Department training in 30 minutes

Trainer notes for the *OctoDecks in 30 Minutes* deck.

The idea: staff learn fastest by being students first. For 15 minutes they join your lesson on their phones and use it as a class would. For the next 15 they build a five-slide starter and present it to the person next to them.

Before the session

- [ ] In the Deck Library, open **Templates** and choose **OctoDecks in 30 Minutes: Department Training**. Every slide has notes for you.
- [ ] Ask your IT team to run the five-minute test on the IT and network checklist, if they haven't already.
- [ ] Tell staff to bring a phone and a laptop, signed in to OctoDecks if they have accounts.
- [ ] Print the teacher quick start and the join poster, one each.
- [ ] Use **Presenter view (2 screens)** if you can, so you see the notes and the next slide.
- [ ] Press **Present** before people arrive, so the room code is already on the board.

Session plan

Time	Slides	What happens
0 to 3 min	1 to 2	Everyone joins at octodecks.app. Press **Lock** when the count matches the room.
3 to 7 min	3 to 5	Confidence Check, then a Word Cloud on what slows lessons down. Use **Freeze input** to move on.
7 to 10 min	6	Staff try the student tools: dotted words, text size and font, background, Challenge.
10 to 15 min	7 to 10	A quiz question and Match Up, with their results slides.
15 to 27 min	11 to 12	Staff build a five-slide starter on their laptops and present it to a partner.
27 to 30 min	13 to 14	What to have ready, then an exit ticket: which lesson they'll try it in next week.

Three messages to land

1. **Everyone answers, not just the hands up.** Show the counts on the Confidence Check and the Word Cloud.
2. **Help is private.** On slide 6, point out that the board doesn't change when someone opens help or Challenge.
3. **Results tell you what to reteach.** On the Match Up results, ask which pair to go over again.

Questions staff usually ask

Do students need accounts or emails?	No. They type the room code and get a number for the lesson. Nobody is asked for a name.
What happens to students' answers?	They're deleted when you end the lesson, and always within 72 hours. You can export the lesson with its answers as a PDF or PowerPoint first.
Where are my decks saved?	In the browser on your own device. Set up a backup: an Auto Backup Folder, Google Drive, or a manual Download. Clearing your browser data without a backup loses your decks.
What if a student hasn't got a device?	Students can share a device, and every deck can print as a worksheet.
What if the Wi-Fi goes down?	Choose **Present offline (no Wi-Fi)** to keep teaching from the slides. Students can't join until it's back.
Can students see each other's answers?	Where an activity shows answers to the class, such as a Word Cloud, yes, by number not name. Multiple choice results show totals only.
What stops silly answers?	A filter blocks unsuitable words and tells you how many were blocked. You can freeze input and remove an answer from the board.
Will it work for students with SEND?	Students can change text size, font (including OpenDyslexic) and background, hear slides read aloud, and open key words with pictures. A blind student can use screen reader mode. See the guides on adaptive teaching.
Do I have to rebuild my lessons?	No. Start by adding one activity to a lesson you already teach, or use a template.

After the session

- End the session, or keep it open until the exit tickets are in.
- Share the guides at **octodecks.com/resources**, especially *Building your first deck* and *Running a live lesson*.
- Agree a date at the next meeting for each person to share one thing that worked.