# TIPS…

Effective Sessions

Engage and enjoy e-CLASSES online sessions!

Encourage your participants to be actively engaged during online sessions. The following tools can help participants to be involved in the session.

Communication Toolbar – these tools give participants several options for actively engaging in the session. Use them yourself throughout the session to demonstrate their effectiveness. Except where noted, these buttons are located on the e-CLASSES interface immediately below the menu at the top of the screen.
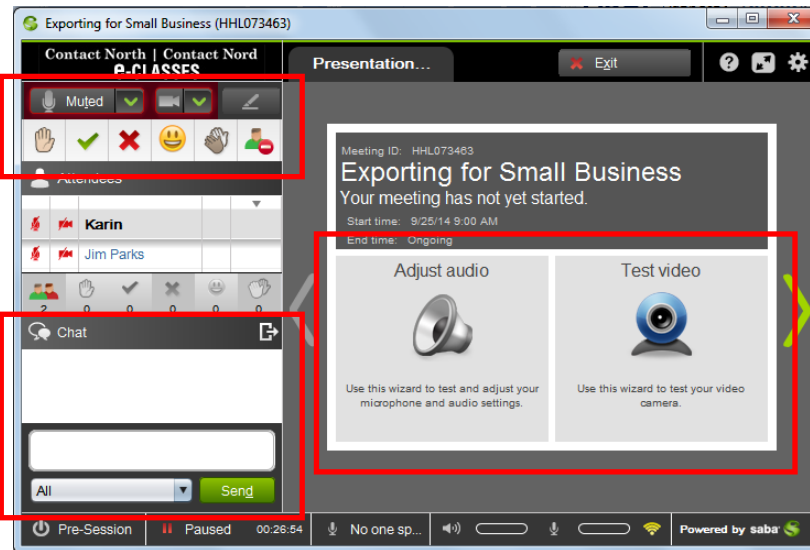
Greet participants as they join the session and check their audio by asking a question requiring more than a Yes/No response.
*Remind them to use the **Audio Wizard** to test their microphone & speakers.*
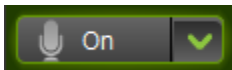
Introductions – Enable microphones and have each participant introduce themselves to the group. *If webcams are available, consider using Video as well during introductions.*

Periodically **ask questions** that require a **Yes / No** response.
*This gives the participants an opportunity to actively engage in the discussion without speaking.*

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Request participants to raise their hands when they have a question or comment. *Respond to the raised hands with a simple acknowledgement that you will give them the microphone in a moment. If more than one participant raises their hands, you will see the order they have been raised beside the names.*

The **Laugh** and **Applaud** buttons allow participants, including you, to communicate emotions during the session without interrupting.

Use the **Polling** tool to poll participants at various intervals to get feedback. Consider sharing the results when appropriate.
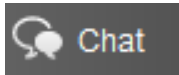
Chat can also be used to engage your participants, especially those who are reluctant to use the microphone. Chat allows participants to pose questions while someone is speaking or using the Whiteboard without interrupting.

More Ways to Engage your Participants…

- Ask questions and provide opportunity for interaction. Always provide specific instructions on how participants should respond: yes/no, poll responses, or by raising their hand.

- Avoid speaking for long periods of time with no opportunity for participant input.

- Make use of the **Markup** tools during your session. For example, use the **Highlighter** to call attention to specific regions on the screen. Try to provide some mark up for each slide that you use.

- Include features such as **Share, Poll,** and **Breakout rooms** to assist in delivering content and make the sessions more interactive and engaging.
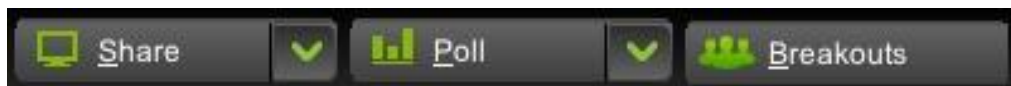
CAUTION: Dial-up participants may experience slow transmission or disconnection when the Share or Video Tools are in use.

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