Alcohol, Me, and My Community
Facilitation Guide
Spring 2023

1. Before Your Session…

- At least one week prior to your session, please send an email to **cassy@uconn.edu** containing:

    1. **The name of your chapter.**
    2. **The NetID of an assigned facilitator.** This facilitator may be a chapter president or another member in a leadership position that will volunteer to walk to the rest of the chapter through the module.
        - The NetID is used to give you access to our HuskyCT course page, where the module will be hosted, and our Slido account, software used to capture anonymous responses to various discussion questions throughout the module.
    3. **The date and time you plan on hosting your session.**

- *When scheduling your session, be sure that you will have the technology available to project the virtual program onto a larger screen.*

2. Setting Up the Module

1. The assigned facilitator will log into HuskyCT.
2. Click on "Courses"
3. Under "Current Courses", click on the course titled "Alcohol and Other Substance Modules" (see below)
    a. *Please note that if you do not send an email with your NetID to cassy@uconn.edu to give you access a week before your program, the course will not be listed!*

Courses

Current Courses ▾

≡ ⊞   🔍 Search your courses   **Filter**   All Courses ▾

Assorted Dates

course-2402
Alcohol and Other Substance Modules   Original Course View
Multiple Instructors | More info ⌄

4. Click on "Alcohol, Me, and My Community"

Alcohol, Me, and My Community ⊙

Build Content ⌄   Assessments ⌄   Tools ⌄   Partner Content ⌄

🗎 **Alcohol, Me, & My Community** ⊙
Alcohol, Me, & My Community offers a space to explore what you love most about your community, unpack the science of alcohol's effects on the body, and discuss ways to both manage risk and keep your community healthy. This program is open to any fraternity or sorority member and facilitated by your chapter leaders.

5. You may get a notification that says "Popup Blocked" - if so, click "Launch Course"
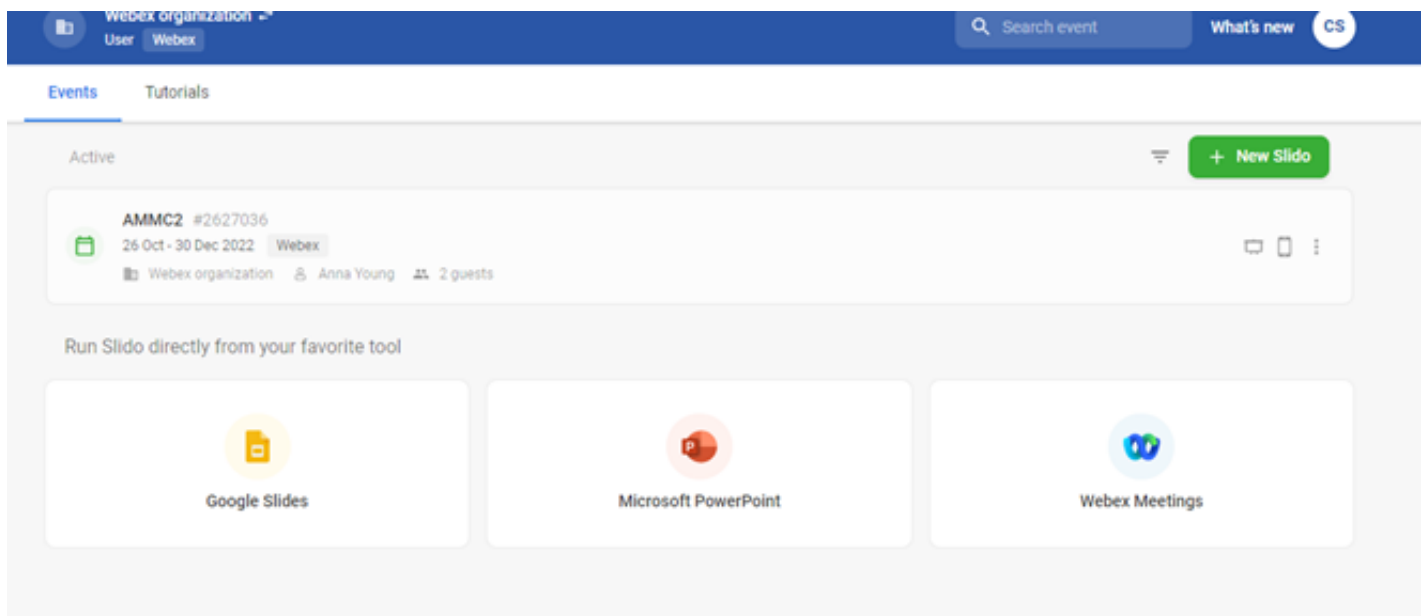
Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

