

How to conduct effective online session

*All the figures used as part of the slides are either self created or from the public domain with either 'creative commons' or 'public domain dedication' licensing.

Learning Objectives

- Basic Ingredients of Powerful Online sessions
- The Secrets of effective online session
- Some of the Practical session on Online teaching

Online sessions can be in the form of Online meetings, webinars ,webcast, online classes etc.

	Collaboration	# of attendees	Purpose
	Online Meeting ★ ★ ★ Highly interactive Multi-way communication	2-20* 	Remote Business meetings ★★★★★ Staff , client or board meeting
Webinar	★ Limited 2-way communication	2-500 	Remote presentation ★★★★★ Conference session or training
Webcast	 1-way communication	2-Thousands 	Remote broadcast of information to large audiences ★★★★★ Keynote

The secret ingredients of powerful online presentations

Today's Menu (1.5 Hours)

Basic Recipe: What goes into session

Shopping List: software features

The Secret Ingredients: Presentation Tips

Practical session

Questions

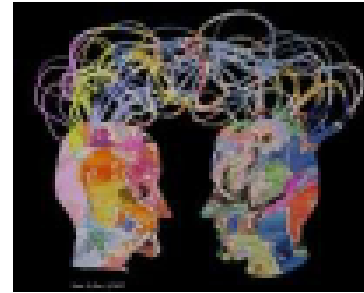
Elements of Online Sessions



**Visual
s**



Sound



**Interactivity
(Internet connection)**

Basic Ingredients of Powerful Online sessions

- Content
- A computer & connectivity
- Software
- Time to prepare
- Access to audio



Basic Ingredients of effective online session

Content

An engaging presentation or demonstration that people want to hear!



Basic Ingredients of effective online session

- A Computer & Connectivity
- Internet access
- Check with vendors about Mac compatibility

Basic Ingredients of effective online session

Software

Online Software + Audio Service

GoToMeeting®



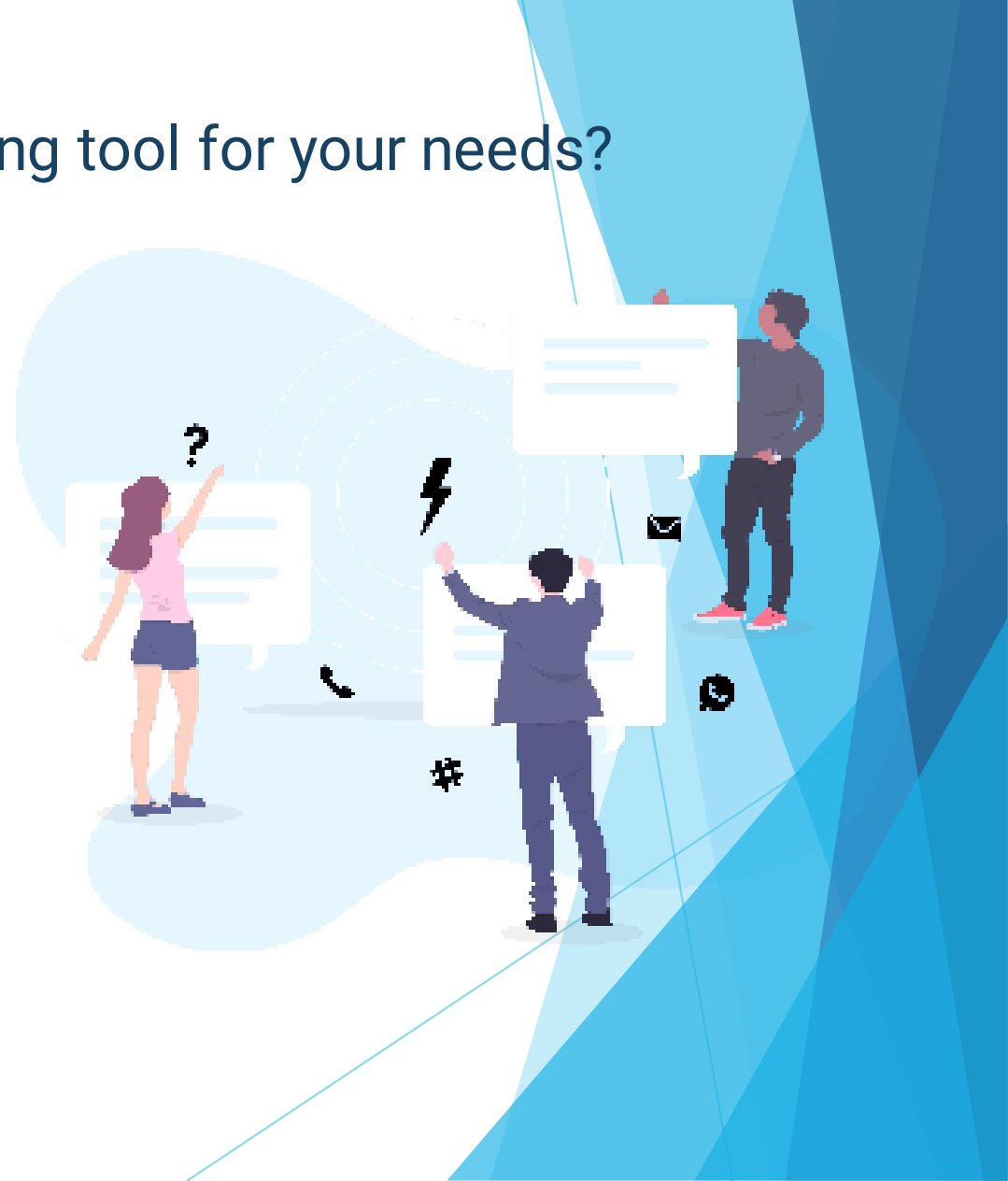
Examples for conferencing software

- Zoom
- Google Hangouts (we use it at Filestage)
- Google classroom
- Skype
- Microsoft Teams
- Goto Meeting
- BlueJeans
- UberConference
- Team link

ADOBE® ACROBAT® CONNECT™ PRO

How to find the ideal web conferencing tool for your needs?

- Ease of Use
- Ease of Setup (OS, Browser)
- Pricing
- Features (Screen Sharing, ...)
- Mobile Apps
- Customer Support
- Type of conference (video, audio)



Online Software Features

-  **Desktop Sharing**
-  **Web Browsing**
-  **Recording**
-  **Whiteboard**
-  **Drawing Tools**
-  **Chat Share**
-  **Controls**

Common
Features

What other tools can help with your online sessions?

- Project Management Software (Asana, ...) that helps managing projects and tasks
- Calendar Software (Google Calendar, ...) that helps scheduling meetings and sharing agendas
- Content Collaboration Software (Filestage, ...) that helps collaborating on content in real time
- Integration tools (Zapier, ...) that help connecting your different meeting tools

Basic Ingredients of effective online session

Time to prepare
and practice



The Secrets of effective online session

Presentation Preparation

- Select a appropriate topic and set objectives
- Craft a great title
- You can Invite other presenters/ fellows
- Develop a clear presentation



The Secrets of effective online session

Technology Preparation

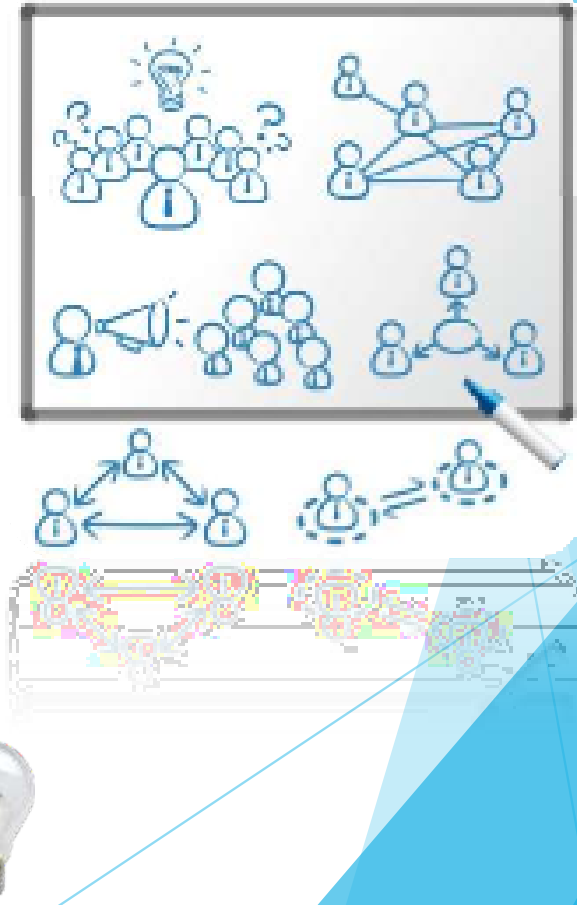
- Recruit a “producer”
- Practice and test the software
- Prepare a tech back-up plan
- Review the registration data
- Schedule in your software



The Secrets of effective online session

Promoting Your Session

- Link from Website or Blog
- Promote through:
 - email lists
 - social networks
 - bloggers
 - online ads
 - industry-specific organizations
- Your ideas



The Secrets of effective online session



Engaging Attendees

- Orient the attendees
- Conduct polls
- Use dynamic graphics
- Limit text
- Invite communication
- Use exciting words!

The Secrets of effective online Session

Following Up



The most important thing you can do is nurture the new relationships you worked so hard to get!

- Send a follow up e-mail
- Post recording, links and other materials
- Invite the attendees/students to connect with you again

THE PERILS OF COVID-19 AND ONLINE TEACHING

The world has taken a hit due to the widespread impact of the coronavirus.

There is no sector or industry which has remained untouched or unperturbed.

The teaching-learning spectrum has also taken an enormous hit.



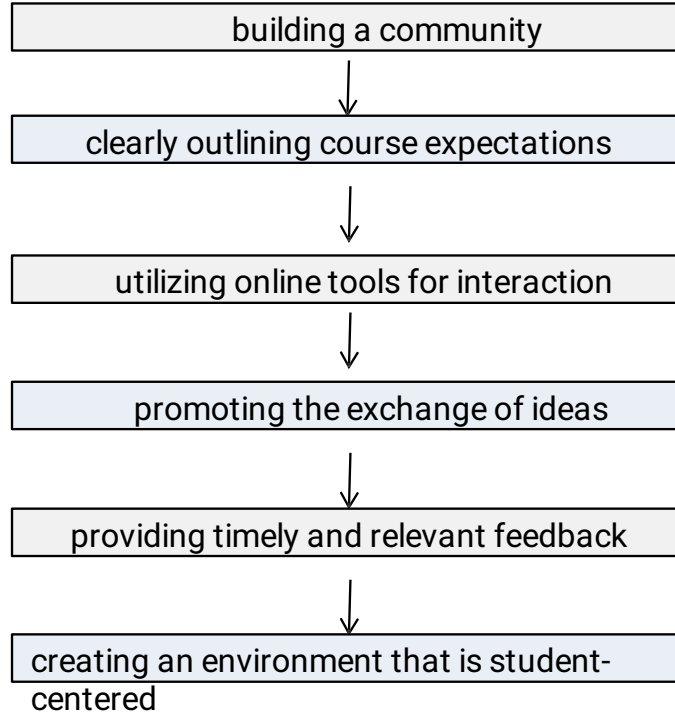
To combat the effects induced, educators must use

Online Learning
Platforms

The Ministry of HRD aims to bring the current teaching-learning process under its ambit through the Bharat Padhe Online campaign.

THE NEW-AGE EDUCATOR AND IMPACTFUL EDUCATION

Six steps in bringing effectiveness in online education suggested by Poll and Weller (2014)



The New-Age Educator

A professor going into the ambit of a student is in itself a sign that the new age educator is welcoming the new work methods.

A well thought out live streaming on a Google Meet or a webinar through Meet Now on Skype can give a boost to the online form of educating young minds.

