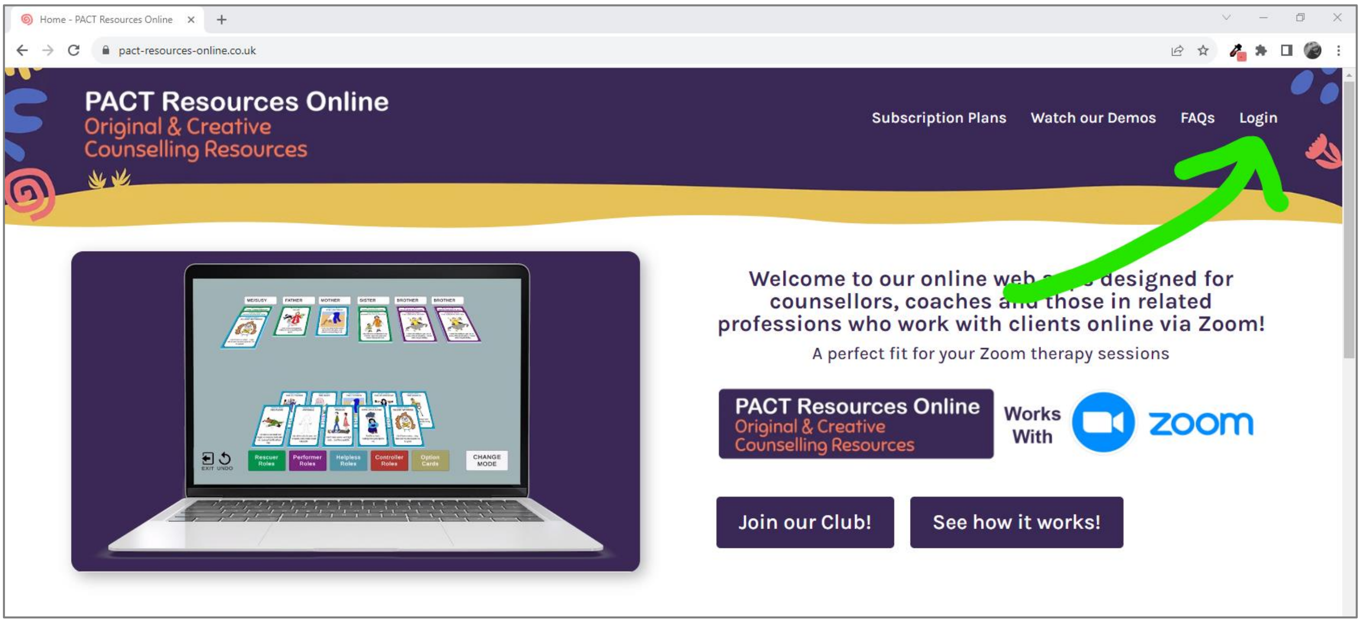
PACT Resources Online
Original & Creative
Counselling Resources

