How To Echo Successfully

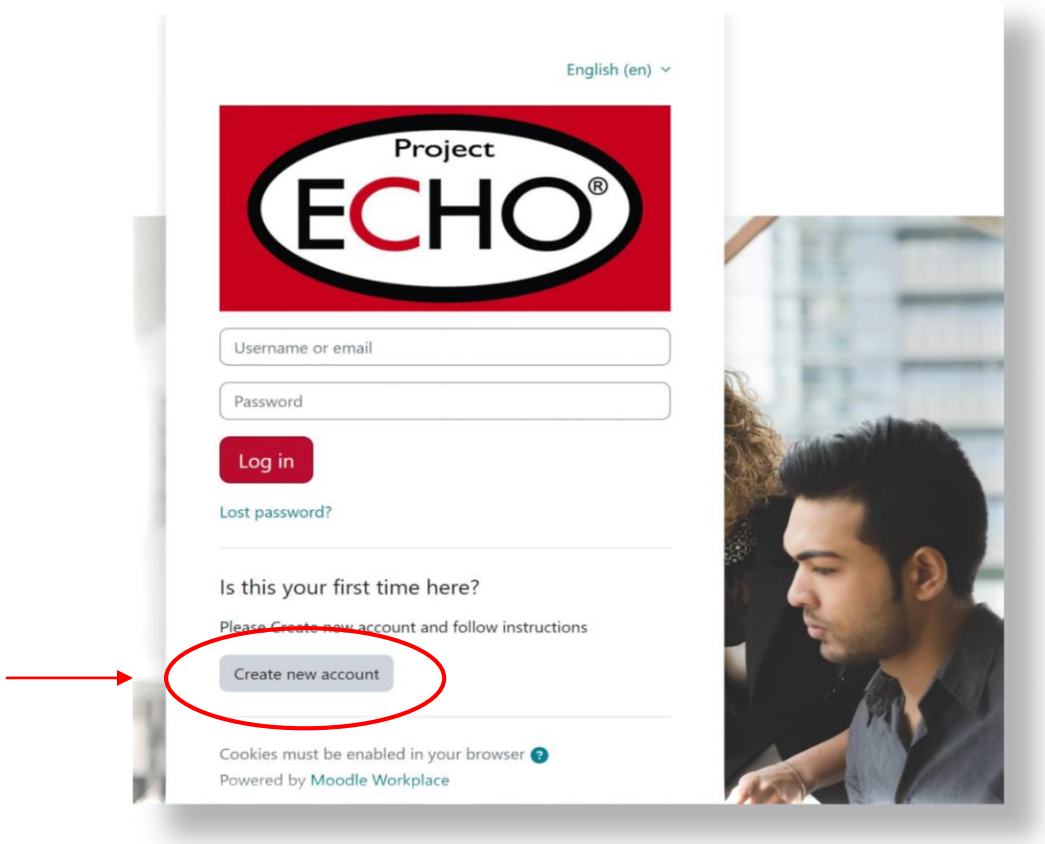
A Guide on ECHO Network Registration, Moodle Access, Zoom Guidance and Project ECHO FAQ's

Part 1 Moodle Registration & Access Guidance

ECHO Network Registration

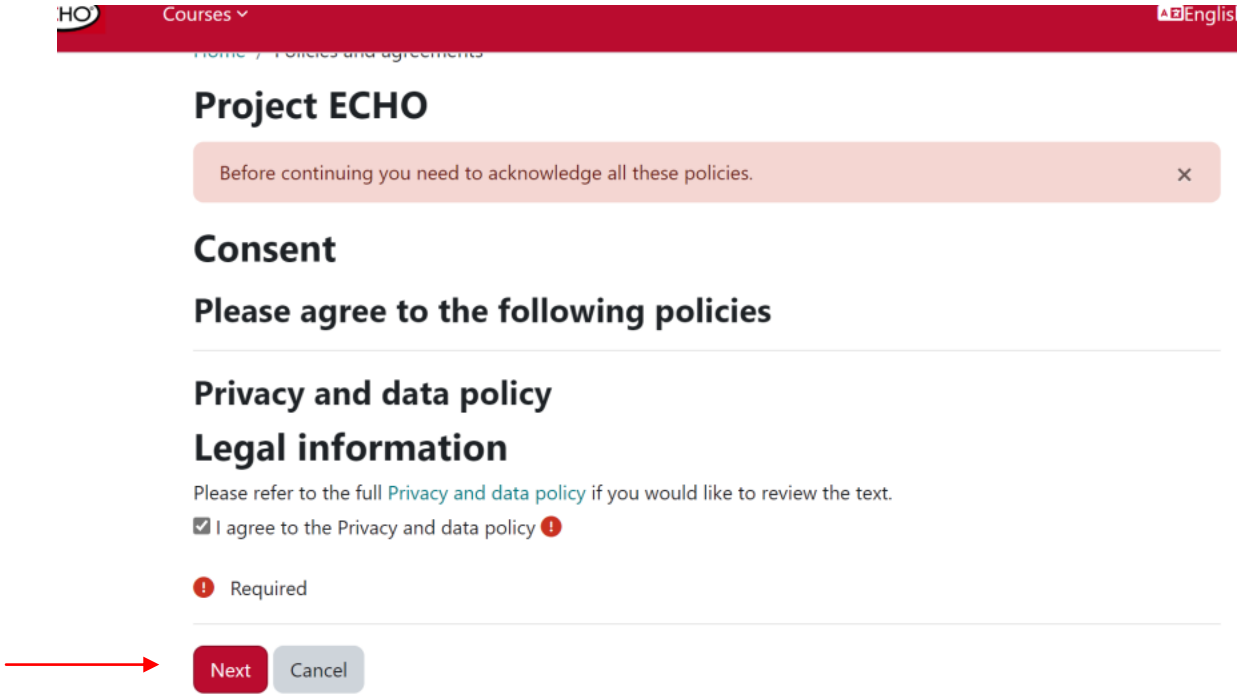
Please follow the Link to Moodle below:-
https://moodle.echonorthernireland.co.uk/

Please also see our Registration Guidance Video:-
https://vimeo.com/906669255/4d112a1ecb?share=copy



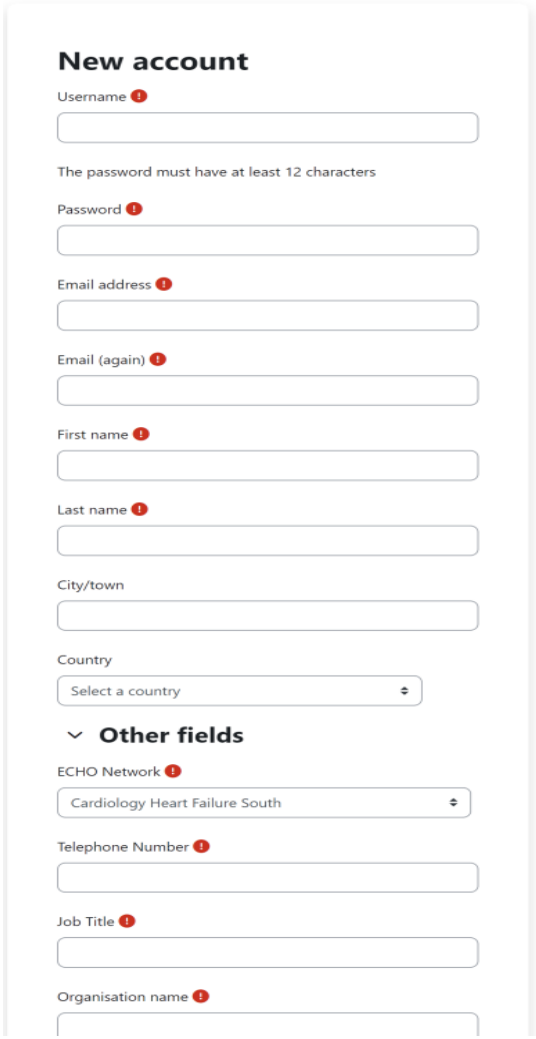
1.Create a Moodle Account using your email address as your Username. Create a Password. **Please Note: Moving forward, should you forget your Password. Please select Forgot Password? option. You will receive an email with the option to re-set.

ECHO Network Registration



2. Please read and agree to our Privacy & Data Policy

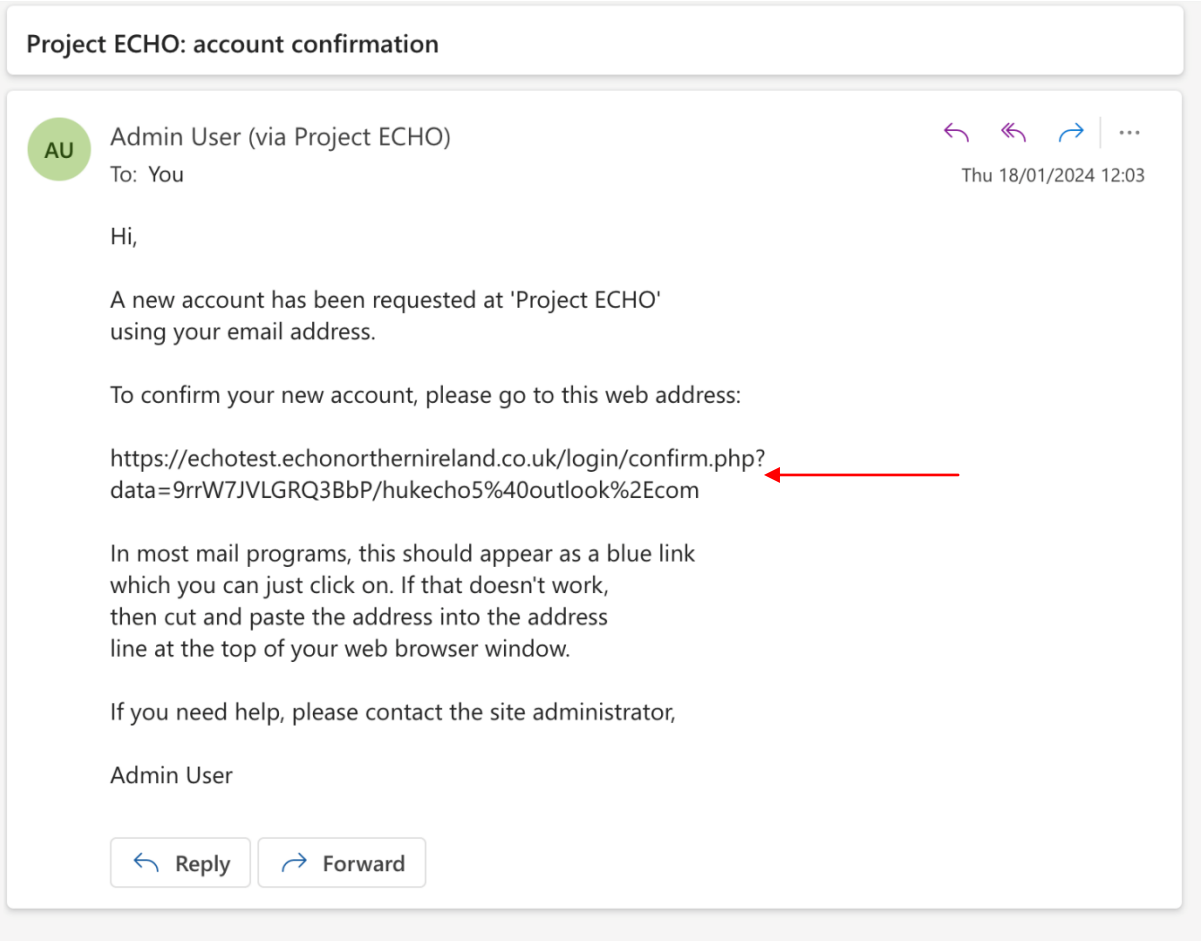
ECHO Network Registration



3.The screen will appear as shown. *Please infill All required fields. The system will prompt you to infill required fields if missed. Ensure to use your work details only when submitting your information.