Educators attain success when they can contain and channelize the zeal and energy of the students.

The idea is to be smarter than the pupils in the digital space as well.

Effective teaching online

Make It a Group Effort

- Treat an online course like a “real” course.
- Hold yourself accountable.

Practice time management.

- Create a regular study space and stay organized.

Be Present

- Eliminate distractions.

Chunk' the Lessons

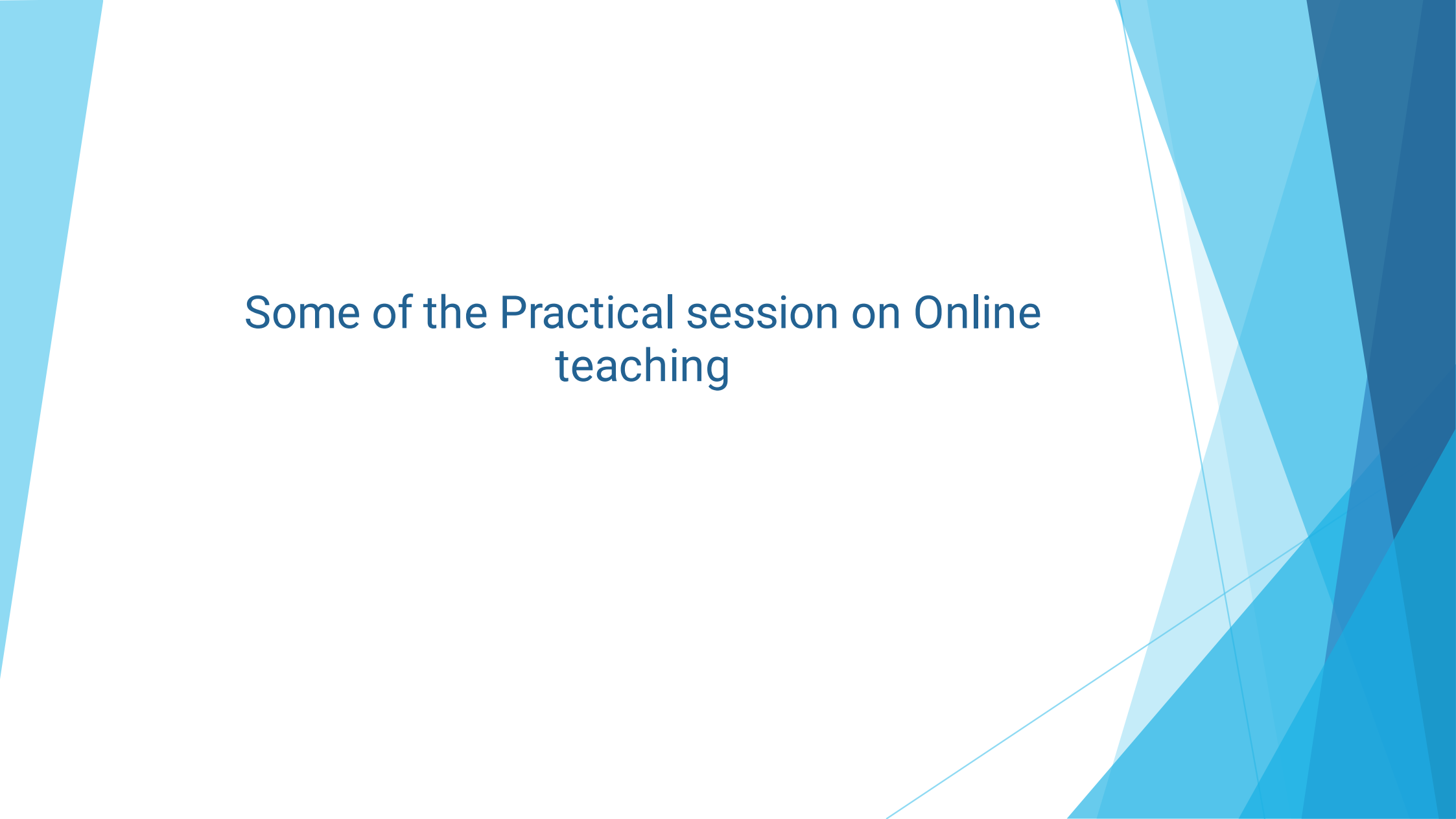
Figure Out How You teach/Learn Best.

Keep Group Sizes Small

- Focus on 'Active' Learning
- Actively participate.
- Leverage your network.

Steps for Online Teaching

1. Get to know the Virtual Classroom
2. Get to know your learners
3. Prepare the content for your session
4. Prepare the physical environment
5. Perform a test with somebody you know well and watch the recording (Optional)
6. Schedule your first welcome session with the learners
7. Plan your programme and start teaching

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the slide, framing the central text area. The shapes include triangles, quadrilaterals, and polygons, some of which are semi-transparent, creating a layered effect.

Some of the Practical session on Online
teaching



Google Classroom

Setting Up Your Class

What is Google Classroom?

- ❑ **Google Classroom** is a product, developed by Google, especially for educational institutions for managing a virtual classroom. It is a structured tool that assists the teachers in managing their coursework and establishing communication with the students.
- ❑ Using the classroom, the teachers can easily share their course material with the students. Released publicly in 2014, the web service can be accessed on both desktops and through mobile apps, available for iOS and Android devices.
- ❑ Google Classroom is designed to help teachers effectively manage document sharing and provide feedback to their students.
- ❑ Google Classroom works side-by-side with Google Drive.

Classroom is NOT:

A learning management system (LMS)

A student information system (SIS)

A gradebook

Google class room is designed to fit alongside your existing solutions (i.e. Moodle, Edmodo, Hapara, PowerSchool, etc)

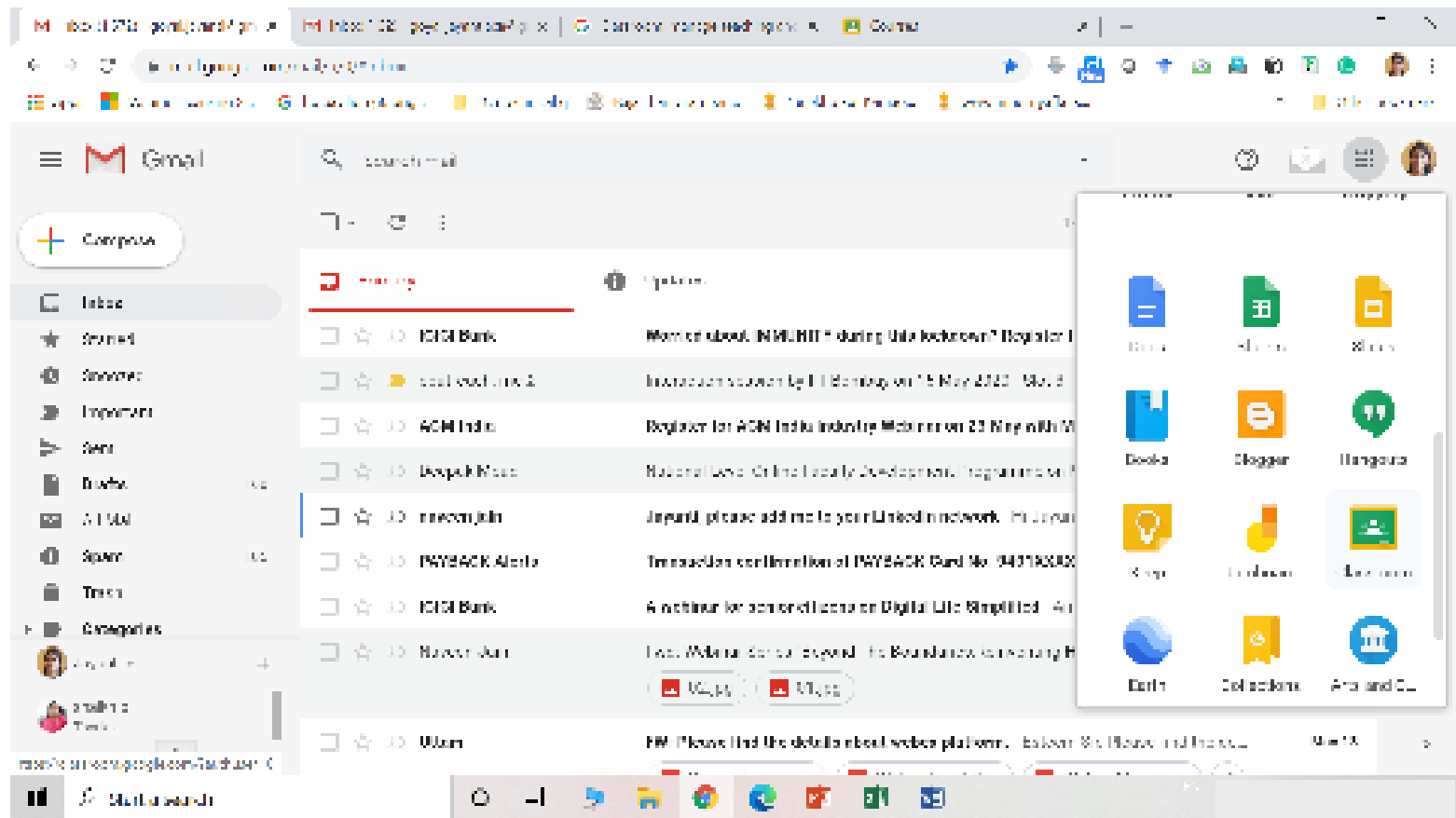


The salient features of the classroom include:

- Facility for organization of course content
- Free of cost
- Accessible anytime anywhere
- Students' progress can be tracked
- Discussion forums
- Scheduling
- Simple setup procedure

Accessing Classroom

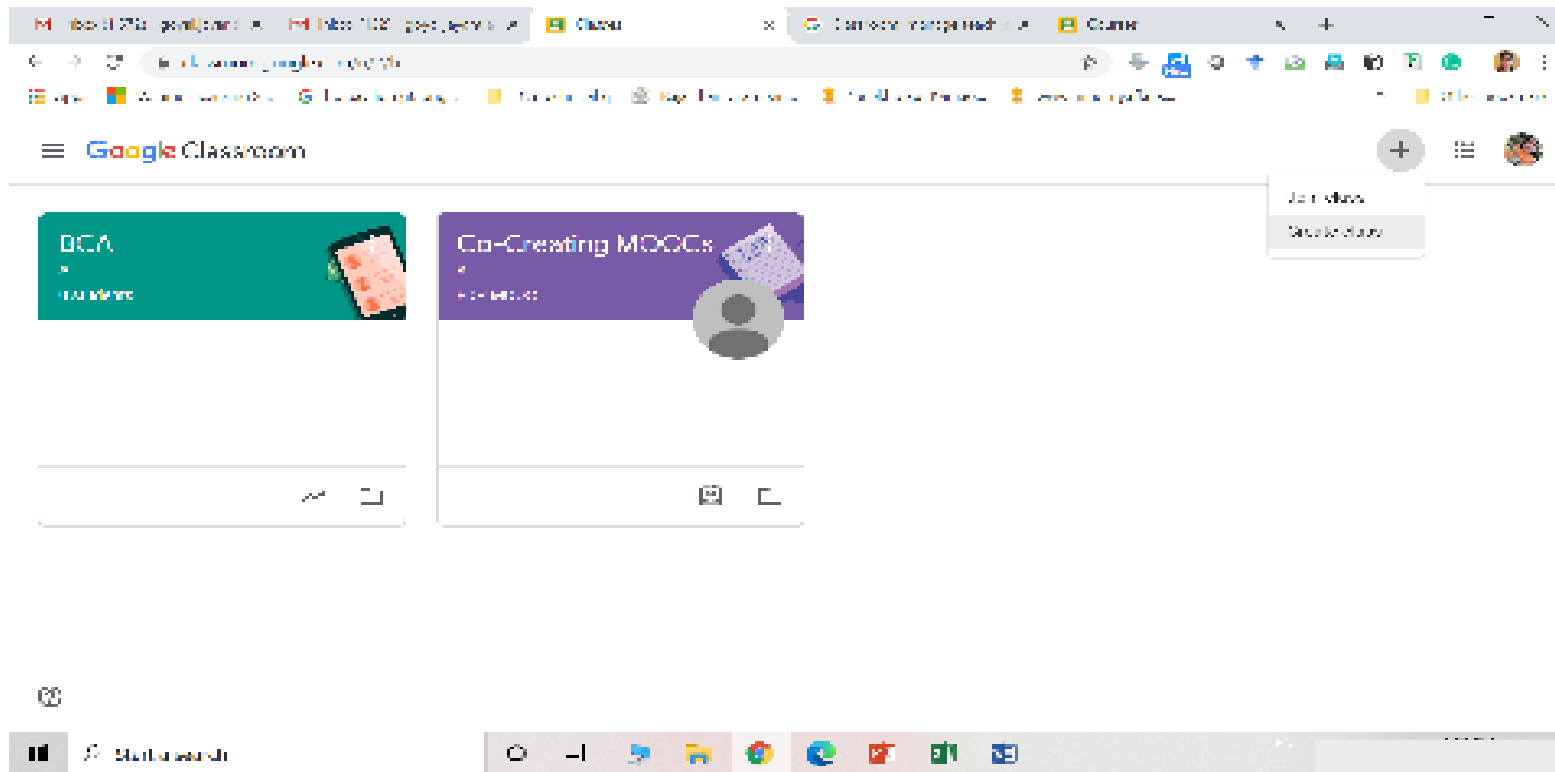
Google Classroom can be accessed at classroom.google.com



