

Ground rules for live, online sessions

Follow the rules below to ensure a live, online session in which you and the other participants can focus on the topics being presented and/or discussed:

- Login 10 – 15 minutes before the session to set up your microphone and webcam.
- Put other devices on silent mode or switch them off to avoid distractions during your live, session.
- Use a headset with microphone to get the best audio experience.
- Mute your microphone when you're not talking to avoid echo and noise.
- Make sure that the microphone is at an appropriate distance to your mouth. Too close, and other people can hear you breathing. Too far away, and people will have difficulties hearing what you say.
- Teachers and students who do presentations/ask questions should appear on webcam. Note, however, that you can switch off your webcam to save bandwidth if the audio is very delayed or fails.

How to prepare and run a live, session – advice for teachers:

- Write an agenda and prepare any presentations and activities that you will be using during the session.
- Start the live session by going through the agenda to give students an overview of the session. In your introduction, also review the ground rules above to minimize noise and distraction in your live, online session. If you will be recording the session, notify your participants of this.
- Keep lectures/presentations short.
- Ask students to use the “raise hand” function if they have questions or ask them to use the chat function.
- Pause now and then to check for and answer questions.
- Integrate activities that involve your students in active learning every 10 to 15 minutes throughout the session (Polling/quizzes, casework, discussions, group work, think-pair share etc.)