Roles Played in Groups Quick Guide

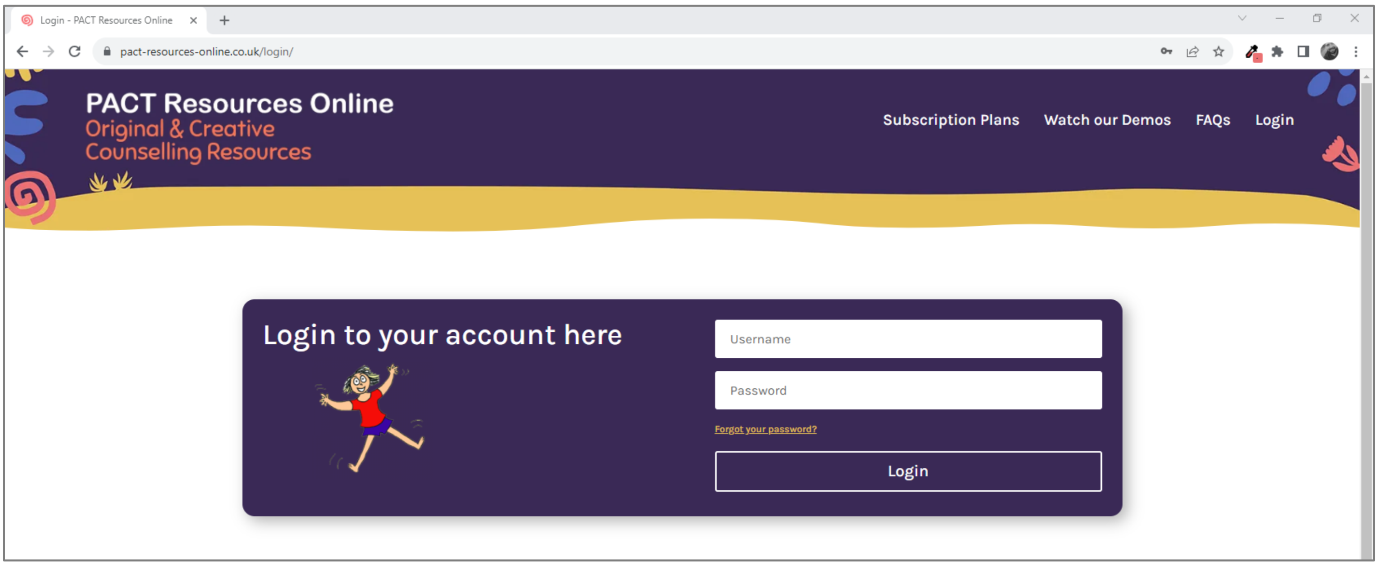
Part 1 – Launching the Web App

1) Visit pact-resources-online.co.uk

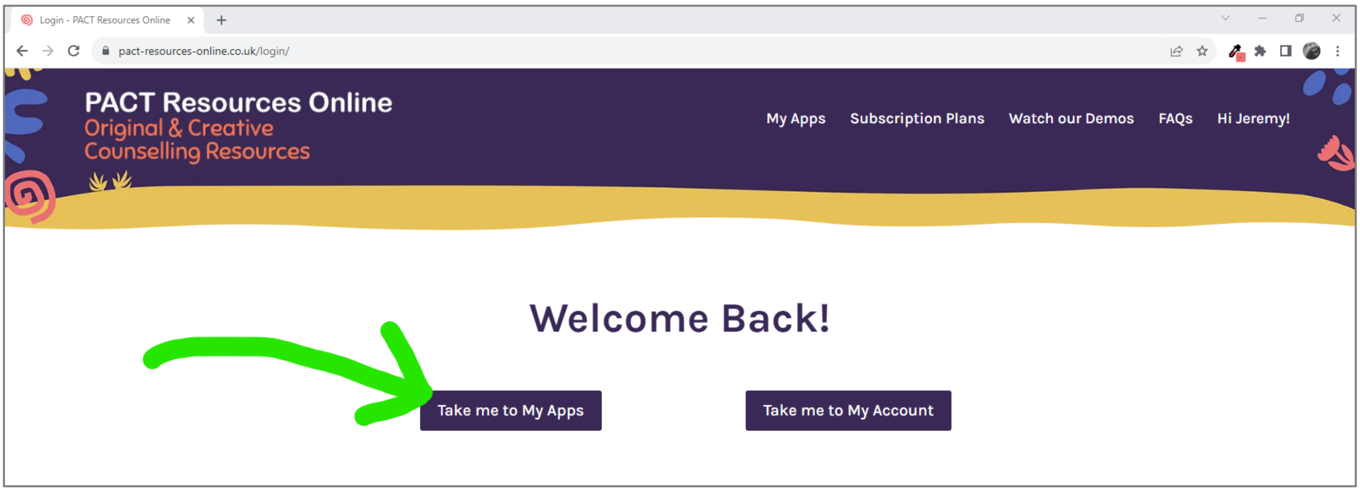
2) Click on 'Login'



3) Enter your login details to proceed



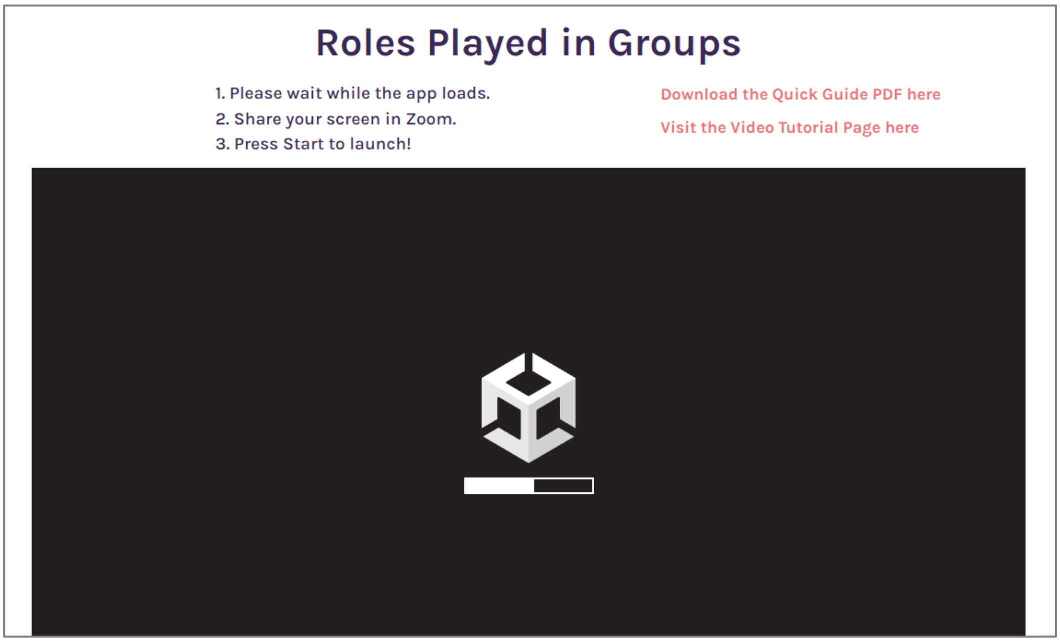
4) Click on 'Take me to My Apps'



5) You will see all of our web apps here (we are planning on adding more soon!)

6) Click on 'Roles Played in Groups'

7) Wait while the web app loads (this should only take a few seconds)



