TIPS…

Planning Successful Sessions

Deliver high-quality, highly effective e-CLASSES online sessions!

As you become experienced in the e-CLASSES environment you will discover that almost anything that you do in a traditional face-to-face session can be accomplished in this interactive virtual meeting place. The following pages provide important information that you should consider as you plan and conduct your e-CLASSES session.

Pre-Session Planning

Preparing for Your Session – After participating in e-CLASSES's online instructor training, take some time to familiarize yourself with the features and functions of e-CLASSES and allow yourself to get comfortable with a new method for presentation delivery.

- Practice! – Go into the e-CLASSES Playground and practice using the features. Practice using the tools you intend to use during the session.
- Don't try to use all the tools in your first session. Get comfortable with e-CLASSES and add more tools over time.
- Record your practice session and review.
- If possible, plan to lead the session with a co-presenter who can assist you in the presentation, monitor text chat, etc. Plan ahead how you will share responsibilities.
- Find a place to deliver your session that is quiet with no distractions.

Preparing Your Content – Before you sit down to present online you need to think about what content you will use and how you plan to share it.

- Design your content to include interactivity and variety to engage all types of participants (visual, auditory, etc.).
- Make your prepared slides easy to read – keep the background simple and choose standard fonts no smaller than 12 point. Use PowerPoint for easier upload to e-CLASSES.

> See the "Effective Sessions" document for ideas on how to use e-CLASSES tools to increase participant interaction.

- Use visuals whenever possible.

- Avoid slide after slide of bulleted lists. Mix it up with some graphs, surveys, questions.

- Identify which multimedia files you will need during your session.

- Create surveys or polling questions to use during your meeting.

- Upload your PowerPoint slides to e-CLASSES. You can send them to Contact North | Contact Nord but do so at least ten business days prior to your scheduled meeting by emailing elearningcontent@contactnorth.ca

Preparing Your Participants – The success of your e-CLASSES session will increase if your participants are familiar with the environment and well-informed of requirements.

- Encourage participants to configure their computers and download the software well in advance of the meeting (at least 24 hours).

- Consider having a check in session to allow participants to log in and check technical aspects well before the session.

> **NOTE**: Contact North | Contact Nord sends out login instructions to participants following the session booking process.

- Send out an email outlining what is expected of participants in the session – for example, time of check-in session, required software for your content, and pre-work that needs to be done, as well as any advanced materials required.

- Advise participants of the Contact North | Contact Nord Technical Help Hotline in the case of any difficulties: 1-888-850-4628.

The Day of the Session

Before the Session Begins – Login to e-CLASSES 15-20 minutes before the session is scheduled to begin and go through the following checks, as required:

- Complete the **Audio Setup** to ensure your microphone and speakers are working properly. It is important to do this at the start of each e-CLASSES session.

- Open web pages and applications that you will be using during the meeting and load multimedia files. Close any program you will not be using.

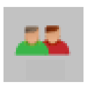
- Review your content to be sure all is loaded and displays properly.

- Navigate to the first slide in your content.
- If you are working with co-presenters, be sure they log in as a presenter. If they have not, promote them by right-clicking on their name in the Attendees List and selecting *Promote to Co-Presenter*.

- **Start the session by clicking on the Start button.**

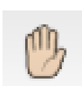
As the Session Begins

- As participants login their names will appear in the People Panel. Greet each as they join the meeting and have them speak so that you can check their audio.
- Remind participants to use **Audio Setup** to test their microphone and speakers.



- Give microphones to all participants by clicking on the Attendees options and selecting All Microphones On.

- Remind participants to click the **Step Out** button if they are temporarily unable to participate and /or away from their computer.
- When all participants are online, welcome everyone and have them introduce themselves.
- If there are participants new to e-CLASSES, a brief review of the communication tools and the meeting space is advisable.



- Request participants to click on the **Raise Hand** button prior to speaking or if they have a question or comment.

During the Session

- Speak clearly in your normal voice and at your normal speed.
- Use your voice to project energy and enthusiasm.
- Be aware of the entire screen, not just the **Media Window**. Watch for **Chat** messages as well as the Attendees Panel for new participants joining the session.

- Request participants **raise their hands** when they have a question or comment.

- Ask questions and provide opportunity for interaction. Provide specific instructions on how participants should respond: using Yes/No, Polling or by raising their hand.

- Use the markup tools – for example, use the **Highlighter** to bring attention to specific regions or data on the screen.

- **Poll** the participants at various intervals for feedback.

- If using **Breakout Rooms,** remind participants that when they are in a breakout room they can send a private chat message, even if you are not in the room.

Ending the Session

- Thank participants for their attendance.
- Stay connected and take further questions from participants until they have all logged out.
- Save or print out the whiteboard screens as required.
- Save **Chat** messages as required.
- Make note of any changes you might want to make in future e-CLASSES sessions.

Note: The Whiteboard when saved will automatically save to the Agenda. This can be exported into a pdf by clicking on the Export button above the Agenda.

- As the leader and co-presenter exit, they will be prompted whether they wish to **Publish** the session. Publishing allows participants to access the recording Playback.