

## UrbanPlan Virtual Delivery Implementation Guidance For Teachers & Professors Working with ULI District Councils

(Last updated 3/17/20)

In the wake of school closures and social distancing policies as a result of the novel coronavirus, a number of you have asked whether it is possible to deliver UrbanPlan remotely. While remote delivery is not ideal, our primary concern is everyone's health and safety, and several universities and high schools impacted by closures or restrictions have successfully used video conferencing platforms such as Zoom to run Facilitations and City Council sessions. As a result, we have created this guidance to help you implement UrbanPlan virtually. We will keep updating this guidance and any teaching tools we develop in our Shared Files in the [Virtual Delivery Folder](#). All of the UrbanPlan resources that you normally need, can be found here – [teachers](#) and [professors](#).

We recommend that you **communicate closely with your ULI District Council contact to plan for virtual delivery** and divide tasks to ensure its success. In addition, if you want to communicate with other teachers or professors to ask questions or seek best practices, please use the following email addresses to reach your peers:

- Teachers: [urbanplanteachers@uli.org](mailto:urbanplanteachers@uli.org)
- Professors: [urbanplanprofessors@uli.org](mailto:urbanplanprofessors@uli.org)

Finally, we thank you for testing out this virtual delivery with us. Please share any feedback or questions you may have at [urbanplan@uli.org](mailto:urbanplan@uli.org).

### VIRTUAL DELIVERY GUIDANCE

The below guidance is organized to flow just as the curriculum runs in the classroom but does start with technology requirements needed to make the virtual delivery possible. Under each section, the assumption is divided between whether students are able to meet in person or will all be remote.

#### Technology Requirements

- All students and volunteers will ideally have access to a Wi-Fi-connected laptop or tablet. Alternatively, they may participate through a data-enabled smart phone.
- We recommend using Zoom or another video conference platform to host Facilitation and City Council sessions.
  - Zoom is the video conferencing tool used by ULI (and all District Councils have access to our Enterprise Account) and many of our school/university partners, but it is fine to use any other video conference tool that works well and is accessible to our volunteers. Zoom offers a free basic option for up to 30 participants and has waived the 40-minute limit for Education users. More info [here](#).
  - When selecting a video conferencing tool, note that it is helpful to have the ability for participants to take turns sharing their screens (for presenting the site plan and

Financial Model during Facilitations and City Council sessions) and to meet in Zoom Breakout Rooms (for team collaboration, Facilitations, and City Council deliberations).

- Note that it is critical that both the volunteers and the student teams have access to a laptop/tablet with a functioning camera so that the volunteers can see the built site plan scenarios and the students can see the volunteers. When everyone is present via video, it will make the experience more effective.

## Handbooks, Homework Files & Lesson Delivery

- If there is a way to get hard copies of the student handbook with students, that is ideal.
- Most likely, you will need to share an electronic link to the handbook with students. It can be found in the [Virtual Delivery Folder](#). We are working to create a more interactive electronic version.
- Deliver the first lessons as you would in the classroom using your online platform or Zoom. Any additional resources will be available in the [Virtual Delivery Folder](#).
- Links to the UrbanPlan homework files in Google Docs form, as well as Exercise #4 as a Kahoot are available in the [Virtual Delivery Folder](#).
- Note that there are three videos that could be helpful tools in remote delivery:
  - GLEF UrbanPlan Overview - <https://vimeo.com/25211917>
  - UrbanPlan Mayor Video - <https://youtu.be/xtmG0jkHRLs>
  - UrbanPlan Team Role Video - <https://youtu.be/wGp2-wAV38w>

## Financial Model & Site Plan Builder Demo Delivery

- If you are delivering virtually, we recommend using Zoom or your online learning platform to share your screen to walk the students through the Financial Model Demo.
  - Link to: [Financial Model resources](#) (including Google Sheets links and teaching tools)
  - If you have access to a site plan and LEGO kit, you could build out the Financial Model Demo site plan and show it via video to the students. If that is not possible, you can show the students [these videos](#) which provide a walk-through of the LEGO shapes and an overview of the LEGO site plan that matches the Financial Model Demo.
- As is offered for in-person presentations of the Financial Model Demo, know that you may request that your ULI District Council contact or ULI HQ staff (please email [urbanplan@uli.org](mailto:urbanplan@uli.org) to request this) to provide someone to join your presentation of the Financial Model Demo remotely via Zoom if you would like support available during your presentation of the Financial Model.
- \*\*\* We are working on recording a Financial Model Demo lesson and will add to the [Virtual Delivery Folder](#).
- Make sure that you demonstrate how to use the Site Plan Builder web site to the students, (usually this is done in the same class as the Financial Model Demo). If you are delivering remotely, then you could share your screen in Zoom or your online learning platform to demo the web site.
  - Site Plan Builder web site – [urbanplansitebuilder.uli.org](http://urbanplansitebuilder.uli.org)
  - [Instructions on using the Site Plan Builder](#)

- To help bring the LEGO shapes to life, we have a PPT presentation available which walks through each Building Type. The LEGO Cheatsheet will also be a helpful resource for students. Both resources can be downloaded in the [Virtual Delivery folder](#).

