

INTERNATIONAL SIGN WORKSHOP

WHAT YOU NEED TO KNOW

Content

Interpreter's Role

Joining the session - what to do?

On the day - instructions 'How to?'

Ground rules

INTERNATIONAL SIGN WORKSHOP

Interpreter's Role

- The Interpreter is there to facilitate communication between all attendees
- The Interpreter is not a participant on this course and is not the presenter
- If you have questions, please direct them to your trainer and the Interpreter will interpret for you and vice versa 😊
- By the end of this course you will understand more about how an Interpreter works and you will learn about Deaf culture. Most importantly you will learn the basics of the beautiful sign language you have chosen to study

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Joining the session - what to do?

- Please ensure your firewall settings allow access to Google Meet
- Test the link before joining
- Please aim to join the session by clicking the meeting link around 10 minutes before the start time so that you can familiarise yourself with the settings
- Contact us at customers@terptree.co.uk if you experience any issues
- You can click [here](#) to view FAQs about joining Google Meet

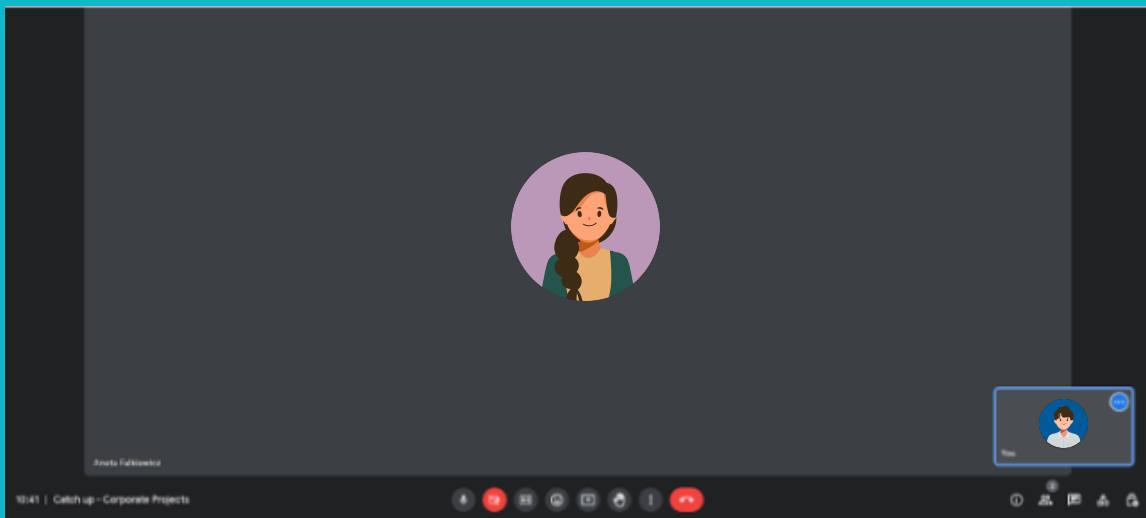
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On the day:

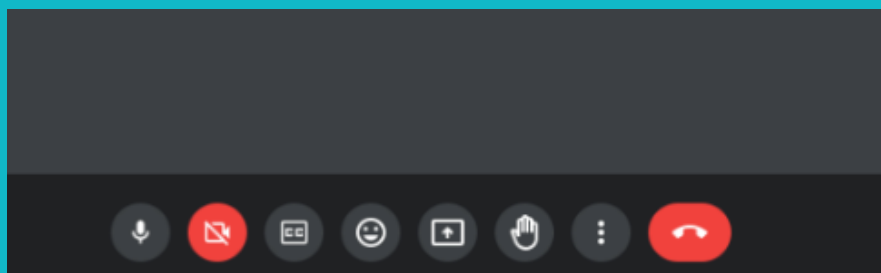
- Please ensure your full name is displayed on screen so we can view who is in attendance and communicate with you clearly
- Please mute when joining the session/s to reduce background noise
- terptree will record attendance
- Please pin the trainer

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Below you will see screenshots of how the screen will look when joining the session.



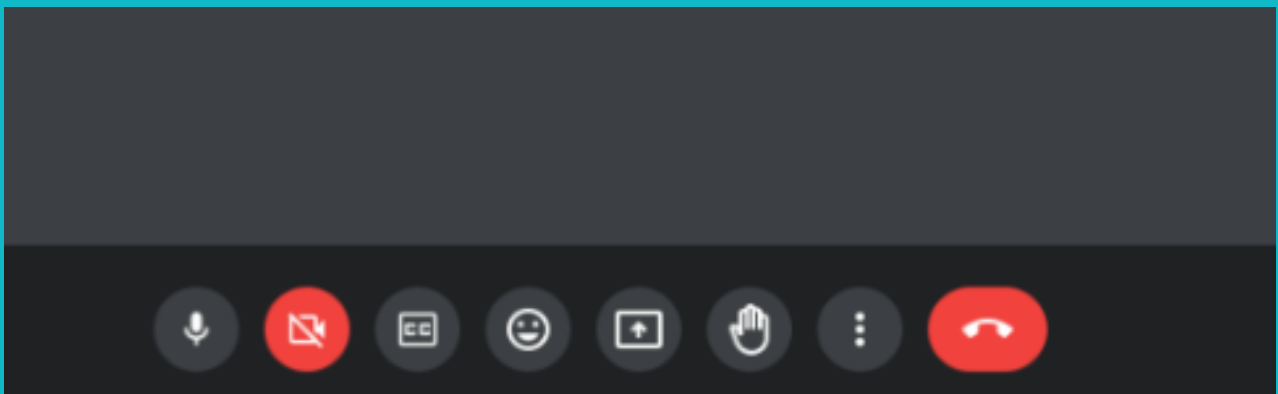
At the bottom of your screen you will see options available to you



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You will see the following symbols at the bottom of your screen.