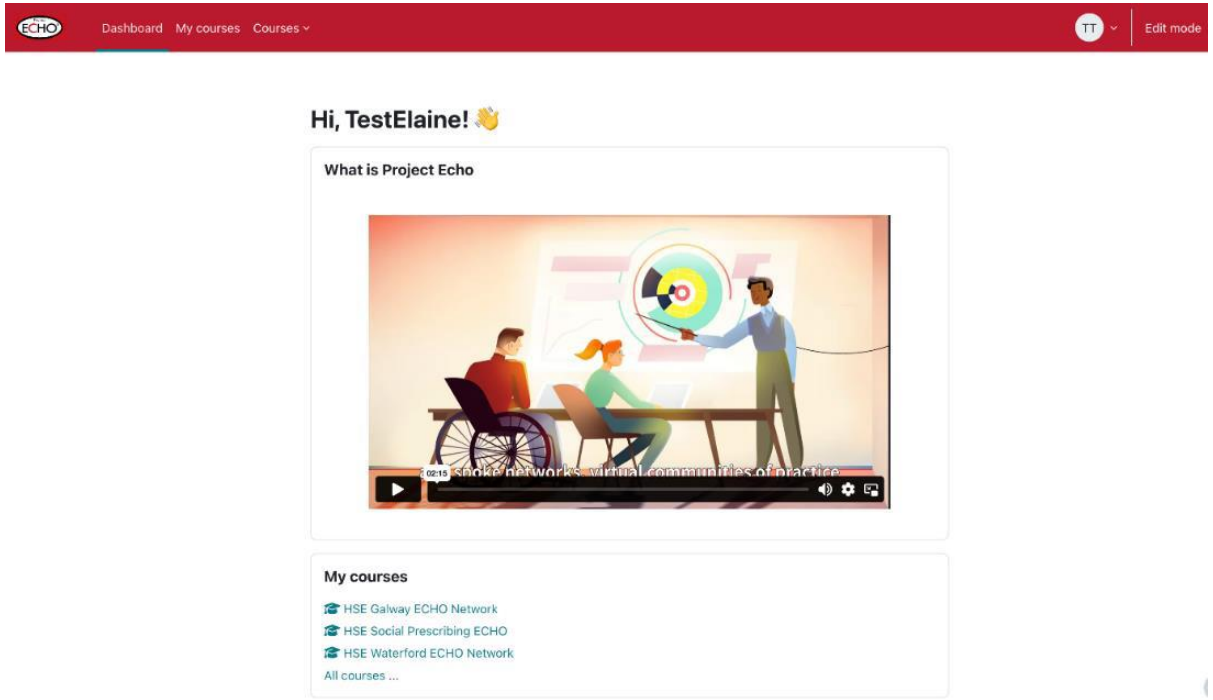
You will note from within the **Other** fields there is the ECHO Network drop down box. Select the Network you would like to Register with.

ECHO Network Registration



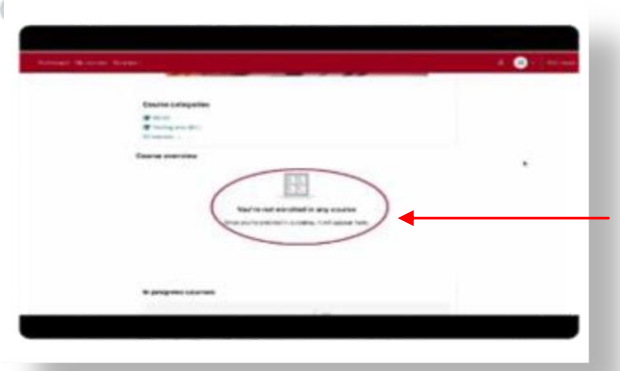
4.You will receive a confirmation email as shown. To confirm your new account, please follow the link and login using your email address & new password.

Moodle Access & Enrolment

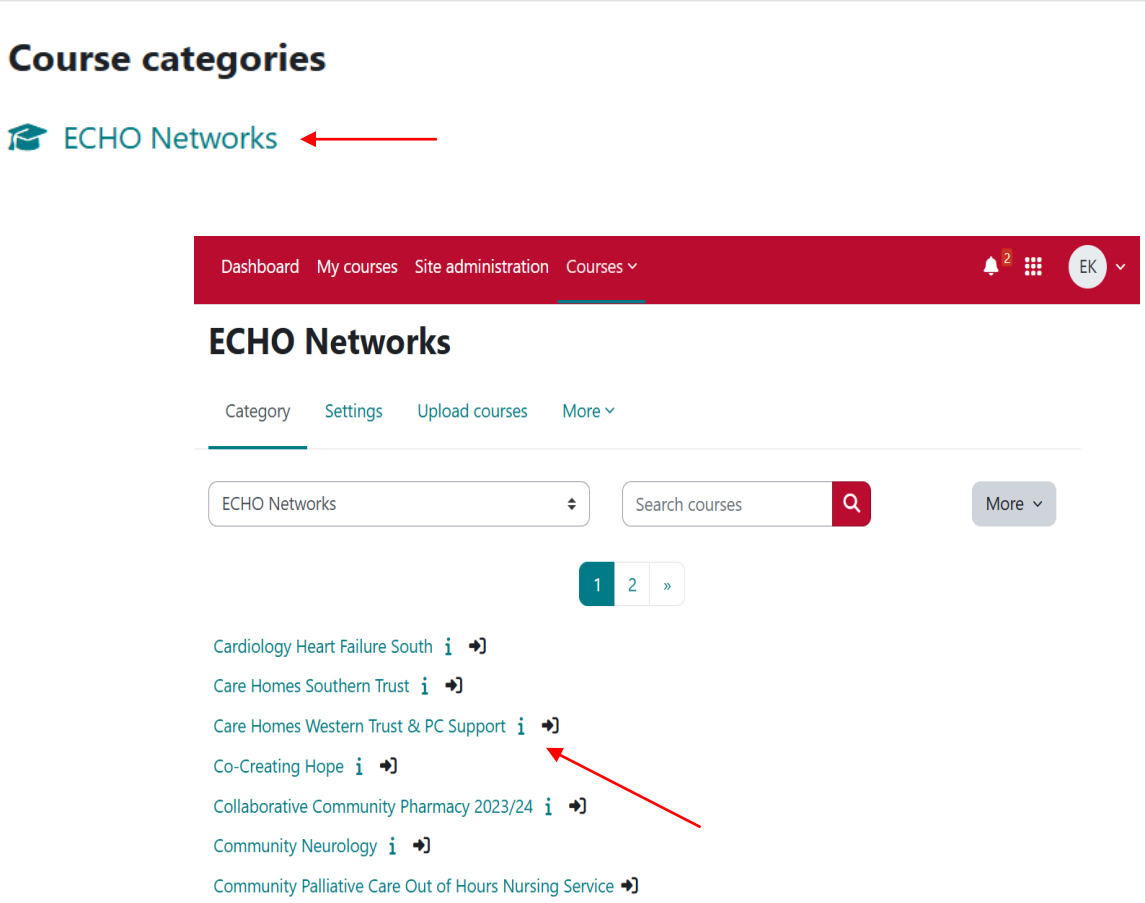


5.Your Homescreen will appear as shown. You can now select My Courses.

*You will note on the dashboard that you are not yet enrolled within the course.



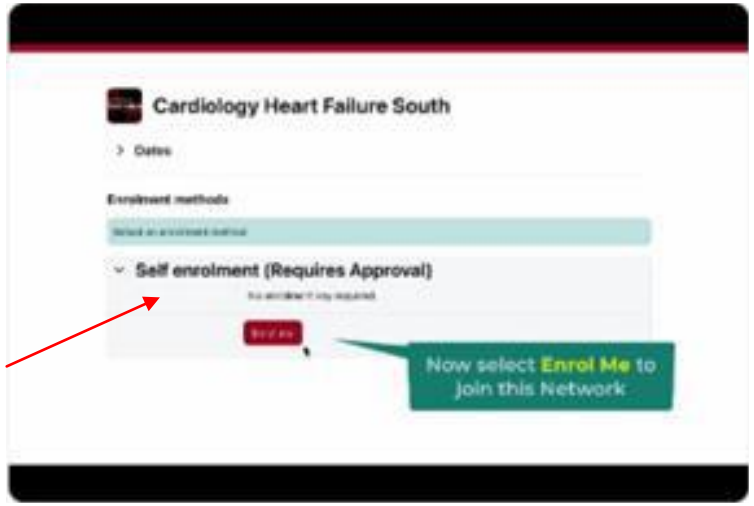
Moodle Access & Enrolment



6.To enrol onto the course you will be required to self-enrol. Go to Course Categories on the dashboard page. Select ECHO.

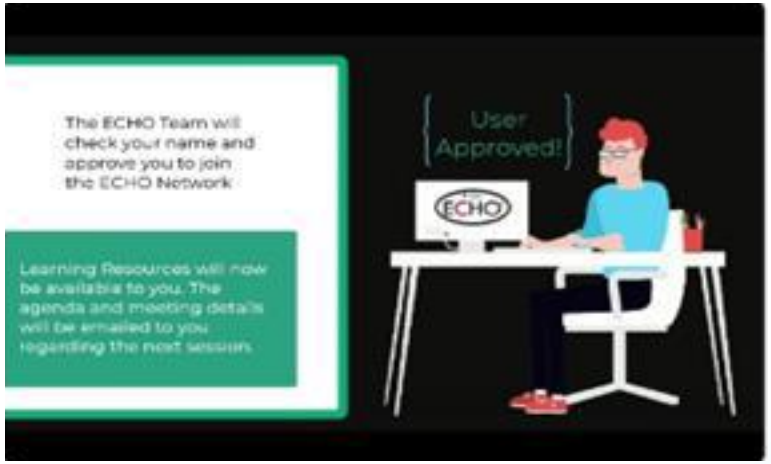
Select the Course you wish to enrol with from the options shown.

