

ACCESSIBLE TECHNOLOGY

At the University of Kentucky Human Development Institute, we use technology to meet, collaborate, and share. This provides effective and efficient work-from-home connectivity and productivity. As a result, we have been able to provide the same high quality accessible and useable resources and services even while not meeting face-to-face. Read below to learn more about the technology that lets us train, research and innovate anywhere.

TEAM MEETINGS

Virtual meeting software like Zoom and Microsoft Teams allow us to conduct virtual meetings. Whether you are meeting with a team on the other side of the world, or just around the corner, online meeting software allows us to stay connected when we are not physically together.

A typical meeting will include a meeting host, and then meeting participants. The host will create the meeting and distribute connection details to participants.

The meeting should have a clear purpose, with an agenda that is distributed to participants before the meeting begins. If a presentation is shared, software like Google Slides and Microsoft PowerPoint can provide auto captioning. This helps those who may not be able to hear the speaker clearly.

Most software includes a chat function. This is a good option for side bar conversations and to ask questions. The chat also provides an opportunity for a person who is not comfortable speaking to communicate with the team.

INTERVIEWS

Online meeting software can also host an interview. This is especially helpful when the interviewee is in a different location than the interviewers. Using online meeting software also allows the interviewee to share a presentation or other work.

DOCUMENT COLLABORATION

Synchronous document sharing through screensharing in Zoom or Teams allow multiple people to edit a document together. Integrated tools like annotations allow meeting participants to highlight and point to text within a document.

Asynchronous collaboration means you can edit a document at your own time. File sharing programs like Microsoft OneDrive and Google Drive allow multiple users to edit a document and track changes. A stored version history means you can look at previous versions of the document. Control of who can view or edit the document is built into the program.

POLLING

Polling gives a team an opportunity to reach consensus during a meeting. Tools like integrated polling in Zoom allow you to collect feedback from your team during a meeting. Use polls to ask a question and receive anonymous feedback from the team.

CONTACT

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