Functionality Overview for Online Learning

V1.0

Contents

Content & Screen Sharing

What are content & screen sharing?

Content sharing and screen sharing are similar tools however, the difference between them relates to how much information you share:

- **Content sharing** allows you to share a specific piece of content, for example a word document, a video or a PowerPoint without having to share your entire screen.

- **Screen sharing** on the other hand lets those in the virtual classroom (VC) session see everything on your desktop*.

The role of content & screen sharing, why would I use them?

➢ Allows you to present slides as you would in a lecture environment.
➢ Provides a framework to help guides the virtual classroom session.
➢ Helps the lecturer brief students for exercises.
➢ Allows lecturer to demonstrate online tools, websites and systems (screenshare).
➢ Can be used by participants in breakouts to demonstrate to one another what they are working on.

Guidelines to follow when using content and screen sharing tools:

➢ Keep slides to a minimum.
➢ Keep presentation time to 5 min max.
➢ Summarise key points.
➢ Keep slides visual – models etc.
➢ Keep demos shorts –1 minute.

Data Protection point to note

*It is important to make sure you close out of any confidential material as well as close out your outlook, so you aren't receiving email pop ups while people are viewing your screen.

Audio & Webcam

What are they?

- **Audio** refers to the functionality by which everyone on a call listens and speaks to one another. It is important to test the audio settings on your device to ensure you can both listen and be heard.

- **Webcams** are the mechanism through which we can see one another in an online meeting. Some laptops have webcams built into them, others won't, and a webcam will need to be purchased.

The role of audio and webcam, why would I use them?

- Provides visual & audio connection.
- Helps create and maintain engagement throughout a session.
- Facilitates connection in a group discussion.
- Vocal & Visual communication - words are only 7% of the message, our body language makes up 55% of the message with verbal clues such as facial expressions, gestures etc. while our tone of voice makes up the final 38%. Considering this being able to see and hear your participants is an important part of the training process.

Guidelines to follow when using audio and webcam:
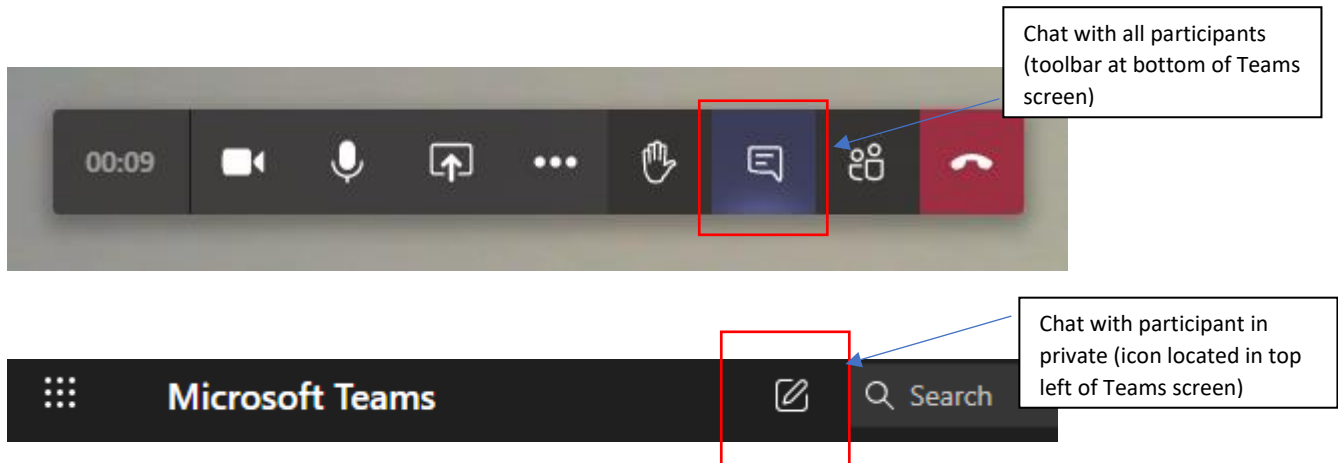
- Encourage participants to leave their webcam on if possible.
- When you aren't speaking you should have yourself on mute.
- It is important that people can use audio within a session, we should encourage people to unmute to ask questions and take part in discussions.
- Don't get stuck on using audio all the time, mix it up and use live chat as a form of communication as well.

Live Chat

What is it?

Live chat is software in Teams that enables participants and the trainer to instant message back and forth in a session. There is the option to live chat with the whole group or to instant message (IM) one person to speak with them in private.

