

IN ADVANCE OF THE SESSION

Recommendations

re-alignment of session goals

Think broadly of the session's goals in past in-person contexts, and consider if and how these can be addressed virtually.

platform settings

Be aware of the various options and optimize in advance.

presentation strategy

Get help with moderating to manage the flow of the session effectively.

universal learning design

Consider enabling closed captioning during a presentation.

engage participants/ learners

Consider which tools best support interactivity/your session goals.

presenting space

Ensure you have a quiet, private area.

connection issues

Anticipate that your platform or connection could fail.

session recording

Determine if it would be helpful to record the session.

Additional Suggestions

Include purposively selected formats and activities that map to your goals.

Consider using the "Advance Share" feature that allows sharing of a portion of the screen (e.g. the slides) while also keeping speaking notes visible while in presentation mode.

Consider recruiting an assistant, a peer, or a registrant/ learner to help with functions such as admitting people, moderating the chat box, and helping with break-out rooms.

Plan for a live caption option (although note it is not always enabled in breakout rooms).

Consider using a range of tools such as poll questions, chat box questions, word cloud questions, annotation tools etc.

Consider the blur and background options in advance.

Have a backup plan ready and discussed with your presenting team.

Note that while recordings may increase flexibility and accessibility, they may also decrease the candour of group discussion.

Further Considerations

Think carefully of your audience's context. For example, learners might come to lectures to meet the lecturer, build a peer community and maintain their sense of general currency with the program.

Be aware that some Health Authority supported platforms force the manual admission of each attendee from the waiting room and prohibit recording.

Schedule a practice session on your platform to become familiar with the view when in presentation mode so you aren't surprised during the actual presentation (e.g. of the chat box, audience and presentation materials). Having two screens is great IF you are familiar with managing them.

Share any attachments and links to video clips with advance in multiple formats, including via email in advance, and by posting during the session.

Practice using tools in advance. Poll questions can be set up in advance of the session by the host/co-host.

Avoid moving backgrounds (such as Northern Lights) which can distract others.

Consider sharing cell phone numbers in advance.

Ensure recording permissions are obtained. Consider purposeful stopping/restarting (e.g. stop recording during group discussions, restart during presentations).

Other Startup Issues

- Log in from a UBC email account to have access to host enabled options.
- Plan out who needs permission to share screens, noting also need to share video sound if showing video etc.
- Consider how you want to dedicate time to questions (e.g. timing, format (verbal/written), need for prompts if audience quiet).

Tips For Online Teaching

DURING THE SESSION

Recommendations

setting the tone and culture of the session

Be strategic about whether or not to include informal conversation at the start, depending on session goals, group context, and expectations.

attendee participation

Thoughtfully consider how and when you would like your attendees to participate.

participation

Consider strategies to encourage participation and make space for those less likely to break into conversations.

distractions

Think about how to best support your own focus during a session.

timing

Have an agenda nearby or printed to keep timing.

Additional Suggestions

Aim to start within 1-2 minutes of the designated start time.

Will you use a waiting room? Some platforms have versions which mandate this, so plan out whether you can manage letting a large stream of people in as you're welcoming others and setting up your session.

Are there housekeeping items to mention, for example regarding questions and hand raise feature?

Ask for responses to be written in the chat.

Don't be shy to ask any participants generating background noise to mute, or proceed and mute them yourself.

A brief break can be helpful for a quick refreshment/stretch and send the message that you care about the well-being of your participants.

Further Considerations

Consider:

Do you want to play music at the beginning?

Will you do a land acknowledgment?

Will there be time dedicated to introductions (verbal or written)?

Incorporate ways to "warm-up" the audience early on if you are hoping for a session with a lot of group participation.

Keep a personal tally of who is speaking to remind yourself of whom you might direct attention to.

Screenshot questions in the chat (if your system doesn't allow you to copy) before they get buried in other posts.

Time the start and end of the break session.

CLOSING THE SESSION

Recommendations

evaluation plan

Remember it is hard to know the experience (e.g. "read the zoom") of others via the screen. Disseminate an evaluation survey/tool/plan.

contact information

Consider if you want to provide your contact information to the group.

Further Suggestions

Consider asking a learner, peer, or mentor to provide you with detailed feedback after the session.

Consider how any follow-up questions will be addressed.