



I-CoDI

# TOOLS, RULES & FAQ

How we work

To be adapted /checked – need for MURAL ACCOUT AND ZOOM LINK

Workshops are 100% virtual, we rely on digital tools to provide great learning experiences and interaction.



Screen sharing

**Videoconferencing tool**  
Easy communication during workshops  
Virtual collaboration in small groups (breakout rooms))

**Collaboration tool**  
Endless, digital whiteboard for geographically distributed teams  
Collaborative brainstorming as usual with post-its

**Virtual sharing of workshop presentation slides**  
Discussing results of group work in Mural

**ACCESS**

Link: xxx  
ID: xxx  
Password: xxx

**STEPS**

- #1 Open link on private device in browser
- #2 Download Zoom application
- #3 Open Zoom
- #4 Grant access to microphone and camera#
- #5 Test microphone and camera

**ACCESS**

Link: xx

**STEPS**

- #1 Open link on private device in browser,ideally with Google Chrome
- #2 Load Mural board
- #3 Go through steps 1-3 on next page

**ZUGANG**

via ZOOM

**STEPS**

- Ideally use 2 screens:
- #1 for Zoom Video Conference
- #2 for Miro Board

## Understand the the tools in 3 easy steps



### STEP #1

To get to know the interface and functions of Mural, we recommend watching the following short video:

[Mural Introduction\( 3 minutes\).](#)

More features are explained in this video series:

[Get ready for your first Workshop in Mural](#) (about 3 minutes)



### STEP #2

For the workshops, we set up our own Mural board, which we use to facilitate interactive workshops using practical examples.

This is how you start the tool:

#1 Open the link on your private device in the browser, ideally with Google Chrome.

#2 Load the Mural board

#3 Test some functions from the introductory video in the large white test field on the far left of the Mural.

If you have any questions or problems, please contact us before the workshops!



### STEP #3

We have prepared a small task that we will talk about at the beginning of the Workshops. Please take 10 minutes to do it.

#1 Load the Mural board

#2 Scroll down to the "Getting to know Mural" item and read through the information on the Aliens slide.

#3 Perform the task

Important: The exercise will be continued together on Workshop day. Have fun!