

Suggestions for Synchronous Online Learning

Set Up	<ul style="list-style-type: none"> • Complete audio & video check 10 to 15 mins before the session starts • Encourage students to log in before the session to ensure their microphones are working • If you have a large group of audience, create some rules of play • Provide options to access the session (e.g. dial-in, web link)
Content Preparation	<ul style="list-style-type: none"> • Use asynchronous tools for readings, videos, quizzes, and assignments • Prepare visually appealing content to navigate the session, share questions, and present content • Plan various learning activities using the technology • Upload your files before the session starts
Start of the Session	<ul style="list-style-type: none"> • Tell your students if you are recording the session • Welcome your students and provide an agenda • Use an icebreaker activity to get people started (e.g. poll question)
During the session	<ul style="list-style-type: none"> • Use extra moderators to monitor chat • When presenting content, check in with students every 10 to 15 mins • Ask questions to engage your students • Restrict the use of bandwidth-extensive activities, as they may negatively impact users with low internet capabilities (e.g. do not live stream videos) • Summarize the session or open up for Q&A before the session ends
Breakout Group	<ul style="list-style-type: none"> • Provide clear instructions for small group activities before putting students into breakout groups • 4 to 5 people per group is recommended • Ask each group to assign a reporter/recorder • Visit each room and provide support if needed • Notify students when the breakout room activity is about to finish • When students return to the large group, ask the reporter of each group to share their work