



CIESC

CENTRAL INDIANA EDUCATIONAL SERVICE CENTER

Counselor Connect

Support & Technology Tips

April 20, 2020

[Link to Video Recording of Presentation](#)



Welcome

Dr. Andrew Melin
CIESC Executive Director



Zoom Norms

Please do the following:

1. Rename your Zoom tile with your First and Last Name and School District
 - a. click on the 3 dots next to your picture in the upper right hand corner
2. Turn on camera
3. Mute your microphone

Introductions

CIESC

Dr. Melin

Executive Director

Mary Brabson

Program Manager

Rachel Bauer

Program Coordinator

Kara Heichelbech

Innovation & Learning Manager

Support

Amanda Culhan

School Counseling Consultant

Danielle Duarte

Koru Consultant - School Counseling Specialist

Rob Wessman

Koru Consultant



Agenda

Community of Practice Overview

Dr. Andrew Melin

Technology Tips for Virtual Counseling

Kara Heichelbech

National Counseling Perspective

Danielle Duarte

Assessment of Current and Future Professional Development Needs

Amanda Culhan



CIESC Counselor Connect Community of Practice

Vision:

To develop a district-led and championed community of practice, where high quality professional development and support is provided for Student Service Professionals within the CIESC membership network and beyond.



Steering Team

The Steering Team, consisting of up to three Student Service Professionals and Administrators per member district, will assist in the identification of priority topics to be offered through professional development, to begin in 2020-2021.

Member expertise may continue to be drawn upon for ongoing support and professional development needs beyond the initial planning period.

CIESC Member Districts

Avon Community School Corporation

Beech Grove City Schools

Carmel Clay Schools

Clark-Pleasant Community School Corporation

Community School Corporation of Southern Hancock County

Franklin Community School Corporation

Franklin Township Community School Corporation

Greenfield-Central Community School Corporation

Greenwood Community School Corporation

Hamilton Heights School Corporation

Hamilton Southeastern Schools

Indiana School for the Blind and Visually Impaired

Indiana School for the Deaf

Lebanon Community School Corporation

Mill Creek Community School Corporation

Monroe-Gregg School District

Mooresville Consolidated School Corporation

MSD of Decatur Township

MSD of Martinsville

Mt. Vernon Community School Corporation

Nineveh-Hensley-Jackson United School Corporation

Perry Township Schools

Plainfield Community School Corporation

School Town of Speedway

Southside Special Services of Marion County

Westfield Washington Schools

Zionsville Community Schools



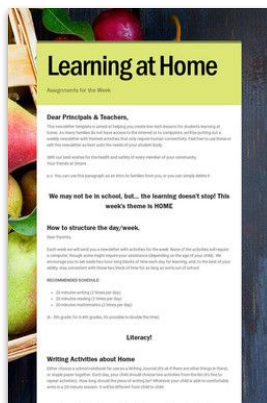
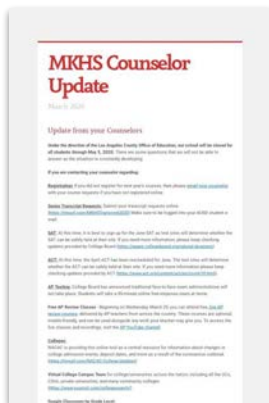
Technology Tips for Virtual Counseling

Kara Heichelbech
Innovation & Learning Manager
Indiana Online



Newsletter

- SMORE - Create interactive newsletters to be a central location for information
- Great templates ready to use or rework
- Add a “book your counselor” section so students can set an appointment



Video Tutorial from Smore

Scheduling Appointments

You Can Book Me

- [Support during COVID 19](#)
- [Zoom Integration](#)
- [Video Tutorial](#) from You Can Book Me

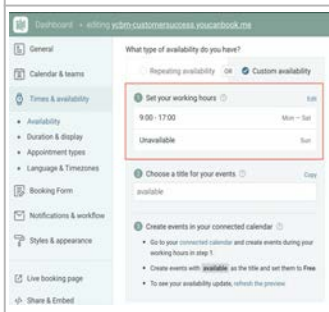


Google Appointment Slots

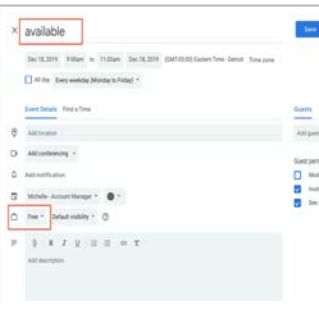
- [Support](#) from Google
- Must be set up on a computer
- Needs a work or business account



