

ONLINE TEACHING

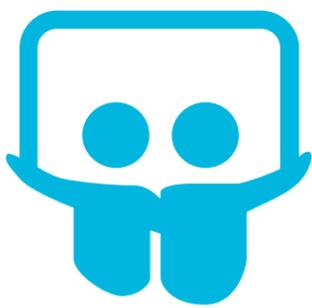
#3 LIVE SESSIONS

HOW AND WHY

Synchronous or live online teaching typically takes place in a **video-based environment** with tools such as live talk, text chat, polling, a shared whiteboard. It's great for connecting and collaborating. Don't assume live means a streamed lecture: it can be more effective to deliver content in other ways and use live sessions for **interaction** e.g. Q&A, feedback, summarise, discuss, practice, extend.



SHARE THE WORK



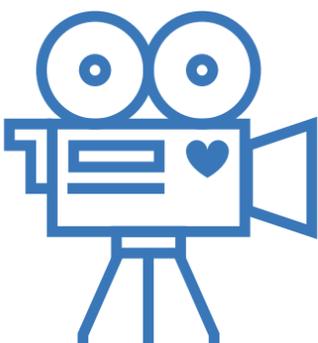
Have a session outline but keep it **flexible**. You could focus on different slides or have different resources to share in response to student input. Keep an open mind about how much you will cover. Nominate a **facilitator** to monitor chat and feed back key points, help with transitions etc. Once they are comfortable, you can ask students to present work e.g. by screen sharing.

WAYS TO ENGAGE

Offer a range of ways to engage: polls, emoticons, chat, shared whiteboard/notes, screen sharing, mic. Use 'hands-up' to request a turn or for informal polling. Encourage students to make the **chat window** their home - it supports multiple conversations and easy Q&A, and less confident students will prefer it to speaking. Use @[name] to direct comments and suggest students do the same.



CAMERA ETIQUETTE



Check your camera and audio before a live session, and use a blank, blurred or image-based **background** (giving students permission to do the same). Look into the camera and focus on individuals when you are speaking, but don't be afraid to turn video off to let students focus on content. Most online educators feel that students should be free **not to turn on** their cameras. Model safe, confident use and build trust over time.

POLLS AND BREAK-OUT ROOMS

Polls can quickly show you where to focus teaching. Live **games and quizzes** also help students stay engaged. You may be able to link to a third party app and share the results as a screenshot or screen share. **Break-out rooms** with shared notes or whiteboards are great for group tasks. Think about transitions (how will you allocate students to rooms?) and clarify how they should record and feedback.



TAKE IT EASY



Live online teaching and learning are tiring. Tell students they can **take a break** for any reason if they need to, and build in **shared break time** to stretch and move. Be **realistic** about what you can cover. Allow time for **unstructured discussion** on-topic, and off-topic exchanges such as greetings. Make sure students know how to access recordings if they miss anything.



Online Teaching Series

#1 Planning for online

#2 Preparing students

#3 Teaching live

#4 Asynchronous learning

#5 Choosing platforms

#6 Media & materials

#7 Feedback/assessment

#8 Wellbeing

#9 Resource yourself