Launch Course

6. The module will pop-up – navigate to the upper right corner and make it full screen.
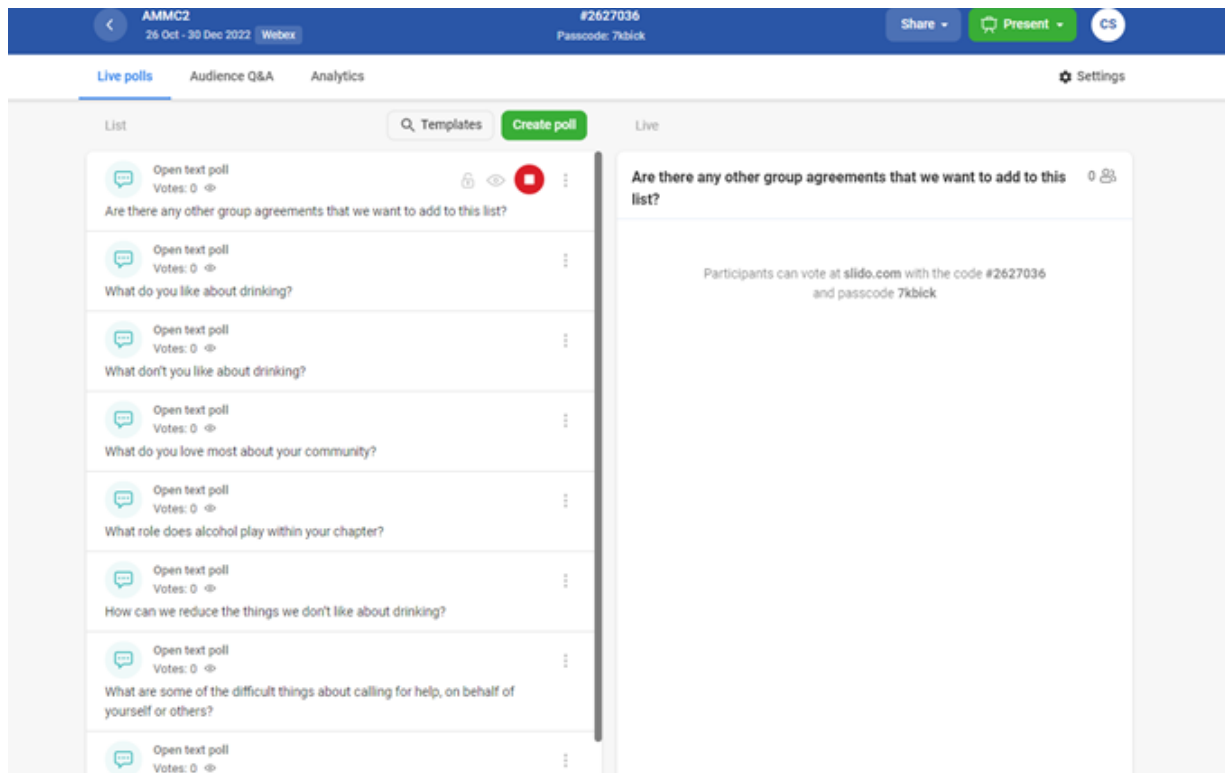
7. Log-in to slido.com with your NetID and password
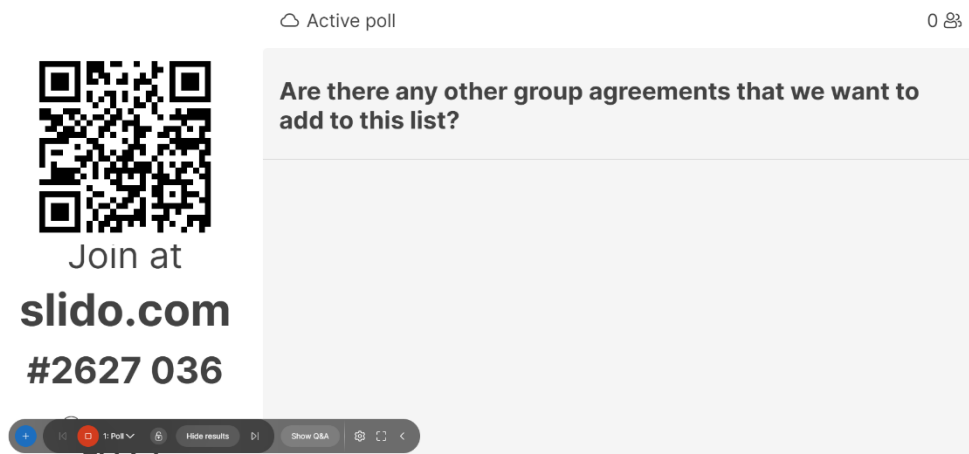
8. Click on "AMMC2" (see below)

    a. *Please note that if you do not send an email with your NetID to cassy@uconn.edu to give you access a week before your program, the Slido will not be listed!*