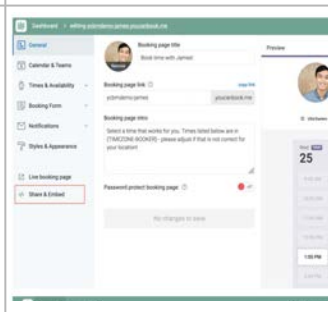
1: Set your hours



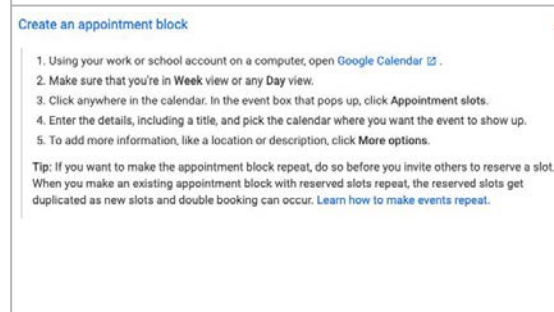
2: Create calendar events



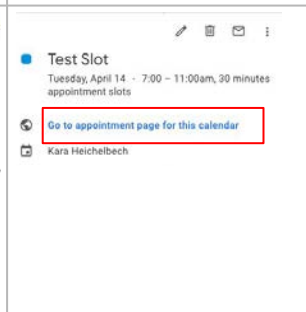
3: Share your booking link



1: Create appointment slots



2. Share calendar page



Face-to-Face Communication

Zoom



- [Support](#) during COVID-19
- [Zoom Tutorials](#)
- Follow your school policy on face-to-face communication

Google Hangouts Meet



- Google Meet [Training/Quick Start](#)
- [Video Tutorial](#) from Google Meet
- Follow your school policy on face-to-face communication

1: Schedule a meeting;
set a password to join

2: Invite others to join
the meeting

3: Start the meeting

Scheduling your first meeting

There are many ways to **schedule a meeting**, including the Zoom web portal, through the Zoom client, or with one of our **extensions or plugins**. Here are some basic instructions for scheduling your first meeting.

1. Sign in to your Zoom web portal.
2. Click **Meetings**.
3. Click **Schedule a Meeting**.



4. Choose the date and time for your meeting.
5. (Optional) Select any other **settings** you would like to use.
6. Click **Save**.

Inviting others to join your meeting

Inviting others to **join your meeting** is as simple as sharing the invitation or join link. You can do this after scheduling your meeting by clicking **Copy the invitation**.



Starting your first meeting as the host

As the meeting host, there are several ways you can **start your meeting**. Your upcoming meetings will be listed in the **Meetings** tab of your Zoom desktop client or mobile app. You can click **Start** by the meeting name. You can also start your meetings from the Zoom web portal.

1. Login to **My Meetings**.
2. Under **Upcoming Meetings**, click **Start** next to the meeting you want to start.



3. The Zoom client should launch automatically to start the meeting.

1: Schedule a meeting
via calendar invite

OR

1: Start a meeting in
Google Meet

2: Share your calendar
invite or link

Schedule a video meeting in Calendar

Create a new event with a video meeting

When you add a guest to an event, a video meeting link and dial-in number are added automatically.

1. Go to **Google Calendar** and create an event.
2. On the **Guests** tab, click **Add guests** and enter the email addresses.
3. Click **Save**.
4. Click **Send** to send the invites.

Guests receive an email with the event information and a link to the video meeting. Guests can forward the meeting link to other people. If someone tries to join who was not invited to the Calendar event, a meeting participant from your organization must accept their request.

Note: To manually add a video meeting, click **Add conferencing**.

Start a video meeting from Meet

If you need a quick answer from a team member, you can start an instant meeting in a web browser. If someone sends you a meeting link URL, simply click the link to join the call.

Note: You can send the meeting link to people outside of your organization, but someone from within your organization needs to give them access to the video meeting.

1. In a web browser, enter <https://meet.google.com>.
2. Click **Join** or **start a meeting**.
3. Enter a nickname or leave it blank to start your own meeting. Click **Continue**.
- Tip:** You can pick any nickname and share it with other people in your organization as a fast way to all join the same meeting.
4. Click **Join now**.
5. To add someone to a meeting, choose an option:
 - Click **Copy joining info** and paste the meeting details into an email or another app.
 - Click **Add people** and choose an option:
 - Under the **Invite** section, select a name or enter an email address and click **Send invite**.
 - Under the **Call** section, enter a phone number and press **Call**.

Join from a Calendar event

Join your scheduled meetings in Calendar and quickly join a video meeting.

1. In Calendar, click the event you want to join.
2. Click **Join Hangouts Meet** and in the window that appears, click **Join Meet**.