Moodle Access & Enrolment

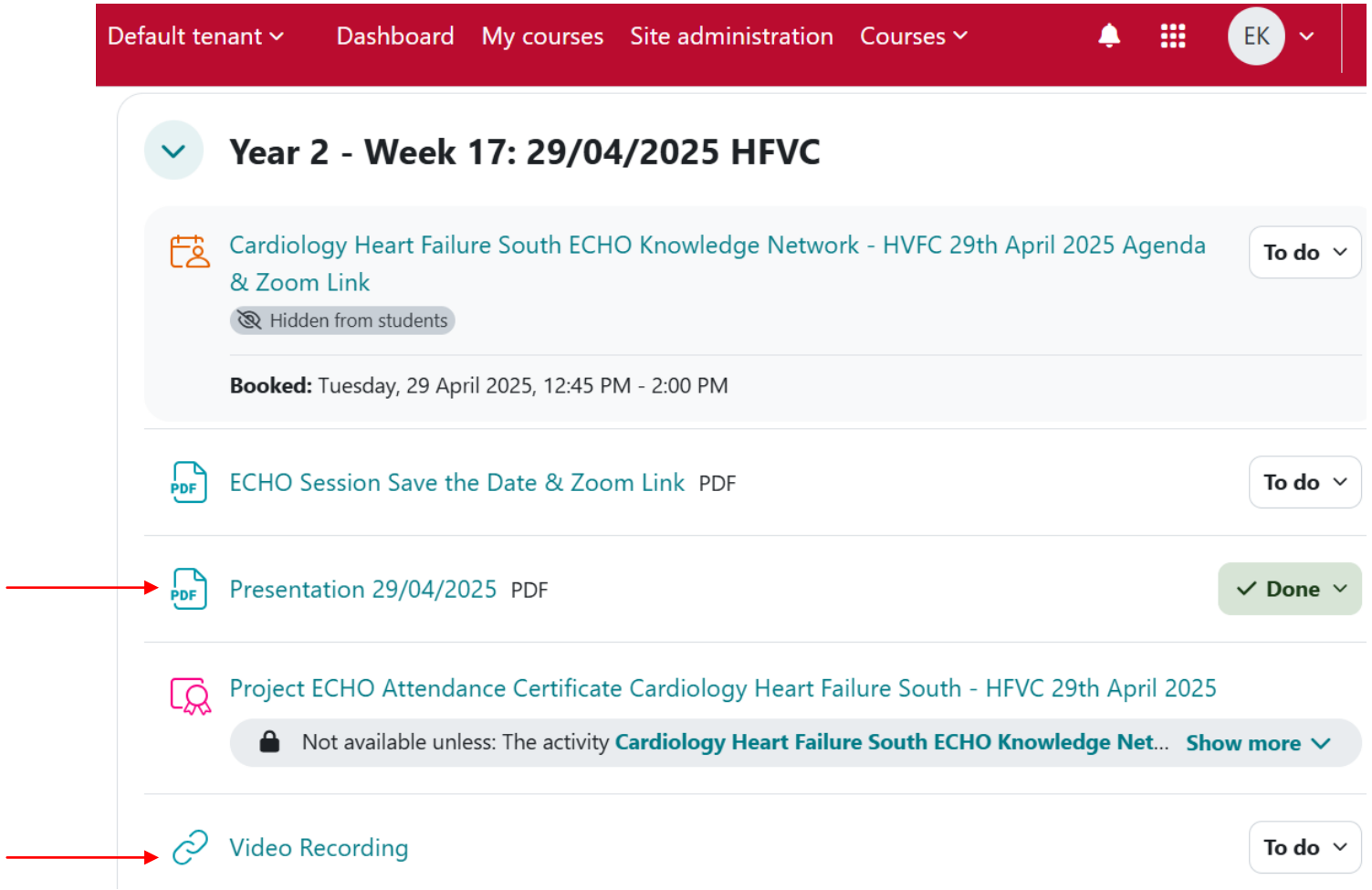


7.Select enrol me.

The ECHO Team will receive a notification & enrol you.



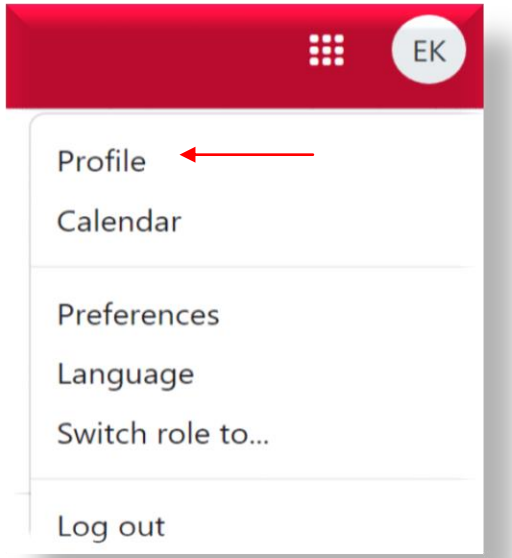
Moodle Access & Enrolment

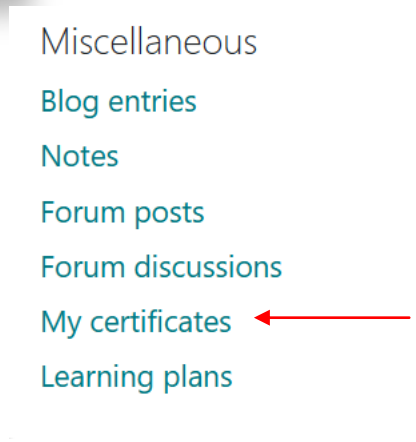


8.You can now access all of your ECHO Network session recordings and resources.

Simply select the course from the homepage and select your Network. You can now freely access ECHO session recordings and resource materials.

Moodle Access Profile & Certificate Access

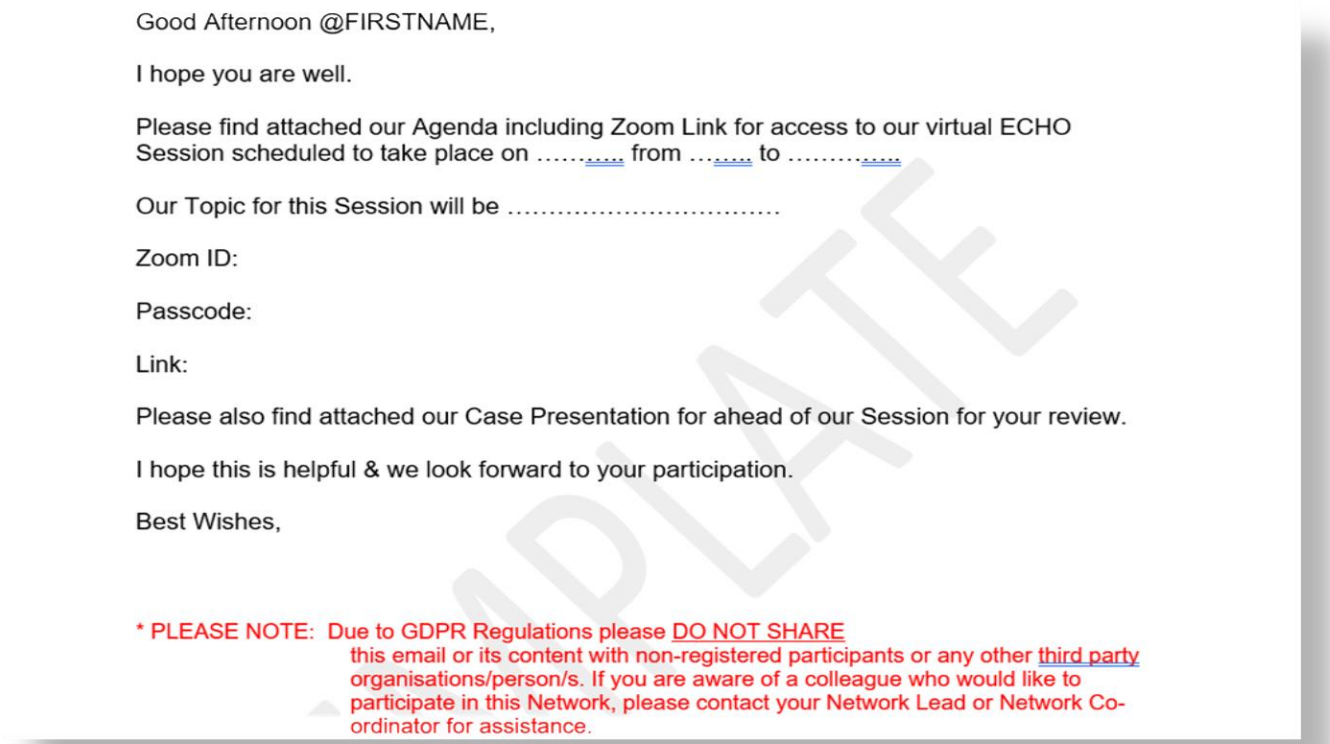




9.User Profile: You can choose to select your Profile to view your information and the Network/s you are registered with. Select your initials at the top right of screen & select Profile. You can also access your ECHO Session Attendance Certificates via your profile as shown below.

Part 2 Zoom Guidance

Zoom Connection



Good Afternoon @FIRSTNAME,

I hope you are well.

Please find attached our Agenda including Zoom Link for access to our virtual ECHO Session scheduled to take place on ……..… from …..… to ……..…..

Our Topic for this Session will be ……

Zoom ID:

Passcode:

Link:

Please also find attached our Case Presentation for ahead of our Session for your review.

I hope this is helpful & we look forward to your participation.

