



BEST PRACTICES TIP SHEET

Lectures Delivered Live Online



MODALITY EXPECTATIONS: In lectures delivered live online, embedded interactions and discussions are designed for remote, yet "present" learners. While these sessions may be recorded, they are generally not intended as enduring references, as they include the usual nuances and peculiarities of any live event.



Prep & Consider

1. Update technologies: operating system, browser, BlueJeans/Zoom, ...
2. Minimize potential distractions on your desktop & in your physical surroundings
3. Check your webcam shot
4. Model flexibility -be calm when things go awry, children wander into the shot, or the garbage truck comes by ...
5. Communicate your rules for breaks, attendance, participation, ...



TIP: Interruptions caused by wifi connection strength are common. Communicate Plan B: let your students know what they should do if you lose your ability to deliver your lecture.



Apply Proven Strategies

1. **Facilitate Introductions.** If the group is not too large, use the popcorn method where one person speaks and then calls on the next person till all individuals have done their check-in
2. **Pose Warm Up Questions.** Encourage learners to recall related prior knowledge or personal experience
3. **Be "Present."** Look directly into the camera & speak clearly, with voice modulation
4. **Prompt Bidirectional Communication** -every 5-7 minutes or per major concept
5. **Use Engagement Options.** Hand Raise, Chat Box, Poll Everywhere, ...

Tip: Come prepared with LOTS of questions, and then enjoy the silence of wait time: ~10 Seconds!

Remind learners to attend to what might be behind them & captured by their webcams. Proprietary data? Patient data? Personal items?



Maximize Pre & Post Materials

Wherever possible, provide preparatory materials to learners prior to your lecture -with clear instructions on how much time is required. (PennBox is a HIPAA secure way to share files.) After your lecture, send a quick follow up communication that ties up any loose ends: answer questions that could not be addressed during the session, summarize next steps, provide additional materials, ...