



Best Practice Tips for Live Classroom

Learning Enhancement Center



4 Basic Steps to Presenting

1. Conduct audio check
2. Start archive
3. Present
4. Stop archive



New Presenter Tips

- Ensure everyone (including you) runs the wizard well in advance of the presentation
- Make sure all content has been uploaded
- Make sure your room is open for access
- Start out slow using only the basic features; as your comfort level rises try incorporating the more advanced features
- Practice!



Working with New Participants

- Conduct an audio check
 - Push a slide or type a message, indicating a check is in progress
 - Request Participants to click "Yes" button to indicate they hear you
 - Speak continuously to give them a chance to hear
 - For small groups: go down Participant Frame, asking each person to test microphone
- Orient new users to their new environment
 - Briefly explain the basic features of the Live Classroom interface
 - Ask participants to practice clicking the "Hand Raise" button
 - Have participants type a greeting in the Text Chat Frame
- Set ground rules
 - Ask participants to click "Hand Raising" button or type questions in chat area
 - OR
 - Indicate that questions/comments will be answered during Q&A periods (easier on Presenter)



Presentation Management

- Optimize your experience
 - Don't use a wireless Internet connection, which can produce poor audio quality
 - Find a quiet place with few interruptions
 - Close all unnecessary applications
 - Restart your computer if it has not recently been restarted
 - Turn off or mute phone ringers
 - Keep track of time once presentation starts
 - Start and stop your archive



Presentation Management

- Technical Support
 - Have someone log in to field technical questions or issues, if possible
 - Technical issues are usually discovered/resolved within first 15 minutes
 - Problems are generally avoided by running Wizard ahead of time
 - A red NetStats meter indicates poor connectivity; the user may need to access the telephone simulcast for good audio quality



Presentation Management

- Lay down the ground rules
 - Instructors should always post or describe expected behaviors. For example:
 - Always raise your hand and wait to be acknowledged before speaking (this diminishes the chances of cutting someone off mid-sentence).
 - Use the private chat to let the instructor/tech support person know of technical problems.
 - Do not use the whiteboard unless invited.
 - Provide expectations for level of participation.



Presentation Management

- Provide an agenda
 - Let the student know if you are going to be running a lecture with Q & A at the end, if your session will have hands-on components, or if you plan to use appshare or video so they can be prepared.



Student Engagement

- Keep it interactive
 - Ask polling questions and discuss results
 - Elicit vocal comments (using the “Hand Raise” queue)
 - Conduct brainstorming exercises using text chat
- Give the students a task
 - Facilitating
 - Taking notes
 - Keep them involved
- Use Triggers
 - Play videos or music clips then discuss
 - Use surveys then discuss results
 - Use whiteboard for brainstorming



Student Engagement

- Use Activities
 - Change up student roles
 - Note-taker – they can mark up the whiteboard with notes during class.
 - Discussion facilitator – they can begin and maintain a discussion with their classmates on a course topic.
 - Presenter – they can present their projects to their classmates.



Student Engagement

- Activities cont.
 - Use authentic materials
 - Use materials on the Internet
 - Online museum exhibits
 - Scientific simulations
 - Scanned manuscripts
 - Have students talk about their professional experiences.
 - Guest speakers – invite industry professionals to speak to your students.



Audio

- General Tips
 - Use Lock Talk On to keep your hands free (available to Presenters only)
 - A headset with microphone is optimal
 - Don't use standalone computer speakers when using Lock Talk; speakers cause echo effect
- Audio Issues?
 - Check microphone to make sure mute button isn't turned on
 - Dial into the telephone simulcast
 - Run Wizard
 - Click "Help" link (self-guided troubleshooting)
 - Call 24/7 help line: 1-866-350-4978



Application Sharing

- Cursor Control
 - Avoid passing Cursor Control to too many people at once
 - Be very explicit about who should lead at what time
- Shared Area
 - Do not cover the Text Chat and Participant Frames with your application
 - Ask Participants to click “Yes” or “No” if they see your shared area
- Participant Connection Speeds
 - Be mindful of users with low bandwidth
 - Go at a slower pace if dial-up users are present
 - Close all unnecessary applications
- Practice
 - Work with a colleague to try out this feature
 - Use 2 computers, side-by-side, if available



PowerPoint Design

- Backgrounds
 - Use a solid background for your PowerPoint slides. Colors are okay.
 - Avoid anything with gradients or fills.
- Animations, videos, or other plug-ins
 - PowerPoint slides are converted to static image files; animations, videos, etc. are not preserved.
 - Distribute video clips before or after the presentation (ideal), or upload it separately.



Content Slides

- Content format
 - Use Admin Tools to upload a wide variety of content
 - Slide content should be viewable through Web browsers (images, PDF's, Flash, etc.). When in doubt, use Application Sharing
- Web pages
 - Show Web page slides in a New Window
 - Warn participants that you are pushing out a new window
 - Ask participants to close or minimize their window after you're done
 - For Web tours, use Application Sharing



Polling

- Yes/No Polling
 - Use them often! No prep work needed.
- Advanced Polling
 - Use for feedback, opinions, quizzes, or for fun.
 - Keep chatting while the poll is up, to avoid long periods of silence



eBoard

- Interactive Exercises (by enabling Participants)
 - Have students doodle before class
 - Create a matching exercise
 - Create a slide with a blank grid. Assign each student to a grid and perform a brainstorming exercise with the Text Tool
 - Add an image of a map and ask students to use the Arrow Tool to indicate where they're from.
 - Invite students to be guest presenters. You push out the slides, and they use the eBoard tools.
- Better Drawing Control
 - Use a USB "smart pen" instead of your mouse for freehand drawings. Especially great for math and science symbols.



Group Work

- Use Break-out Rooms
- Restrict to small groups (2 to 4 students)
- Assign a specific task
- Allow Breakdown time
- Bring back for a short presentation by group spokesperson
- Have group lead class discussion



Breakout Rooms

- Uses
 - Discuss assigned topics.
 - Brainstorm in smaller groups.
 - Work on a specific project or assignment.
 - Work in a 'lab environment'.
 - Develop problem-solving skills.
- Tips
 - Ensure participants have access to the breakout room.
 - Keep breakout sessions short.
 - Give precise instructions to Participants.
 - Assign specific projects or goals.
 - Assign a Participant as a Breakout Leader, to keep order and manage the agenda.
 - Give Participants a specific time when they should return.
 - Visit each breakout room to check on progress and answer any questions.



Tips

- Have required & optional chats
 - Have optional sessions for extra credit
- Get student feedback
- Limit sessions to 12 or less students
- Beware of dead air
 - Students get nervous when they can't see or hear anything
 - Keep the class moving...always have something going on



Uses

- Make-up credit
- Prep for midterm/final exams
- Student “group work”
- Guest Speakers
- Ask-a-librarian session
- Provide instant feedback
- Accommodate different learning styles
- Focus on best teaching practices



Evaluation

- Review your archives to see what worked and didn't work and what improvements can be made.
- Ask your students what they liked and didn't like during the session (use an anonymous poll question)
- Always be open to change and improvement.
- Don't be afraid to ask for help!



Contact Information

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