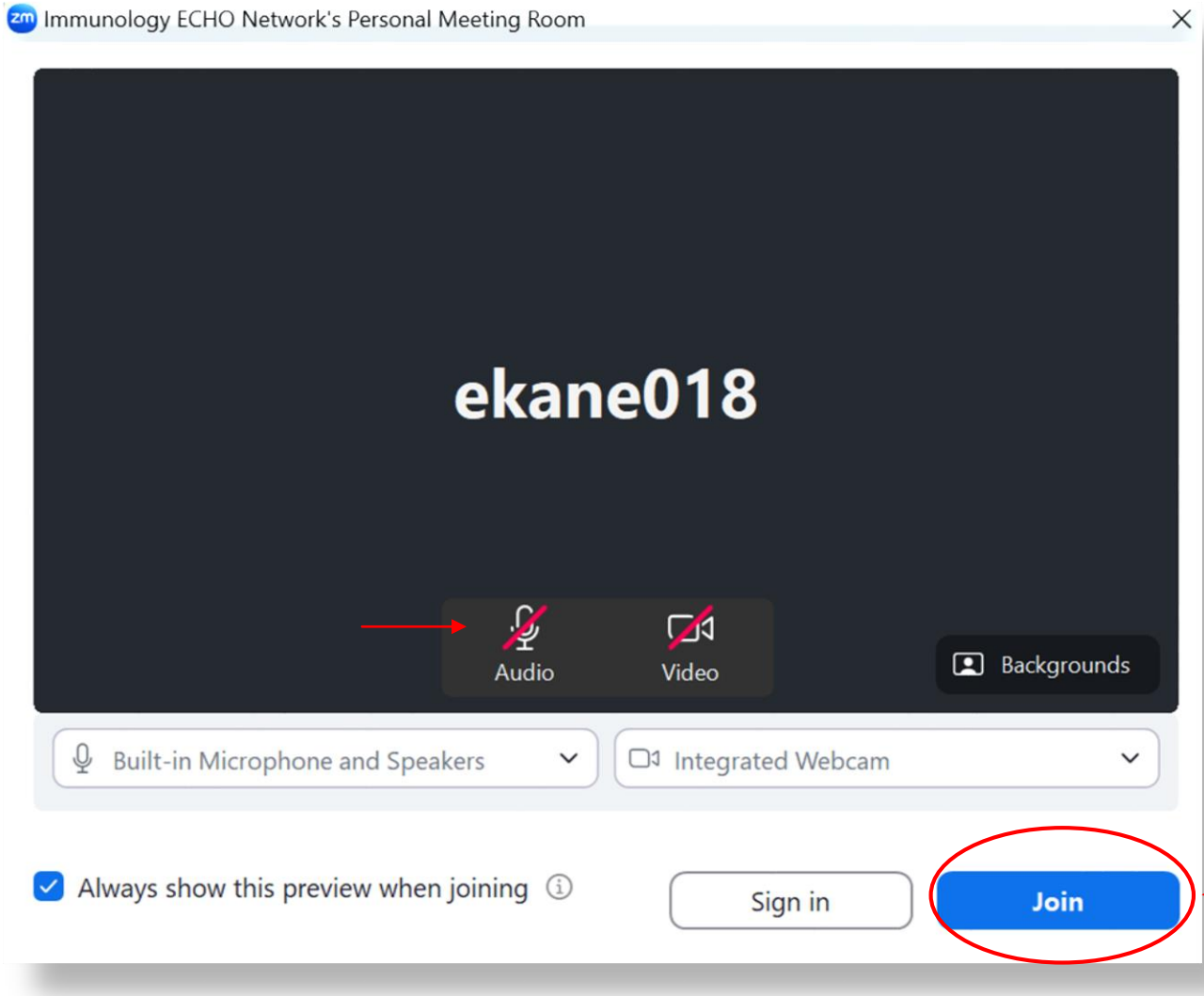
Best Wishes,

* PLEASE NOTE: Due to GDPR Regulations please DO NOT SHARE this email or its content with non-registered participants or any other third party organisations/person/s. If you are aware of a colleague who would like to participate in this Network, please contact your Network Lead or Network Co-ordinator for assistance.

Sample email above

You will receive an ECHO Session invite via email & calendar invitation ahead of each ECHO Session. This will include Zoom details to join our Sessions. *Please note. Zoom ID's are amended each month for security purposes. To access the meeting, open Zoom, input the Zoom ID and Passcode when prompted. Alternatively, click the link provided for access. You can also opt to install the Zoom app. Your in-house IT Support can assist you if required.

Zoom Connection



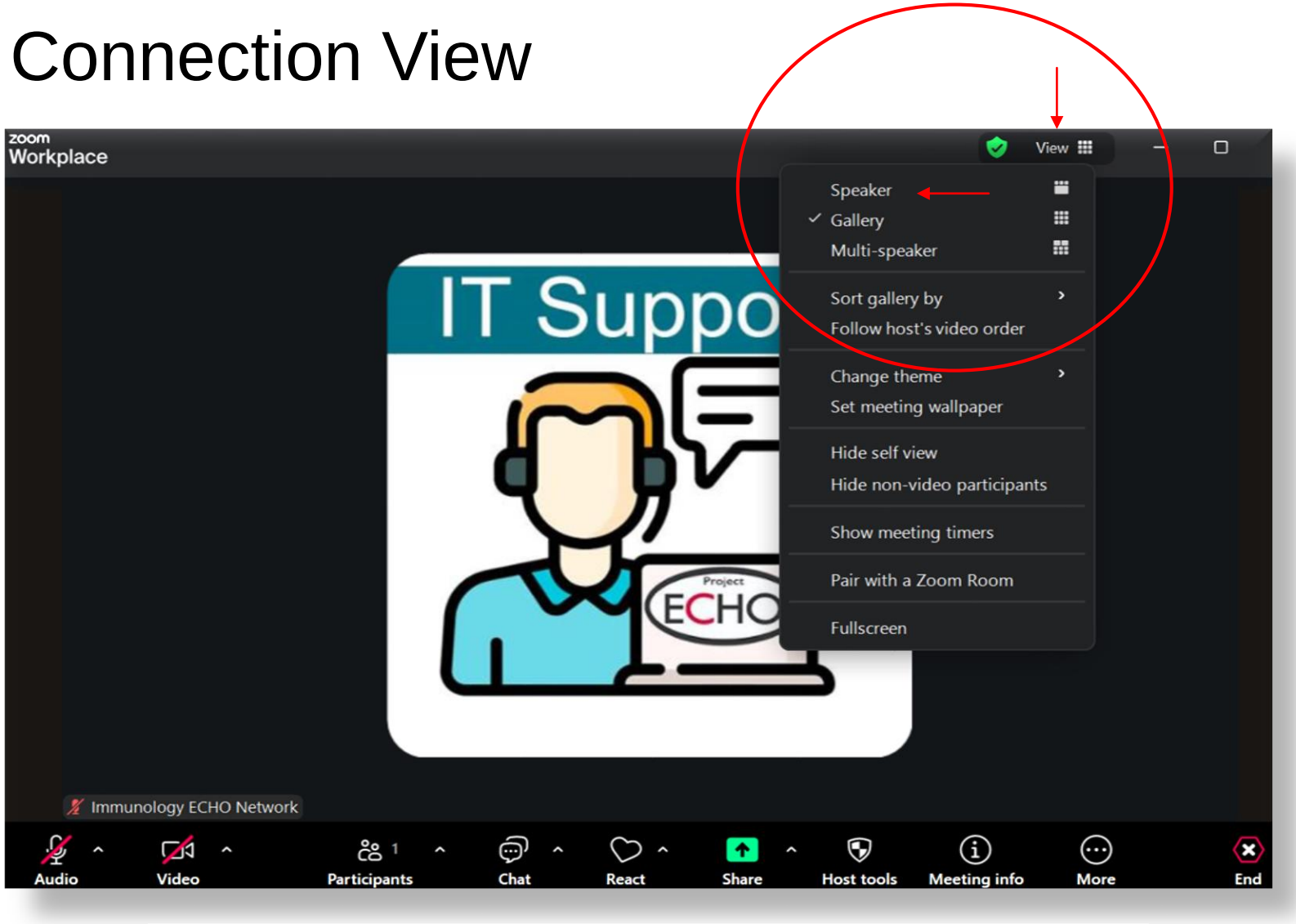
Select the Audio & Video icons to turn on. Select Join.

Zoom Connection View

When connected, the screen will appear as shown. Please Note: Each of our Sessions are recorded for monitoring and training purposes.

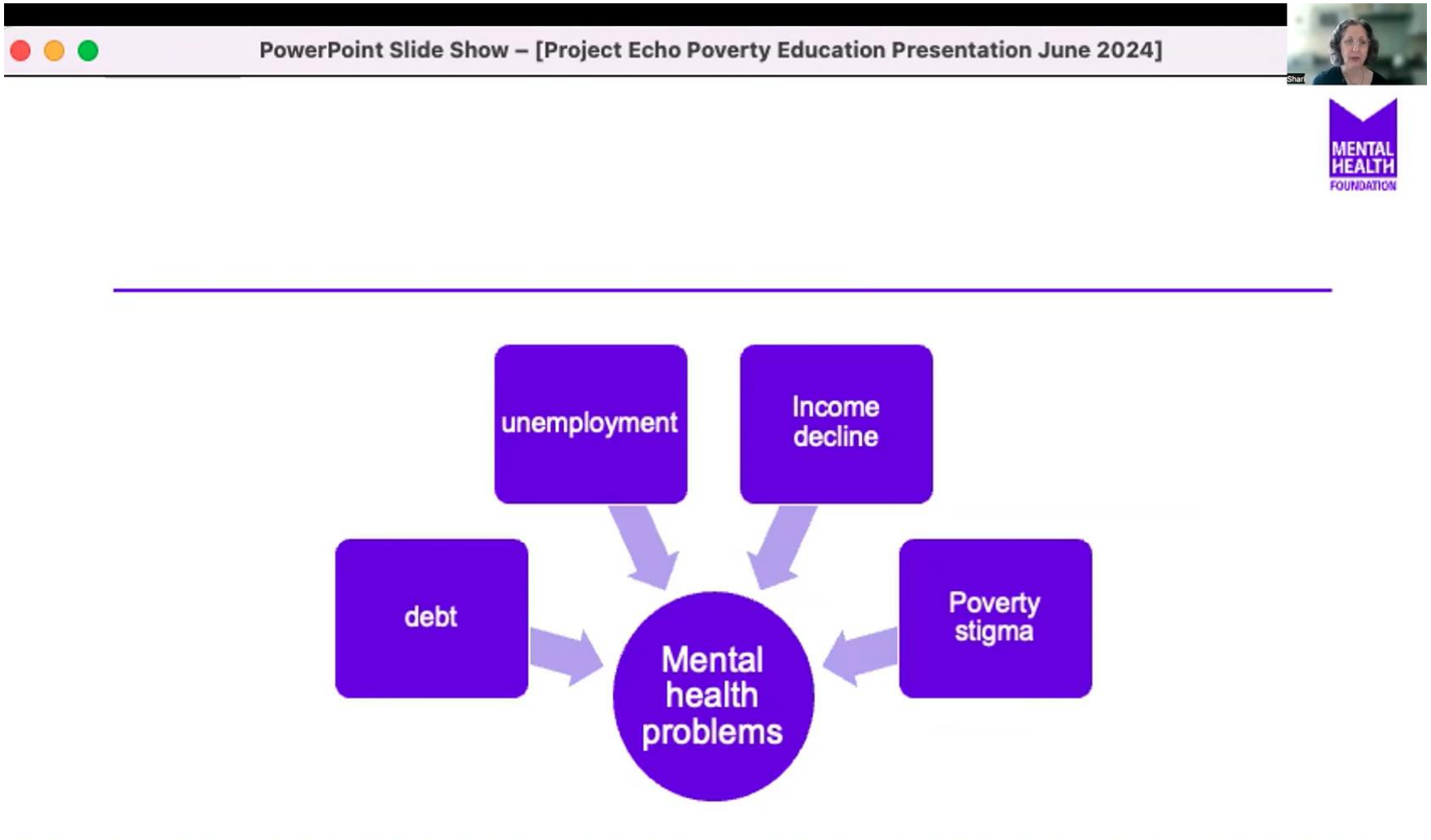
Should you experience any technical issues, our IT Support will be available to assist you during the Session.

