Cybertour: 5 Key Tips for Live Online Learning

Mary Ellen Bates
BatesInfo.com
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1. Know why you're doing this event

Information dissemination? Webinar format is fine

Skill building? Live online learning better than webinar

Attitude change? Live online learning much better than webinar

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2. It's not like a webinar OR f2f

You have to be the catalyst for individual interactions

Encourage chat

Use virtual breakout rooms for small-group conversations

You have to build expectations that this isn't just another webinar

Pre-event messaging is crucial

Require use of video for all participants – no lurking!

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3. Keep the technology simple

If possible, use what your participants use

  Zoom.us becoming the default

  Include a platform cheatsheet in your workbook

  Be <u>super-familiar</u> with all necessary admin features (chat, file sharing, screen sharing, breakout rooms, "pinned" video, whiteboard, participant management, polls, etc.)

  Have a backstage buddy to troubleshoot during event

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4. Plan for glitches

"We practiced it and it all worked"

    You learn nothing from a perfect practice session

    Plan for the worst; don't hope for the best

    Have hard copies of everything—slides, your notes, the workbook, etc.

4. Plan for glitches

"We ran through it fine, and we've figured out how to troubleshoot all the possible glitches"

Admin & presenter have laptops capable of running the platform's app

Admin has copy of presenter's slides, script

Presenter has printed off instructions on how to call in

Presenter has downloaded any videos, has screenshots of any web pages

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5. Keep it interactive

This isn't a one-way presentation

- Engage participants in chat before the event starts, have participation within the first 3 minutes and every 3-5 minutes after that

- Alternate between presentation and conversation

- Create meaningful interactivity

- During screen share, update slide every 60-90 seconds

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Resources:

Interact and Engage!: 50+ Activities for Virtual Training, Meetings, and Webinars, Kassy Laborie and Thomas Stone (2015)

Virtual Training Tools and Templates: An Action Guide to Live Online Learning, Cindy Huggett (2017)

Slides at BatesInfo.com

mbates@batesinfo.com

Twitter: @mebs

LinkedIn: maryellenbates

Facebook: maryellenbates

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