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THE CONSULTANTS-E LIMITED

Effective, Measurable & Sustainable Whole-System Education Solutions

Who We Work With

Who We Are   What We Do   Who We Work With   Tech Strategy   Training   Insights

Helen Strong
Consultant and Coach

What to do if the tech fails...

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In this session we will talk about…

1. Technical equipment

2. Synchronous platforms

3. Asynchronous platforms

4. Back-up plans

5. Things to watch out for

1. Technical equipment

- ✓ Laptop/PC/Tablet
- ✓ Camera
- ✓ Headphones/Earphones
- ✓ Internet connection

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2. Synchronous platforms

➢ Zoom

➢ Skype

➢ Adobe Connect

➢ Other

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3. Asynchronous platforms

➢ VLE (Virtual Learning Environment) or LMS (Learning Management System)

➢ Chatgroup, e.g. FB Messenger, WhatsApp, Hangouts, Slack

➢ Google docs

➢ Your own blog/wiki

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4. Back-up plans

➢ Chat group, e.g. Facebook Messenger, WhatsApp, Google Hangouts, Slack

➢ Email (create a group in your address book)

➢ Phone numbers

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5. Things to watch out for – synchronous meetings

- ✓ First 5 mins – check everyone can see/hear okay
- ✓ If bandwidth is low, consider turning off cameras (but keep your own camera on if possible)
- ✓ Mute learners when they're not speaking
- ✓ Agree on ground rules, e.g. close other windows, be present, be respectful, raise hand, speak clearly, etc.
- ✓ Use flipped classroom approach
- ✓ If you 'disappear' use your backup plan
- ✓ Record the session (?)

5. Things to watch out for – asynchronous platforms

- ✓ Post regularly, especially at first, so that learners know you're there.
- ✓ Agree on ground rules, e.g. contribute to discussions, be respectful, etc.
- ✓ Create a reassuring atmosphere which encourages posting and cross-commenting (model this yourself)

5. Things to watch out for – both synchronous meetings and asynchronous platforms

✓ Be aware that some learners may be logging in via their phones

✓ Keep learners involved and keep checking in on them

✓ Make sure learners know how to contact you if they can't get into the live meeting or the course platform (keep reminding them of the back-up plan)

Some helpful advice 🙂

- (Try to) relax
- Be yourself
- Remember: you are a good teacher
- Pedagogy over technology
- Laugh when things go wrong
- Ask your students to help you

Teaching Live Online

Key Information

The course will help you develop the range of skills needed to teach live online classes via videoconferencing.

Dates & Fees

- **next start date:** April 2020
- **course length:** 20 days | 15 hours

Future Dates

- 20 Apr – 09 May 2020
- 08 Jun – 27 Jun 2020

tce training quality

www.theconsultants-e.com/teaching-live-online/