## Vision Statement and Building Process

- If students are able to meet in-person, the teams can work on their vision statement and scenario building as they normally would.
  - Note that it is possible to deep clean your LEGO kits and site plans. First, LEGO and DUPLO bricks are washable. LEGO recommends washing bricks by hand in warm water with a mild detergent; we suggest you put the bricks in a laundry bag first to facilitate agitating the bricks and hanging them to drip dry. Second, before returning the bricks to whatever container you use to store them, we recommend that you wash the container with soapy water or spray it thoroughly with disinfectant. Third, if your site plans are laminated or glossy, they should tolerate a cleaning with a disinfectant wipe or spray.
- If UrbanPlan will be done remotely, then the students will need to email their vision statement to their teacher/professor. Set a deadline that aligns with the conventional UrbanPlan schedule.
  - Note that you can use the [Vision Statement Checklist](#) as a tool for the students to use remotely.
- Students who do not have access to the site plans and LEGO kits can use the Site Plan Builder web site to test out their site plan scenarios and corresponding Financial Models. While it does not provide the sense of scale and touch that using the LEGO kits does, it is our best tool to enable the students to build out and save multiple scenarios.
  - Only one student can manipulate the Site Plan Builder web site at a time, so the Site Planners should create each new site plan link and share their screen with their team to all view the Site Plan Builder at the same time.
- Do encourage the students to consider scale and to research renderings or images of streetscapes or projects that their Elmwood would evoke. Check the [Virtual Delivery Folder](#) for a PPT deck on Understanding Scale.

## Facilitation #1

### Preparation:

- Prior to the Facilitation, connect with your ULI District Council contact about how to best share team materials with the volunteers in advance (such as via email or using Dropbox, Google Docs, etc.). Ideally, the following items would be shared in advance with the volunteer(s) assigned to each team:
  - PDF version of or link to the team's site plan scenario as generated on the Site Plan Builder web site – [urbanplansitebuilder.uli.org](http://urbanplansitebuilder.uli.org)
  - The team's Financial Model

### Facilitation Day:

- You will need to determine with your ULI District Council contact who will create the video conference link and share it with the participants. You may wish to have your ULI District Council

contact create a link for each team and share those links with the volunteers and with you to share with each team.

- Set the start time for the Facilitation with a 10-minute buffer to allow all volunteers and students to join.
- Alternatively, you or your ULI District Council contact could create one meeting for all to join, and then set up breakout rooms for each team. This would enable the volunteers to introduce themselves to entire class then each team would be assigned to a Breakout Room with their volunteer. There could be a Q&A session at the end of the class for the students and volunteers.
  - Participants can only join Breakout Rooms if they are participating via the Zoom Desktop Client or Zoom Mobile App. More info on using the Zoom Breakout Rooms function is [here](#).
- Student teams will need to have each of the items listed below ready to present to the facilitator:
  - The team's Vision Statement
  - PDF version of or link to the team's site plan scenario as generated on the Site Plan Builder web site – [urbanplansitebuilder.uli.org](http://urbanplansitebuilder.uli.org)
  - The team's Financial Model
  - If meeting in person, a LEGO version of their site plan scenario
- If the student teams are meeting in person, the students will sit with their teammates and will engage with the facilitator via the video camera on the laptop or tablet they are using for their Financial Model.
- If the student teams are meeting remotely, you may wish to set up a separate videoconference between each team and their assigned facilitator(s) or create a breakout room in which the team and their assigned facilitator(s) can meet.
- In order to minimize logistics, we strongly recommend that facilitators meet with the same team for the entire Facilitation and that there not be a rotation. Accordingly, you may wish (if possible) to have **a pair of volunteers** interact with each team rather than just one volunteer so that the teams get the benefit of feedback from more than one person and to reduce the burden on the facilitator.
  - For high school programs, the Facilitations could last 30-40 minutes.
  - For university programs, the Facilitations could last 40-50 minutes.
- **Note that most high schools require that a teacher be present for any in-class interactions between volunteers and students. The educator should confirm beforehand whether this applies to online interactions such as the Facilitations** and if so, whether this would require staggered Facilitations to enable the educator to be present during each Facilitation. **Regardless, to comply ULI's Child Protection Policy, each virtual high school Facilitation will need at least two adults present.** If school policy does not require the educator to be present during the Facilitation, this could be two volunteers or one volunteer and a ULI staff person.
- After introducing themselves and their respective roles, the students should use the video camera to orient the facilitator to the LEGO site plan to give a sense of scale and views.
- The Financial Analyst can use the screen sharing function to show the Financial Model to the facilitator.
- The rest of the Facilitation would proceed in the same manner as an in-person Facilitation, with the facilitator asking questions of each student on the team and students answering from the

perspective of their role.

- In case it is helpful, Facilitation #1 Reflection Questions can be found in the [Virtual Delivery Folder](#).