8) When the web has loaded you will see this screen…

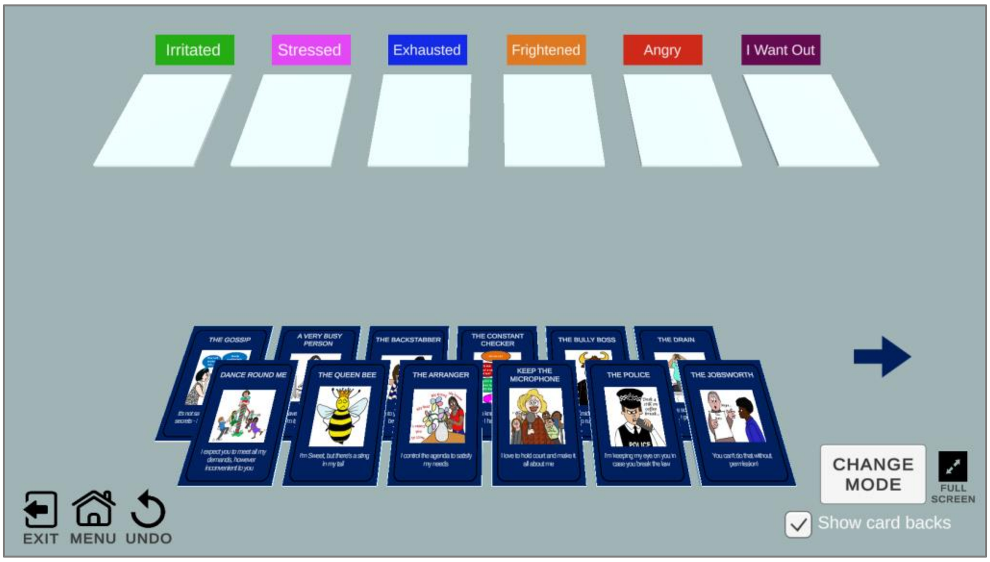
9) We recommend that you share your screen in Zoom at this stage (before you hit the Start button). This is because when you hit 'Start' the web app will launch full screen, and it is harder to share your screen once you are in Full Screen mode.

10) Once you have shared your screen with your client and clicked 'Start' both you and your client will be taken to this screen…

Part 2 – Using the Web App
Difficult Group Members

1) Click on 'Difficult Group Members' to launch.

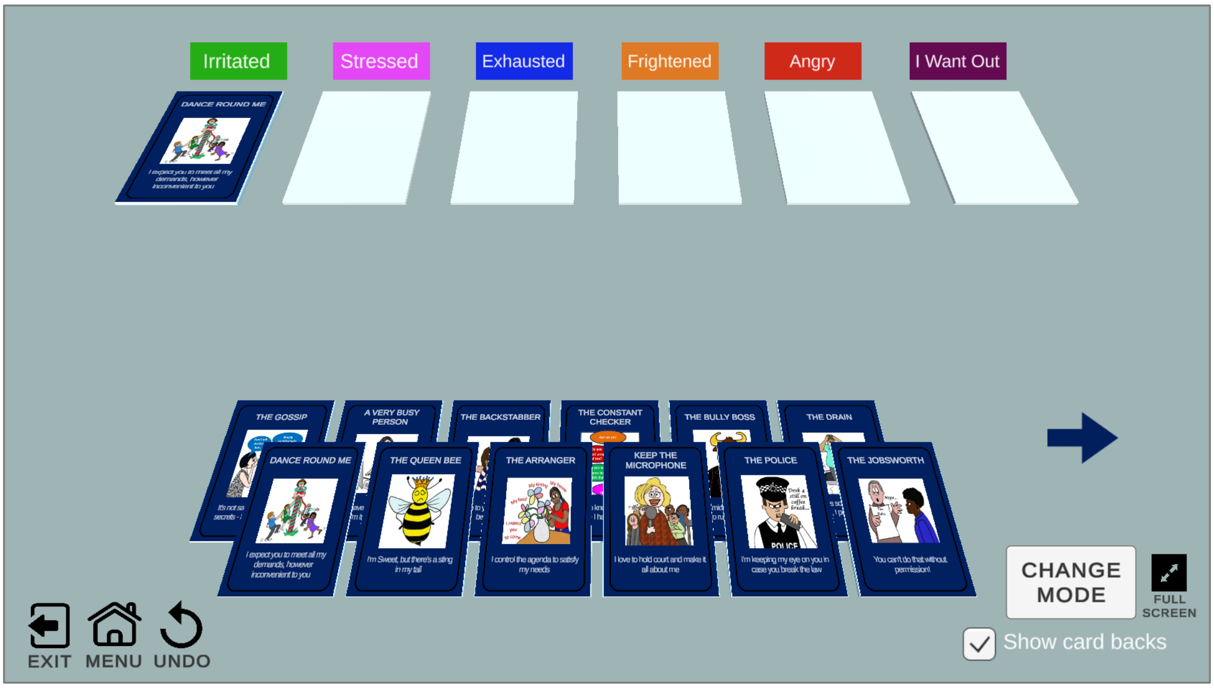
2) You will be taken to this screen…



3) Move your cursor over a card and click and hold down the left mouse button to view the card. This will show an enlarged view of the card and also show you the back of the card which contains a longer description.

Quick Tip: Click and hold to view each card. Keep the left mouse button pressed down to move the cards!

4) Explore each card with the client and ask which label they want the card to sit underneath. To ‘place’ the card you need to continue to hold the left mouse button down and let go of the mouse button when the card has been ‘placed’ in the correct empty space.



5) Continue to work with your client in the above way, selecting each card one by one and examining it (whilst keeping the left mouse button held down) and placing it as directed by your client. There may be some cards which the client does not relate to at all, you don’t have to place every card, only those that the client relates to.

6) Please note that not all the cards fit on one screen so you should click on the blue arrow to find the others!

7) Once you have looked at and laid down all the relevant cards you might want to pause and reflect with your client. You can click on the ‘CHANGE MODE’ button which will shift the screen’s view and enable you and your client to see what you have done a bit clearer.

8) **In this mode you will be able to see an overview of which cards have been laid where. This is where you can talk through in more detail and identify connections. You are able to move the cursor and press and hold the left mouse button on any card and it will bring that card.**

Quick Tip: Click and hold to look at any card in more detail!

9) **If you would like to take a snapshot of the screen to save this for yourself or for your client, then you can do that in the following way…**

   Windows users: You can either press the ‘Print Screen’ button on your keyboard and then paste this image into a Word document or use a snipping tool like ‘Snip & Sketch’ to collect your screen grab and save this as an image in the usual way.