If you're a Google Workspace admin, you can also join from a Microsoft® Outlook® calendar event. For details, see [Join an Outlook calendar event](#).

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Join with a meeting link URL.

Sometimes there isn't enough time to schedule a meeting and book a room. With Meet, you can join an important video meeting by sharing the meeting link URL, send it to you in a text or email.

1. Click the meeting link sent to you in a text message or email.
2. Follow the onscreen prompts to join the meeting.

An onscreen prompt might need to approve you if you try to join another organization's meeting or don't have a Google Account.

Join Hangouts Meet

Join Hangouts Meet

Join Hangouts Meet

Join Hangouts Meet

Join Hangouts Meet

Join Hangouts Meet

Join Hangouts Meet

Audio Communication

Free Conference Call



- Free service
- [FAQ](#)
- [Video Tutorial](#) from Free Conference Call

Google Voice



- Google Voice [Support](#)
- May not be active with school account
- Can create with personal account

1: Create your account and view dashboard

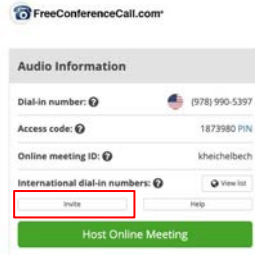


2: Select from Quick Action menu

Quick actions

- Host Meeting
- Join Meeting
- Invite
- History & Recordings
- Settings

3: Invite or share your dial-in and access code



1: Set up account

Sign up for Voice and get your number

1. On your computer, go to voice.google.com.
2. Sign in to your Google Account.
3. After reviewing the Terms of Service and Privacy Policy, tap Continue.
4. Search by city or area code for a number. Voice doesn't offer 1-800 numbers.
 - If there aren't any numbers available in the area you want, try somewhere nearby.
5. Next to the number you want, click Select. Follow the instructions.

After setting up Voice, you can link another phone number. Learn more about [setting up phones](#).

2: Make/receive calls

Call someone

You can make domestic and international calls from your Google Voice number.
Important: Emergency calling is available only for Voice for G Suite accounts managed by your work or school.

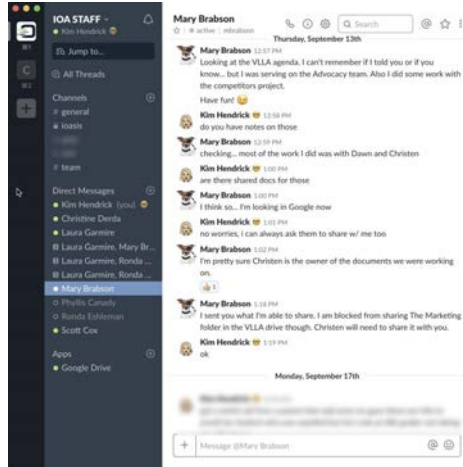
[Computer](#) [Android](#) [iPhone & iPad](#)

1. On your computer, go to voice.google.com.
 2. In the Calls tab, if the person appears in your recent calls list, point to their name and click Call. Or, choose one of these methods in the Calls tab:
 - If the person appears in your contacts list on the right, click their name.
 - In the search bar at the top, or in the Enter name or number field on the right, enter the person's name or phone number. Click their name in the list of contacts that appears.
 - Use the keypad to dial the number, and then click Call.To show the keypad, in the bottom right, click Dial.
- For international calls, enter the country code before the number (for example, +55 for Brazil).
In the upper right, the Call as field shows your Google Voice number.

Creating Efficiency

Slack

- Combines all communication in one place
- Mobile or web based
- [Slack Demo](#)



G Suite for Education

- Unlimited storage for education
- Fosters real - time collaboration
- All changes saved; see revision history



National Counseling Perspective

Danielle Duarte
School Counseling Specialist & Koru Strategy Group

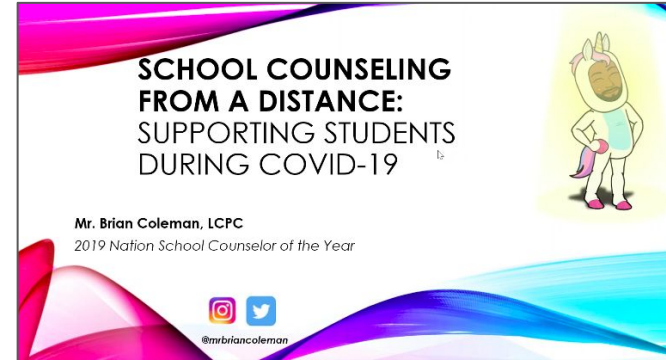
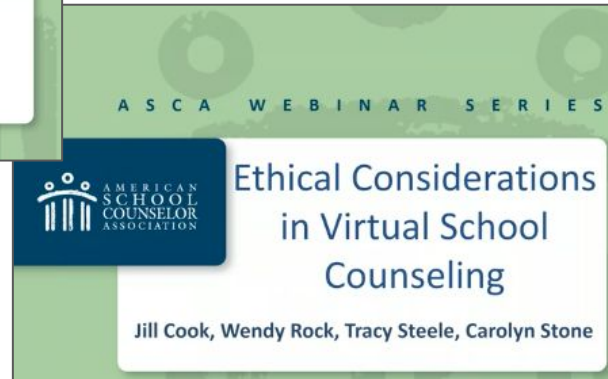


