Cornell Cooperative Extension

Online Platform Guide:

How to work, communicate, educate and succeed from home.

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Group Communications

Zoom

Zoom is a video conference software that allows for people to connect remotely. The software is a great option for any meeting, webinar, presentation, program or class. Currently, our Zoom can accomodate 300 guests. This can be overwhelming, but just think of the amount of people we can educate and involve from home!

So how do we use this resource? Here's the detailed specs:

- *To create a call, log in at cornell.zoom.us and then schedule a call or meeting. When the call is scheduled, copy and share the link that is given. Zoom will also provide you with a numerical ID for your call. You can share that with people as well so they can join!*
- *To record a call, click the "record" button in the HUD at the bottom of your screen while you are in the call. Zoom will save the file to your computer automatically when you are done with the call.*
- *Pricing? Currently FREE.*
- *How do I see everyone at once? Easy. Enter grid view by clicking the grid icon in the top right of the call! If this gets overwhelming, you can always just switch back to the default view, which shows people when they are speaking automatically!*
- *How do you access Zoom? You can use it anywhere! Zoom can be downloaded on any computer, tablet, or smartphone!*
- *To share your screen, toggle the share screen feature in the display category!*

Skype for Business

Skype is a video chatting application that allows for people to talk from anywhere. Skype has been around for a long time, and has been used mostly for social conversations, conference calls, and interviews. Skype is free to use (with some optional paid add-on features), so you are able to set up an account and download the software anytime!

Some detailed specs:

- *To create a call, you first need to have the contact information of the other parties. Then add the other parties to a group chat and click "video call." You can also do an audio call too!*
- *You can share your screen by toggling the "share screen" option in the display settings.*
- *Skype is a Microsoft product, so you can access some Microsoft Office features with it!*
- *There are additional paid features. To see what these are, visit https://www.skype.com/en/*
- *You can access Skype on any laptop, tablet or smartphone!*

Google Hangouts

Google Hangouts is a video communication application that is a part of the Google Suite. It is great for social conversations, video conferences, and interviews. It is free to use through your google account, and can instantly chat with other google users.

Detailed Specs on Google Hangouts:
- *To create a call, add a party's Google account as a contact. Click on start a call and begin communicating!*
- *You can also chat with another party through it's messaging feature.*
- *You can share your screen by toggling "share screen" during the call!*
- *You can use Google Hangouts anywhere! It can be downloaded on any laptop, tablet, and smartphone!*

Band

Band is a new collaborative app that allows for communication among large groups. Although it does not have a video chat feature, this app provides for other methods of interaction. Band is great for work teams, classes, clubs and specific groups of people!

Some specs:
- *Share photos with everyone in the group.*
- *Create posts to contribute to the group conversation.*
- *Join a live chat feed that enables you to chat with everyone who is in the group.*
- *Share polls so group members can vote on various different topics.*
- *Create a calendar to remind people of upcoming events.*
- *Pricing? It's completely free!*
- *Can be used anywhere!*

Basecamp

Basecamp is a remote business project management and communication program that works to link everyone together in a non office setting. Basecamp also works to bring the Google Suite, Slack, Microsoft Office and Asana together in one program.

Some specs:
- *You can have unlimited projects, users, files, etc.*
- *Live Chat*
- *Offers a To Do List & Calendar*
- *Pricing: Free for only 20 users, for unlimited it's $99 a month.*

Slack

Slack is a group collaborative software that helps keep everyone in the loop. The app is designed to keep everyone in an organization connected, while also allowing for certain teams to have threads to discuss their business, without disturbing people who aren't involved. Slack is ultimately free to use, and offers a wide variety of features.

Specs:
- *Multiple Channels*
- *Live chat to communicate with teammates.*
- *Accessible on any computer, smartphone, or tablet.*

Live Streaming

YouTube Live

YouTube Live is Youtube's live streaming feature that is very easily accessible. If you are looking to do a live lecture or broadcast, this would be the way to do it. With YouTube Live, you can broadcast from any laptop, smartphone, or tablet camera. You can even hook up a camera to the device you're streaming from and use that to record! However, that is a little more tricky to set up, so it's recommended to use the device you're streaming from!

Specs:
- *Easy streaming.*
- *To begin a stream, select the "Go Live" button in your YouTube Studio. Select what input you'd like to have the video/audio streamed on, and then hit "Start!"*
- *Your viewers will be able to participate in a live chat. You are even able to type back to them!*
- *All you need to use this is a Google Account.*

Facebook Live

Like YouTube Live, Facebook Live is Facebook's live streaming feature. It can also be used with a laptop, smartphone, or tablet camera. Facebook Live is good for streaming events or news updates.

Specs:
- *Easy streaming*
- *To begin streaming live, click on the new status box and then "Live Stream." After you're done with live stream settings, click "Go Live!"*
- *You can use this feature with any Facebook Account.*
- *There is a live chat and reactions feature that you can use to engage the audience.*

Interactive Platforms

Kahoot!

Kahoot is a learning application that allows for learning on a digital scale. With Kahoot, you can create an unlimited amount of quizzes that people can join and take together. And it's fun! Great for educators trying to do their classes online.
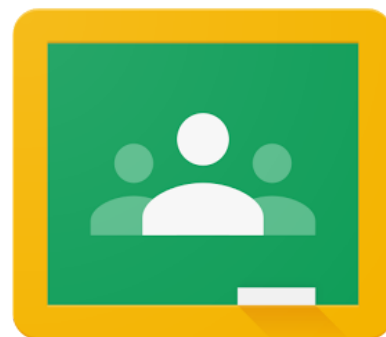
Specs:
- *Kahoot is FREE.*
- *Can be used with Zoom or any screen sharing video communication application.*
- *Easy to use.*
- *Kahoot offers a tutorial on how to create your first quiz!*
- *Download the Kahoot mobile app to create quizzes on the go.*

Google Classroom

Google Classroom is the all in one collaborative software for educators. With Google Suite integration, Google Classroom makes teaching online easy! Google Classroom is free to use with any Google account.

Specs:
- *Educators can have multiple classes on one account.*
- *Cloud connects the GSuite to your class.*
- *Works great with Google Products.*
- *Google Classroom gives you a tutorial on how to set up your first classroom with ease.*

File Sharing

Google Drive

Google Drive is a cloud based file sharing program. However, not only can you share files with Google Drive, but you are also able to create documents as well. With Google Docs, Slides, and Sheets built in, you are able to create and edit documents, and then share them with others.

Specs:
- *Multiple people can edit one file at once if it is a GSuite document.*
- *You get 15GB of storage for FREE. See other plans if you need more storage!*
- *All you need to use Google Drive is a Google Account.*
- *Can create, edit and share files on any device (laptop, smartphone, tablet).*
- *All cloud-based storage.*

Box

Box is a file sharing program that is provided by Cornell. We are currently using Box to help advance our workflow on a day to day basis. Box allows for multiple users in an organization to share files with one another by uploading files to one shared drive.

Specs:
- *Provided by Cornell.*
- *Simple to use.*
- *Can upload multiple files at once.*

Microsoft Office (One Drive)

Microsoft Office is a file sharing program that has many different features. Not only are you able to create documents through Word, PowerPoint, and Excel, but you can easily share them through Outlook and SharePoint. Since we are all on Outlook, we have access to these Microsoft Office features as well.

Specs:
- *Cloud based storage.*
- *In-suite file creation.*
- *SharePoint offers easy file sharing among users in a network.*
- *Outlook Calendar allows members to schedule and share events.*