



# Orientation and Tech Test – January 15 & 16, 2025

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Partnership and Community Collaboration Academy

# Agenda

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**Managing by  
Network:**

**Orientation and  
Tech Test**

January 15 & 16, 2025



**Welcome**

**1 - Classroom Setup & Best Practices**

**2 - Webinars, Attendance & Self-Study**

**3 - Course Communications**

**Aha!**



# Today's Instructional Team

Orientation and Tech Test

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**Anne Desmarais**  
Director and Course Leader



**Jane Hanson**  
Assistant Director and Registrar

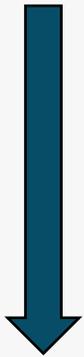
1

# Classroom Set Up and Best Practices

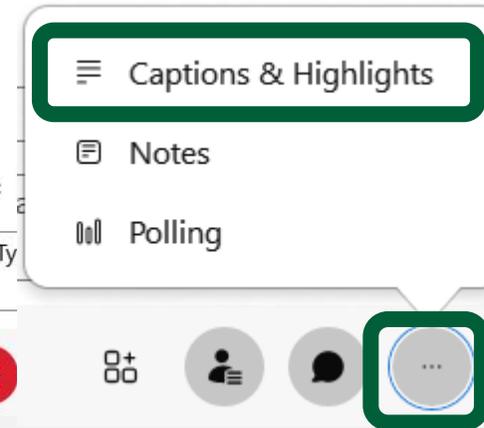
# Webex Classroom Setup: Closed Captioning

**Closed Captioning is available.**

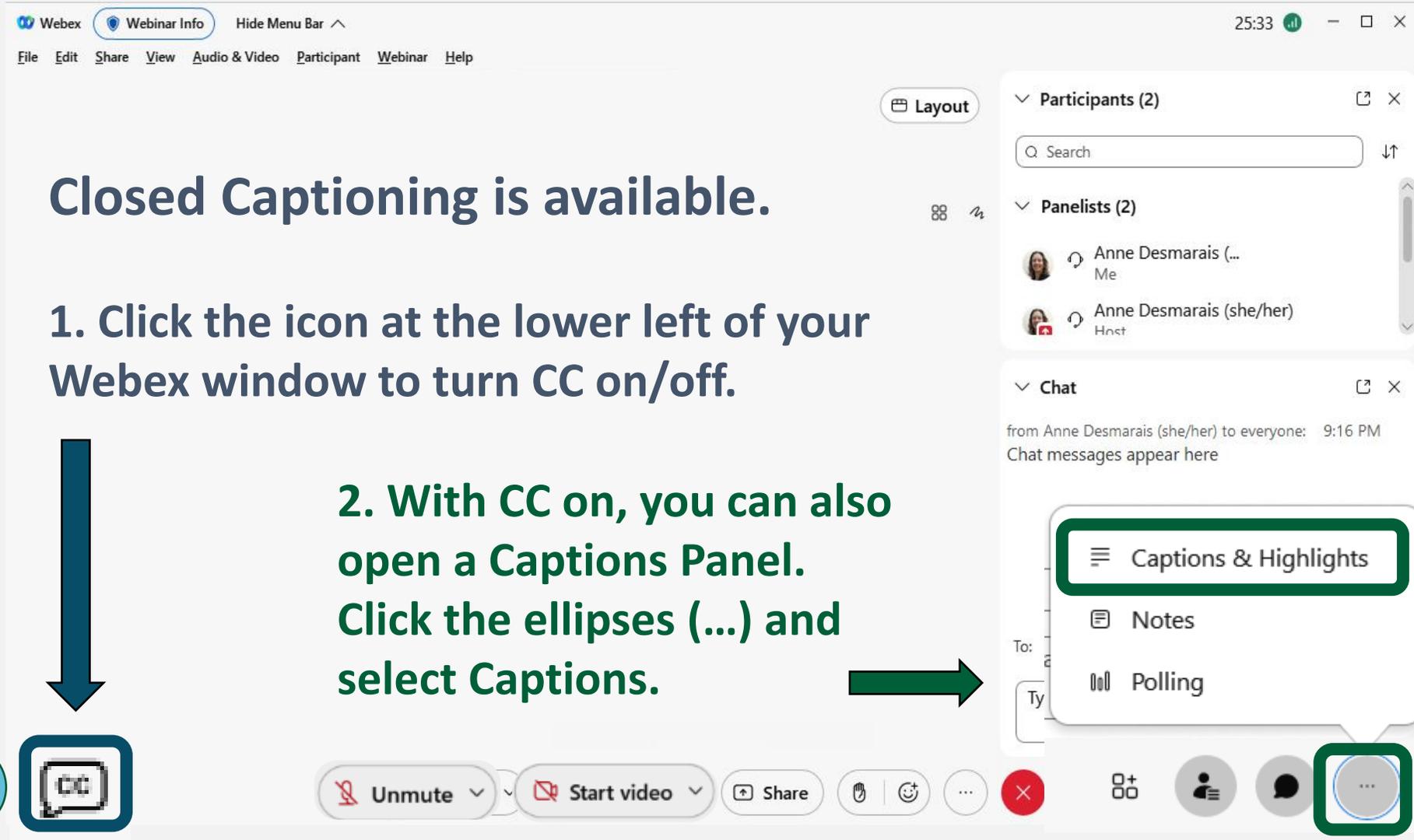
**1. Click the icon at the lower left of your Webex window to turn CC on/off.**