Creation of Google classroom

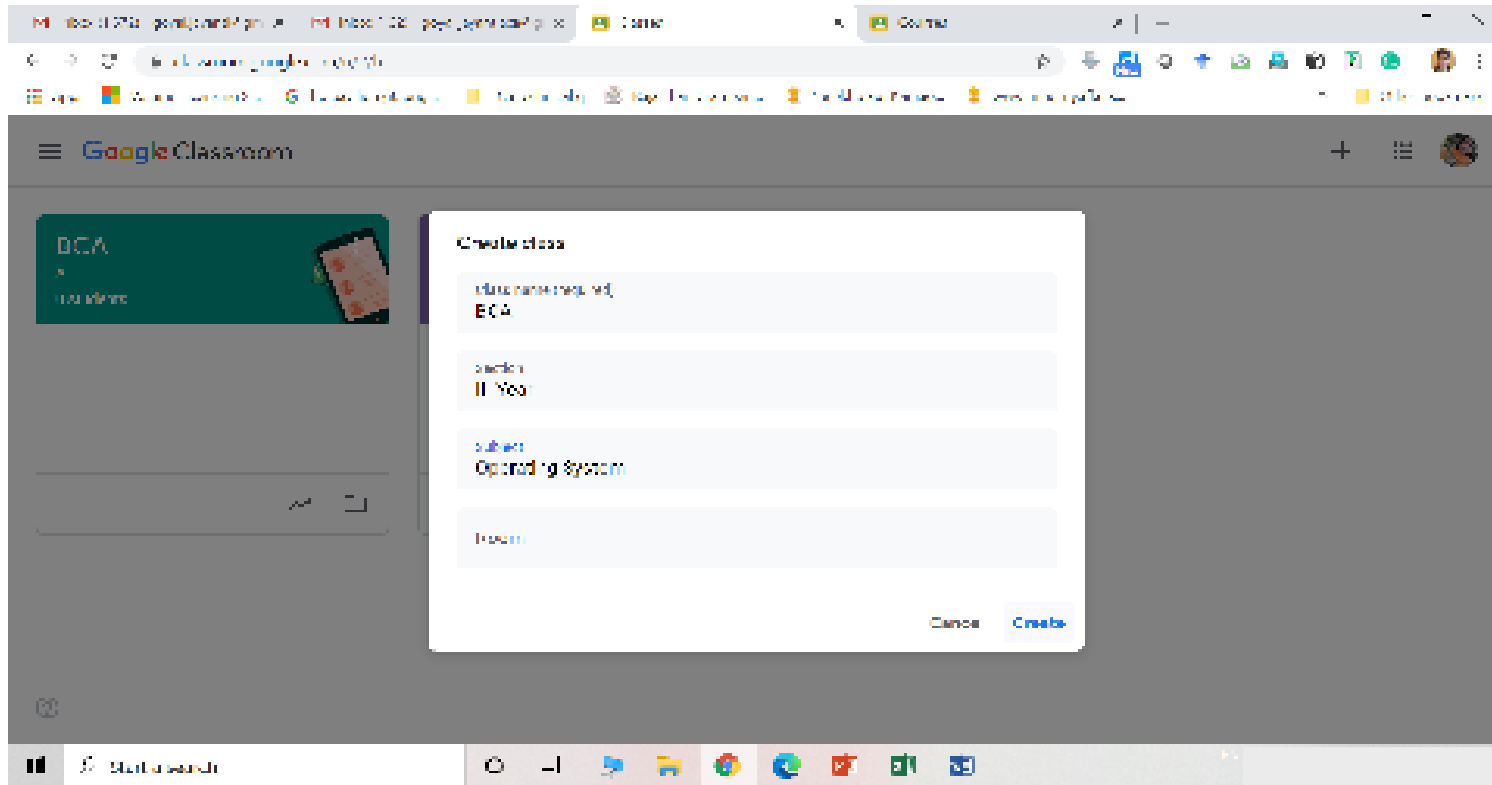
Teacher Setup

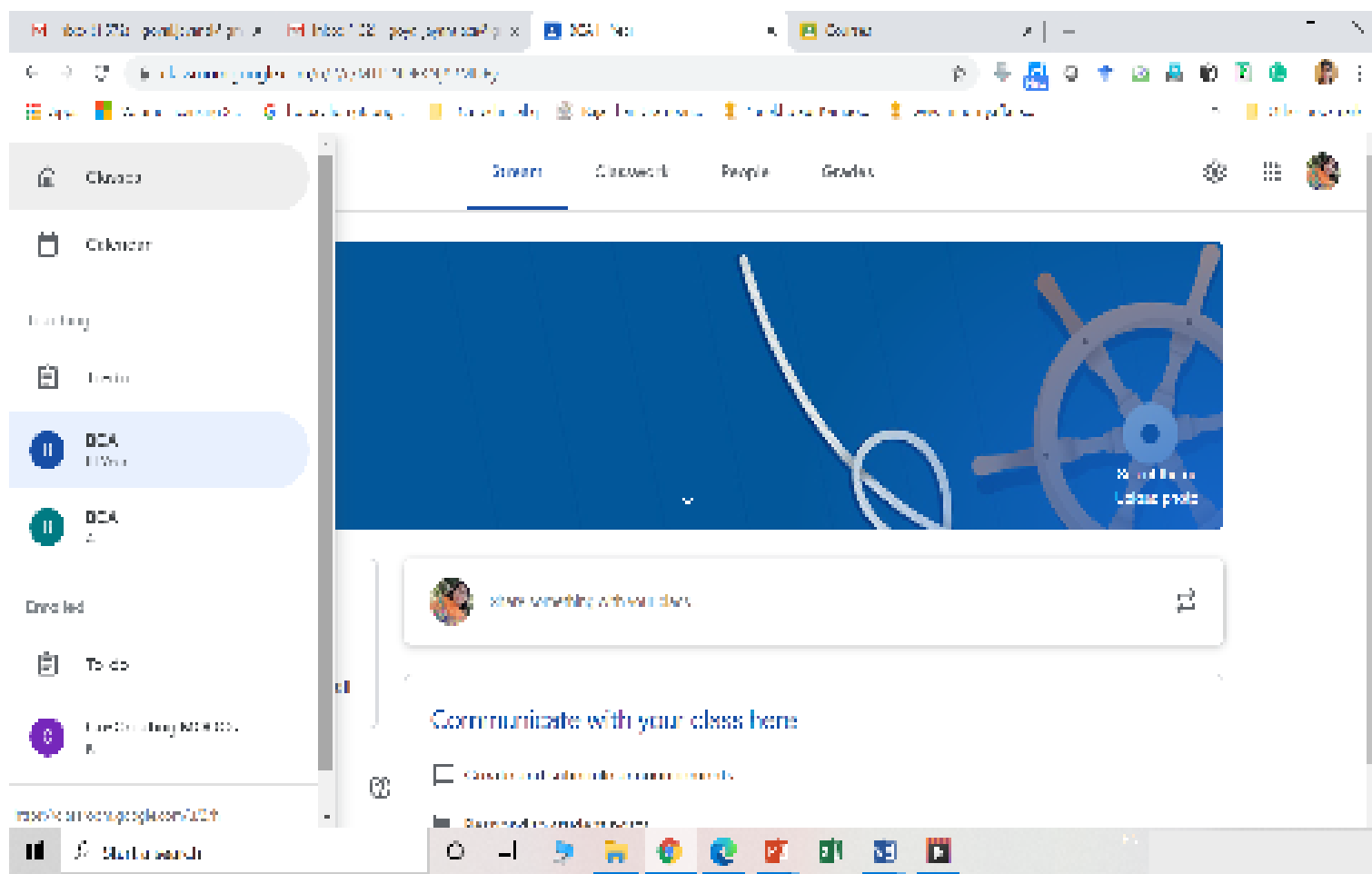
Setting up and configuring your class.

