



## Memorandum

**To:** At The Table Online Program Participants

**From:** Mizel Museum

**Date:** 12/15/20

**Re:** WebinarJam User Guide

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The Mizel Museum and More than Music are excited to deliver the digital presentation of *At the Table with Dr. King* to your students on **January 14, 2021 at 3:15 PM**. Below, please find an overview of the program and directions for online access for you and your students.

### About the Mizel Museum

The Mizel Museum, an educational, nonprofit organization, is Denver's museum that addresses today's social justice issues. We encourage people of all ages and backgrounds to celebrate diversity and equality and to combat discrimination and hatred.

### Overview

The *At the Table with Dr. King* digital program consists of:

- Introduction by Mizel Museum staff
- 30-minute musical and theatrical video performance
- A 15-minute guided discussion with students led by Mizel Museum staff
- Suggested student activities that can be done individually, in pairs or in groups

Before your scheduled program, please review the **Program Overview**, **Program Learning Objectives** and **Student Activities** at <https://mizelmuseum.org/educator-resources/>.

You will need a computer with a stable internet connection and browser (we recommend Safari or Google Chrome).

### Steps to Share with your Students to View Program

1. When your school has signed up for an event, you will receive a link to your school's specific login page.
  - a. **You should distribute this link and password to your students.**
    - i. **Webinar Link:** <https://event.webinarjam.com/channel/MMAIMS2021>
    - ii. **Webinar Password:** MMAIMSATT
2. Click on the webinar link
3. Provide your first name, last initial, and email:
  - a. The information you provide will **NOT** be saved or shared; it is simply a requirement of the platform we use.
  - b. If you don't have an email address, we recommend using your teacher's email
4. Enter the password for the room.
5. Click the "enter room" button.
  - a. If you sign into the room early, you will be taken to a waiting room page that includes a countdown of when the webinar will begin.



### **Tips and Tools for Online Interaction:**

- Chat Room
  - There is a live chat room to ask questions.
  - You can mark any questions with a “question” button (found to the right of the text box).
  - Mizel Museum staff will answer the question and mark it with an “answer” button.

### **After the Webinar**

- If students are unable to participate at the time the webinar is scheduled, they will have the ability to watch the webinar via a replay link which will be sent to you after the webinar has concluded.
  - They will have 72 hours after the webinar to watch via the replay link before the link expires.
    - If the webinar takes place on a Friday, they will have until the following Wednesday to watch the link.

### **Virtual Code of Conduct:**

To have a successful program, the Mizel Museum requests all attendees to participate in an appropriate and professional manner. If participants are being disruptive, we will mute the chat function. Should the disruptions continue, we will block disruptive participants from the room. Once a participant has been blocked from the room, they will be unable to rejoin the program.