Zoom Connection View



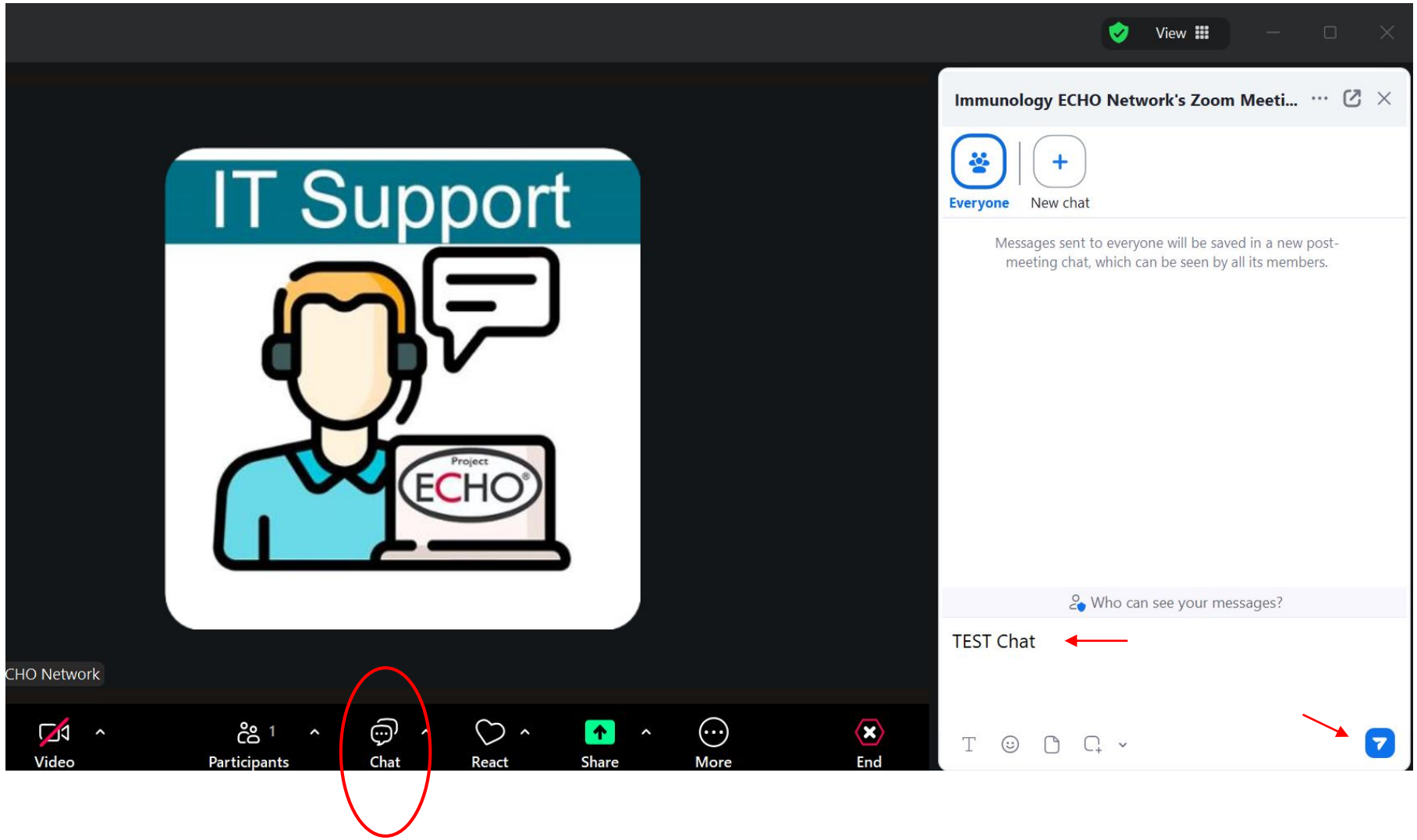
To amend View, Select View – Speaker, Gallery or Multi Speaker View as above.

Zoom Connection Presentation View



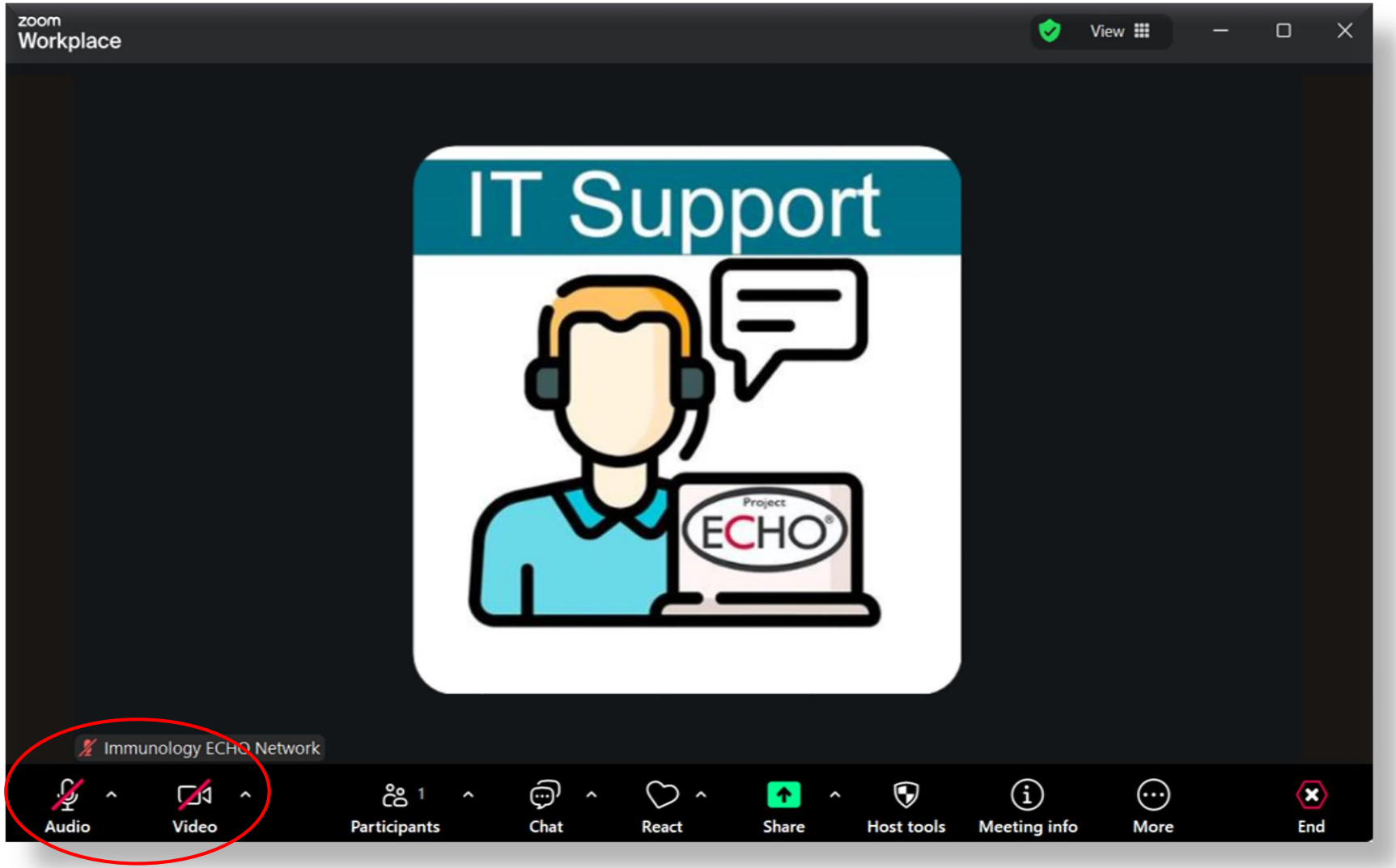
Presentations will appear as shown. Note the Speaker now appears as a thumbnail.

Zoom Connection Chat Facility



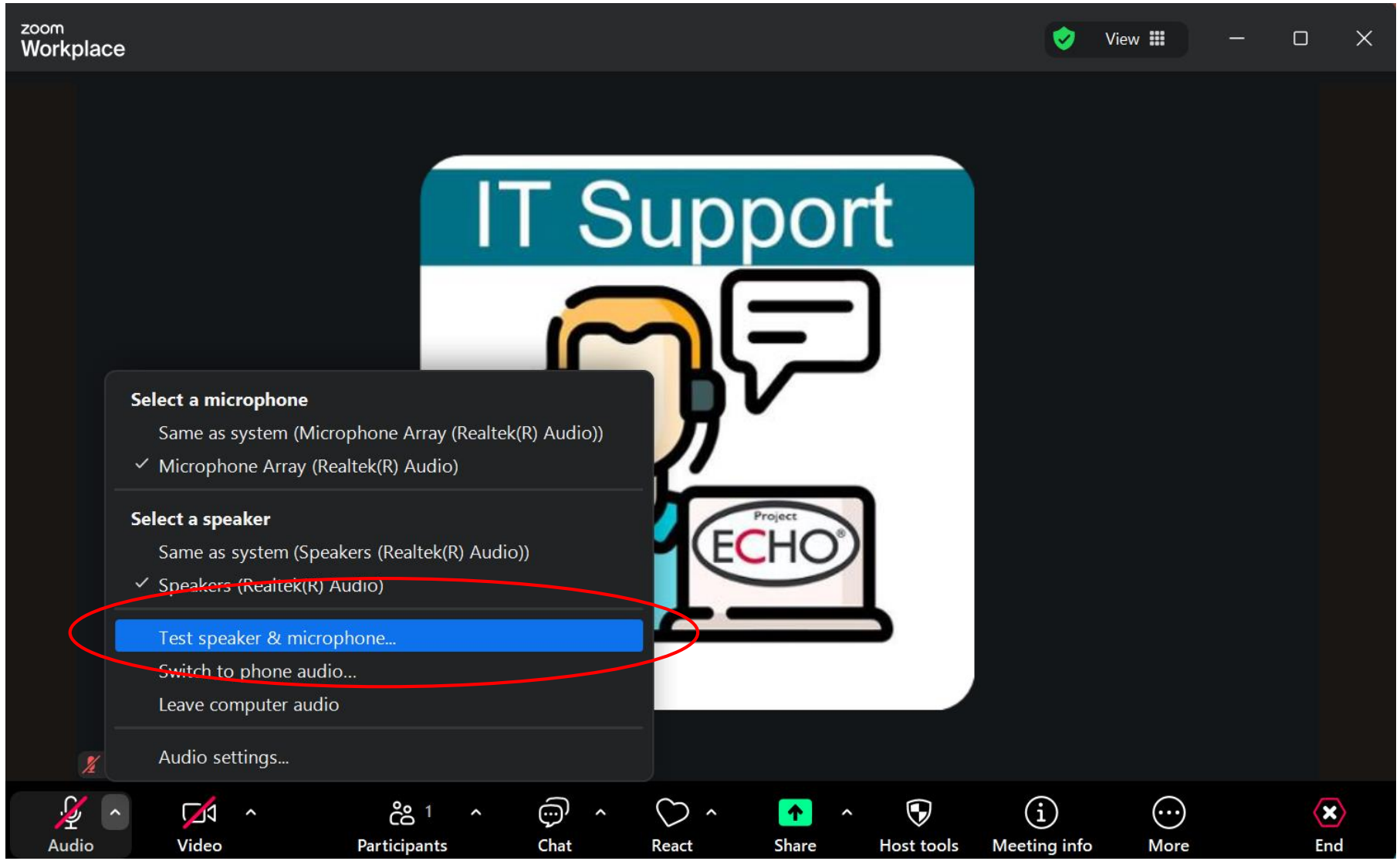
As our Sessions are interactive, we encourage you to share your thoughts or ask questions within the Chat Facility. Simply select Chat – Input your comments- Select the Blue arrow. This will post comments for all to see. Our Speaker can respond once their presentation is complete.