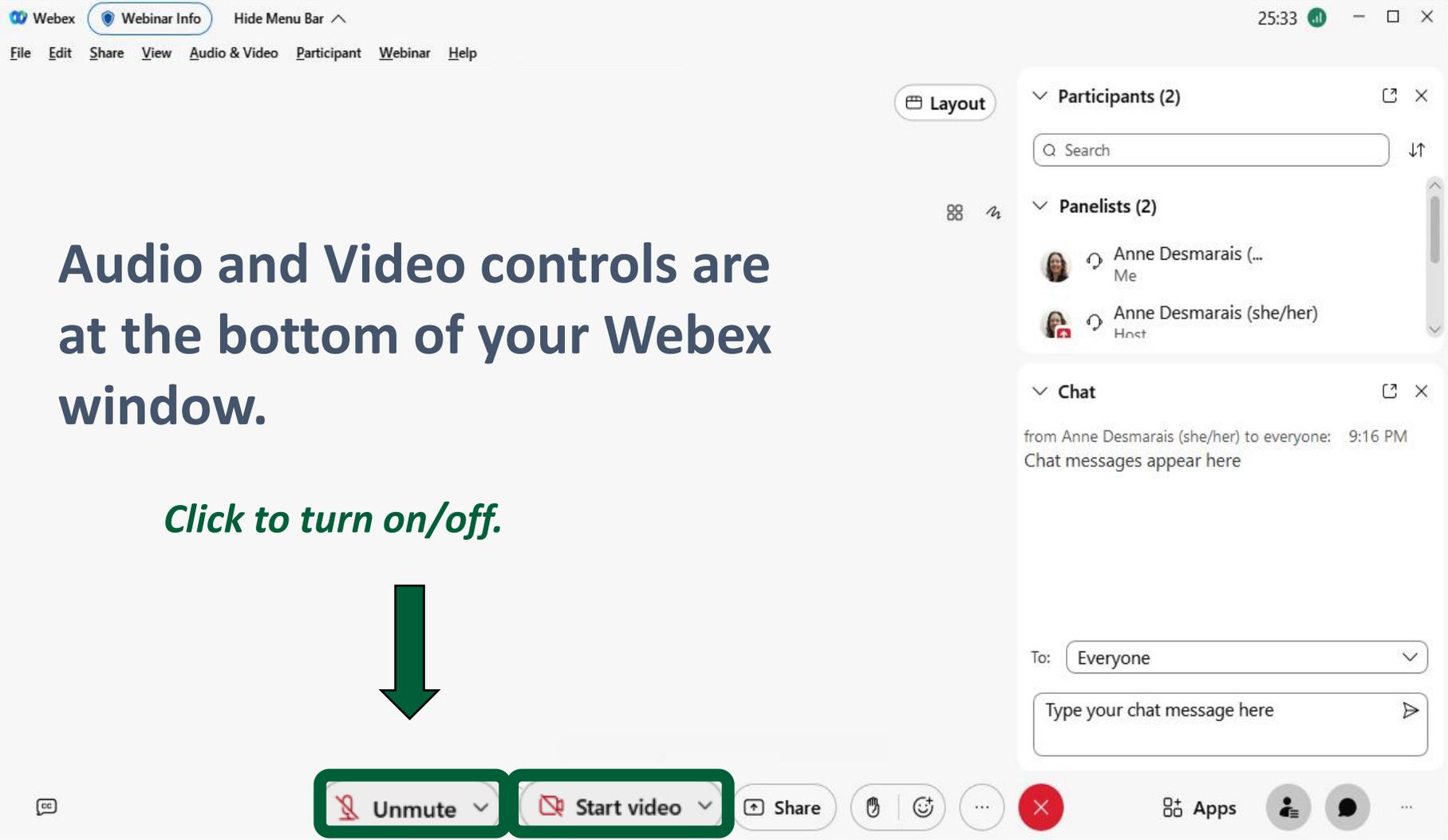
**2. With CC on, you can also open a Captions Panel. Click the ellipses (...) and select Captions.**



*You can also Mute/Unmute using the icon next to your name in the Participant List.*



# Audio and Video Controls



The image shows a screenshot of a Webex window. At the top, there is a menu bar with options: File, Edit, Share, View, Audio & Video, Participant, Webinar, and Help. The main area of the window is mostly blank, with a large text overlay in the center. On the right side, there are panels for 'Participants (2)', 'Panelists (2)', and 'Chat'. At the bottom of the window, there is a control bar with several icons and buttons. Two buttons, 'Unmute' and 'Start video', are highlighted with a green border. A large green arrow points from the text 'Click to turn on/off.' down to these two buttons.