   Mac users: You can collect and save a screenshot by pressing the ‘Command’, ‘Shift’ and ‘3’ keys all at the same time. The screen should flash briefly to indicate that the screenshot has been taken. By default the image will be saved on your Desktop.

   Alternatively, a lower tech but possibly simpler way would be for you or your client to use your Smart Phones to simply take a picture of the screen.

10) **Once you have finished working with your client you can click on ‘CHANGE MODE’ again and then click on the ‘EXIT’ button to exit full screen mode and this will make it easier for you to stop the screen share.**

11) **Click ‘CHANGE MODE’ will also bring you back to the screen where you can add more cards if you wish.**

12) **If you have finished working with this section it might be appropriate to move on to another part of this web-app, and you can return to the main menu by clicking the MENU button.**

Part 3 – Using the Web App Who am I in Groups?

1) Click on 'Who am I in Groups?' to launch.

2) You will be taken to this screen…

3) Move your cursor over a card and click and hold down the left mouse button to view the card. This will show an enlarged view of the card and also show you the back of the card which contains a longer description.

Quick Tip: Click and hold to view each card. Keep the left mouse button pressed down to move the cards!

4) **Explore each card with the client and ask which label they want the card to sit underneath. To 'place' the card you need to continue to hold the left mouse button down and let go of the mouse button when the card has been 'placed' in the correct empty space.**

5) **Continue to work with your client in the above way, selecting each card one by one and examining it (whilst keeping the left mouse button held down) and placing it as directed by your client. There may be some cards which the client does not relate to at all, you don't have to place every card, only those that the client relates to.**

6) **Please note that not all the cards fit on one screen so you should click on the yellow arrow to find the others!**

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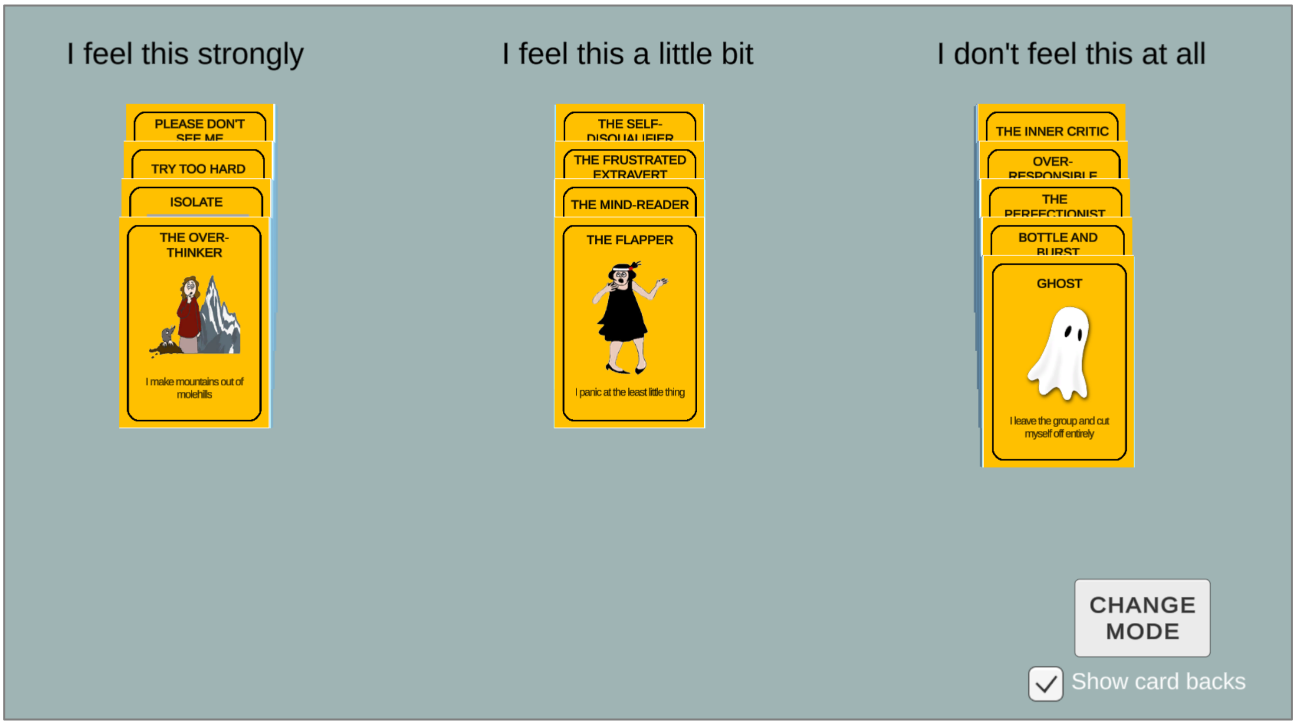

