if choosing to do so)
- Be prepared for something to go wrong. Make a Facebook group, Skype group, email group or some other way to send a quick message to them all.
- If something goes wrong, relax, stay calm, smile and ask youth if anyone has any ideas. There's always a chance one of them will know what to do. Otherwise, at least their suggestions will give you a little thinking space!

If you would like to share information LIVE:

Facebook Live

- How-To Use Facebook Live (UW Extension)
 - [Best Practices](#)
 - [Walkthrough](#)
 - [Facebook Walkthrough](#) (pdf)

When using Facebook Live, consider the following:

- **Less interactive – meant for one-sided sharing**
- Viewers can still “like”, “react”, and make comments or questions
- Meant for longer sharing – 10+ minutes
- Pops up instantly on FB wall of anyone who is a member in the group or page from which you are hosting the video (less private)

If you would like to record an informational video or lecture:

ScreenCast-O-Matic (EASIEST)

- How-To Video Tutorial: [How To Record A Video Lecture](#) (UW Extension)
- How-To Written Tutorial: [ScreenCast-O-Matic Quick Start Tutorial](#)

QuickTime (Mac) (EASIEST)

- How-To Video Tutorial: [How To Record A Video Lecture](#) (UW Extension)
- How-To Written Tutorial: [Apple Support Guide](#)

PowerPoint (EASY)

- How-To Video Tutorial: [How To Record A Video Lecture](#) (UW Extension)
- How-To Written Tutorial: [TechSmith Support Guide](#)

Zoom (MEDIUM)

- How-To Video Tutorial: [How To Record A Video Lecture](#) (UW Extension)
- How-To Written Tutorial: [Zoom Local Recording Guide](#)
 - Make sure to record video as a “Local Recording” and NOT a “Cloud Recording”

*Refer to this guide ([UW Extension](#)) for notes and instructions on how to use all four tools.

If you would like to upload a recorded video to Facebook, e-mail, a website, etc.:

YouTube

- How-To Video Tutorial: [Upload a Video to YouTube](#)
- How-To Written Tutorial: [Upload a Video to YouTube](#)

You will first need to create a weblink for it by uploading it to YouTube. You DO NOT want to be emailing or uploading video files to Facebook as the files will be very large.

Tips for using YouTube:

- Make sure your video is saved as a supported file – mp4 is best (and normal)
- Make sure you have login access to a YouTube account/channel
- Create a simple and clear title
- Upload the video as “unlisted” so that the public won’t see it, but anyone with the link has access

Dropbox

- How-To Video Tutorial: [Upload and Share Video from Dropbox](#)

With Dropbox, you will need to create an account. Then, you can easily send any large file, including video and images, to anyone you want – and the receiver won’t even need a Dropbox account to access the file. Simply create a [shared link](#) to send any file in your Dropbox.