**Audio and Video controls are at the bottom of your Webex window.**

*Click to turn on/off.*

**Unmute** **Start video**

*You can also Mute/Unmute using the icon next to your name in the Participant List.*

# Switch Audio to Phone instead of Computer

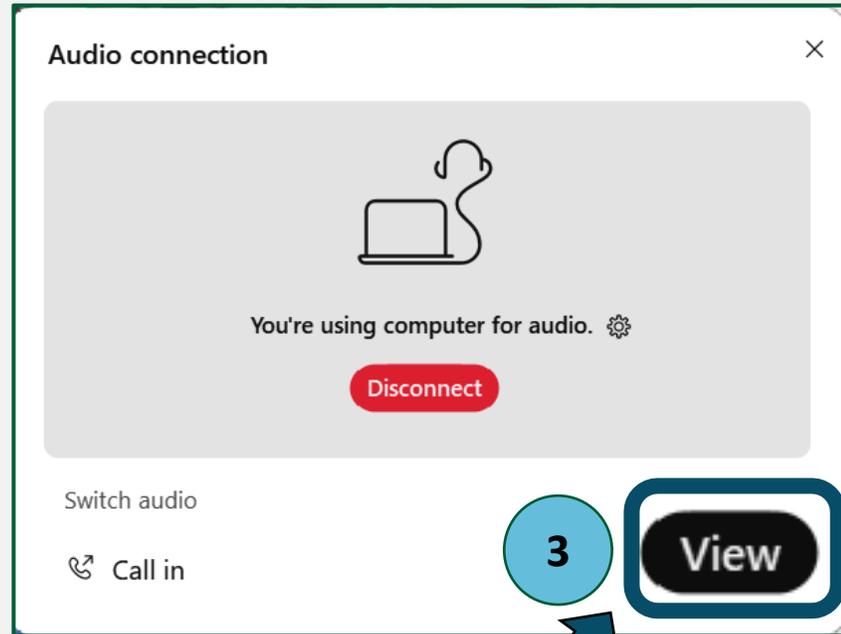
The screenshot shows the Webex interface with the audio settings menu open. The menu is titled "Audio & Video" and contains several options. The "Switch audio" option is highlighted with a green box and a green circle with the number "2". The "Unmute" button in the control bar is highlighted with a blue box and a blue circle with the number "1".