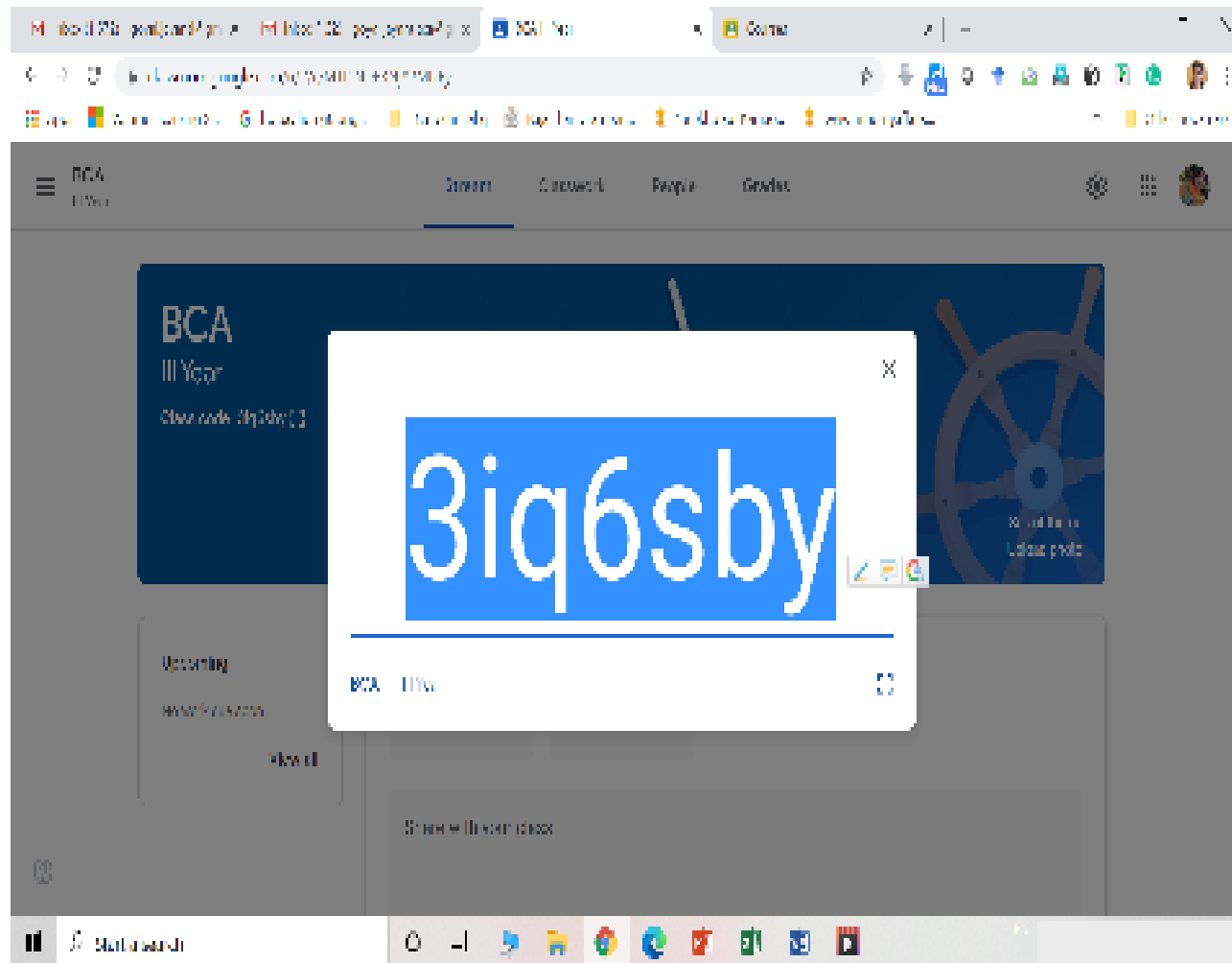


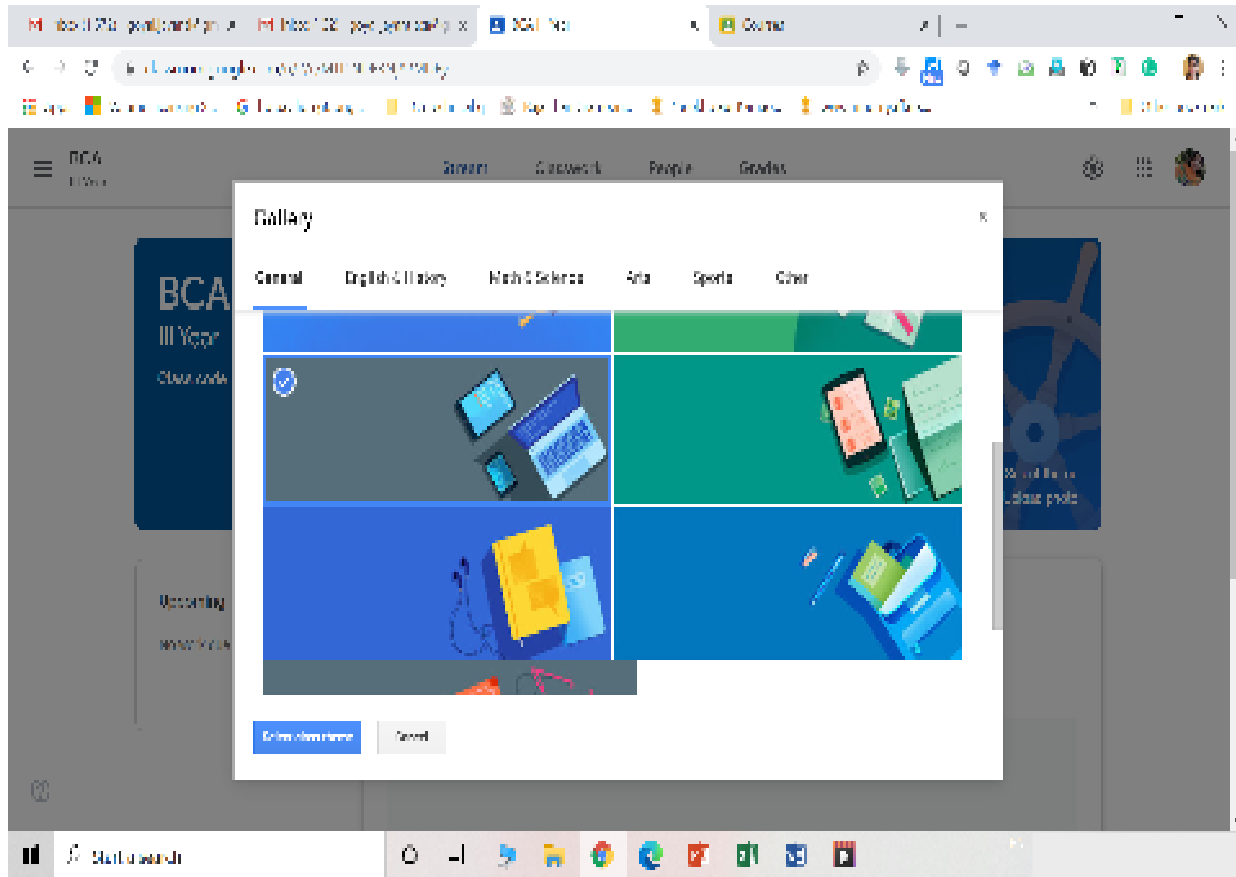
Teacher Setup

Enter class name and period (optional)

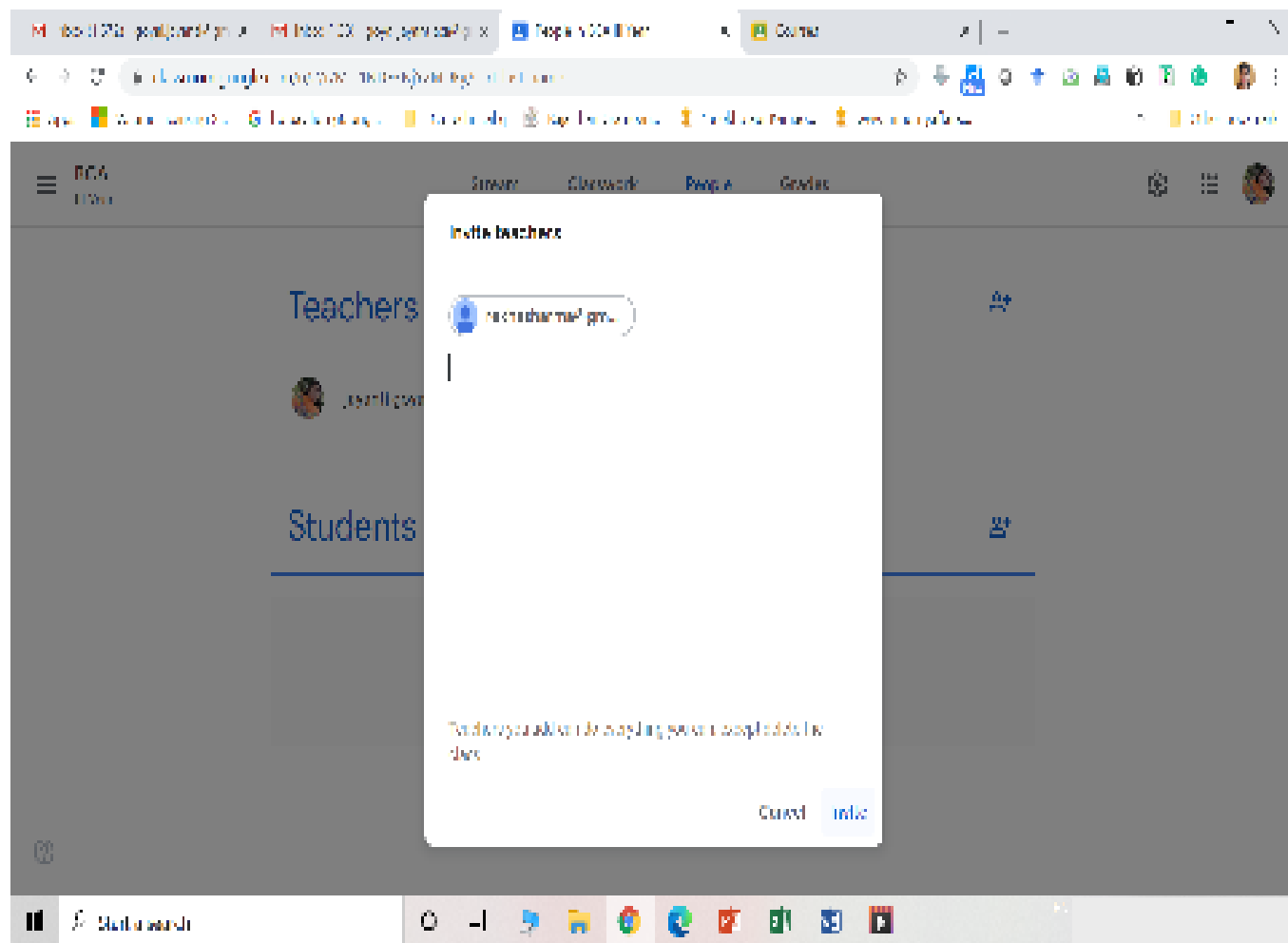








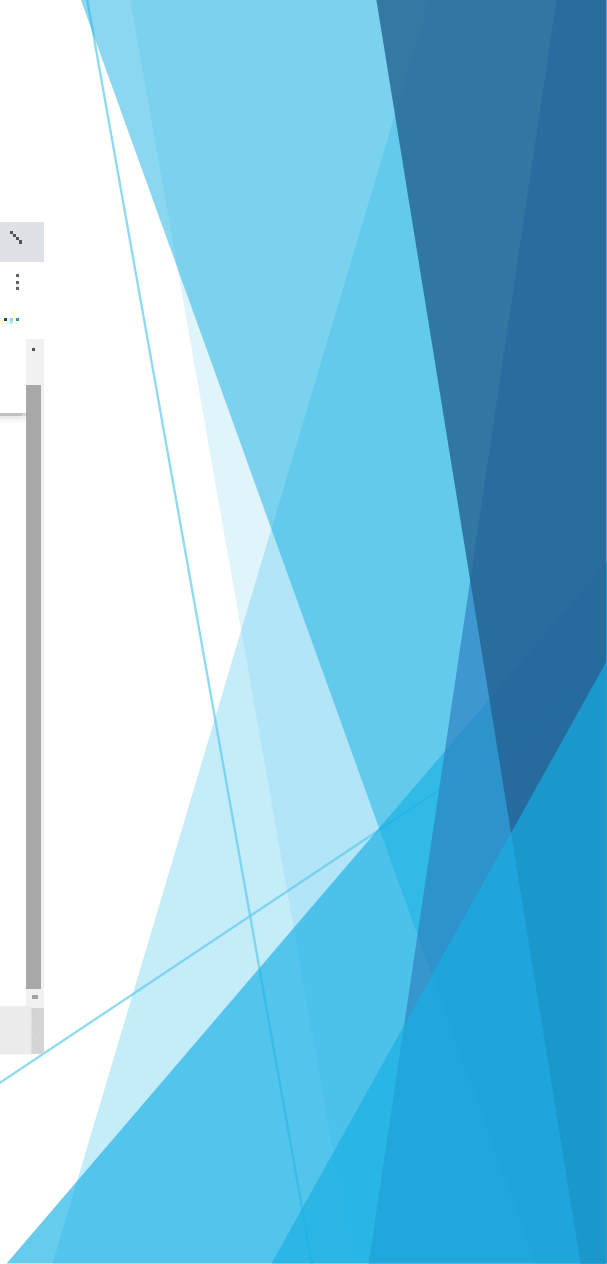
Adding teachers and Students



Enrolling Students

Two ways to enroll students:

