

# Five Tips for Teachers Using Online Video Learning

## 1. Know your software well.

Practice using your platform of choice ahead of time. Ask a colleague or friend to help you test out the features. Know how to mute participants, share your screen, and make sure your video and audio settings work correctly. If you plan to show your face on camera, a good light source is essential. Make sure your audio is clear and easy to understand (use a headset or external microphone).

## 2. Be ready at least 10 minutes early.

Get your slides loaded into the video conference software. Make sure there's nothing else running on your computer that could cause issues; your students don't need to see your calendar reminders for groceries. Have a clear desktop in case it might be visible to learners. Be ready for any technical challenges that may come your way.

## 3. Do not read your slides verbatim.

Just like you don't appreciate sitting through professional development where the person running the show presents to the screen and reads word for word, so also your students will be bored. Use text to emphasize your points that you're teaching. Add appropriate visuals to cue students' brains.

## 4. Bring in participants' voices.

Participation and engagement are key, even though people are not in the same location. By encouraging students/participants to get involved, you make them active participants in their learning. Ask open-ended questions. Ask for opinions and sharing within a time limit.

## 5. Set expectations. Stay on time & topic.

Communicate to your students what the expectations are for online learning. Just like a school has schedules, make sure you keep to the start and end times that are planned. Honor everyone's time.