1. Use the drop arrow to the right of Mute button to open Audio menu.

2. Select "Switch Audio" to access phone dial-in information

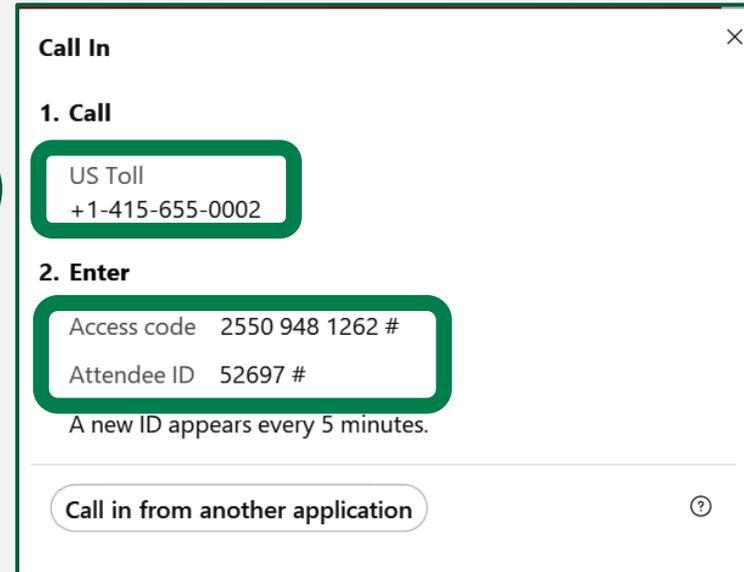
*Continued on next slide...*

# Switch Audio: Access Call In Information



3. In the popup window, click the View button

4

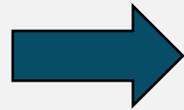


4. Use the Phone #, Access Code and Attendee ID to dial in by phone.

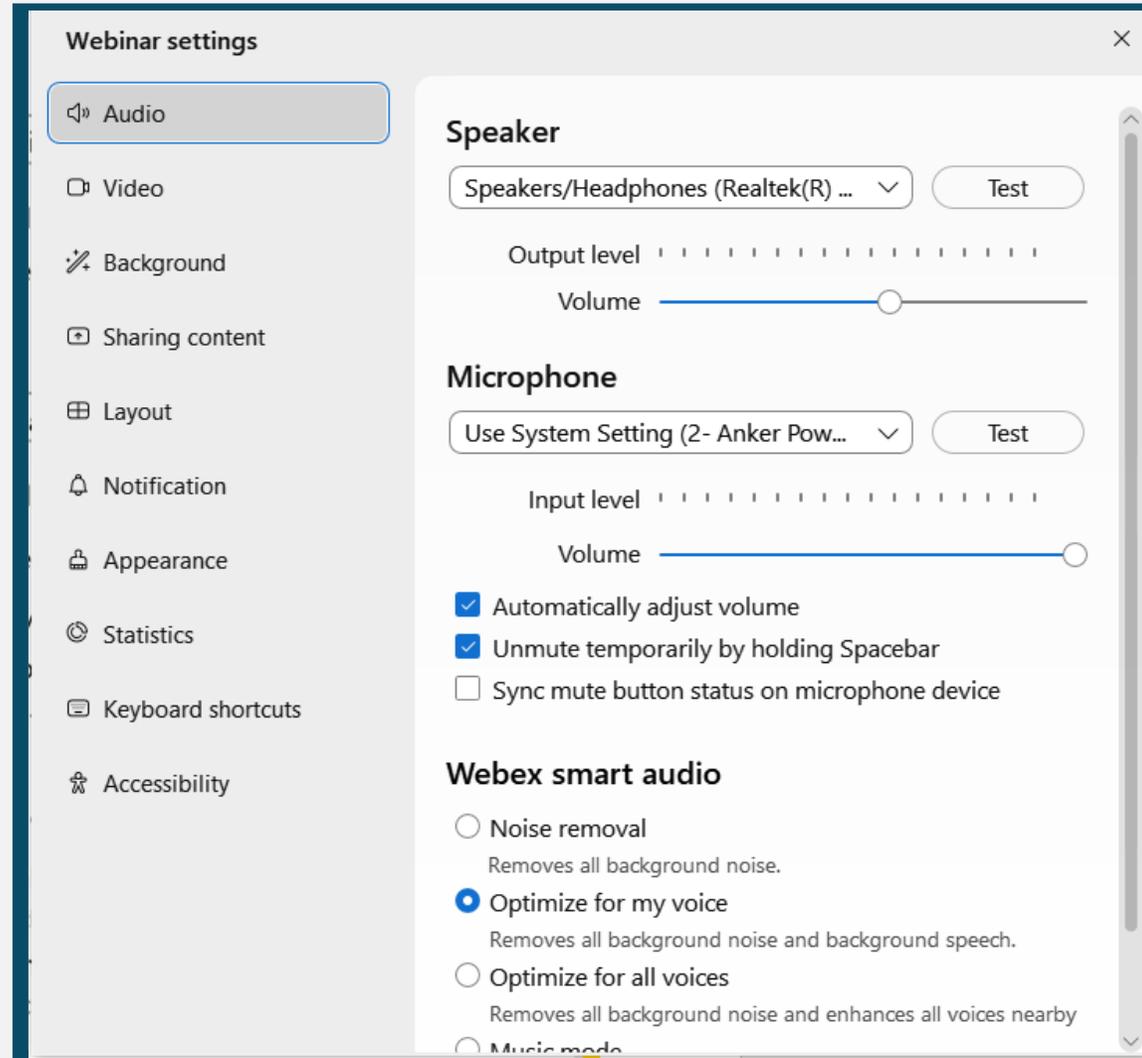
This will sync your audio line with your Webex online presence.

# Advanced Webinar Settings

Use the drop arrows on the buttons below to access Advanced Settings.



*You can also use the Menu Bar at the top of your screen:  
Webinar > Webinar Settings*



Webex Webinar Info Hide Menu Bar ^

File Edit Share View Audio & Video Participant Webinar Help

25:33

Layout

Participants (2)

Search

Panelists (2)