- By email address
- By sharing a unique classroom code

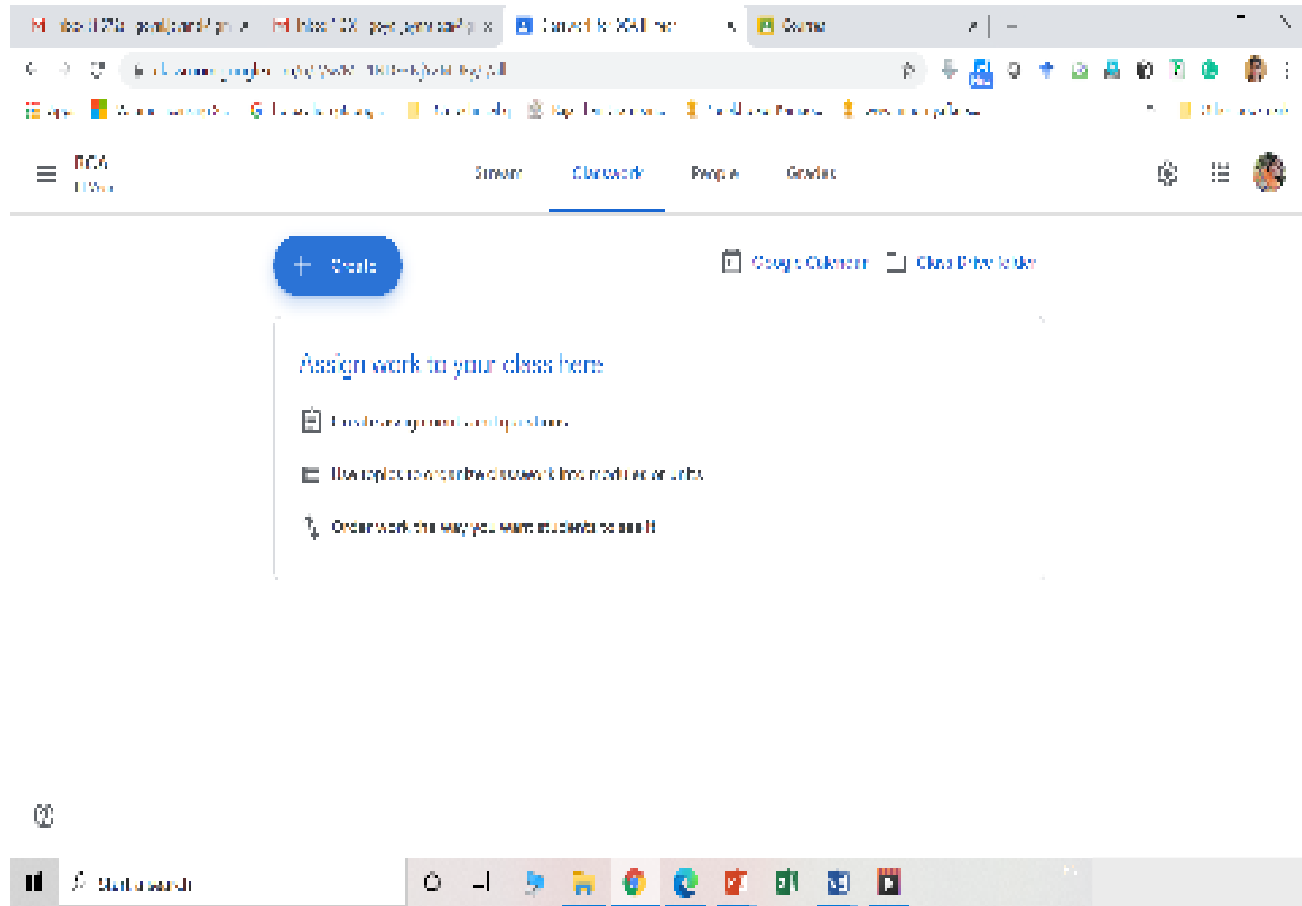


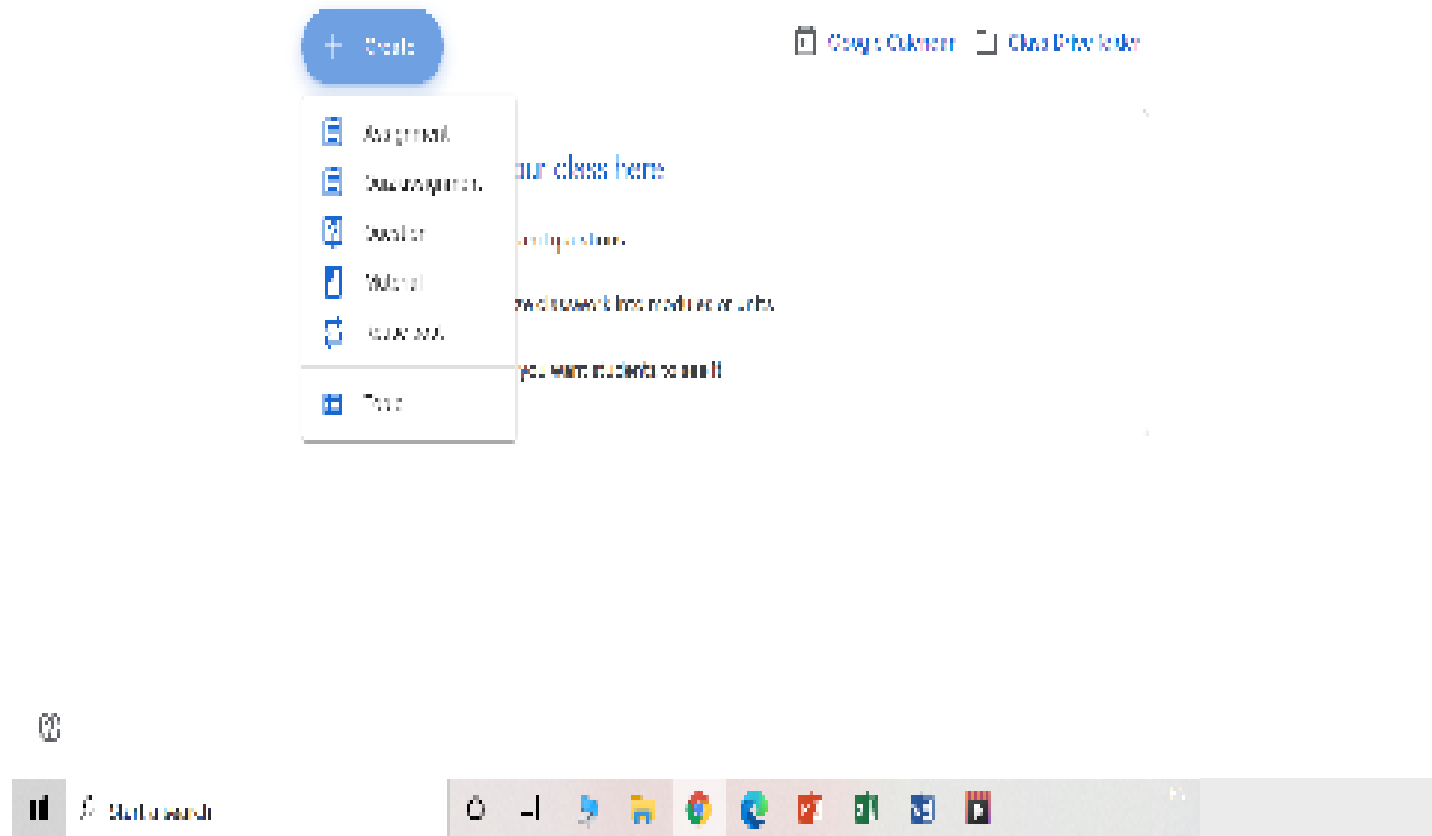
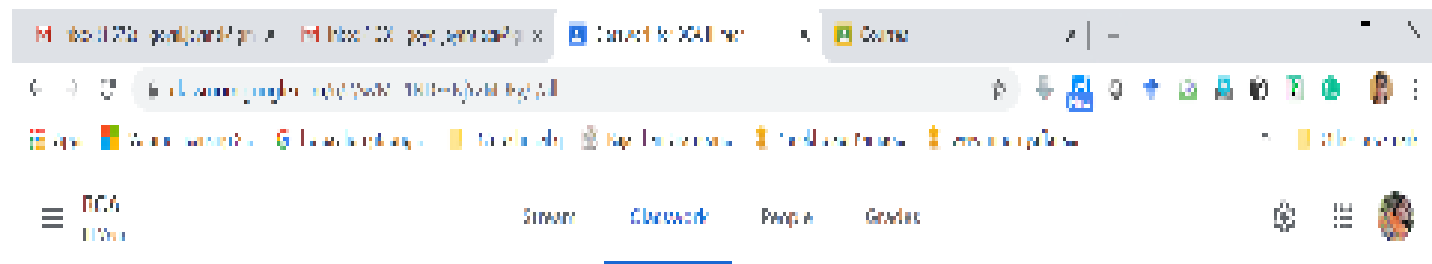
Teacher Tip:

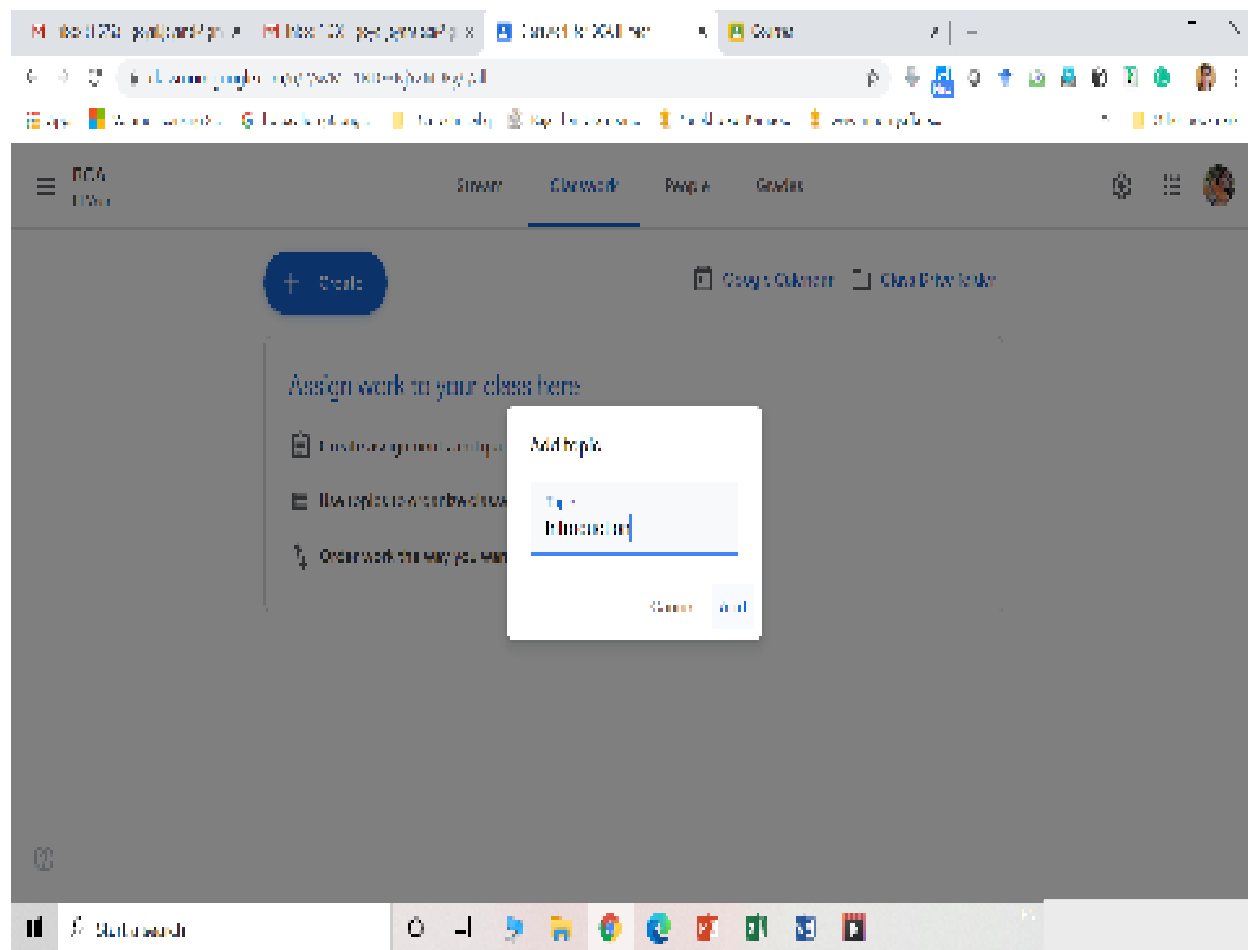
If you plan on enrolling your students, you will need their email addresses.