Zoom Connection Audio & Video Functions



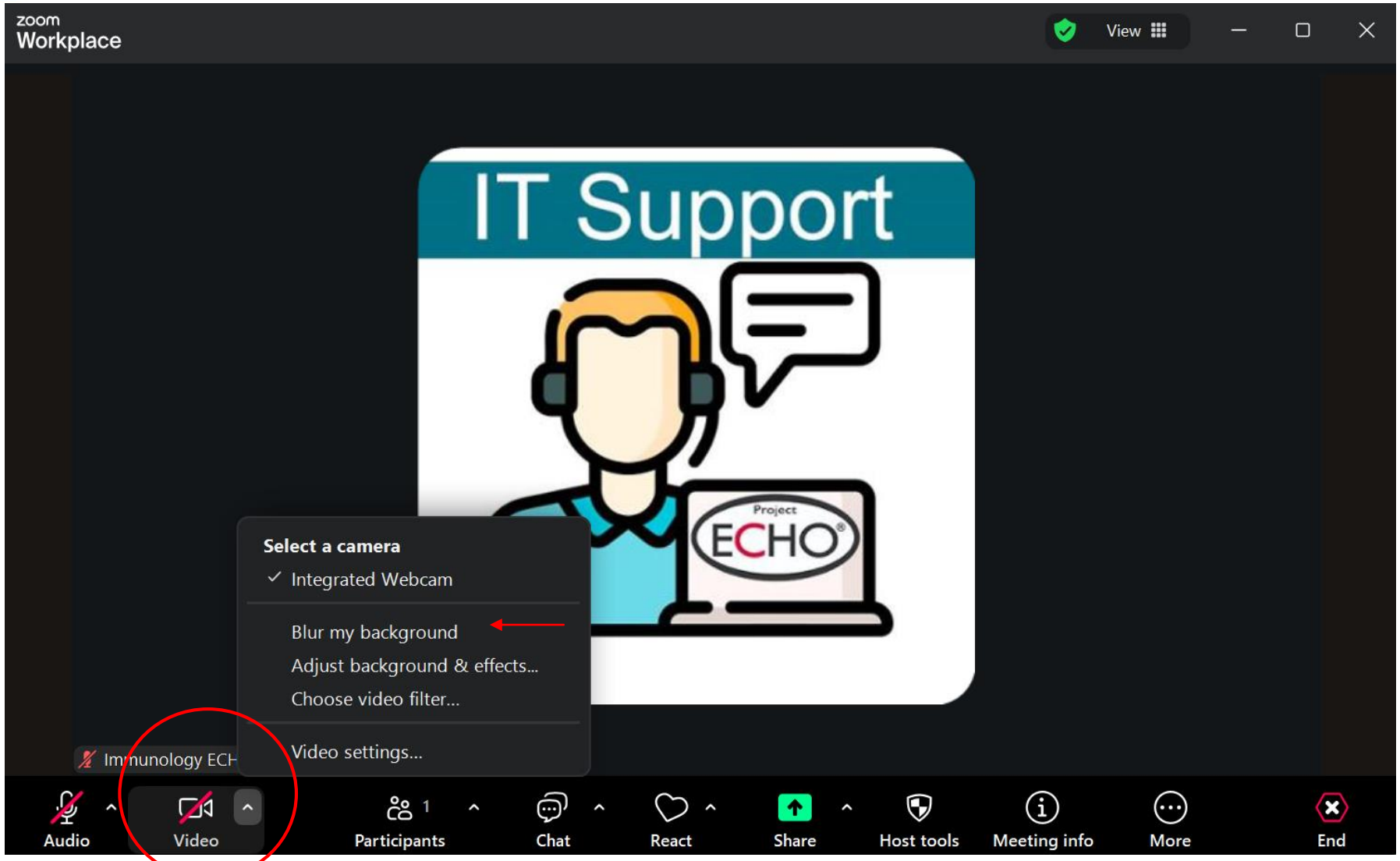
To mute Audio or Turn off Camera. Select Audio or Video icons, once the red line appears the camera has been turned off and you are now on mute. To turn on Audio and Camera, select Audio or Video icons. This will unmute and turn the camera on. Please see circled images shown as guidance.

Zoom Connection Audio & Video Functions



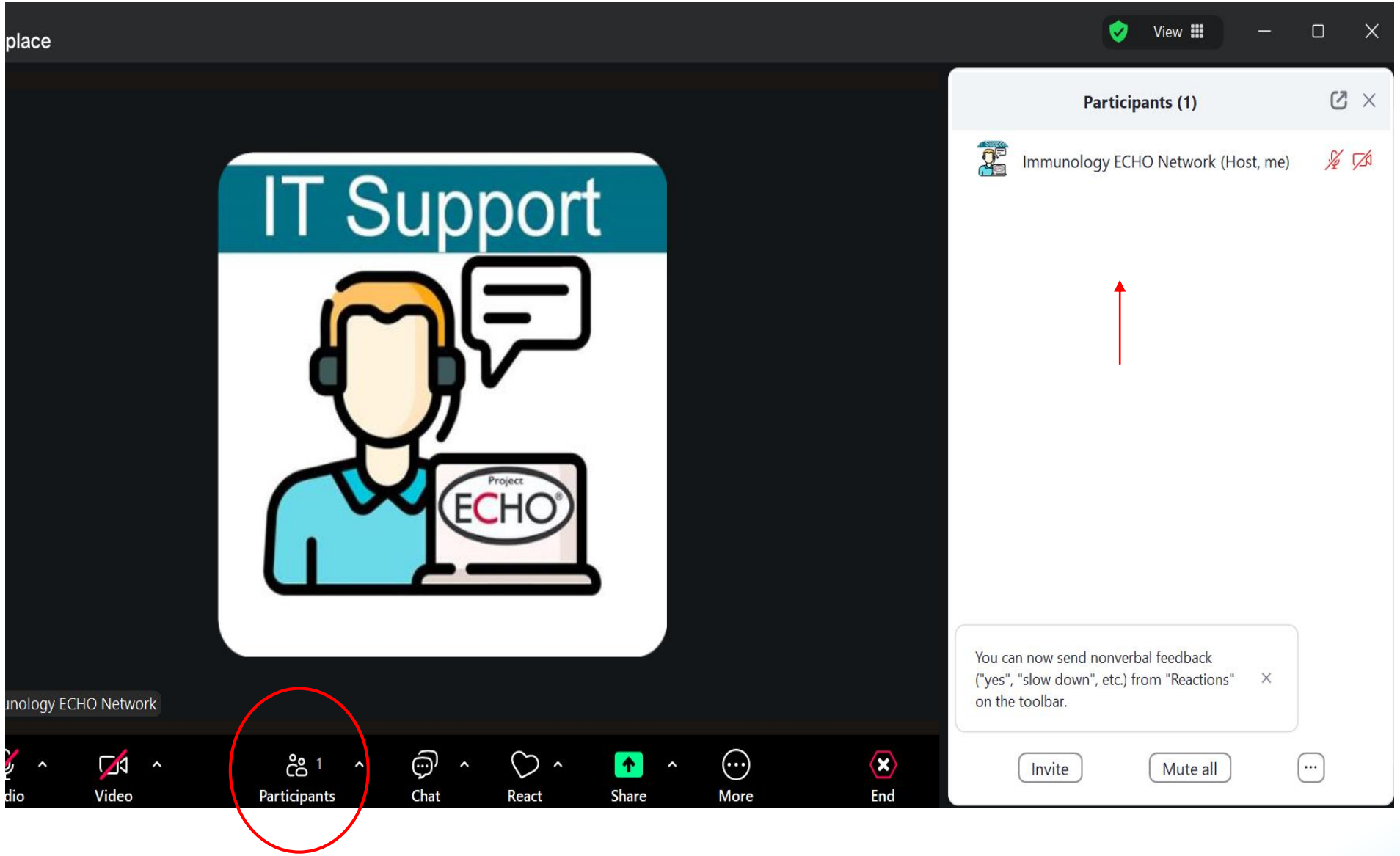
To test sound quality, select the arrow on the Audio icon. A dropdown box will appear with various options. Select Test Speaker & Microphone from the options.

