THINGS TO THINK ABOUT BEFORE YOUR SYNCHRONOUS SESSION

Making sure your students have what they need to participate

1   **SETTING UP YOUR ONLINE ROOM**

In your Brightspace course site, under the communications tab, you should see a link to online rooms. From there, choose to create a room and add the parameters for your session (i.e. date and time, etc.). If you intend to record the session, you can set it to automatically record and publish.

2   **NOTIFYING YOUR STUDENTS**

Advise your students what time the class will start and send any documentation that you may want them to reference during the class. Make the room available for an hour longer than needed so students have an opportunity to login beforehand and test their systems.

3   **SETTING YOUR EXPECTATIONS**

Let your students know how you want them to participate in the class. Typically the text chat is used, but if your students have access to a microphone they can participate using the audio feature as well. If you intend to record the session, make sure you let your students know this too.

4   **CONDUCTING A ROLL-CALL**

At the start of class, use the participant window to conduct a roll call.
Example: Ask students to raise their hands when you say their name (accessed in the drop-down menu next to their name). This will confirm for you that the students have access and can hear you. You can reuse this functionality later for check-ins during the lesson.

5   **SHARING REFERENCE MATERIAL**

Consider sending your PowerPoint slides or handouts to students in advance so they are readily available for reference and/or use.
Example: If walking students through calculations, providing the workings in advance allows them make notes on it versus trying to capture the equation and listen to the explanation.

6   **ASSESSING LEARNING**

If in the classroom you provide time for students to complete work to hand in at the end of class, consider that as an option in your session.

Example: At the end of the session advise your students that you will be posting the instructions for the work in Brightspace and state the deadline for submission. Set a time limit for accepting submissions in the assignment folder.

For more help preparing to host a synchronous session, please contact CITL's Support Centre.

citl.mun.ca/support