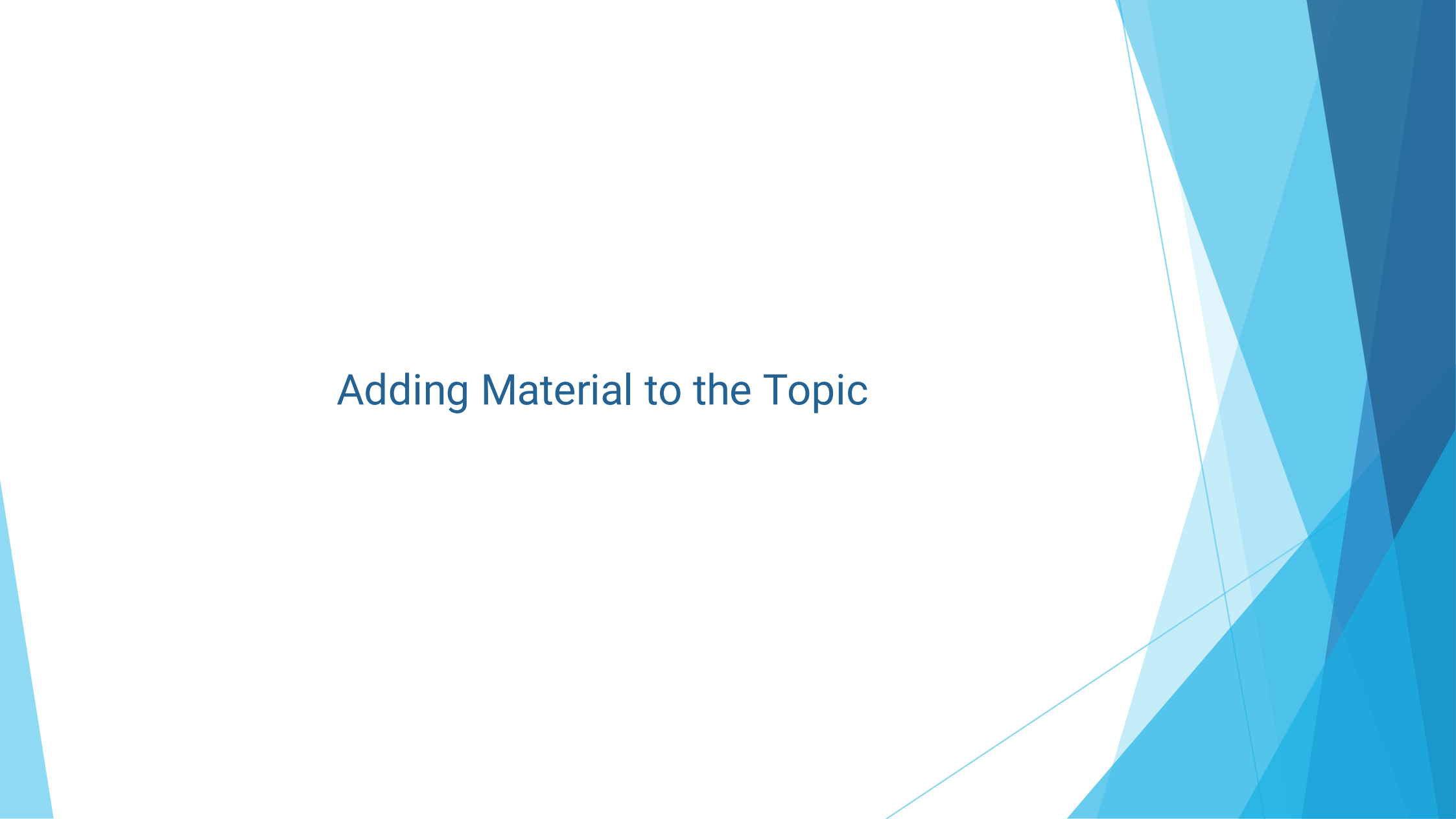
The easiest way to add students via email is to create a contact group within Gmail. Give the group the same name as your class (i.e. “BCA III”)

Adding Contents

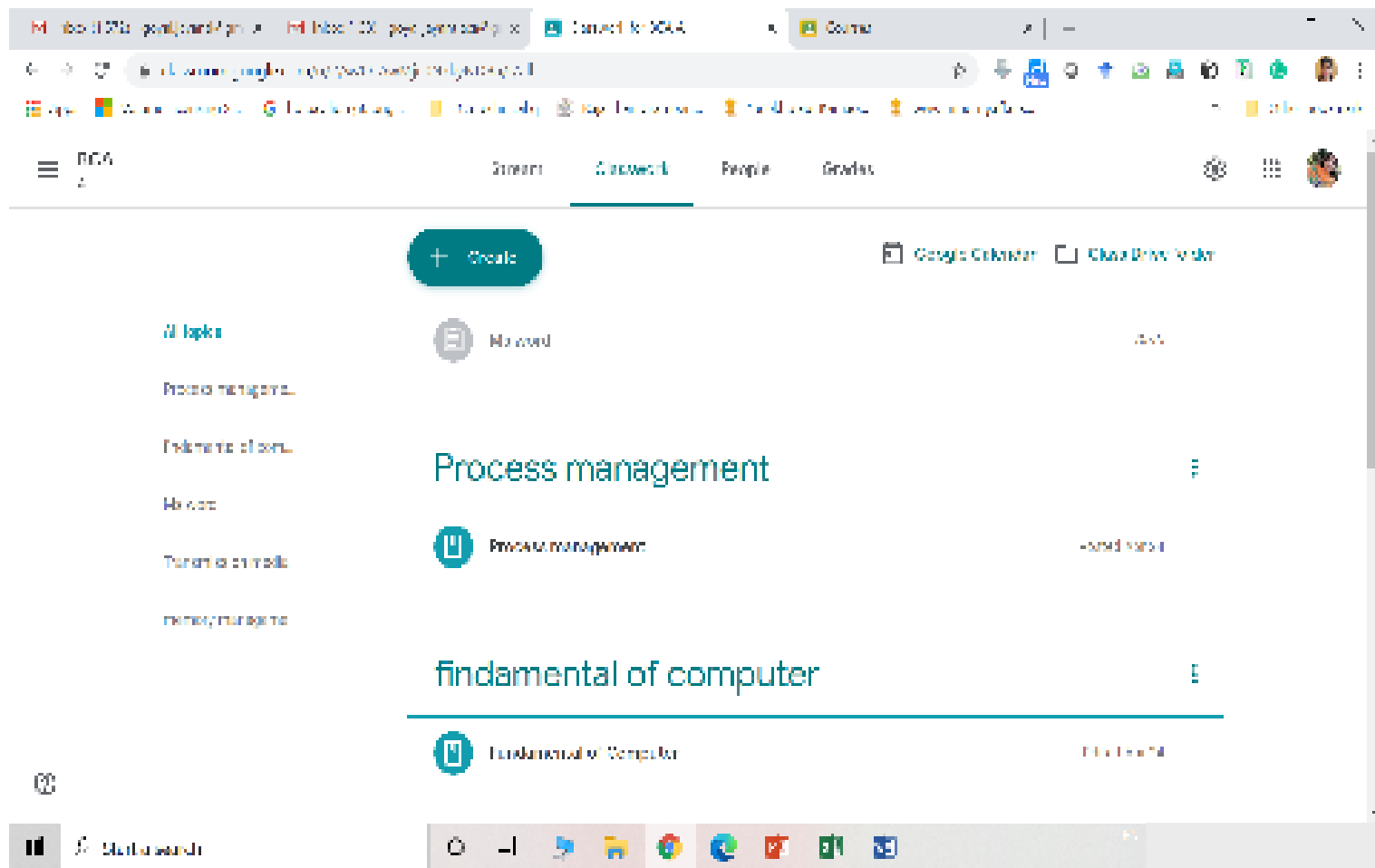


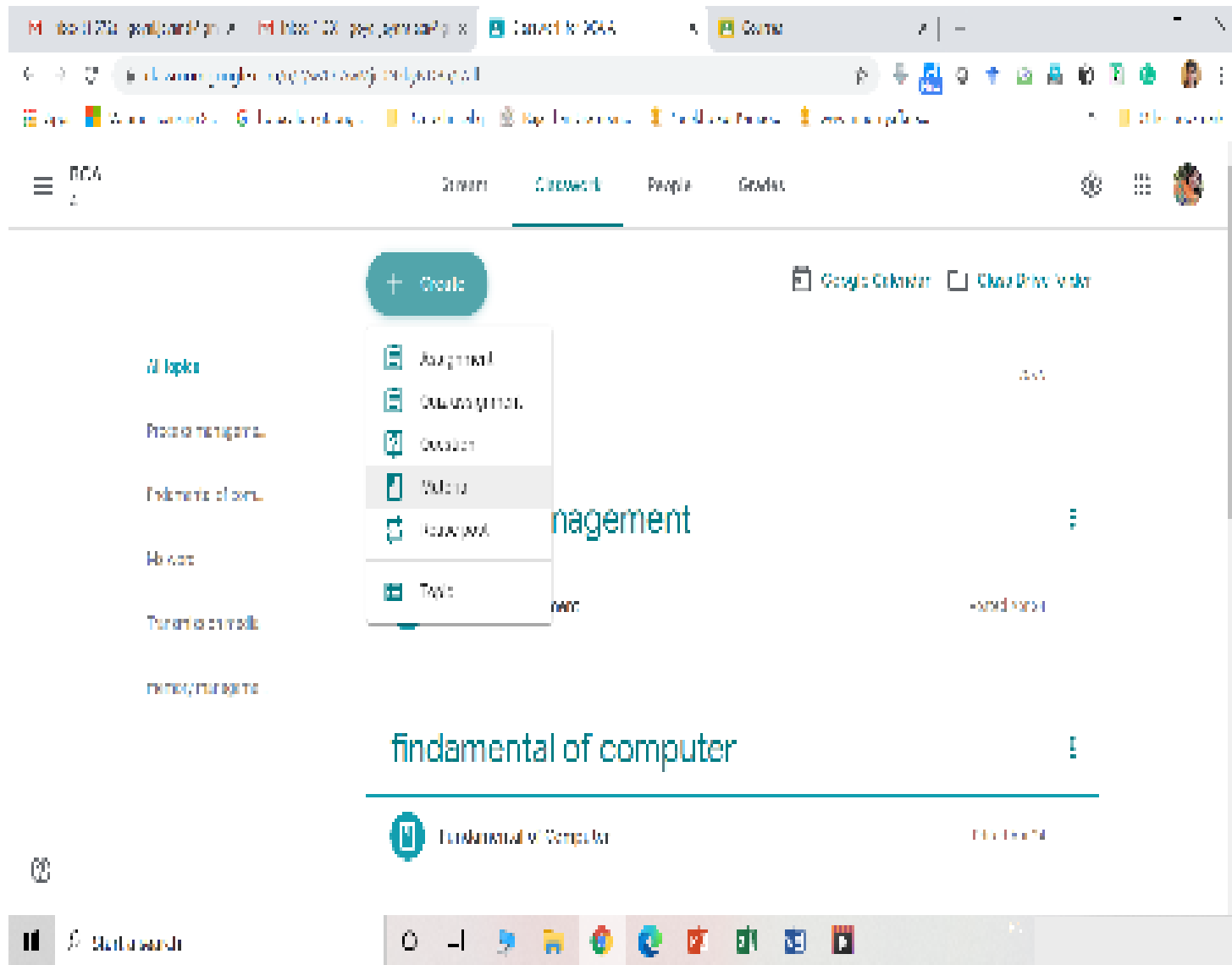




The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the frame, creating a modern, layered effect. The rest of the background is a solid, very light blue.