National Counseling Resources - COVID-19

Suggested virtual counseling webinars



[FREE on American School Counselor Association website](#)



www.sreb.org/webinar/school-counseling-distance

National Counseling Resources - COVID-19

Links to a variety of resources - bit.ly/SCRCOVID19



National Counseling Resources - COVID-19

District counseling expectations

School Counselor Expectations:

- Establish and share a schedule including office hours of virtual counseling for students and parents on your school website.
- Create and post counseling resources/lessons for students and families on school online platform.
- Plan and conduct weekly counseling communication with assigned Tier III students/families.
- Plan and conduct weekly communication with principal(s) by via email, phone, or virtually.
- Create and present any mandatory lessons virtually (if possible).
- Follow up on cohort 2020- plans for at risk students and graduation.
- Schedule and conduct virtual meetings with college & career advisor for scholarship and college essay updates.
- Log all direct and indirect time of services for data tracking.

National Counseling Resources - COVID-19

Student needs assessment - bit.ly/2V2ggE

I need more information regarding the following PERSONAL concerns: *

	Strongly agree	Agree	Disagree	Strongly Disagree
Connecting with my Friends	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Getting along with family members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dating or relationship issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cyberbullying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feeling sad or depressed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feeling anxious/stressed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I need more information regarding the following SCHOOL concerns *


	Strongly Agree	Agree	Disagree	Strongly Disagree
Organization at Home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicating with Teachers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time Management at Home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Testing/Submitting Work Online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understanding Graduation Requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Capistrano Unified School District



National Counseling Resources - COVID-19

School counseling websites - sites.google.com/ccusd.org/emlscounseling




Ms. Madigan, School Counselor, EMLS

Welcome to my scheduling page for individual meetings with the school counselor. Please follow the instructions to add an event to my calendar.

15 Min. Parent Meeting

30 min. Parent Meeting



Book an Individual Counseling Session [here!](#)

K-5 Social/Emotional Resources

Mindfulness/Deep Breathing Apps

- Mindyet!
- Calm

Coronavirus-Specific Resources

- Coronavirus Information and Mystery Sheet
- How to Talk to Kids about the Coronavirus

Podcasts

- Hello Good Book "The Yucky Bug"

Here are some activities to help students express and manage their feelings at home:

- 200 Ways to Relax
- Kinder-2nd Grade Feelings Brochure

MANAGING CORONA VIRUS (COVID-19) ANXIETY

For You

For Kids

For Parents

You or your student can email your School Counselor, Ms. Madigan, with any questions, concerns or needs at the following email address:

Dear El Marino Families,

As we all adjust to the time away from school amidst the COVID-19 pandemic, I want to assure you that I continue to dedicate my time to serving your family and providing school counseling services for your child. I recognize that the next few weeks may be a stressful time for many families and many children are likely to want to have access to counseling support.

On this website, you will find a number of parent and student resources that can be used over the course of our school closure and beyond.

Please feel free to reach out via email if you'd like for me to schedule a phone call or video chat to meet with your child in regards to their social, emotional or academic needs.

I hope that everyone stays safe, healthy, and positive!

Amy Dauble-Madigan

National Counseling Resources - COVID-19

School counseling consent

Dear CCUSD Elementary Families,

Due to the current COVID-19 pandemic, Culver City Unified School District is utilizing distance learning until the end of the 2019-2020 school year. In order to continue providing school counseling services to our district's students, the CCUSD Elementary School Counselors are offering short-term virtual school counseling sessions. We are committed to providing your child with the additional support they may need during this unprecedented public health situation.

Confidentiality

As a general rule, CCUSD Elementary School Counselors will keep the information your child shares with us in our sessions confidential, as would be expected in a traditional school setting. There are, however, exceptions to this rule that are important for you to understand before your child shares personal information with us in a virtual school counseling session. In some situations, we are required by law or by the guidelines of our profession to disclose sensitive information.

