

TIPS: HOUSEKEEPING WHEN RUNNING AN ONLINE SESSION

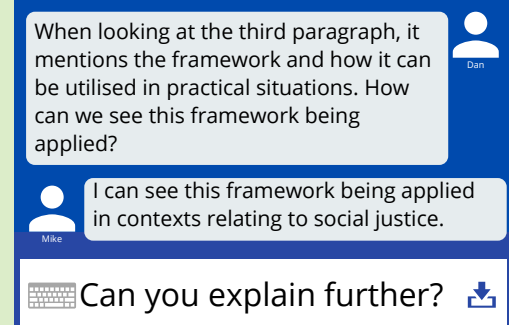


STRUCTURE OF THE SESSION

Identifying the structure and timetable for the session will help students understand the expectations and facilitate smoother transitions between activities

ENCOURAGE USE OF THE CHAT BOX DURING THE SESSION

The Chatbox built into MS Teams and Collaborate Ultra can be used to encourage collaboration, communication and sharing of URL's/ Files



USE THE HANDS-UP FEATURE

Collaborate Ultra and MS Teams have the hands-up feature. This can be used by students to raise their hand when they have a question.

RECORDING A SESSION

Recording a session can help participants with reviewing the content of the session at a later date. However, if you want to record the session, it's important to mention this at the beginning of the sessions in case participants don't want to be recorded



REC



BE PREPARED WITH RESOURCES

To enable a smooth transition between elements in a session. We would recommend keeping all links and files open to share quickly via screen share

A separate document can be useful to keep all links you want to use in the session. This will enable you to copy and paste links quickly for each activity