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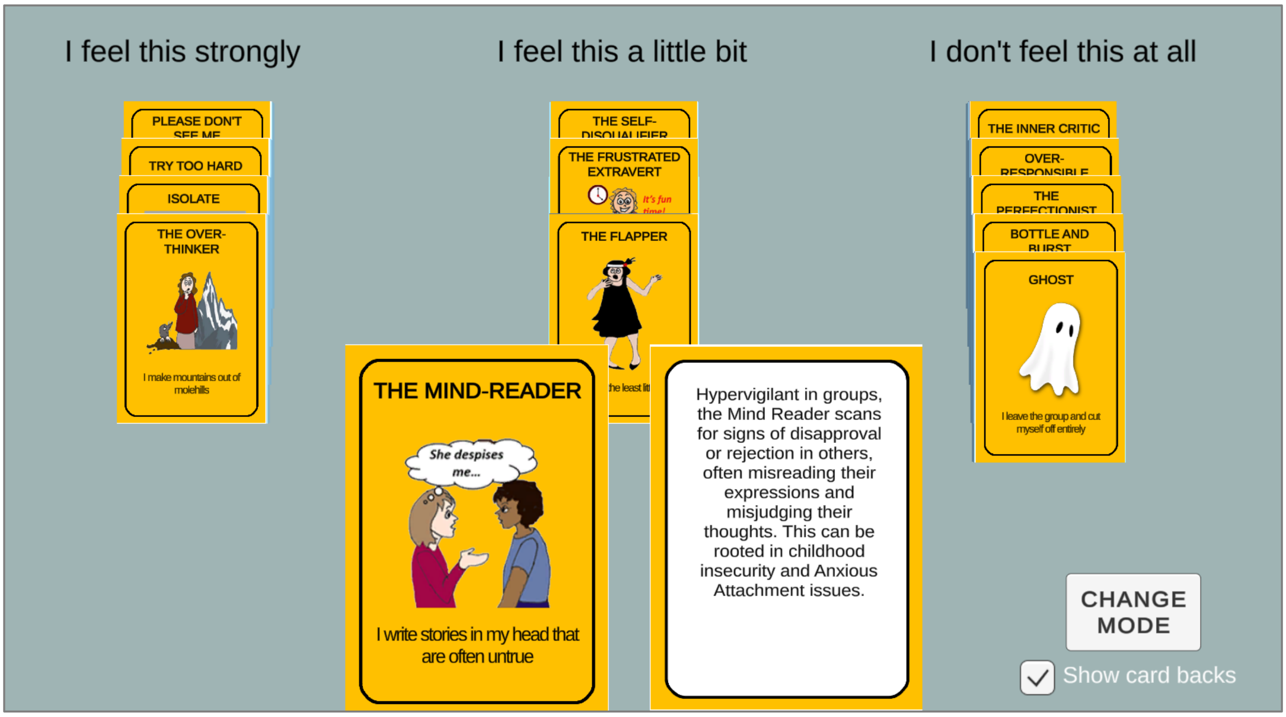

Quick Tip: Click and hold to look at any card in more detail!

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   Alternatively, a lower tech but possibly simpler way would be for you or your client to use your Smart Phones to simply take a picture of the screen.

10) **Once you have finished working with your client you can click on 'CHANGE MODE' again and then click on the 'EXIT' button to exit full screen mode and this will make it easier for you to stop the screen share.**

11) **Click 'CHANGE MODE' will also bring you back to the screen where you can add more cards if you wish.**

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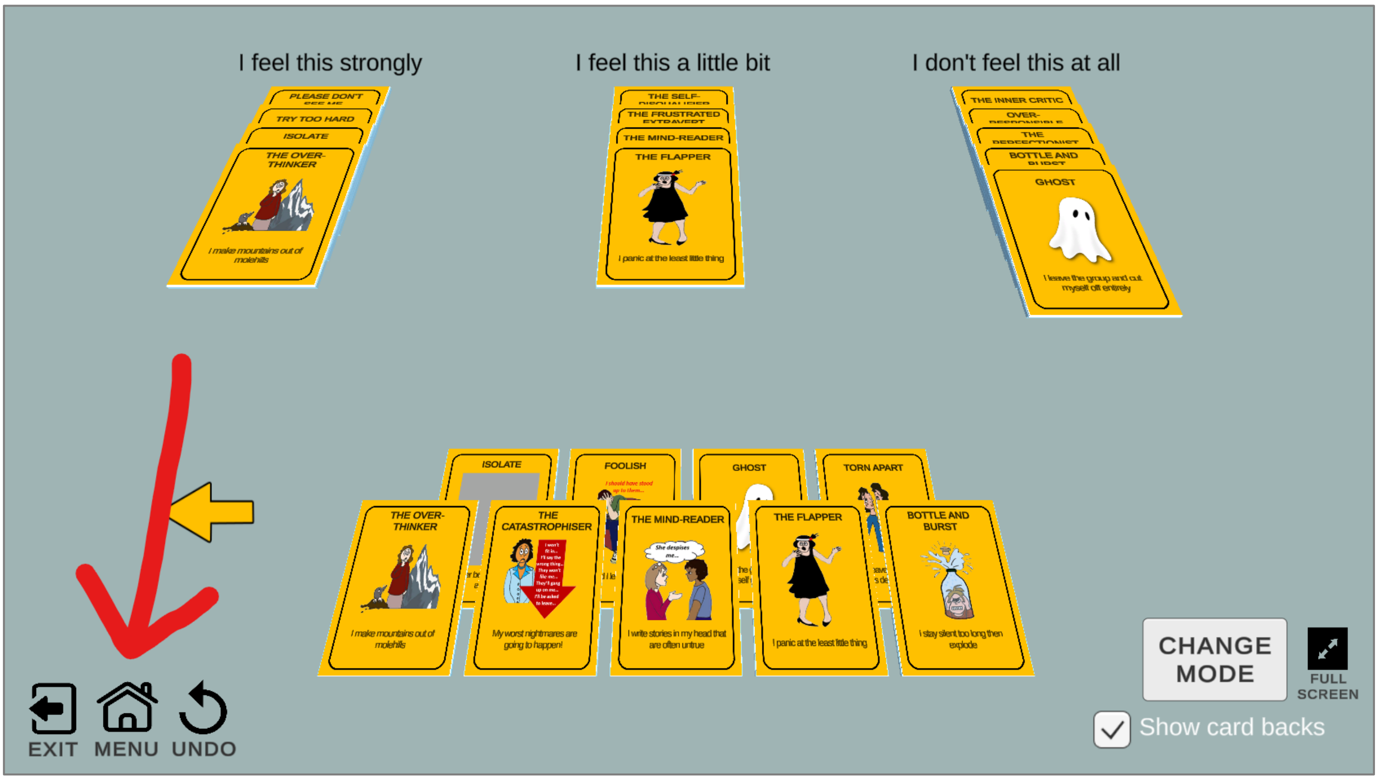
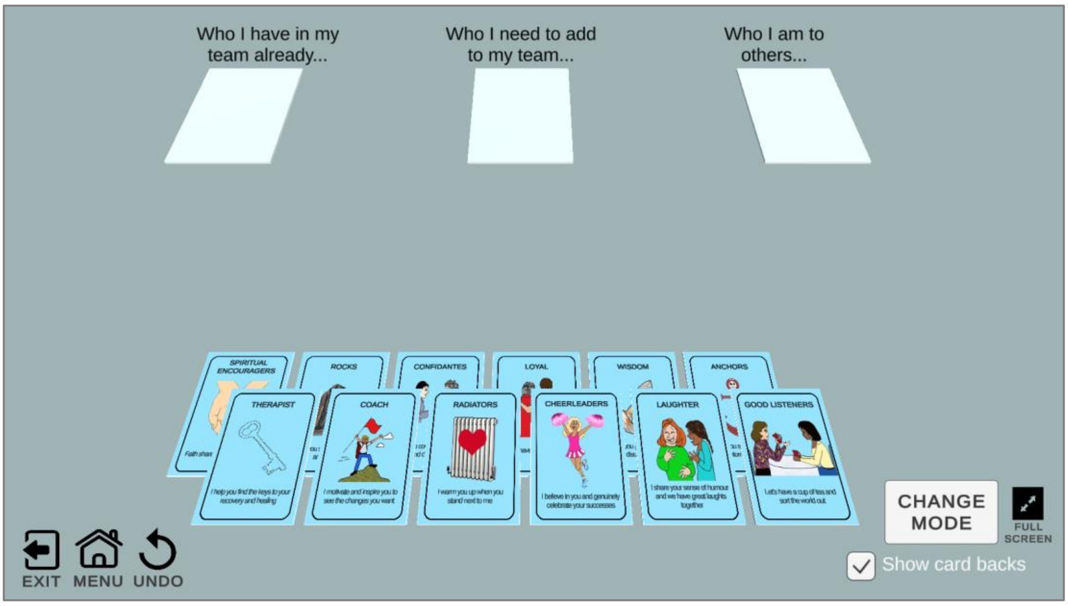


