

Protocols to run through for **every** Collaborate lecture

- Join at least 15 minutes early to test your audio and video.
- Greet students as they join.
- Have a welcome slide with instructions to set up audio/video (available slides bit.ly/395FeGA).
- Explain to students how you would like the session to run (i.e. questions at the end, questions asked via chat, students to raise their hand or students to ask as they please, suggest turning off cameras to help with bandwidth). Ensure all students understand the basics before proceeding.
- If you are planning to record, seek permission and explain the video/audio/chat will be recorded and made available to all in the subject.
- One person on microphones at a time- turn off if they are not speaking (this will stop background noise and bandwidth).
- Speak clearly, slowly and be animated.
- Engage the students through polling, feedback, emoticons, ask questions and use student names.
- Only record if necessary.
- Be patient with students and self while everyone adjusts to new ways.