

## Details

*How To Incorporate Technology in Your Next Meeting - 039*

In this episode, I share some of my favorite strategies for using technology in meetings and professional development sessions. You'll also hear about how modeling tools in these sessions can spark discussions and build confidence in using technology in the classroom.

## Introduction

Hello there! My name is Monica Burns, I'm a former classroom teacher and now I spend my time sharing tips, strategies and activity ideas to make easy EdTech integration a possibility in your classroom. You may be familiar with my books, like *Tasks Before Apps* or my blog [ClassTechTips.com](http://ClassTechTips.com). Whether we've met at a conference or special event, you've followed along with my EdTech tips for years, or simply joining in for the first time today, I'm so glad you're here!

Each week I share popular content from my blog. I read aloud a blog post, add a few extra things, and try my best to bring the content to life for you — all in audio format.

In this bite-sized podcast you'll get some quick info and actionable tips to energize and elevate teaching and learning!

You can head to my website [classtechtips.com/podcast](http://classtechtips.com/podcast) for all of the show notes. That's where you'll find the transcript for each episode, links to resources, and any of the free downloads I mention.

## Promotion/Reminder

If you're listening to this on your phone or computer, take a screenshot and share it on social media with one takeaway from today. Make sure to tag @classtechtips so I can see what you're most excited about!

## Today's Intro

This week's podcast is titled: How To Incorporate Technology in Your Next Meeting

## Episode Transcript

*In today's episode I'm going to share a few tips for how to bring in digital tools to your next meeting, whether you are leading a faculty meeting, professional development session, or hosting a group of families for a curriculum night. I'll share some tools you can try out and reasons why bringing in digital tools into this format might be worth exploring this school year.*

*Using technology in a meeting with fellow educators can provide very specific benefits. First, it can help them see an EdTech tool in action. If you are leading a meeting, it is a fantastic opportunity to show off a new tool (maybe one your school just purchased) or a tool you've already invested in but not a lot of people have tried out yet.*

*You can demonstrate how you troubleshoot if something goes wrong, and even pull in management strategies to use in the classroom. If you are a classroom teacher leading part of an inservice day, this is a great opportunity to share a story or two of how something worked in your classroom. For example, you might share a traditional presentation with teachers on a topic like assessment data or a new district initiative. Instead of having the PowerPoint on the screen in a faculty meeting, upload it to Nearpod or PearDeck and push it out to teachers. This way they see the slides and all of the PD information, while seeing how a tool they can use with students works in action.*

*Another quick one to try out if you are leading a whole group in a PD like this is closed captioning in Google Slides. In North Carolina earlier this school year, I worked with a group of teachers to share some tech-friendly strategies for building background knowledge for readers. I used a Google Slides deck and turned on CC at the bottom of the screen. None of the teachers in the group had seen this before, so in addition to discussing the content of the day, we were also able to discuss how CC could be useful for students in their group.*

*So if you want to incorporate technology into your meeting you can use an interactive presentation tool to model classroom instructional practices and share implementation tips. Let's keep adding to the list.*

**MUSIC**

*If you are hosting a meeting for a large group whether you are a principal leading a faculty meeting or a teacher introducing a new curriculum to parents during a special*

*night at school, it can be hard to hear from everyone in your group if you are working with dozens of folks at one time. In a similar fashion to the way you may embed formative assessment opportunities into a classroom experience with students, you can use technology in your next meeting to hear from all of the attendees.*

*For example, you might have a presentation with nearpod like I mentioned before and embed a question for people to answer in the middle of the presentation. Alternatively you might introduce a Backchannel space like Padlet or back channel chat.com and attendees can add questions as you are talking and you can check in during a break to see what information you might want to incorporate into an upcoming conversation.*

*Although we typically think of formative assessment as something just for students, it's really all about getting real-time data and using it. In a meeting, you might use technology to drive the direction of the conversation, and keep a pulse check on how everyone is feeling about a new topic.*

*You know your group. If you are talking about a subject that is emotionally charged, you might not want to have a public, open space for a discussion that might sidetrack the group like this. Having a backchannel for everyone to talk and chat like a Facebook group could be really distracting or even counterproductive. So in this case, you might want to have a more private messaging space or check in set up, like using the open-ended question feature in Nearpod.*

*Now if you are closing out a meeting with your colleagues or family members, you might want to include some goal setting or a moment where folks can make a commitment to a next step. You can do this with a variety of tools, but one favorite is Flipgrid, try having attendees record a quick video. This not only shows them how a tool like Flipgrid works, but it also shows them how it feels to record video. Some teachers might love it, others might feel a bit awkward, and it's a good opportunity to talk about how to introduce something like this to students, too.*