Confidentiality cannot be maintained when:

1. Your child discloses a plan to cause serious harm to themselves.
2. Your child discloses a plan to cause harm to others.
3. Your child discloses they are being harmed by someone else.

An exception to this rule is when a student gives the School Counselor permission to share what has been discussed with a trusted adult, such as a parent/guardian, teacher, or principal.

Risks of Virtual School Counseling

There are many benefits of the virtual school counseling services that we provide; however, there are potential risks with this technology as well.

1. The video or phone connection may not work or it may stop working during the virtual counseling session.
2. Due to the nature of the service, we cannot guarantee full confidentiality considering the makeup of online communication and/or lack of control over end-user security. Platforms like Google Meet and Zoom are encrypted services that are district approved. They are both very secure platforms, but we cannot guarantee full confidentiality with 100% certainty. We encourage a quiet and private space for your child where they will not be disturbed or interrupted during their virtual counseling session.

Consent

I have read this document and understand the benefits and risks of virtual school counseling services made available by the Elementary School Counselors of Culver City Unified School District. I hereby grant my consent for my child to participate in this service. If I have any questions or concerns I will contact my child's School Counselor.

Signature of Legal Guardian

Date

** An email response stating you've read and agree to these terms will be accepted as a means of consent for services.*



National Counseling Resources - COVID-19

Focus on mental health & wellness



bit.ly/34LNs7n

Hamilton County School District

Motivation Monday

MCCORMACK
MIDDLE
SCHOOL

APRIL 6TH
EMOTIONAL FIRST AID

Link: <https://tinyurl.com/april6mm>

While we all know how important it is to take care of our physical health, we don't take our emotional health nearly as seriously. But why? Why do we seem to value our bodies more than we value our minds?

APRIL 13TH
POWER OF VULNERABILITY

Link: <https://tinyurl.com/april13mm>

Brown highlights years worth of research by diving deep into not only the reason why vulnerability exists, but also the role it plays in our ability to form connections and achieve a sense of purpose.

Boston Public Schools



Assessment of Current and Future Professional Development Needs

Amanda Culhan
Consultant



Current Needs/Support

- Determine Shared Needs to Inform PD
- Breakout Groups
 - Introductions
 - Assign a note taker and a timekeeper
 - Share current concerns/needs
 - Identify topics that would be helpful for upcoming PD in May
 - Highlight 1-2 priority topics and add under Shared Priorities
 - Identify potential presenter(s)
 - Add any counseling/student support resources you have created/used to be highlighted at a future meeting!



Summary of Priority Needs

Identified by Breakout Groups

- Quick universal screeners to look for stress or trauma
- Reaching students that are difficult to contact/find
- How schools are being creative with virtual counseling; reaching students in each area of school counseling
- Helping teachers incorporate social emotional activities into regular or virtual lessons
- Connection and learning from each other, especially sharing best resources (similar to what Danielle did)
- Promoting consistency of practice throughout the district
- Grief programming for students (for loss of day to day activities and loss of milestones like prom, graduation)
- Technology training
- Increase of student school anxiety: best practices
- How do we increase 9-12 counseling opportunities vs. Academic duties for counselors
- Finding a balance between personal, private, and school time for self care
- Supporting students in August when we transition back to school
 - Assessing for trauma
 - Reintroducing students to the school structure, supporting behavior needs, potential trauma, etc.
 - Using neuroscience and productive struggle to get students back into the school year - how can we take care of our brains and our bodies after getting through all this?
 - Trauma responsive strategies to build community / relationships as we return
 - Balancing academic needs with social emotional needs

Determining Needs for 2020-2021

If you are a Student Service Professional, including School Counselor, School Social Worker, District or Building-level Coordinator, Director of Counseling, etc. please complete the [Needs Assessment](#) by **Wednesday, April 22nd**.



Additional PD Opportunities

- [Keep Indiana Learning Facebook](#); Counselor Connect page Coming Soon!
- [CASEL Weekly Webinars](#)
- [Trauma-Informed Resilient Schools](#)
- [ASCA U Specialist Trainings](#)
- [ASCA Webinars](#)
- [Hatching Results Online Courses](#)
- [Professional Development from IYI](#)
- [IDOE Social Emotional Learning Webinars](#)
- [Counselor1Stop](#)

Final Thoughts

Dr. Andrew Melin
CIESC Executive Director



Counselor Connect

- May 7, 10:00 a.m. - 11:00 a.m.
- May 21, 1:00 p.m. - 2:00 p.m.
- June 4, 10:00 a.m. - 11:00 a.m.



Contact Information and Plus/Delta

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[CIESC Steering Team Members](#)