Anne Desmarais Me

Anne Desmarais (she/her) Host

Chat

from Anne Desmarais (she/her) to everyone: 9:16 PM  
Chat messages appear here

To: Everyone

Type your chat message here

Mute Start video Share

Participants Chat

1

2

1

## Open the Participant List and Chat Box

*Click to open/close these panels on the right side of your Webex window.*

2

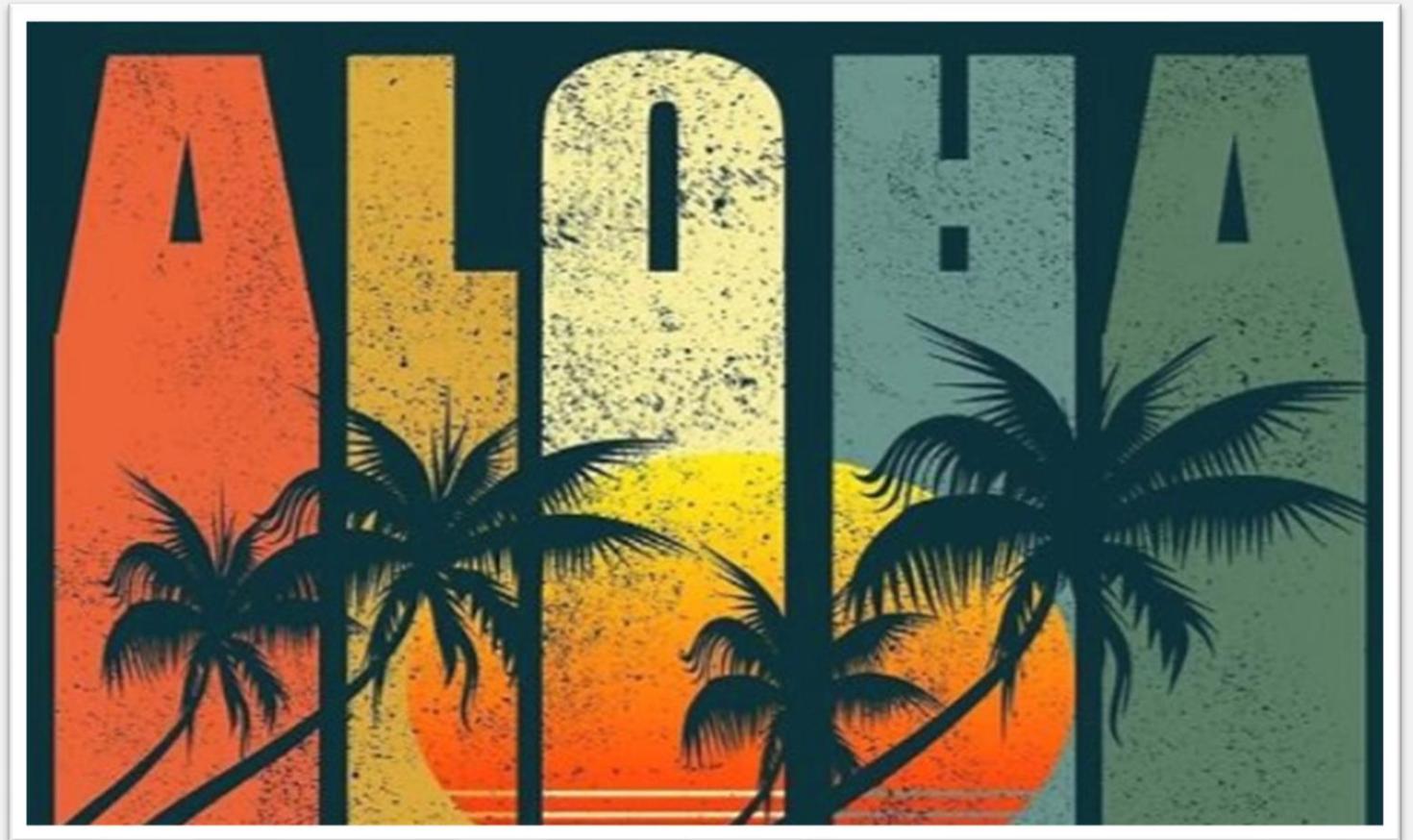
*To edit your Display Name, right-click on your name in the Participant list.*