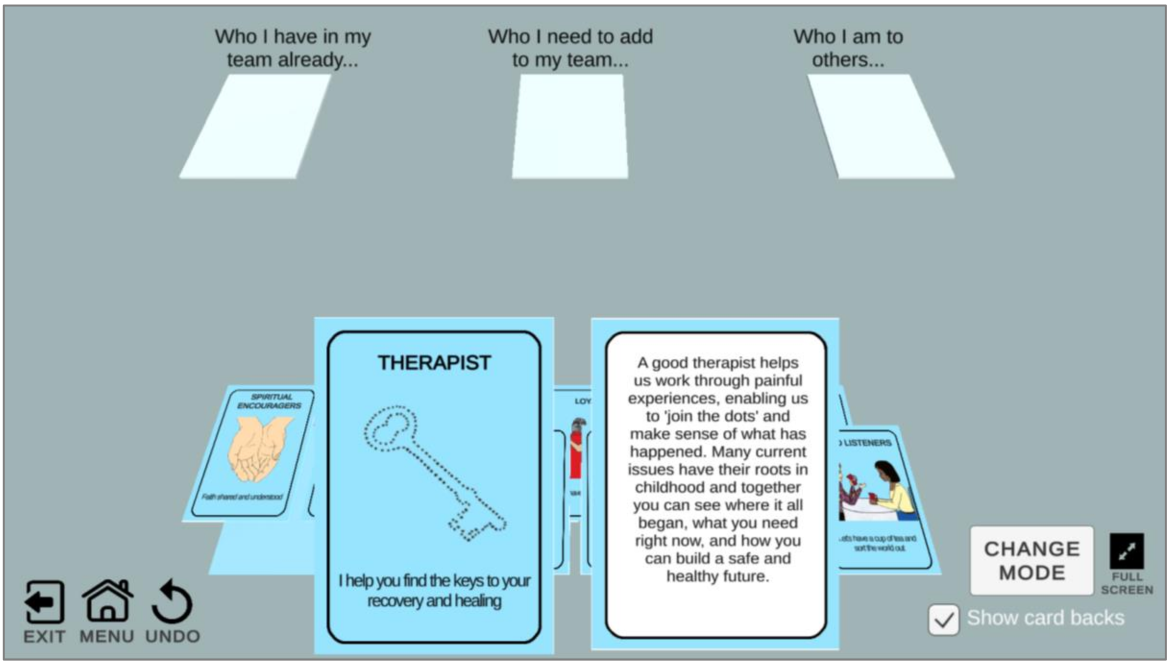
Part 4 – Using the Web App
Building my Team

1) Click on 'Building my Team' to launch.

2) You will be taken to this screen…



3) Move your cursor over a card and click and hold down the left mouse button to view the card. This will show an enlarged view of the card and also show you the back of the card which contains a longer description.



