

How to prepare and deliver a live online lecture

In this fact sheet you will find tips and suggestions that can be useful in planning and delivering a live online lecture (https://www.utwente.nl/en/ces/celt/toolboxes/teaching-and-supervising/2a_prepare_educational_meeting/format-lesson-plan.docx).

Before the lecture starts			
<ul style="list-style-type: none"> Write learning objectives or make sure the learning objectives are adequate for an online course (https://youtu.be/eXxTpDg1thI). Check if the materials and activities can be made available online/digital. Get familiar with Canvas (https://www.utwente.nl/en/telt/online-lectures/live-streaming-lectures/canvas-conferences/#how-to-start). e.g., powerpoint, subgroup work during lecture, discussion, chat function, whiteboard, etc. If possible conduct a testing session with family/friends/colleagues. Schedule the session(s) ahead of time and send a few days before the session a reminder with a link to the session. An online lesson is more intensive to give and receive. Take half the time you would normally spend on your lecture. Prepare your lecture by making a lesson plan. You want your students to stay engaged and motivated. It is therefore advisable to divide your lesson into pieces of 10-15 minutes. Moderator necessary in case of large group with chat function Q&A 			
At least 15 minutes before the lecture will start			
<ul style="list-style-type: none"> Test the technology (software, microphones and web camera). Open your PPT or other presenting tool and start sharing → Make sure the first thing student will see is a sheet with conversation rules, for example: <ul style="list-style-type: none"> Please use a headset Please turn of the microphone when it is not your turn to talk Please your camera on/off If you want ask a question please typ your question in the chat/ rise your hand/ ... At the start of the lecture, make sure that all students can hear you. Optional: Start recording the lecture and tell the students you will record it. 			
During the lecture			
TIME	INSTRUCTION FUNCTION	EDUCATIONAL LIVE ACTIVITY	STUDENT ACTIVITY
How much time you need	Choose a function of your the part of the lesson:	The teacher does... -options you can choose-	The students do...
Introduction (start of the lecture) <ul style="list-style-type: none"> Give learning objects Tell about the usefulness Activate prior knowledge Advanced organizer 	Motivation	Big groups and small groups	
		<ul style="list-style-type: none"> Tell and show why this subject is important and what the learning objects are, keep it short. 	<ul style="list-style-type: none"> Students listen and are inactive.
		<ul style="list-style-type: none"> Show a video and ask the students why you started the lecture with this video. What is de usefulness and goal of this lecture? 	<ul style="list-style-type: none"> Students write down and after the what you ask you provide their answer.
		<ul style="list-style-type: none"> Mindmap in Mentimeter or on the whitboard in Canvas: Give students the key word/concept which will be addressed in the lecture. Ask them to write (alone/together) words who are related. 	<ul style="list-style-type: none"> Students share their screen or just tell what they know/want to know and learn.
		Small groups (max. 25)	
		<ul style="list-style-type: none"> KWL: Begin the lesson with a three-column organizer: What I Know, What I Want to know, what I Learned. Have students fill in the first two columns in advance of the lesson. Return to the last column as a summarizing strategy for the lesson. 	<ul style="list-style-type: none"> Students share their screen one by one or just tell what they know/want to know and what the question is.
<ul style="list-style-type: none"> 3-2-1: ask students (in small groups) to write three things they already know about subject X, two things they like to know about or learn more about, and one question related to the key concept or learning. 	<ul style="list-style-type: none"> Students fill in some words and activate prior knowledge. 		
<ul style="list-style-type: none"> 30 seconds: sent a student 1 word by private chat and ask him/her to explain the word in 30 seconds. Other students react in the chat. Repeat for more words 	<ul style="list-style-type: none"> Students are active by listening and thinking and reacting. 		

Core	New Knowledge	Big and small groups	
		<ul style="list-style-type: none"> Tell new information, using powerpoint/ whiteboard/ other visual tool, keep it short (10 minutes). 	<ul style="list-style-type: none"> Students listen
		<ul style="list-style-type: none"> Show them a video with new information (made by yourself e.g. screencast or microlecture). Give them a question or tell them to watch something particularly. 	<ul style="list-style-type: none"> Students watch and listen and look targeted.
		<ul style="list-style-type: none"> Ask individual of small groups of students to read a short text (1- 2 A4) and let them make some questions about the text, use e.g. Shakespeak/ Kahoot/ Socrative or another voting tool. 	<ul style="list-style-type: none"> Students read, make notes and give answers
		Big and small groups	
		<ul style="list-style-type: none"> Tell students how to apply the knowledge, keep it short (10 minutes) 	
	Examples	Big and small groups	
		<ul style="list-style-type: none"> Show them a video with examples information (made by yourself). Give them a question or tell them to watch something particularly. 	<ul style="list-style-type: none"> Students watch and listen and look targeted.
		<ul style="list-style-type: none"> Let students work in a breakout room (Canvas or Trello) to discuss a question/subject. 	<ul style="list-style-type: none"> Students work together and brainstorm
		Small groups (max. 25)	
		<ul style="list-style-type: none"> Thumbs Up, Thumps Down: student just give a thumbs up or down sign in the chat when you mention a good/bad example. 	<ul style="list-style-type: none"> Students put a thump up or down in the chat.
		<ul style="list-style-type: none"> Ask students to find examples online and present them by sharing their screen, just tell or sent you 1 A4/ ppt sheet by mail/ Google docs. 	<ul style="list-style-type: none"> Students think and search for examples
	Practice	Big and small groups	
<ul style="list-style-type: none"> Give students a (small) formative quiz/ assessment to practice the (new) knowledge. 		<ul style="list-style-type: none"> Students think and find the answers. 	
<ul style="list-style-type: none"> Let students work on an assignment together in a breakout room or Trello. 		<ul style="list-style-type: none"> Students work together and learn from each other 	
Small groups (max. 25)			
<ul style="list-style-type: none"> Ask them to present their findings by sharing their screen one by one, or just tell or sent you 1 A4/ ppt sheet by mail. 		<ul style="list-style-type: none"> Students present and share. 	
Big and small groups			
Conclusion	Feedback and evaluate	<ul style="list-style-type: none"> Ask students to give feedback on the lecture/ you by using a voting tool. 	<ul style="list-style-type: none"> Students vote, give feedback
		<ul style="list-style-type: none"> Make a small formative quiz/ test with questions about the learning objectives by using a voting tool like Kahoot/ Shakespeak/ Socrative. 	<ul style="list-style-type: none"> Students answer questions
		<ul style="list-style-type: none"> Summarize the lecture 	<ul style="list-style-type: none"> Students listen
		Small groups (max. 25)	
		<ul style="list-style-type: none"> Provide feedback yourself or let students give feedback on each other (in a break out room) on a structured way to the work of students (made during the practice). Make sure is it short and simple. 	<ul style="list-style-type: none"> Students listen and/or give feedback/ are critical.
		<ul style="list-style-type: none"> Ask students to mention the three most important lessons learned. 	<ul style="list-style-type: none"> Students think of what they have learned.
After the lecture			
<ul style="list-style-type: none"> Tell them where they can find the homework and what they should do at home/ homework. Mention when the next meeting is. Thank the students for their presence. Goodbye and wave. Stop recording and put the link online so students can watch it (again). End the conference. 			
More information: https://www.utwente.nl/en/telt/online-lectures/educational-knowledgebase/live-online-lectures/			