# Group Chat

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*Select To: Everyone*

Say **hello** in the language of your choice



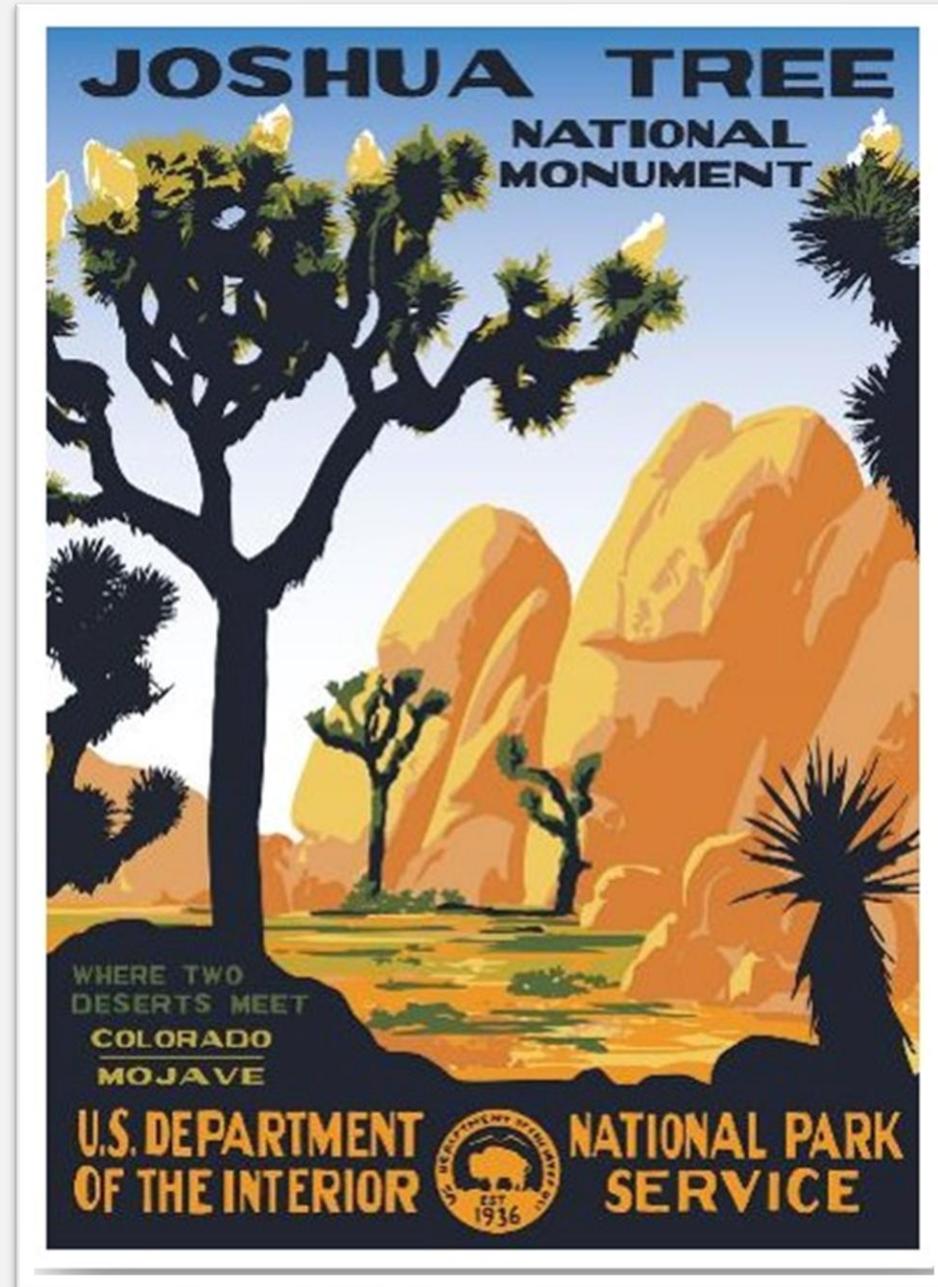
# Private Chat

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*Select To: [Name]*

Share a “virtual postcard”  
greeting with a peer

*“Hello from the desert SW!”*



Webex Webinar Info Hide Menu Bar 25:33

File Edit Share View Audio & Video Participant Webinar Help

# Click the Emoji icon to access reactions.

# Click the Hand icon to raise or lower your hand.

*Click Raise Hand once to raise your hand, again to Lower Hand.*

Layout

Participants (2)

Panelists (2)

Chat

Mute Start video Share **Hand** ...

*Tips: Raise/Lower Hand icon is also next to your name in the Participant List.*

*If you have any trouble, share your response in Chat.*



Raise your Hand if...

# Webinar Best Practices

- Sign in 5-15 minutes early
- We will start and end on time
- Mute when not speaking
- Video is encouraged for interactions
- Chat box mistakes are okay
- Private chat facilitators with questions or updates about your participation



# Group Agreements

*What do we need to fully participate?  
What will make this a safe and effective space?*

- Everyone is welcome ○
- Be respectful and hold confidences ○
- Honor the complexity of everyone's experience and expertise ○
- Take space, make space ○
- You may always pass on a question ○
-

# Polling

- Polls pop up in a separate panel on the right side.
- X out or close the polling window when done.
- You may need to re-expand your Chat and Participant panels.

**How do you  
like to  
orient  
yourself to a  
new place?**



*Photo: DOI*

# Stepping In and Out of Class

- Our classes are interactive. We like to call on you!
- You may always pass on a question.
- We understand you may have competing demands.
- Send the facilitator a private chat if you need to step out, or be in “Listening Mode”.

*If you joined in the app, the Webex icon is on your taskbar.  
Click the taskbar icon to reenter Webex classroom.*



A group of five field staff members from the US Fish and Wildlife Service (USFWS) are standing in a wetland area. They are dressed in practical field gear, including jackets, hats, and backpacks. The background shows a vast, flat landscape with water and vegetation under a cloudy sky. A semi-transparent green box is overlaid on the left side of the image, containing the text 'Questions?'.

Questions?

2

**Webinars,  
Attendance,  
and Self-Study**

# Apply, Reflect, Connect

Managing by Network is a series of 18 live webinars held from January - June.

We encourage you to take an active role in your learning journey:

- **Apply** concepts and practices to job responsibilities.
- **Reflect** on course materials as part of everyday activities.
- **Connect** with peers to build your partnership network.

Every 6 sessions, we take a break from regular instruction for a Self-Study week.



# Course Requirements and Credit



- Attend 10+ live Webinars to earn a Certificate of Completion.
- Earn an Honors Certificate by completing 15+ webinars, and/or presenting a Case Study.
- Complete the TNA and Evaluation
- We take attendance each week. If you have a question, reach out!