Adding Material to the Topic





Material

Post

THE

Description (optional)

1. Add + Create

- Google Drive
- Link
- File
- Video

0/1000

0 1 2 3 4 5 6 7 8 9

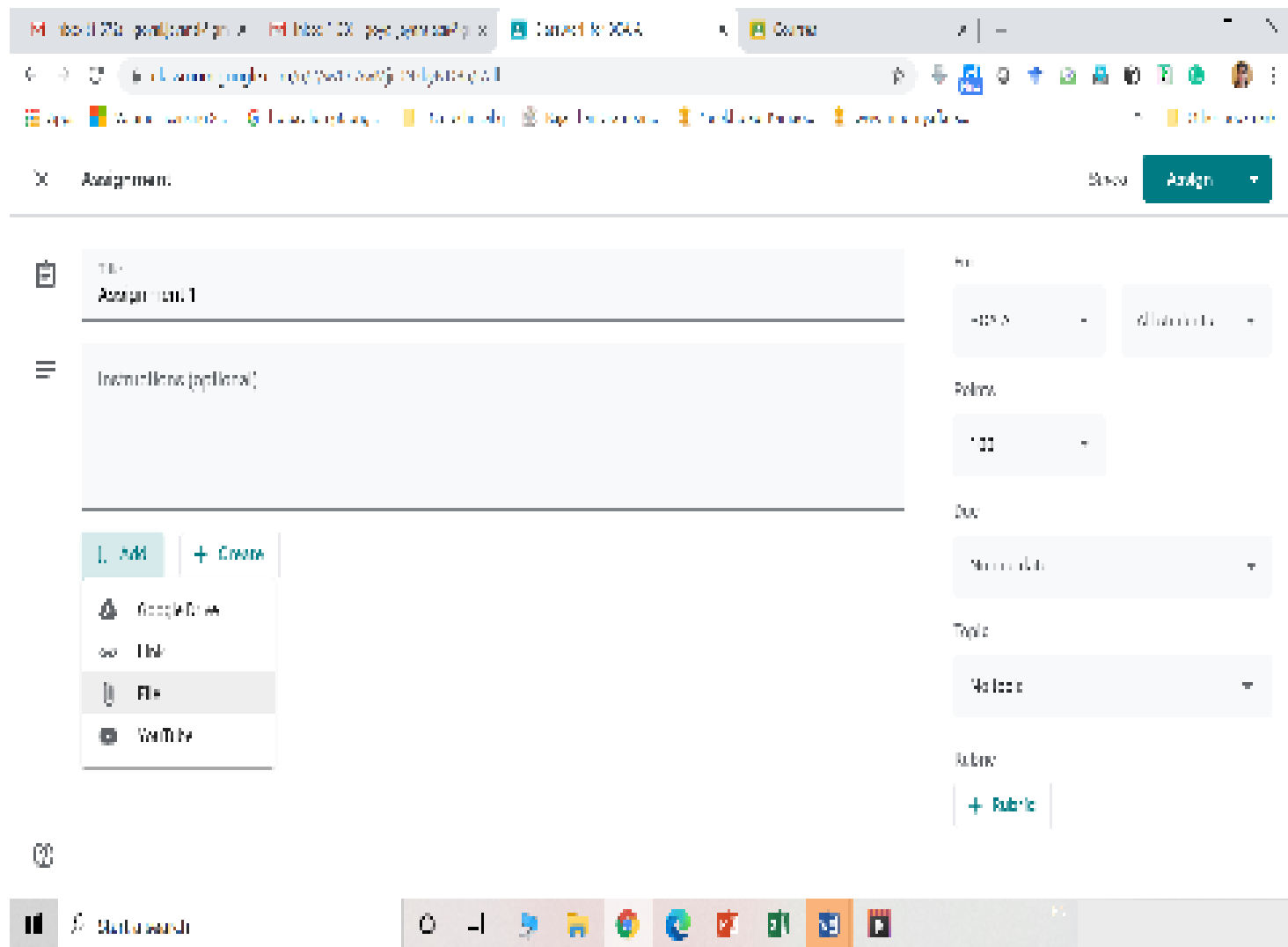
Adding and Evaluating Assignment

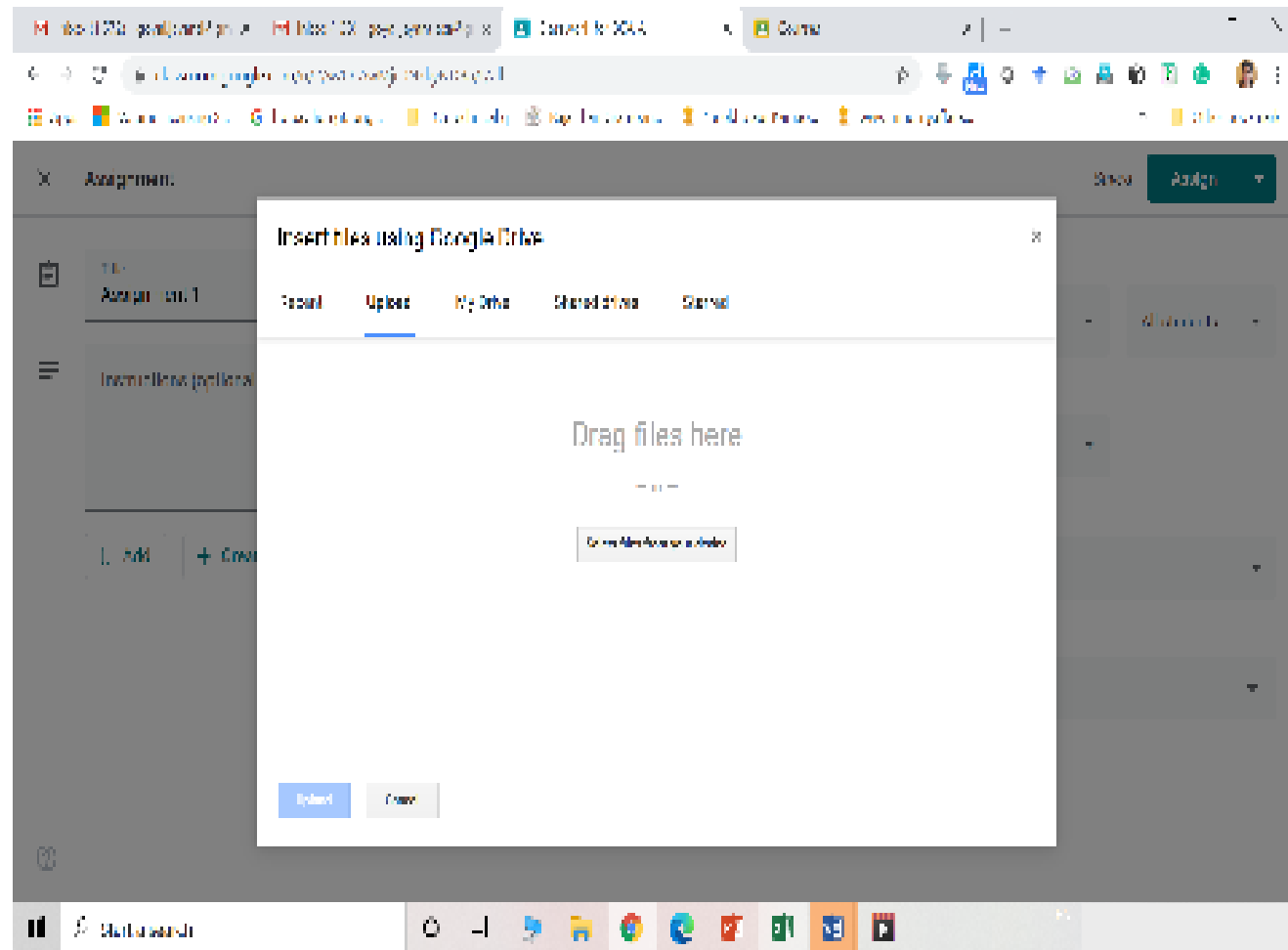
Class Assignments

- The primary purpose of classroom is to make distributing assignments to students easier.
- Assignments can include a due date and time.
- Assignments can include a link, video, or attachment.

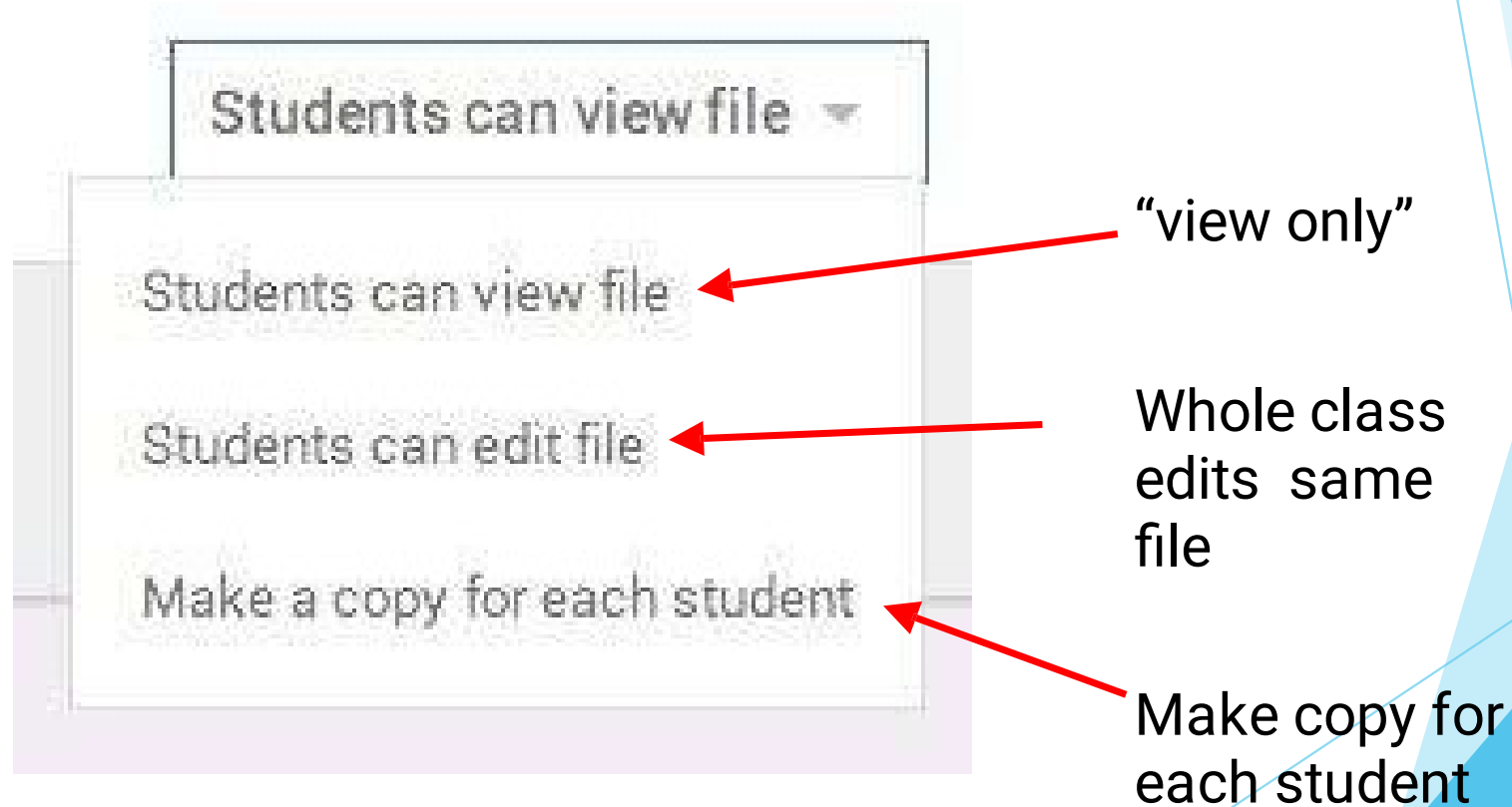
Class Assignments

- Teachers do not have access to student work until submitted.
- Students may choose to manually share files if desired.
- Once submitted, teacher becomes the owner of the Doc and student can no longer edit.
- Students can submit/unsubmit as necessary.

