PROCEDURE for teaching IFA online Workshops

WHAT TO DO BEFORE THE WORKSHOP

ABOUT THE APP
1) install the IFA application: https://www.fazendoacontecer.org.br/app-ifa/
2) register as an instructor and complete the training that will be requested
3) follow the steps in the app to create a class and add participants
4) have auxiliary materials in hand, such as list of powers and price list for recyclable materials
5) ask participants to download the IFA app
6) inform the participants, in advance, of the class code generated by the app when you created the class, as well as the name and age under which you registered them, so that they can access the app's participants area

ABOUT THE PLATFORM (GOOGLE MEET or HANGOUTS)
1) create a Google account or use yours if you already have one
2) access Google Calendar and create an event with the date and time that the workshop will be held (this will be the main room)
3) click on "Add guests" and add the participants' emails
4) click on "Add conference" and choose Google Meet option; if you don't have that option, you can use Hangouts
5) after the previous steps, everyone will receive the invitation by email and will have access to the workshop room

FORMING GROUPS ON THE PLATFORM
1) the class, composed of 10 participants on average, will be divided into groups with 3 to 5 participants
2) create an "event" for each group and keep the room links with you (group 1, group 2 ...)
3) leave all rooms open moments before the workshop, one on each tab; mute your microphone in all rooms except the main one where you will be with the participants at the beginning of the workshop
4) after the initial considerations of the workshop, inform the link of the room of each group and direct them to their rooms; everyone should leave the current main room except you
5) move between the rooms of each group and follow the development of the projects, always alerting them to the time remaining; don't forget to activate the microphone when entering the rooms and disable it when leaving, avoiding interference

WHAT TO DO DURING THE WORKSHOP

TEACHING THE WORKSHOP
1) access the Google Meet platform in advance, in the main room
2) use headphones to minimize noise, especially in transitions between rooms
3) login as an instructor in the app
4) re-enter the class code, via chat, so that everyone has access to the Participant Area
5) encourage everyone to turn on their cameras; guide them so that the experience becomes more fun
6) take note of the participants' presence, according to the app's guidelines
7) give a brief introduction about the workshop and ask them (only at the first workshop of the class): what is entrepreneurship?; interact and discuss responses based on instructor training; it is important to mention that entrepreneurship is not linked solely and exclusively to the creation of business and that everyone has entrepreneurial powers that can be used to their advantage in their daily lives and that will help them make their dreams come true
8) approach the workshop theme, according to the app's guidelines
9) display the price list for recyclable materials on the instructor's screen
10) inform those responsible for implementing projects with recyclable materials that they must position the camera 1 to 2 meters away from what is being created, so that everyone can see the development of the project
11) divide the class into groups and enter the link to the room of each group in the chat

12) start the workshop: the instructor must move between the rooms always informing how much time is left and following the development of the projects

13) encourage interaction among participants; everyone must give their opinion so that you can identify the entrepreneurial powers of each participant

14) assign the entrepreneurial powers of each participant in the app and complete the assignment at least 5 minutes before the end of the workshop

PRESENTATION OF PROJECTS

1) after the timeout, inform everyone about the link to the main room in each group, so that they can return to it

2) each group must briefly present its project to the other participants

3) the instructor must add up how much each group has spent and remark on the responsible use of resources

ASSIGNMENT OF POWERS

1) after the instructor has assigned the powers, the participant will have access to his or her assigned power in the participant's area

2) ask each participant to see their power and read its meaning briefly

3) if the participant has no cell phone or does not want to read, the instructor should read the power that has been assigned (so it is important to have the list of powers at hand)

Make the final considerations, according to the IFA methodology and finish the workshop!

Note: In the case of Campaign Mode, the instructor will still need to assign missions to the participants and present the full schedule of workshops that will be taught in the coming weeks.

CAMPAIGN MODE - Compiled from 5 meetings

WHAT CHANGES IN RELATION TO A UNIQUE WORKSHOP

1) present the full workshop schedule to participants

2) inform the objective of making a Campaign Mode as explained in the app

3) after assigning powers, you need to assign missions to each participant with a deadline until the next workshop date

4) the results of the missions are presented at the beginning of the next workshop; you must assign a star to each participant who completed their mission

5) inform participants about the scoreboard in the app participant's area; he can increase his score with the stars he received from completed missions and taking quizzes

ASSIGNMENT OF MISSIONS

1) assign the missions of each participant as requested in the app

2) after the instructor has assigned the missions, the participant will have access to his mission in the participant's area

3) ask each participant to see their mission and read what should be done, the expected result and the tip contained in the app

4) if the participant has no cell phone or does not want to read, the instructor must read the assignment and the other guidelines

5) inform the deadline for carrying out the missions; they need to finish by the next workshop

6) at the next workshop, everyone will present their missions at the beginning of the workshop and you will assign, through the app, a star to each participant who completed their mission; if the participant has not completed, give one more chance to complete it by the next workshop

7) encourage them to complete their missions and collect stars in the app; participants aged 10 to 18 who complete all missions will receive, free of charge, a miniature of entrepreneurial power, which will be sent by IFA to the instructor so that he can give each participant his miniature