# MBN Webinar Groups

**ALPHA on WEDNESDAY**  
**GAMMA on THURSDAY**  
*start at the same time*

**BETA on WEDNESDAY**  
**DELTA on THURSDAY**  
*start at the same time*



Puerto Rico, U.S. Virgin Islands  
Atlantic Time Zone: 12:00 PM Standard Time



Puerto Rico, U.S. Virgin Islands  
Atlantic Time Zone: 3:00 PM Standard Time

*The Academy observes Daylight Saving Time (DST). Arizona, Hawaii, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands do not observe DST. Please plan accordingly when the time changes.*

# Scheduling: Come on In!

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## We assigned you to a webinar group.

- Helps build a network with your webinar group.
- Keeps the groups ~25-30 people.

## If you have a schedule conflict, you may attend another webinar.

- Email us if you know ahead of time
- Split sessions if needed (come to the first hour of Alpha, and the second hour of Delta)
- Use the correct link if it's not your usual time!



# What if I can't attend a Session?

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**One webinar group of each session will be recorded and posted at the Course Notebook with a password.**

- Review the recording and session materials posted at the Course Notebook.
- Submit a self-study form for credit towards an honors certificate.

**Self-Study does not take the place of live participation.**

- Participants must attend 10 or more live webinars to receive a certificate of completion.



# Make the most of your experience



- ❑ **Pre-webinar assignments:** videos, self-assessments, readings
- ❑ **Homework exercises:** apply your learning
- ❑ **Self-Study:** catch-up on missed sessions or take a deeper dive
- ❑ **Meet-Up sessions:** with peers and instructors during non-instructional weeks

These are optional Self-Study activities to help you apply what you learn in class.



Review the Self-Study Guide for more details.

# Managing by Network Self-Study Activities 2025



## Where can I find Self-Study resources?

### ACCESS RESOURCES: MBN 2025 NOTEBOOK

#### Coming up in Managing by Network

- Weekly agenda
- Presentation PDFs
- Pre-webinar and Homework Assignments

#### MBN Course Material Archive

- Presentation PDFs
- Additional resources
- Session recordings
- Pre-Webinar and Homework assignments

Course materials and Recordings are updated every Friday.

## What can I do with Self-Study resources?

### COMPLETE THE ACTIVITY & SHARE YOUR TAKEAWAY: SELF-STUDY FORM

#### Pre-webinar and Homework:

- Watch the video, read the article, or complete the assignment on your own time.
- Keep all worksheets for yourself – no need to turn anything in.

#### Make up for Missed Session:

- Watch the recording and reflect on the topics that were presented.

Each week, the Academy will send confirmation emails to acknowledge completed self-study and/or provide credit for a missed session.

## Make More Connections: Meet Up with Peers

**Meet Up Sessions:** Meet with peers and instructors during Self-Study (non-instructional) weeks. One-hour webinars provide a forum for engaging and building your network outside of class.

During Self-Study weeks, one-hour **Meet Up** webinars provide a forum for engaging with peers and instructors outside of class time.

Attendance and participation in **Meet Up Sessions** is optional.



All participants are welcome to attend any session.

# Optional: Submit Self-Study Takeaways



## MBN 2025 Self-Study: Submit your takeaway

All self-study is optional. You do not need to submit the assignment.

Self-study for missed sessions will be counted towards an honors certificate, after the live attendance requirement is met.

If you are submitting multiple assignments, please submit one form per session.

You have until June 27, 2025 to submit responses.

Name \*

MBN Session \*

- Session 1: Charting our Course
- Session 2: See the Possibilities
- Session 3: Head, Heart and Hands
- Session 4: Connect to Community
- Session 5: Look Beneath the Surface

Assignment type \*

What type of work did you complete?

- Pre-Webinar/Homework
- Make up for missed session

Pre-Webinar/Homework

Which assignment did you complete?

- S1: Scavenger Hunt
- S1: Build Your Network

Share Your Assignment Takeaway

What did you learn from completing the pre-webinar or homework?

I found the Participant Roster!

Submit

Never submit passwords through this form. [Report malicious form](#)

All Self-Study is optional and is designed to help you apply what you learn in class.

Submit self-study takeaways to share your reflections and bring thought into practice.



Questions?

3

**Course  
Communications**



Partnership and Community  
Collaboration Academy

# Managing by Network

SESSION 3: Head, Heart and Hands

FEBRUARY 12/13, 2025



## AGENDA

Collaborative Leadership

Partner Culture Awareness

JOIN US THIS WEEK

Webinar Password: **MbN!20#25**

Are you subscribed to our mailing list?

**Each Friday, you can receive an email with:**

- The agenda for the upcoming session
- Links to access any of the webinar groups, via the MBN 2025 Notebook
- Pre-webinar and Homework assignments

*The following Tuesday, you will receive a reminder for class.*

*Check your junk/spam folder if you subscribed and aren't seeing these emails.*

# Reach Out

## If you have a question, please ask...

Each agency has its own internal culture, and we try to meet everyone where they are. We provide multiple pathways for course access – weekly email, website, and calendar file. Sometimes, our weekly emails are blocked by agency spam filters. You can always check in at the website for updates.