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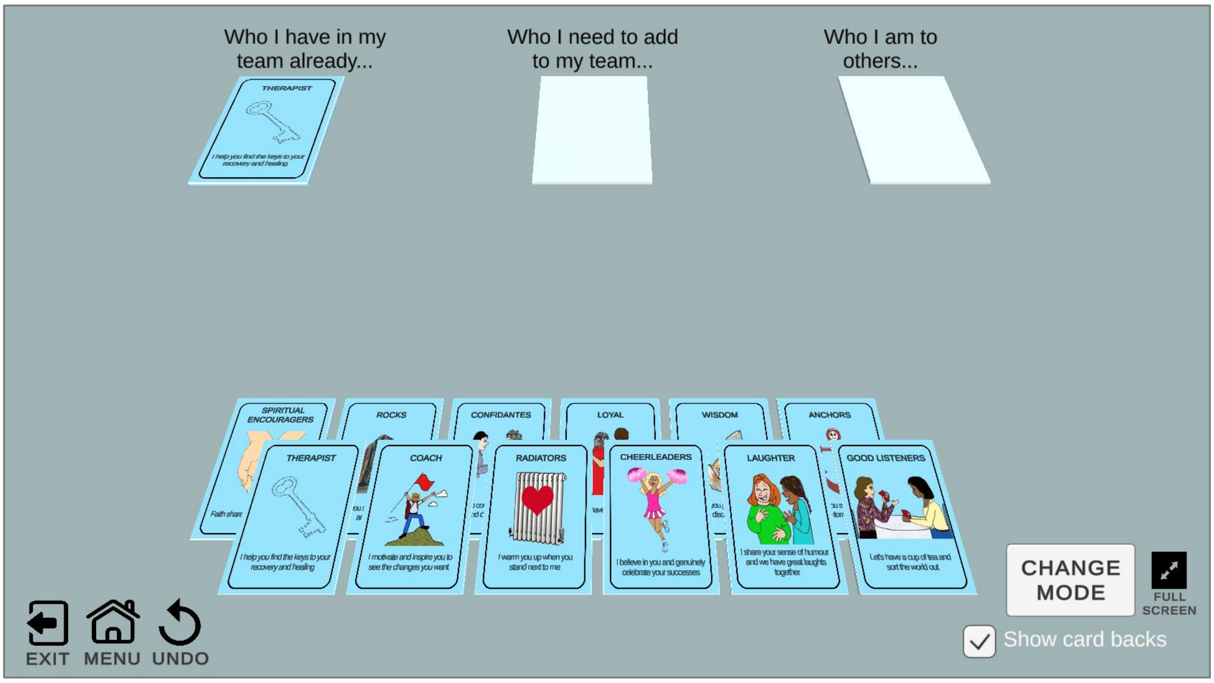
4) Explore each card with the client and ask which label they want the card to sit underneath. To 'place' the card you need to continue to hold the left mouse button down and let go of the mouse button when the card has been 'placed' in the correct empty space.



5) Continue to work with your client in the above way, selecting each card one by one and examining it (whilst keeping the left mouse button held down) and placing it as directed by your client. There may be some cards which the client does not relate to at all, you don't have to place every card, only those that the client relates to.

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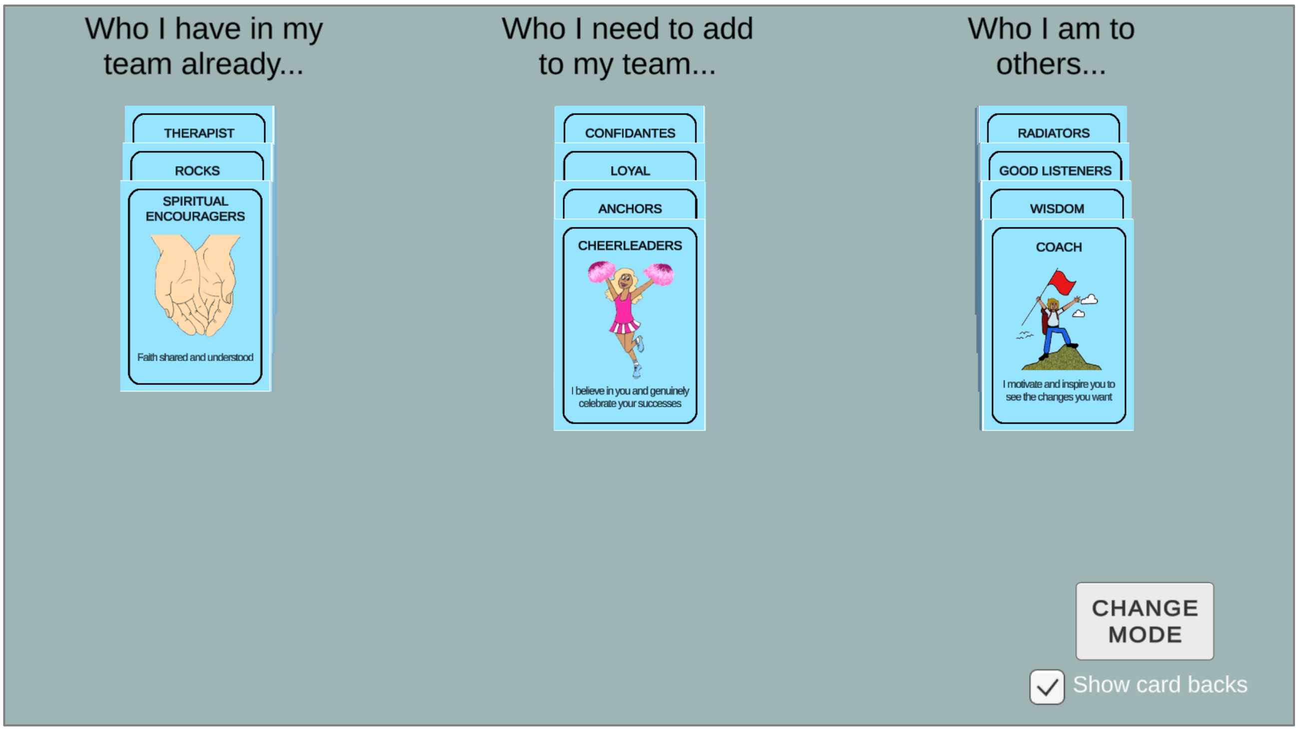