## Target Tenant List and Facilitation #2

- Introduce the students to the concept of a Target Tenant List using the tools in the resources for [teachers](#) and [professors](#).
- Volunteers might ask students about their Target Tenant List during Facilitation #2.
- While it might be tempting to only hold one facilitation, we strongly recommend holding two facilitations if possible. It will result in a richer experience for the students.
- Conduct Facilitation #2 in accordance with the instructions above for Facilitation #1.
- In case it is helpful, Facilitation #2 Reflection Questions can be found in the [Virtual Delivery Folder](#).

## City Councils

### City Council Preparation and Packets

- We will add a PPT deck with guidance for the students to prepare for City Council and there is a checklist and quiz that could be helpful as well (all will be in the [Virtual Delivery Folder](#)).
- Each team will still need to create a City Council packet following the requirements in the Student Handbook. The packet must be completed, saved as a PDF file and distributed to the volunteer City Council members in advance of the City Council. Ideally, the volunteers will receive or have access to the packets 1-2 days in advance of the City Council.
- If students are working remotely, then they will not be able to include photographs of the 3D Site Plan in their City Council packet unless someone on each team has access to a site plan and LEGO kit.
  - As an alternative to photographs of their site plan, each team could submit a sketch or a photograph of a streetscape that they wish to evoke, especially for their “Main Street.”
  - If your students have access to AutoCAD and Revit, please email [urbanplan@uli.org](mailto:urbanplan@uli.org), as we have a volunteer who has inserted the site plan and LEGO shapes into these tools so that students can create a 3D site plan.
- Student teams could save their City Council packets as a PDF file in a Dropbox or Google Docs folder accessible to the volunteers, or the packets could be emailed to your ULI District Council contact to share with the volunteers.
- Make sure you connect with your ULI District Council about pre-filling the top half of the all-team scorecard with the name and key stats for each team’s scenario before the scorecard is shared with the volunteers. The scorecard should be filled from left to right in the order in which the teams will present.

### City Council Presentations

- Again, you will need to determine with your ULI District Council contact who will create the video conference meeting link and share it with the participants. You may wish to have your ULI

District Council contact create a link for each team and share those links with the volunteers and with you to share with each team.

- Set the start time for the City Council with a 10-minute buffer to allow all volunteers and students to join.
- Check with your ULI District Council contact as to whether the City Council volunteers will be together in the same room for City Council. If they will not be together, the volunteers may need guidance as to how to work remotely as a Council (ULI will provide guidance to District Councils in the [Virtual Delivery Folder](#)).
- Someone from the City Council can welcome the students, such as the volunteer who serves as the “Mayor.” Once the presentations have begun, either the educator or the ULI District Council contact will need to keep track of time for each team.
- If the students are in the same room and only the City Council is remote, we have the following tips:
  - Place the laptop or tablet hosting the meeting to best capture the site plan and the student teams for their presentations. We recommend testing beforehand the placement of the camera and site plan and where the presenting students should stand so as not to block the volunteers’ view of the plan during the team presentations.
  - We recommend projecting the meeting on a projection screen in the classroom (or whatever room is being used for the City Council) so that the students can see the volunteers. It will be important for the volunteers to use their video cameras to make the experience as real as possible.
  - After all of the teams have presented, we recommend that you mute the audio function while the City Council members are deliberating and then turn the audio back on after the deliberation is complete.
- If the all of the City Council participants are remote, we have the following tips:
  - The educator, volunteers, and all students will join a single video conference meeting. You should determine with your ULI District Council contact who will create the meeting link and share it in advance with all volunteers and all students.
  - We recommend that if all teams will be present for the entire City Council, each student complete an evaluation of the other teams’ presentations so as to keep the students engaged while other teams are presenting (a sample assignment will be added to the [Virtual Delivery Folder](#)).
  - If you choose to not have the students observe each of the other teams’ presentations, you will need to schedule when each team joins the video conference for their presentation.
  - When the time comes for the City Council members to deliberate, the meeting host could create a Breakout Room in Zoom (or another online platform) for the City Council members to enter for their deliberation.
- While the City Council members are deliberating, we recommend that you conduct a quick debriefing discussion with the students and then have the students complete the online Student Survey. The links to the survey are as follows:
  - High School student survey (US) – <https://www.surveymonkey.com/r/FCQKRYB>
  - High School student survey (Canada) – <https://www.surveymonkey.com/r/TN2T8JS>
  - University student survey – <https://www.surveymonkey.com/r/37M25JG>

- You may wish to pre-arrange a means for the City Council members to signal you that they have finished deliberating, such as having the mayor send you a message via the chat function. Once the audio is restored, the City Council members can give each team feedback and have a debriefing discussion with the students before announcing the winner.
- Student team prizes could be an iTunes gift card or Amazon gift card link that your ULI District Council contact can email to the educator to share with each member of the winning team. For university students, consider a complementary admission to a future ULI event as a prize.
- If the students did not complete the online survey while the City Council was deliberating, be sure to email the survey link to the students to complete as soon after the City Council as possible.