Zoom Connection Audio & Video Functions



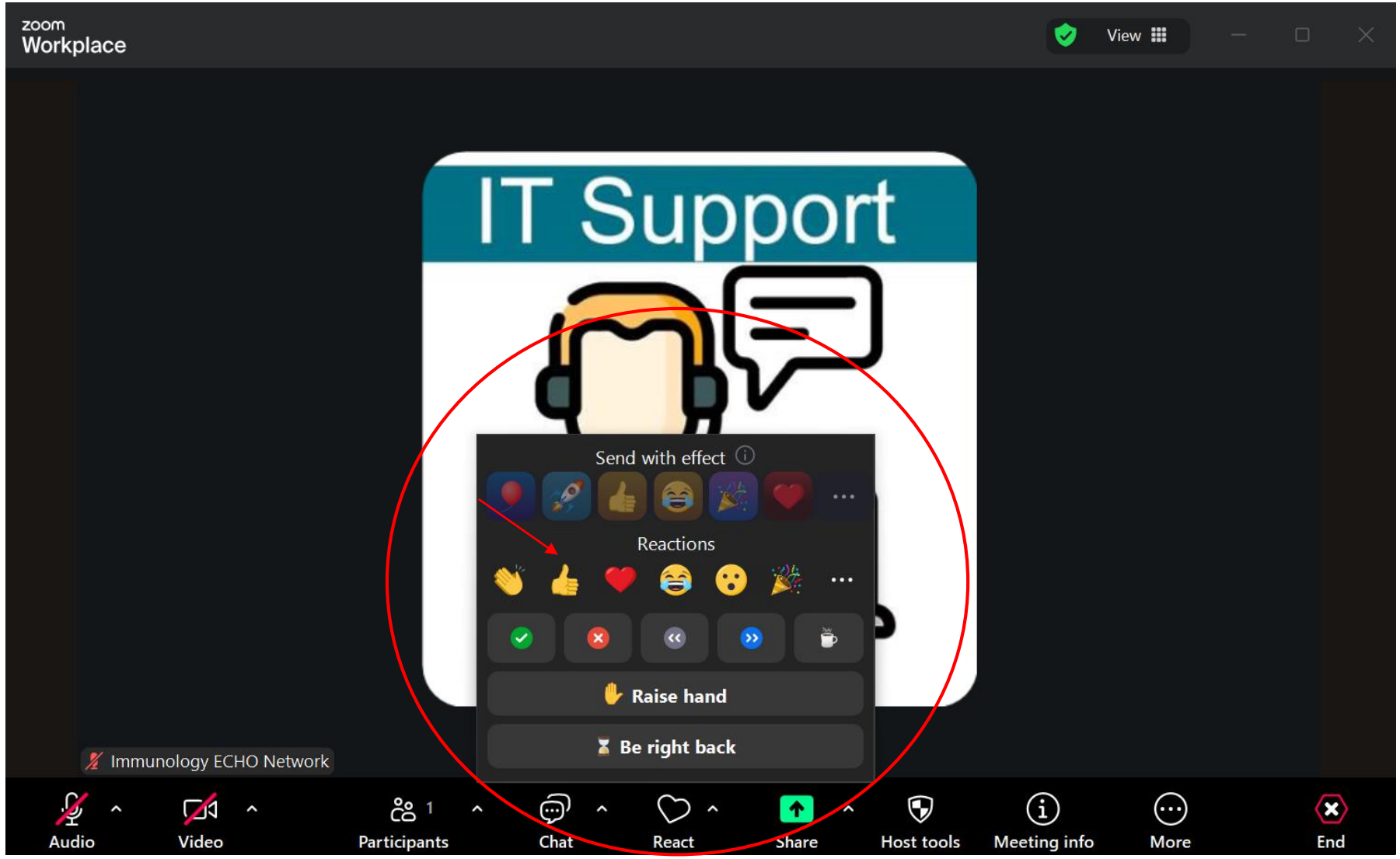
To test Video settings and adjust backgrounds, select the arrow on the Video icon. A dropdown box will appear with options. Select preference and adjust as required.

Zoom Connection Participant Function



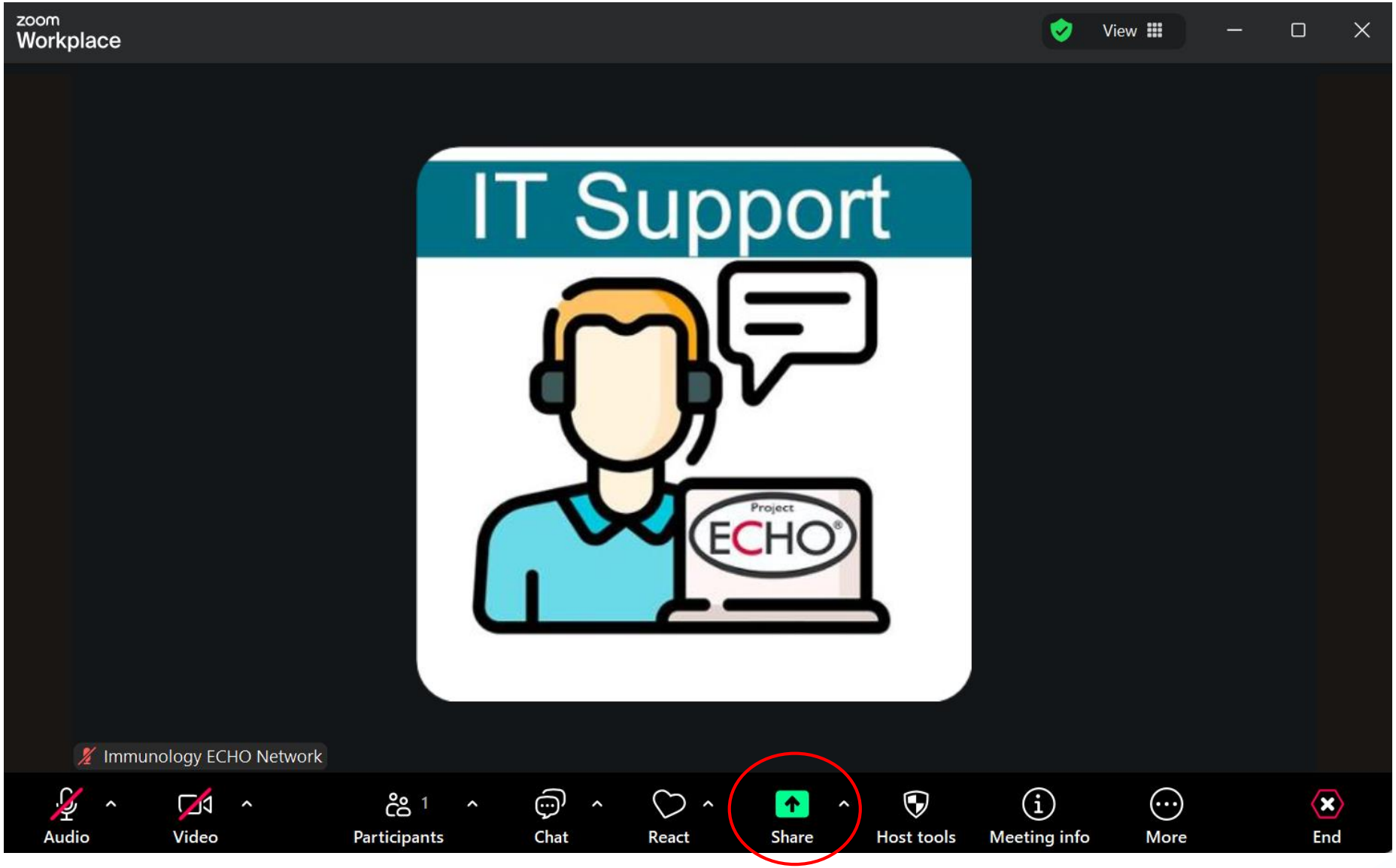
To view Participants within the Session. Select Participants icon. The list of Participants will appear on the right side of the meeting screen as shown within image.

Zoom Connection Reaction Function



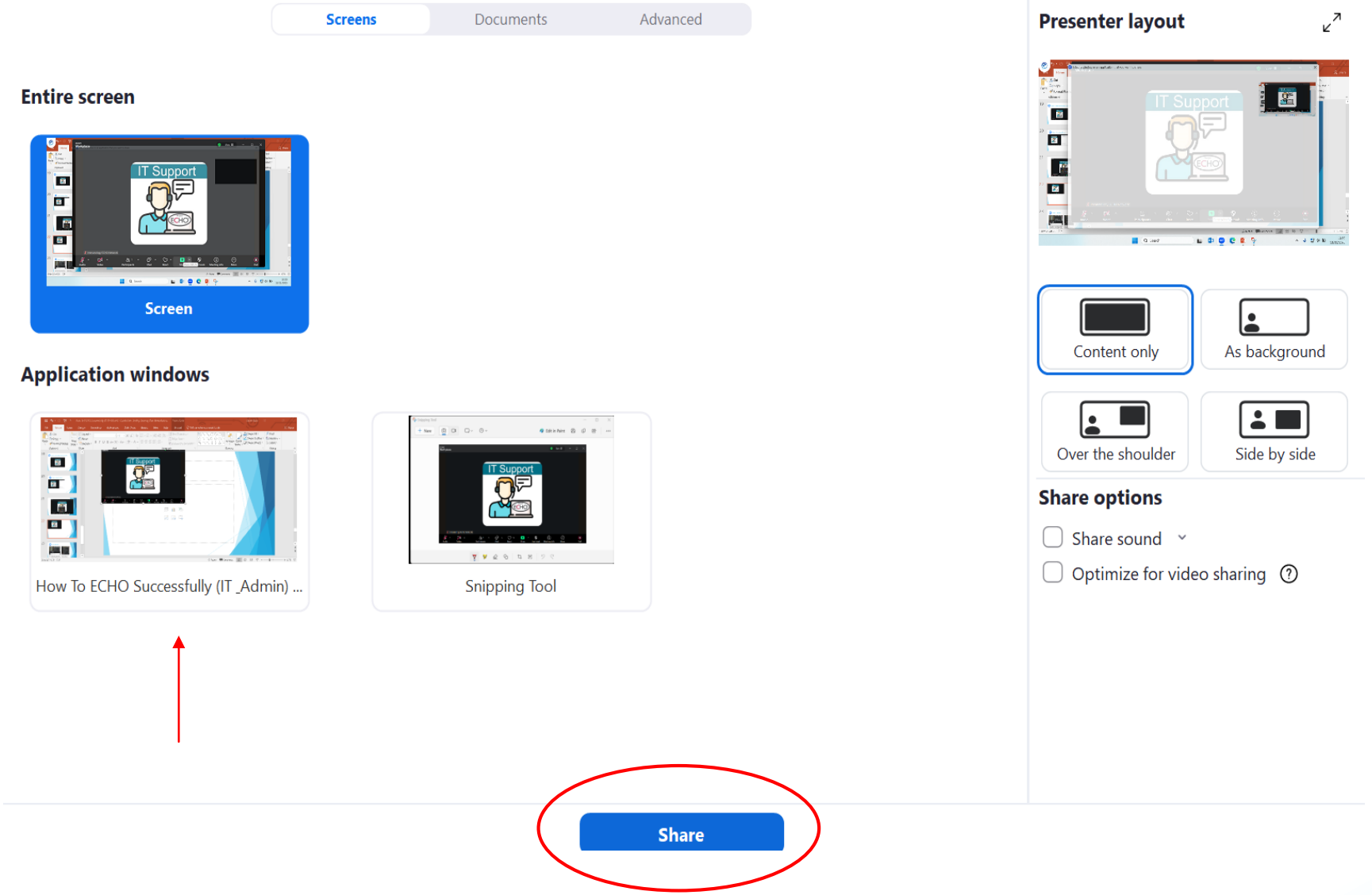
To raise your hand to ask a question or give a reaction, select React icon. Note a number of options as shown within the image provided. Select a reaction. This will appear on screen for our Speaker to see.