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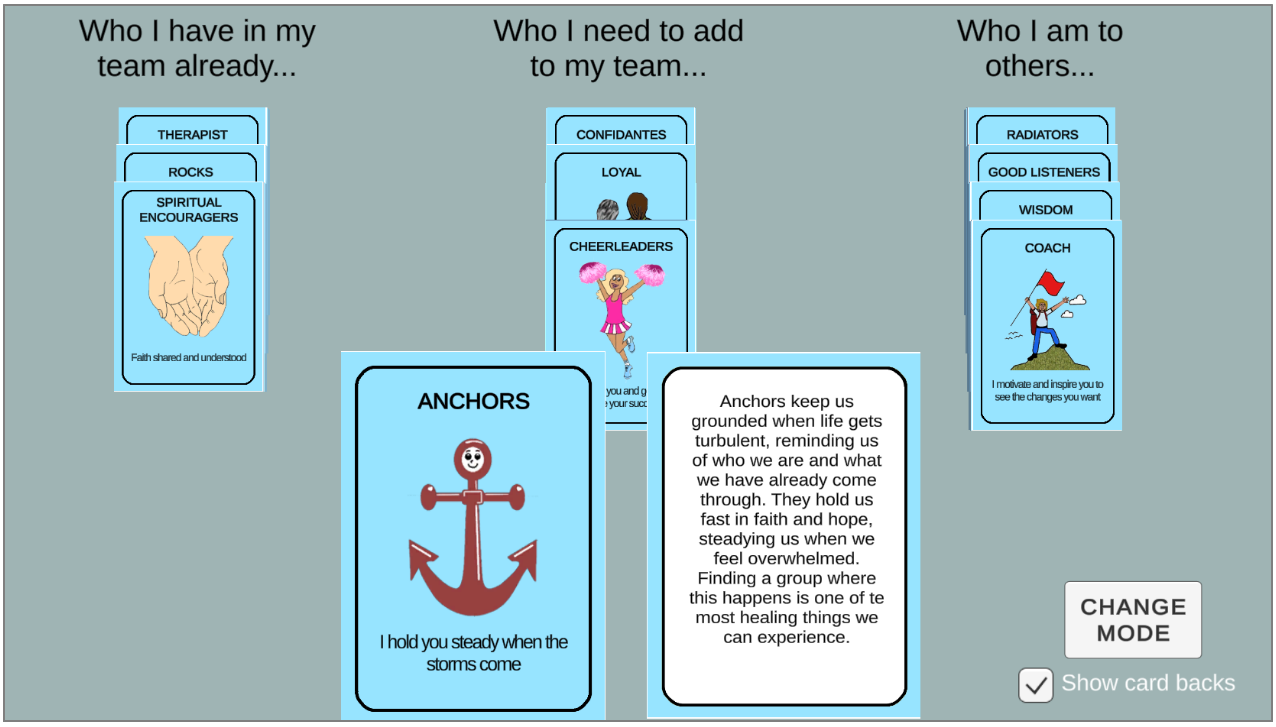

Quick Tip: Click and hold to look at any card in more detail!

8) If you would like to take a snapshot of the screen to save this for yourself or for your client, then you can do that in the following way…

Windows users: You can either:

- Press the 'Print Screen' button on your keyboard and then paste this image into a Word document or
- Use a snipping tool like 'Snip & Sketch' to collect your screen grab and save this as an image in the usual way.
- Please note that the 'Print Screen' and 'Snip & Sketch' functions only hold one image at time in the computer's memory.

Mac users:

- Press the **'Command', 'Shift' and '3' keys** all at the same time. The screen should flash briefly to indicate that the screenshot has been taken. By default, the image will be saved on your Desktop.
- Alternatively press **'Command', 'Shift' and '4' keys** all at the same time to select the portion of the screen you wish to capture.

Alternatively, a lower tech but possibly simpler way would be for you or your client to use your Smart Phones to simply take a picture of the screen.

9) Once you have finished working with your client you can click on 'CHANGE MODE' again and then click on the 'EXIT' button to exit full screen mode and this will make it easier for you to stop the screen share.

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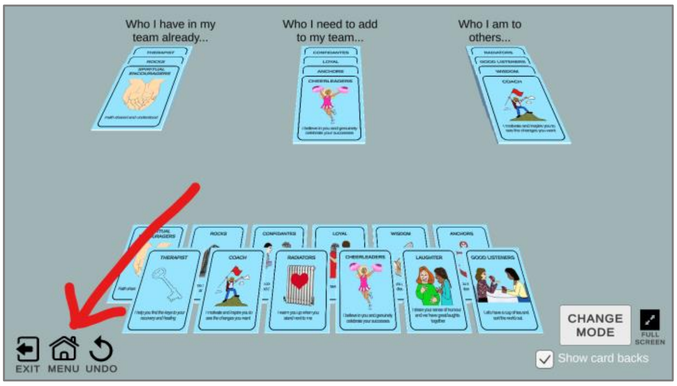

12) Please note that you are able to return to any of the 3 parts of the Roles Played in Groups web-app and continue where you left on within the same session. If you completely exit the web browser or refresh the web page itself then you will lose your previous work.