


Preparing Students for Live Learning Sessions

Develop Netiquette Guidelines

- Share how students will participate in the chat window and how to participate when speaking.
- Set ground rules for participation in the session and in small breakout groups.
- Let students know the agenda ahead of time. They can plan for parts of the session where they will have to be actively engaged such as interacting with the class or in a small group.
- Netiquette=net etiquette or expectations for communication in the session and online.

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Send Technology Tutorials and Post Content

- Create an overview video of how to enter and participate in the live session.
- Post slides or other content in the learning management system.

Develop an Instructor Checklist for Yourself and Rehearse

- Gather and arrange your hardware items (headphones, webcam, etc.)
- Develop a launching-the-live-session checklist for getting ready to start the live session. Have a clock nearby for pacing the session.
- Have a backup plan for audio.
- Practice launching a live session with another educator and get feedback on the technology and presentation style.

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Running the Live Learning Session(s)

Engage Students with Active Learning

- Do something active every 5-7 minutes.
- Examples:
 - Poll question and debrief verbally and in chat window.
 - Discussion question.
 - Task for students to do offline or on a Google Do.
 - Small group breakouts with structured task and roles.
 - Group discussion (depending on class size).
 - Quiz questions
 - Use closed captions, if available.

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Monitor the Live Chat

- Encourage students to post appropriate dialogue in the chat window.
- Check the chat while running the audio and video.
- Make comments about the content posted in the live chat and integrate it into the lesson in real time to foster "just in time" learning.

Use Prompts and Cues to Guide Students

- "Let's all look at the whiteboard for the demonstration of the practice problems."
- "Please post your comments and questions in the chat. Feel free to reply to other comments in the chat."
- "I will be checking the chat window for our thoughts throughout the session."
- "Your input is welcome. Please raise your virtual hand to speak."

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Follow up after the Live Session

Reflect on your own Teaching

- Keep a journal or log on how the session went with technology, student engagement, and active learning.
- Consider ways to improve your skill set with synchronous learning.
- Reflect on attention span and engagement in the session and consider how to pace the session for learning and engagement.
- Make plans for reviewing student feedback on the last session to work on continuous improvement in your synchronous teaching.

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Post the Content for Curation and Student Review

- Archive the recording and the content of the session.
- Create a list of follow-up ideas and resources to share with students.
- Reflect on what was confusing to students and create a follow-up brief tutorial (microlearning= ≤ 5 minutes).

Use a Virtual Exit Ticket or Short Reflection from Students

- Ask students to submit a brief written reflection using Google Forms or by typing in the chat window.
- "What did you learn in this session?"
- "What do you still want to know?"
- "What comments do you have about the technology used in the session?"

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