Zoom Connection Share Screen Function



To share a presentation during a Session, select Share icon as shown below.

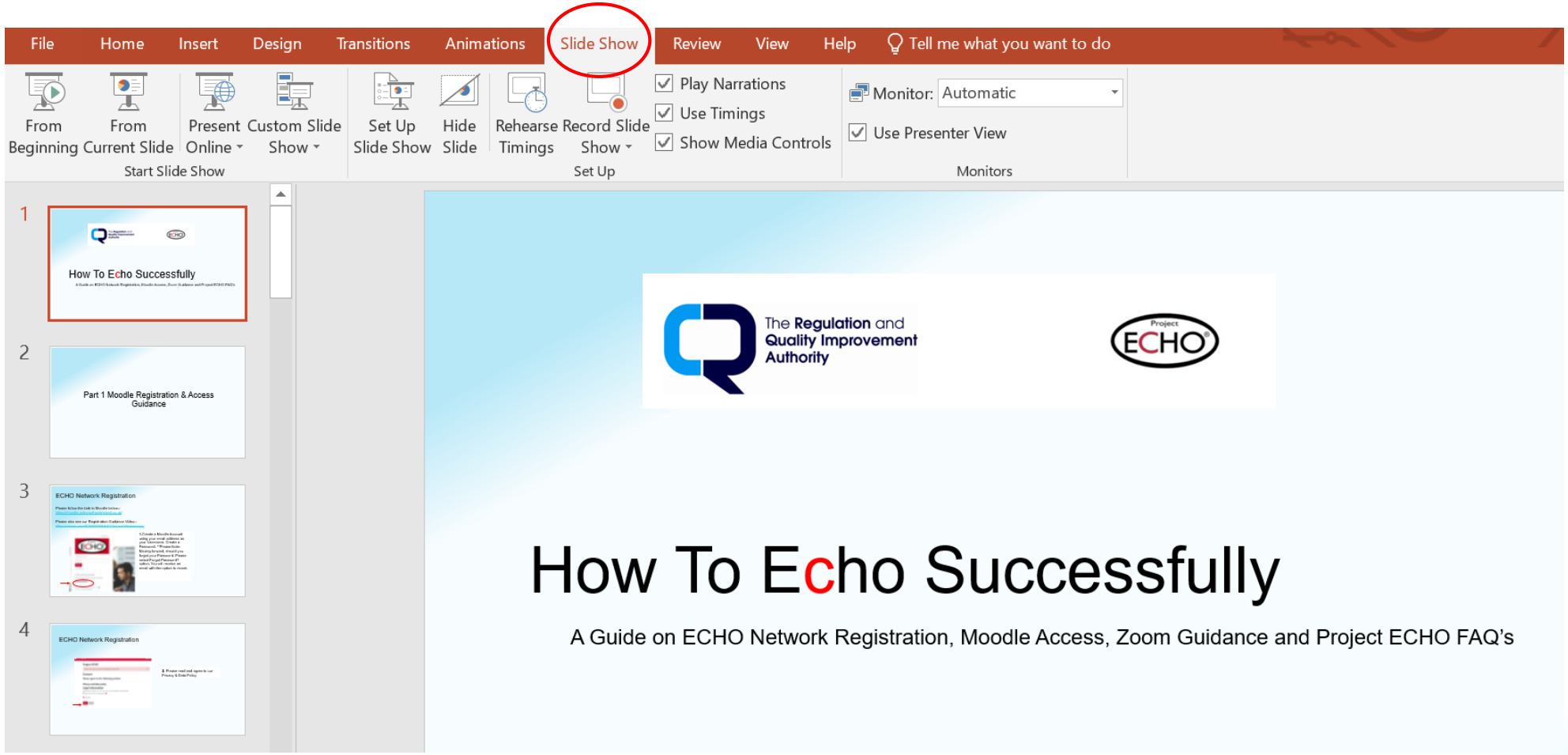
Zoom Connection Share Screen Function



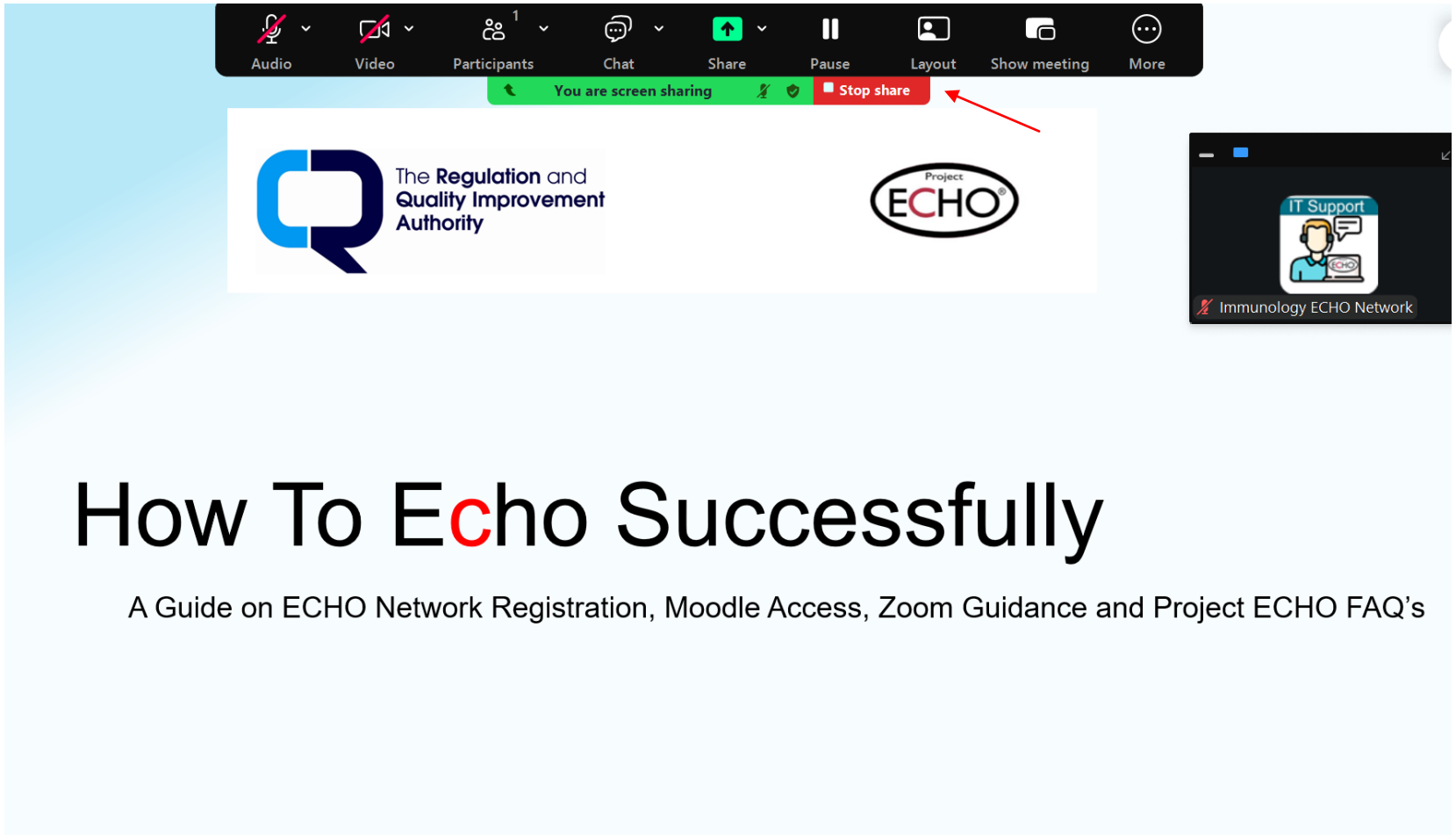
The screen will appear as shown. Select the presentation, then select Share.

Zoom Connection Share Screen Function

Select Slide Show as shown. Then select From Beginning.



Zoom Connection Share Screen Function



The screen will appear as shown. To move slides, click the screen. Once the presentation is complete, select Stop Share.

Part 3 Taking Part in an ECHO Session – FAQ’s

Attending an ECHO Session – FAQ’s

- **ECHO Network Registration:** In order to receive all information/updates and Moodle access, participants are required to Register to their Network. Please refer to our Moodle Registration Guidance at Part 1. Once Registered, you will receive email calendar invites & email updates in advance of each Session. This will include Agenda’s & Zoom details to access our ECHO Sessions.

- **ECHO Network Curriculum Settings Sessions:** CS Sessions last for approx. 2hrs. Participants have the opportunity to contribute to Network objectives and topics that may be covered within their ECHO Network Programme.

- **ECHO Network Sessions:** Typically last for 1.5hrs. All ECHO Sessions are held virtually via Zoom.

- **How frequent are ECHO Sessions?** ECHO Network Sessions typically take place on a monthly basis.

- **How Many ECHO Network Sessions?** Networks are allocated 9 ECHO Sessions per Programme with an additional Session added for Curriculum Setting Sessions.

- **ECHO Sessions are interactive:** We do encourage that cameras remain switched on when joining us. Time is allocated for Q/A during our Sessions. Please do engage via the chat facility or by raising a hand if you wish to comment/submit a question.

- **ECHO Sessions Start Time:** We open approx.15mins in advance to allow our Participants time to check connectivity/equipment etc. Our IT Support will be on screen to assist you. A Designated ECHO Network Coordinator will also will be on screen to assist you with any queries you may have. The ECHO Team will go through some brief housekeeping at the beginning of each Session for you.

- **Attendance:** Please ensure to provide us with your full name & organisation within the chat facility at the beginning of each Session. This ensures that we can ensure you are Registered with our Network, have access to our Moodle Resource and also ensures that you receive your Attendance Certificate.

- **Attendance Certificates:** Issued after each ECHO Session via email to Registered Participants only. Certificates are also available within your Profile section within Moodle. Certificates can be downloaded.

- **ECHO Network Evaluation:** Brief questions are issued within the chat facility at the beginning and end of each ECHO Session. Participants will also receive an Evaluation Mid-way & End of Year Survey. This will be issued by our Evaluation Officer. Evaluation assists our ECHO Network Leads in ensuring you are finding our ECHO Sessions beneficial.

- **Guest Speakers:** Guest Speakers are invited to each of our ECHO Sessions to deliver a talk around the specialist topic chosen for the Session.

- **Case Presenters:** Should you be presenting a Case Presentation during an ECHO Session, Case Presentations can be delivered using the ECHO Network Case Presentation Template. Your designated Network Coordinator will contact you in advance of the Session to discuss.

- **ECHO Session Presentation & Recording Access:** Copies of all Presentations for each ECHO Session are available on our Moodle site afterwards for you. ** Please allow approx. 72hrs for upload of our ECHO Session recordings.

For further queries around Project ECHO, please email
projectecho@RQIA.org.uk

A member of the ECHO Team will be in touch shortly to assist.