

Lecturing Online

Lecturing online is quite different from off-line, but with the right preparation and approach, online lectures can become more effective, enjoyable, interactive and fruitful.

Overall, lecturing online and attending a lecture online is more exhausting than live. Aim for no more than one hour. Tip: Replace some parts of the lecture with short videos, with written information or an online Q&A in a discussion forum in your online learning environment (EleUM). Below, you find some ideas and good practices to get ready.

Preparing for your session

A few days before

- Schedule a meeting
- Let your participants know what they need to attend: URL, documents/slides, the etiquette rules (separate document)

30-60 minutes before

- Log in with your full name
- Make sure the online environment is available 15-30 minutes before the lecture starts (for you and the students)

30 minutes before

- Check your audio, video, and application sharing
- Determine audience participation: check the options you/the students have in the tool you are using

Just before the start

- 5 minutes before the session: start to talk so students can check the connection and their audio

Preparing your PowerPoint Slides and Material

Slides

- Highlight key points on each slide
- Include a slide outlining the lecture and return to it once in a while for structure
- Include an image/icon that indicates when you expect interaction (e.g. a quiz, question, discussion, etc.)

Documents/Others

- Divide materials in numbered or labelled sections that you/the students can easily refer to them
- When linking slides and documents (e.g. handouts), include those labels/numbers

Preparing a lecture together with a guest

Invite the guest lecturer a few days ahead to prepare the session. Tell him/her what possibilities the online tool has and ask what he/she would like to do during the lecture:

- Use powerpoint
- Use the whiteboard
- Use a pointer
- How to organize interactions with students (e.g. chatbox, raise hands; depending on tool used)
- Ask them if they are willing to use a webcam
- If not ask them to put a picture on the first slide
- Ask to sign a permission form to record the lecture, if needed.

During your Lecture

First 10 Minutes

- ❑ Introduce yourself. Do not assume that your participants recognize your voice. State your name the first few times you speak. Let them get to know you
- ❑ If you have a guest speaker, introduce him/her
- ❑ Explain all participants how the lecture and interaction will take place and what the rules are, e.g. when and how to ask questions (during lecture or in a follow up Q&A)
- ❑ Let students know how to contact you after the lecture in case of any questions that pop up later

Technical Considerations

- ❑ Ask your students to wear headphones to avoid echoes
- ❑ Ask participants to mute their microphones when not speaking. Nothing is more distracting than hearing outside sounds like typing or a side conversation
- ❑ When ending the session make sure that everyone leaves the online environment (the moderator/organizer can remove participants)

Throughout the Lecture

- ❑ Use annotation tools, pointers, shapes to interact with slides/documents materials
- ❑ Check every once and a while if all participants are still present
- ❑ Include several Q&A moments to encourage participants to ask questions. Without interaction, you will lose your students: invite them personally (also prevents simultaneously talking)
- ❑ Acknowledge your students' questions, repeat and then answer them
- ❑ When responding to a chat message, mention the name of the sender and repeat the question in full

Being Personable

- ❑ Make eye contact. If you are sharing your video, look at the camera and not the material. It may feel weird but it helps participants feel more as if they are a part of the session and less isolated
- ❑ Beware that non-verbal communication is largely missing, so make sure your full face is visible and that students can see your gestures