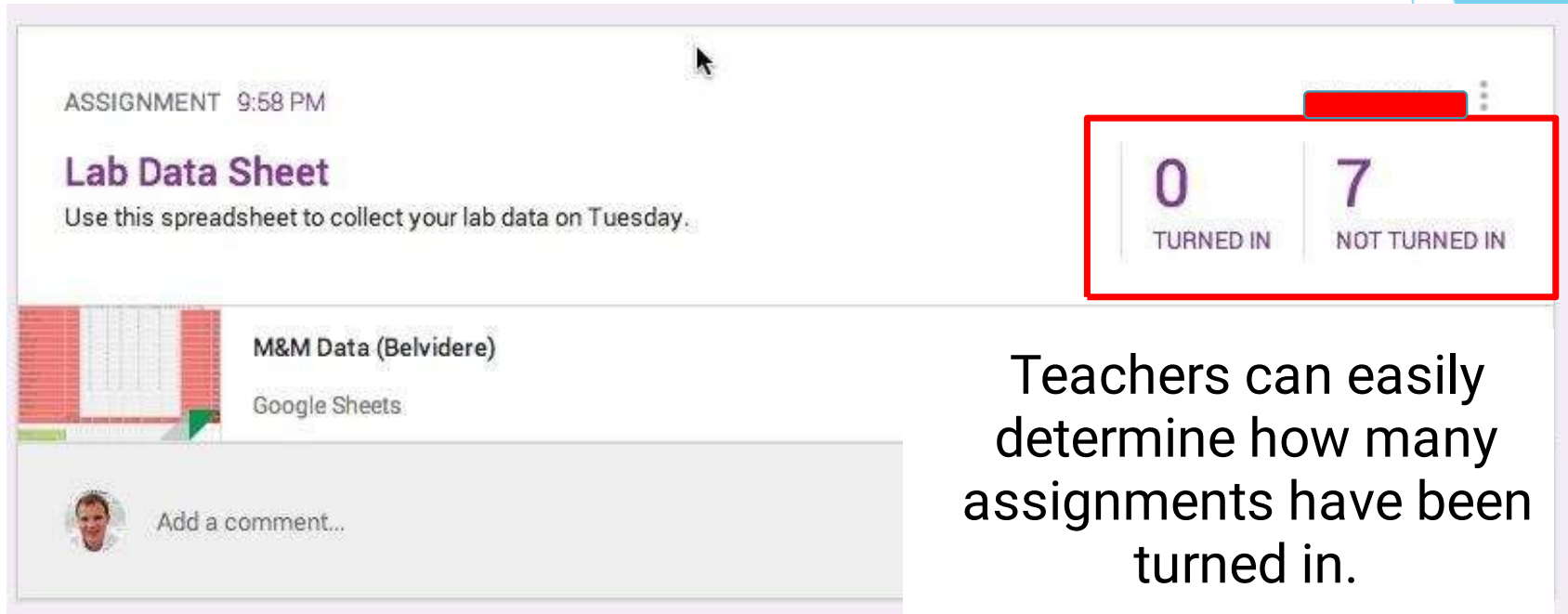




Student View / Edit Rights



Assignments - Teacher View



ASSIGNMENT 9:58 PM

Lab Data Sheet

Use this spreadsheet to collect your lab data on Tuesday.

0 TURNED IN **7** NOT TURNED IN

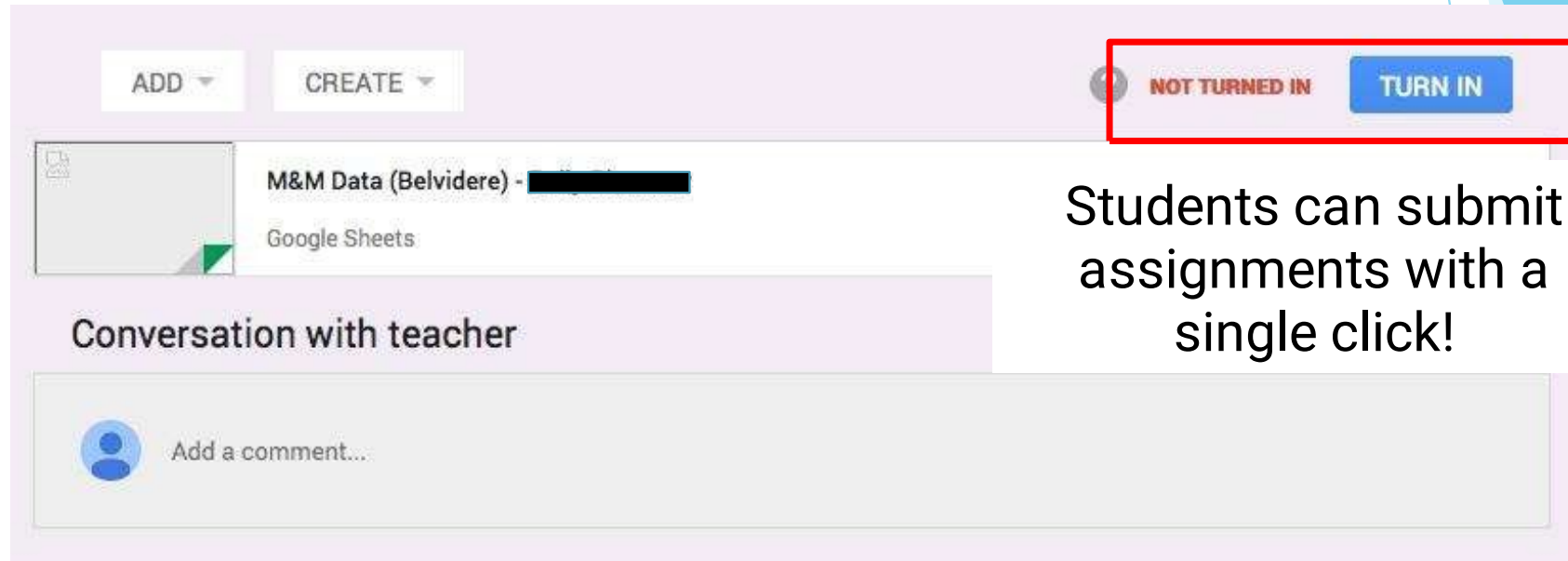
M&M Data (Belvidere)

Google Sheets

Add a comment...

Teachers can easily determine how many assignments have been turned in.

Assignments - student view



The screenshot shows the student interface for an assignment. At the top, there are two buttons: 'ADD' and 'CREATE'. To the right, a red box highlights the status 'NOT TURNED IN' and a blue 'TURN IN' button. Below this, the assignment title 'M&M Data (Belvidere)' is displayed next to a redacted name, with 'Google Sheets' as the file type. A section titled 'Conversation with teacher' is visible, followed by a comment input area with a user icon and the placeholder text 'Add a comment...'.

ADD CREATE

NOT TURNED IN TURN IN

M&M Data (Belvidere) - [REDACTED]
Google Sheets

Conversation with teacher

Add a comment...

Students can submit assignments with a single click!

Grading Assignments

Grading Assignments

- ⌘ Teachers can provide feedback to students through Classroom.
- ⌘ Students can ask questions and respond to teacher comments.
- ⌘ Teachers can also add comments within the Doc / Presentation / etc. to leave feedback.

Open Drive folder with assignments.

Download CSV of grades.

Assignment: Journal Article

RETURN EMAIL FOLDER DOWNLOAD

Minimal grade scale options.

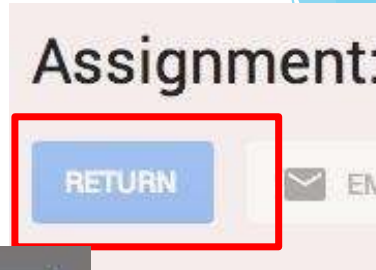
Points 100

Students	Status	Grades
☐ Send a note	TURNED IN	96/100 Not Returned
☐ Great job eustace!	TURNED IN	76/100 Not Returned

Add a personal note/comment

Enter a numerical grade

When finished grading and commenting on assignments, “return” them to students for review or revisions.

A screenshot of a "Return assignment" dialog box. The title "Return assignment" is at the top in bold. Below it, the text reads: "You will lose the ability to edit any student file submissions, and the original student will be able to edit it." followed by "Feedback for 7 students". There is a text input field with the placeholder "Add a note (optional)". At the bottom, there are two buttons: "RETURN ASSIGNMENT" in blue with white text, and "CANCEL" in gray with black text. The dialog box is overlaid on a background that shows a table with columns like "Submitted", "Not Turned In", and "No Grade".

Missing Features

- Not ideal for large projects (sharing multiple docs and templates, mixed editing rights etc.)
- Minimal grading options / features

Live Interactions via Google Meet

Workflow

- Start or Schedule a meeting via <https://meet.google.com/Gmail> or Calendar
- Share link with students
- Designated time, open link and join
 - Mute audio, Disable Video
- Share your screen/window
- Manage/Engage with Participants
 - Establish a protocol
 - Mute/Unmute participants
 - Chat

Low Bandwidth?

- Menu → Settings
- Video Tab
 - Send resolution to Standard definition
 - Receive resolution to Standard definition with one video at a time
 - Or choose audio only

Good and Bad

- Support over Web, Android, iOS
- Meet supports 100 participants and no time limit(?)
 - Gsuite account (as cheap as 125 Rs per month) can support 250 participants
- Meet seems stable
 - Lesser disconnections; screen sharing with Google slides is more seamless
- (Auto) closed captioning is a nice feature (missing in others)
- But not many features compared to competitors
 - Mute all participants; Built-in raise hand; Admit all without explicit approval
 - Recording meeting is available for Gsuite but not for free account

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the frame, creating a modern, layered effect.

Video Recording through **Open Broadcaster Software (OBS)**

Outline

- Initial Setup
- Record
- Write/Annotate

Initial Setup

- Get Presentation ready (e.g. pdf or ppt or google slides or browser)
- First time you open OBS:
 - Select “Optimize just for recording”
 - Rest select default and proceed
- Check Mike
 - Select the right source if having more than one mike

- Add resources to OBS (what all to record)
 - To record screen: Click on "+" symbol in the "Sources" window and select "Display Capture"
 - In Linux OS, you may have to select "Screen Capture" in place of "Display Capture"
 - To record specific application say adobe or OneNote: Click on "+" symbol in the "Sources" window and select "Window Capture" and select specific window
 - To include webcam: Click on "+" symbol in the "Sources" and select "Video Capture Device"
 - Resize the window and move it to some corner
 - To delete any resource, select the source in sources window and press delete

References

- <https://support.google.com/a/users/answer/9300131?hl=en>
- https://edu.google.com/products/classroom/?modal_active=none
- https://en.wikipedia.org/wiki/Google_Classroom
- A few useful Chrome extensions for Teachers
 - Nod Reactions: Students also need to install <https://chrome.google.com/webstore/detail/nod-reactions-for-google/oikgofeboedgfkaacpfepbfmgdalabej>
 - Attendance: <https://chrome.google.com/webstore/detail/meet-attendance/nenibigflkdikhamlnekfppbganmojlg?hl=en>

Check the Sauce: Questions and Comments



Stay Safe and Keep Learning!!

Thank You

You can find me at:
goyal.Jayanti@gmail.com