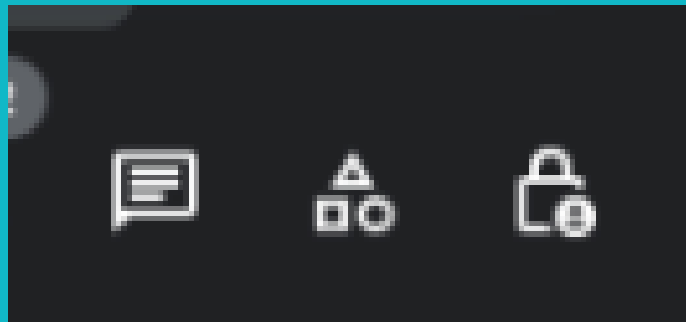
If you need to change your camera and sound settings, please select the three dots and follow the steps on screen.



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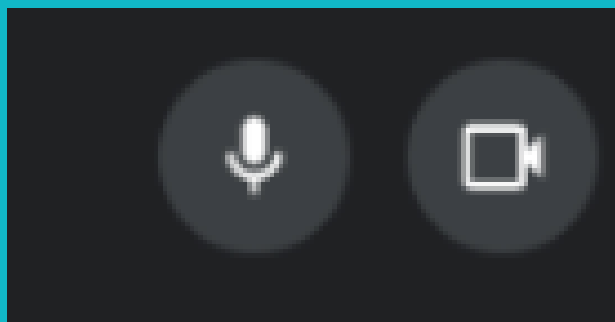
How to use the 'Chat'

Click on the speech bubble symbol and a box will appear to the right of your screen for you to type in the chat box.



How to 'Mute' and control 'Video' options

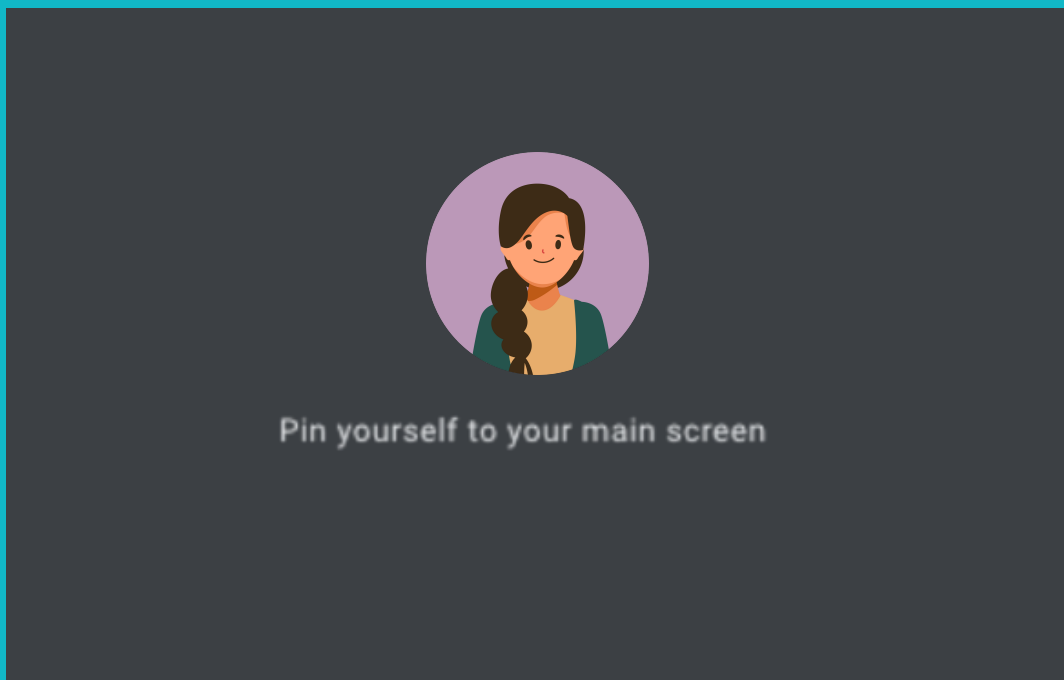
Click on the microphone symbol to mute and un-mute during the session. Click on the camera symbol to turn your camera on and off



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How to Pin the Trainer

Three dots in the top right of the person's screen - select this and click 'Pin'



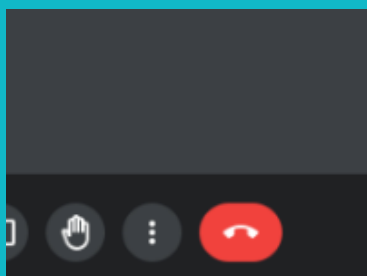
IMPORTANT NOTE:

Please repeat the 'Pin' steps for the presentation slide.