Chat with all participants (toolbar at bottom of Teams screen)

Chat with participant in private (icon located in top left of Teams screen)

The role of live chat, why would I use it?

➢ To provide ongoing comments and feedback to with participants.
➢ Establish questions participants may have during presentation mode.
➢ Capture opinions / reflections during exercises.
➢ Allow participants to chat and interact directly with one another.

Guidelines to follow when using live chat

➢ Position 'check in' points on the chat – instead of asking participants to answer a question via audio get them to use the chat – this can encourage those who may not have the confidence to speak in the group to interact.
➢ Have a co-host/moderator review chat during VC.
➢ Keep points short and direct and professional.

Data Protection point to note

Historic chat is saved on Teams, it is important to make sure that all chat is professional and in line with UCC policies and procedures.

Polls

What are they?

Microsoft Forms is a simple, lightweight app that lets you easily create polls as well as surveys and quizzes in MS Teams. Polls are used to check opinions on a subject. Results of the poll are viewable to everyone and names are recorded.
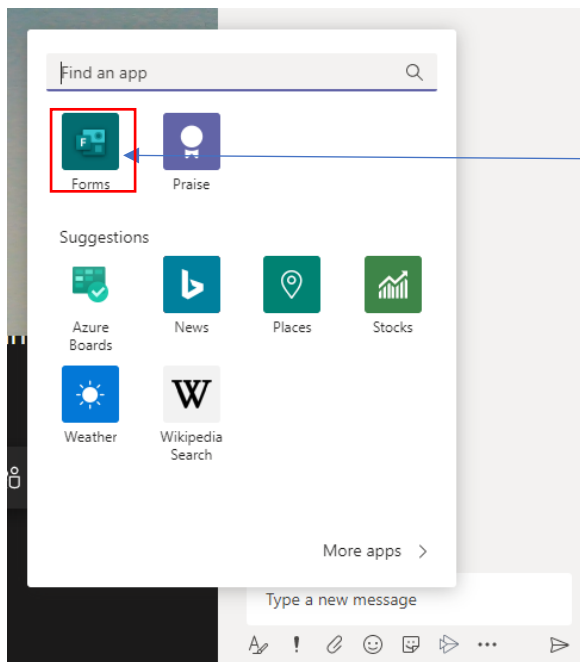
To set up a poll in MS Teams simply click on the chat icon, then select the 3 dots and select the Forms app (you may need to add this if it's your first time using it).

The role of polls, why would I use them?

➢ Sense check of participants perception / understanding of a current topic.
➢ Initiate a discussion.
➢ Help to narrow the point of discussion.
➢ Kick off a new topic.

Guidelines to follow when using polls/forms

➢ Max 2-3 polls in a set i.e. per discussion item.
➢ Prepare follow up questions.
➢ Don't overuse in the VC –2 sets of polls during a VC is enough.

Emojis

What are they?

Emoji is a small digital image or icon used to express emotions or reactions rather than a typed statement. They can be fond in the chat function.

Click on the happy face icon to see a whole range of emoji's

The role of emojis, why would I use them?

➢ Using emojis allows participants to communicate during presentation mode. For example, you can ask a question or have quick check in by asking the users to use the 'thumbs up or thumbs down emoji' to indicate if they are with you.
➢ It allows participants to express themselves without using words.
➢ It can lighten the mood and brings back energy.

Guidelines to follow when using emojis

➢ Encourage participants to use emojis throughout VC in order to get a sense check of how they are feeling with the content
➢ Ask participants to use 'raised hand'* emoji if they want to ask questions during presentation mode.
  o The "raised hand" emoji is a high five emoji that we have commandeered for training, i.e. you can get trainees to use this emoji if they have a question to ask.

Breakout Rooms

What are they?

Breakout rooms are sessions that are split off from the main Teams session. They allow the participants to meet in smaller groups. Breakout rooms can be used for collaboration and discussion. In Teams you can use different channels as breakout rooms.

The role of breakout rooms, why would I use them?

➢ Great for small group activity / discussions.
➢ Allows participants to share independent activities.
➢ Good for debriefs / feedback/ role-plays.

Guidelines to follow when using breakout rooms

➢ Max 2 breakouts per VC.
➢ Always provide clear instructions on how to use the breakout rooms.
➢ Appoint one person per group as a scribe and one as a timekeeper.
➢ As the facilitator you should move from room to room to check in on participants, advise them that you will be doing this.