### General Mailbox:

[info@partnership-academy.net](mailto:info@partnership-academy.net)

### Anne Desmarais

Director and Lead Instructor

[anne@partnership-academy.net](mailto:anne@partnership-academy.net)

### Jane Hanson

Assistant Director and Registrar

[jane@partnership-academy.net](mailto:jane@partnership-academy.net)



*Photo: USFWS, Katie McVey*

# Webinar Access

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Webinar links are provided on a private page that only participants may access.

You have multiple ways to get to class:

- Check the weekly email.
- Bookmark the MBN 2025 NOTEBOOK page.
- Download your group ICS calendar file.
- Create your own calendar event and add links as needed.



# Helpful Links

Bookmark these pages!

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[www.partnership-academy.net](http://www.partnership-academy.net)



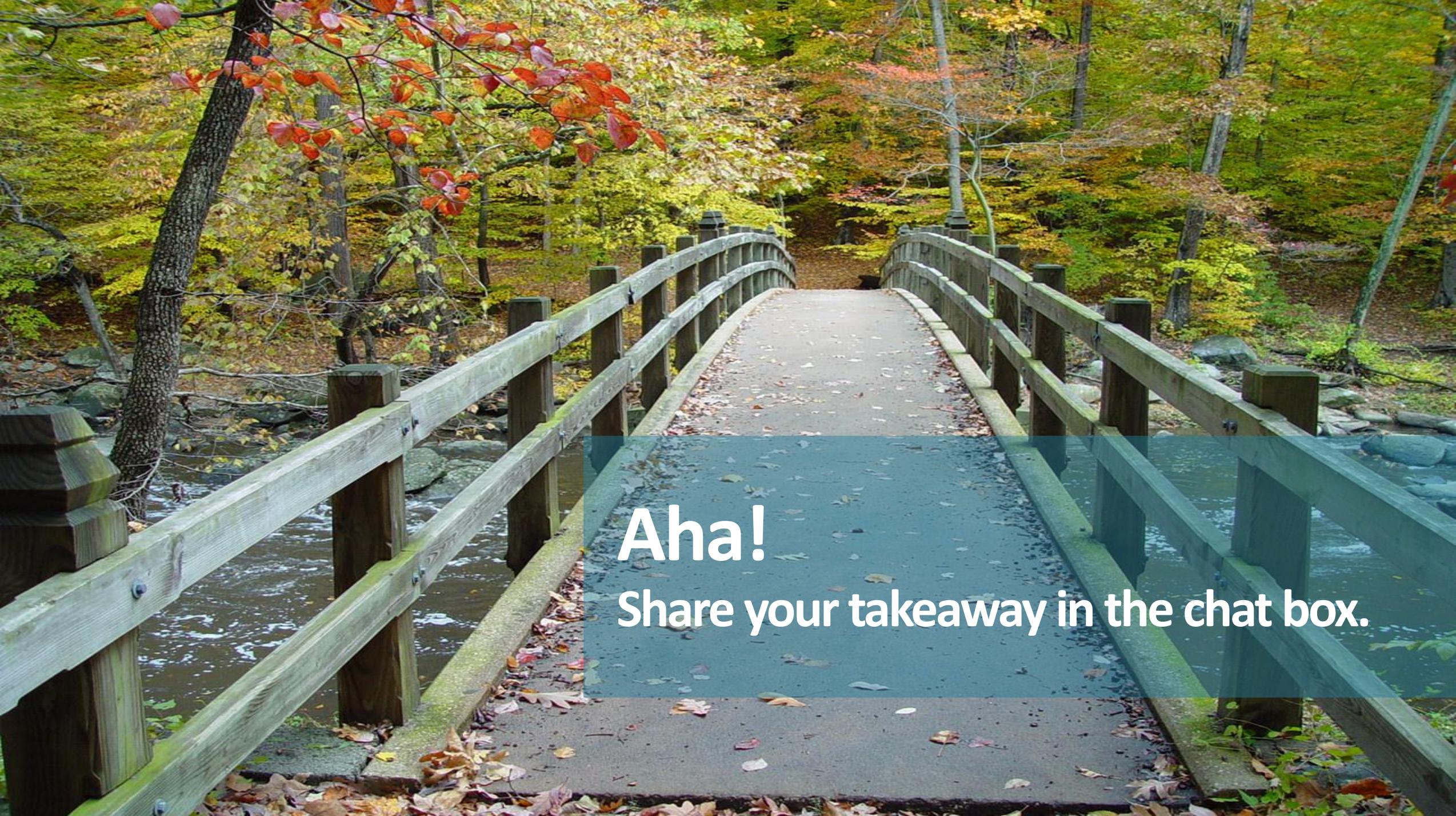
[MBN 2025 Notebook](#)



[MBN 2025 Webinars](#)



[MBN 2025 Course Schedule](#)



**Aha!**

**Share your takeaway in the chat box.**

See you in  
2 weeks!



Photo: Yellowstone Foundation

# Session 1: Charting Our Course

Managing by Network

January 29 & 30, 2025