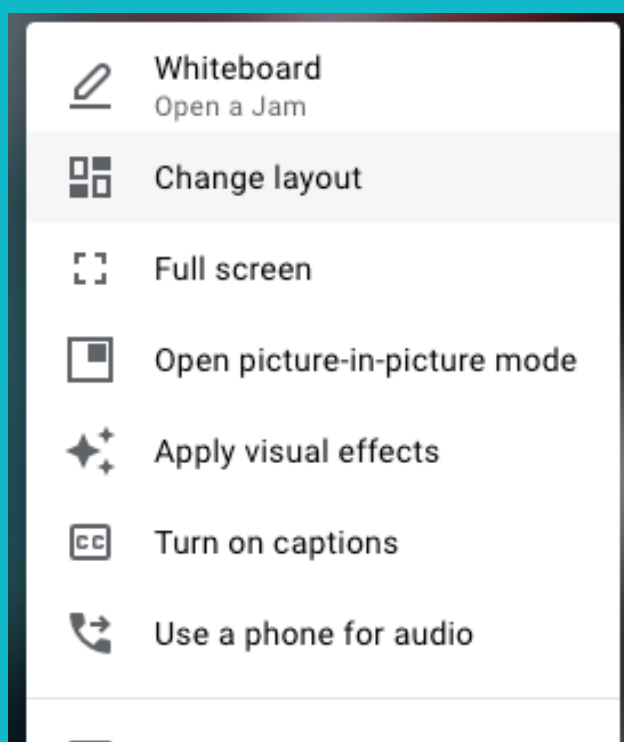
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How to change layout?

- Please click on the 3 dots shown at the bottom of your screen

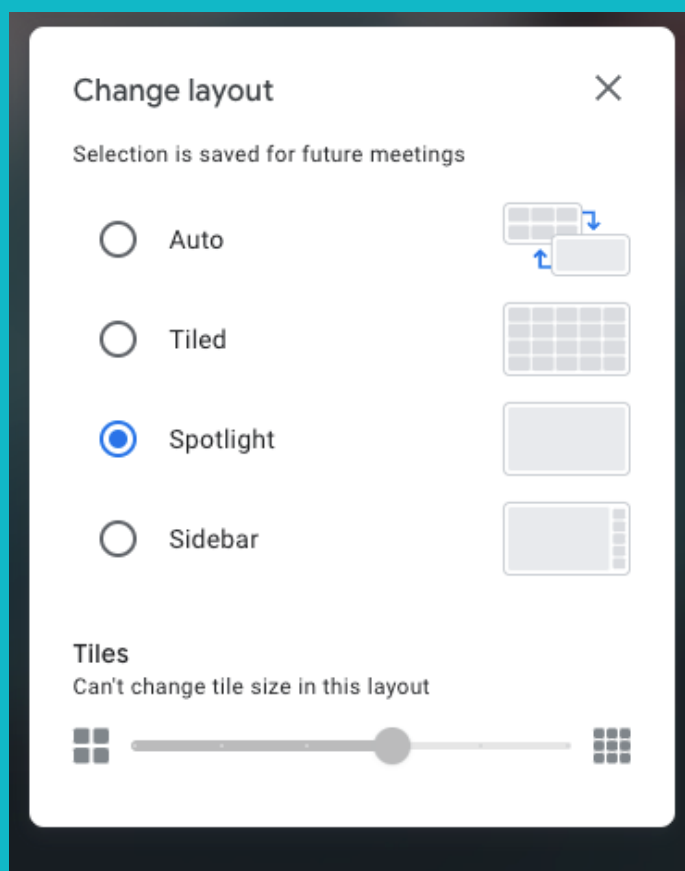


- Please select 'Change layout'



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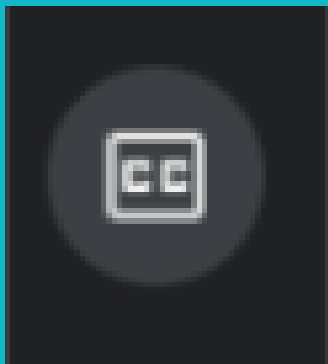
- Please select 'Spotlight' - this will display the screens that are pinned



- Another option is to select 'Sidebar' so you can see the trainer and presentation with the attendees in the side bar

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**How to switch on Captions if needed
at any time during the Interpreted
sessions**



Click on CC
shown at the
bottom of the
screen

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Ground Rules

- This is a taster session and I will teach you some International Sign. Please do give it a go and join in :)
- Please mute on arrival and have your camera on.
- Due to the number of participants in this taster session, please save questions until the end.
- You can raise a hand or type questions in the chat box for us to refer back to.
- Respect others in the class - do not talk over each other.
- Remember, eye contact is important for communicating; keep your camera on!
- Have fun!