

Online Teaching Hints (4 min)

Remember, in some ways teaching online is different:

- Be your Authentic Self
- Share from your experiences; they're what helped make you who you have become.
- Have an outline of Bullet Points to refer to in order to keep yourself on course.
- Engagement: Being interactive is #1 Involve your students in what you're doing through asking them their thoughts, by calling on them, **asking less, if there are any questions**, and more asking them to share their thoughts or stories on specific questions.
- Use multimedia tools through screen share, i.e., PowerPoint, video and audio when appropriate (Tip: Don't forget to check the "Share Computer sound" button when you are in the initial Share screen, if you're using Zoom.)
- Use the Breakout Groups if you have a definite use for them. Monitor them and let your students know you'll be dropping in **or can** if they ask you to from the breakout.
- Use Polls to see how much of the room is grasping concepts or paying attention
- Keep video and audios short, so you keep students engaged.
- Don't overuse PowerPoint. You're the teacher, not the PowerPoint. PP is there to support you, not replace you.
- Have fun with your class.
- Try to keep everyone muted and be aware when someone raises their hand.
- Just as you would in an in-person class, get over the conventions and your expectations of your audience while in class. Read them **your** rules and, in the first class, show them where to go to mute themselves, raise their hands, chat, and any other specific rules you may want them to be aware of.
- Have questions made up for each class. Know your material and have your own answers and/or experiences for your questions.
- Watch your time, and know when and what you might have to skip, if time gets short and you still have a lot of material to cover.

I have butterflies every time I get in front of a group, but I've learned to push through it and challenge myself to move beyond my comfort zone. It will get easier. Online it's not as obvious, but you will get more comfortable with your audience.

Remember too, you need a paid Zoom account for anything over 1 on 1 calls, or Zoom will close after 40 min. and everyone will have to sign on again.

Advertising, MARKETING, it's a whole other story.

I hope this helps.