9. Click "Present" in the upper right-hand corner

10. You will see the first question "*are there any other group agreements that we want to add to this list*".

11. Keep this page up, and toggle back to the "Alcohol, Me, and My Community" module.

    a. This webpage be used for the discussion portion of the program to display your discussion questions and responses. **You will need to toggle back and forth between the "Alcohol, Me, and My Community" module and this webpage each time a discussion question comes up.**

12. To move onto the next discussion question, click the play button at the bottom left of the page.
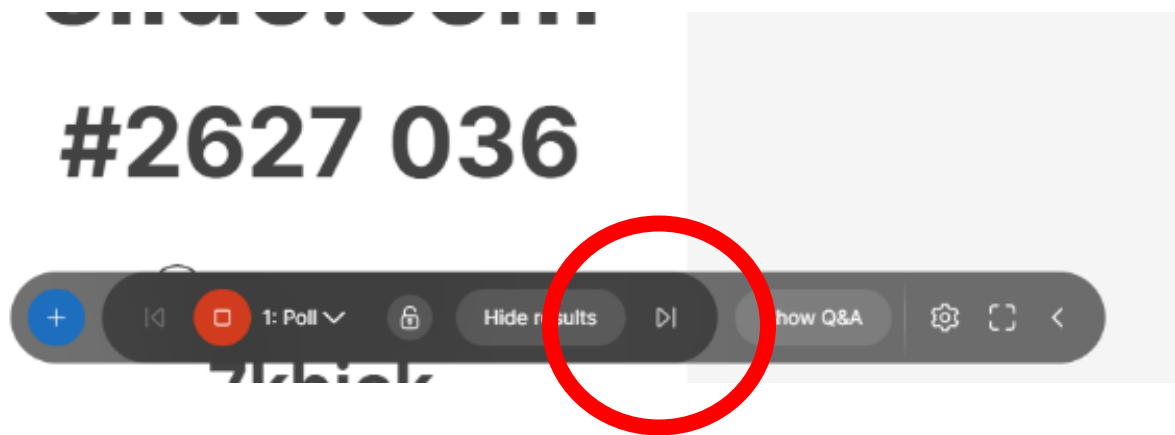
13. You are now all set-up to go through the course with the rest of the chapter!

Going Through the Module

- Start the module by clicking on the screen; narration will begin.
- Move the slides forward by pressing the buttons within the module.
- There will be three main types of slides: **static slides, activity-based slides, and discussion slides.**

1. Static Slides

- Several slides contain **content and narration only.**
- Allow for narration to play, and when completed, move to the next slide by clicking "continue" or "next" at the bottom right of the screen.

3. Activity-Based Slides

- Throughout the module, there will be several **interactive components that will require you to click, drag, or scroll.**

- Walk through these activities together with your chapter. The facilitator will be responsible for clicking, dragging, and scrolling through the activities.
- When completed, move to the next slide by clicking "continue" or "next" at the bottom right of the screen.

4. *Discussion Slides*
   - There will also be slides that require **chapter discussion.**
   - These slides will be indicated with a question for the group, and a QR code for participants to scan to share their thoughts anonymously. See below for an example.
   - When arriving on one of these slides, facilitators should read the question out loud and allow chapter members to scan the accompanying QR code to submit their thoughts anonymously.
   - Once members have scanned the QR code, facilitators will toggle to the Slido webpage, where answers will pop-up on the screen to display for the entire chapter. **Responses will be anonymous.**
   - Some members may choose to share out loud versus anonymously.
   - As responses come in, notice any themes, or similarities in responses. Allow for several minutes of verbal discussion amongst your chapter.
   - When the group is ready, proceed to the next slide for the next activity, or discussion.

After the Module

- After reaching the end of the module, please send a list of participants emails to cassy@uconn.edu.
- Participants will receive a follow-up survey several days after completion.

If you have any questions about the Alcohol, Me, and My Community module, would like to schedule a walk-through prior to presenting to your chapter, or need any additional support, please reach out to cassy@uconn.edu