*When you are getting ready to incorporate technology into your next meeting, there are more things to consider, beyond modeling an instructional tool. You are also modeling to your colleagues that if something goes wrong with the technology, it's totally okay. You can show how you might troubleshoot if a "teachable" moment occurs. If you are an educator who isn't in the classroom full time, it can also show your colleagues that you are aware that trying new things like new technology tools is scary at times and that that is okay.*

*They can see you build your confidence, and really embrace, "If I can try it, you can try it, too" mentality. That you wouldn't ask them to try something that you weren't willing to get vulnerable about either. If you're familiar with Brene Brown's work around leadership and vulnerability. Although there are dozens of great quotes of hers I could point to in this moment, here's one that sticks out: "**Vulnerability is the birthplace of innovation, creativity, and change.**" I'll make sure to link to some Brene Brown resources if you're new to her work, just head over to the podcast page, [classtehtips.com/podcast](https://classtehtips.com/podcast) and take a look in the show notes for this episode.*

## *MUSIC*

*To finish up today's episode I'm going to spotlight a tool I love. I'm a Nearpod Pioneer and have done some work for them in the past. Nearpod is one of my favorite teaching tools! As a professional development facilitator it has become one of my go-to tools for leading a discussion, modeling best practices and engaging teachers. If you're a regular follower of my blog you've probably seen me highlight ways Nearpod can be used to check for understanding in the classroom.*

In a faculty meeting or professional development setting, Nearpod can be used to engage an audience, model best practices and make it easy to share resources with a group. If you haven't used Nearpod before, it's a super popular interactive presentation tool. You can create slides or upload a PowerPoint or Google Slides presentation and add interactive activities to a presentation.

I want to share a couple Nearpod-specific ways use technology in your next meeting, since I think it's important to have a spotlight tool to get started with. That being said, you could substitute another tool alongside these strategies, too. Let's dive in...

Nearpod is BYOD-friendly, and works on any device connected to the Internet and has dedicated mobile apps, too. This means teachers sitting at one table room can access a Nearpod presentation in different ways. Someone might be on their iPhone,

another on a Samsung tablet, and a third on their Chromebook. No matter what device they have, teachers at the faculty meeting will be able to access Nearpod.

With Nearpod, the content on the projection screen is easily visible on the personal device in your hand. Attendees in a staff meeting can have a better view of content. They can participate in an activity like a poll. Teachers can also explore content on the web pushed out to their device by the person leading the meeting.

As I mentioned earlier, using technology at a faculty meeting is a great way to model for colleagues what EdTech looks like in action. One of the things I love about Nearpod is how it can help teachers check for understanding. That's one of the reasons I featured it in my book *#FormativeTech*, I'll have links to this as well as all of the other resources I mention today on this episode's shownotes, this includes a freebie download with more formative assessment tips.

When leading a staff meeting you can show how an open-ended question can determine concerns your teachers have about a new initiative. You might also show off how the Draw it feature is a great way to give students different options on how to respond to a prompt. If you do use Nearpod to model these formative assessment strategies, just be mindful of how many colleagues are at your meeting and how many users you can get on your Nearpod account. I believe the free version taps you out at 40 so you might have some colleagues share a device if you're in a big group.

So whether you use Nearpod or another EdTech tool, you can incorporate technology in your next meeting to deliver resources, model classroom implementation, spark discussion, get real-time feedback, and build confidence and buy-in in your school.

### **So let's make this EdTech easy...**

1. Identify an upcoming meeting on your calendar
2. Decide what type of technology would be useful in this meeting
3. Prepare the tech and prep for any anticipated challenges or teachable moments
4. Try it out! And ask for feedback after your meeting

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### **Outro**

I love bringing you free resources like this podcast to energize and elevate teaching and learning! Can you do me a favor? If you like the podcast, leave a review on iTunes, Spotify or wherever you're listening to this... tell a friend about the podcast, or post a link to the episode on your social media. And if you'd like to stay connected follow @classtechtips on Instagram or your favorite social network. I visit schools and conferences all over the world, so if your organization is in need of professional learning -- just send a message my way!

See you next week with more easy EdTech tips!

## Episode Resources

- [Five #FormativeTechTips](#) (Free ebook)
- [Padlet](#)
- [8 Ways to Check for Understanding with Nearpod](#) (Blog post)
- [Nearpod](#) (Student engagement tool)
- [PearDeck](#)
- [Google Slides](#)
- [Chat.com](#) (*free backchannel tool*)
- [FlipGrid](#)
- [Brene Brown Resources](#)