Agenda

- Best Practices for Synchronous Meetings with Students.
- How to use the tools in Collaborate Ultra for online synchronous meetings in a course in D2L.
- How to record online meetings for use asynchronously.
Synchronous vs. Asynchronous

- **Synchronous** - Communication and activities take place in real time.

- **Asynchronous** - Communication and activities take place outside of real time.
Synchrony may depend on . . .

• Learner characteristics and what best meets their needs.
  • Some learners often require more flexibility, so asynchronous is usually best, perhaps with optional synchronous sessions.
  • Some learners often benefit from the structure of required synchronous sessions.

• Demands on the student’s time and students in different time zones.
  • Due to work, responsibilities, or varying time zones, students might expect to complete their work during the day, during the evenings, or on weekends. Synchronous sessions may not be feasible.
Synchrony may also depend on the nature of your course or course activities.

<table>
<thead>
<tr>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class discussion</td>
</tr>
<tr>
<td>Video</td>
</tr>
<tr>
<td>Lecture</td>
</tr>
<tr>
<td>Interactive lecture</td>
</tr>
<tr>
<td>Reading</td>
</tr>
<tr>
<td>Group work</td>
</tr>
<tr>
<td>One-on-one with instructor</td>
</tr>
<tr>
<td>Assessments</td>
</tr>
<tr>
<td>Guest speakers</td>
</tr>
</tbody>
</table>
Communication is Key

It is not recommended to have required synchronous meetings (for an online course) unless students have been notified of the requirement before the course begins (preferably at registration).

A clear statement of the instructor’s expectations for learner participation in required course interactions including frequency, length, timeliness, etc. should be prominently placed in the course.
Tips for Engaging Students in Synchronous Sessions

**Collect**
Collect information before class.
- Send a quick email or a 1-3 question survey a day or two before the session.

**Tell**
Tell students what to expect.
- Email students or post an announcement before the synchronous session and tell them what topics the session will cover and how they should prepare.

**Ask**
Ask participants to come with one burning question about the topic.
- Start the session off by giving some of your students the opportunity to ask their questions.

**Make**
Make sure your synchronous session offers novel content, insights, or activities.
- Avoid duplicating what is covered elsewhere in the course.
Tips for Engaging Students in Synchronous Sessions

**Do**
- Do a quick social check-in at the beginning of class.
  - While students are arriving, use the opportunity to chat.

**Pose**
- Pose a question and give participants a moment to write.
  - Give students time to prepare so you can call on them without putting anyone on the spot.

**Ask**
- Ask questions that require students to pick a side.
  - When students are asked to state an opinion, they become more invested in discussing it.

**Use**
- Use synchronous sessions as consultations.
  - Have students bring challenging dilemmas or problems and get the group’s input and advice.
Using Collaborate for Synchronous Meetings
# MEDIA SPACE TOOLS

Located on the Media Space (main) screen.

Each top image shows the inactive tool. The bottom image indicates the tool is active.

<table>
<thead>
<tr>
<th><strong>Audio</strong></th>
<th>Select to turn microphone on. Lines through the microphone icon indicate the microphone is off.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Video</strong></td>
<td>Select to turn your video on. Lines through the camera icon indicate the webcam is off.</td>
</tr>
<tr>
<td><strong>Hand raise</strong></td>
<td>Select to raise your hand to answer a question or get the moderator's attention.</td>
</tr>
<tr>
<td><strong>Session menu</strong></td>
<td>Located in upper left corner of Media Space. Opens the Session Menu. Session Menu tools are listed on page 5.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Select to show your status as away. Select again when you return to show you are back.</td>
</tr>
<tr>
<td><strong>Collaborate panel</strong></td>
<td>Located in lower right corner of Media Space. Opens the Collaborate Menu. Collaborate Menu tools are listed on page 5.</td>
</tr>
<tr>
<td><strong>Grid view</strong></td>
<td>Switch to the grid view for more than one video stream.</td>
</tr>
<tr>
<td><strong>Picture-in-picture</strong></td>
<td>Select to switch from shared content to the speaker and vice versa.</td>
</tr>
</tbody>
</table>
Feedback

- Select your profile from the bottom center of Media Space.

Feedback

- Happy
- Sad
- Surprised
- Confused
- Faster
- Slower

5 Attendees

Moderator (1)
- Beth Carlson

Participants (4)
- Flor
- Maki
- Raghu
- Steve
Chat

Room Empty
You are the only one in the room.
## Sharing Content in Collaborate

<table>
<thead>
<tr>
<th>COLLABORATOR PANEL TOOLS FOR MODERATORS &amp; PRESENTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Share Content</strong></td>
</tr>
<tr>
<td>Moderators and presenters can share a blank whiteboard, an application, PDFs, PowerPoint® presentations, and images in GIF, JPEG, and PNG formats. Select Share Content to access the moderator tools listed below.</td>
</tr>
</tbody>
</table>

| **Share Whiteboard**                               |
| Moderators and presenters can share a blank whiteboard. |

| **Share application**                              |
| Moderators and presenters can share their entire desktop or a single open application. |

| **Share files**                                    |
| Moderators and presenters can share PDFs, PowerPoint® presentations, and images in GIF, JPEG and PNG formats. |
## WHITE BOARD TOOLS

Located in the upper left corner of Media Space when the White Board or files are shared. Each top image shows the inactive tool. The bottom image indicates the tool is active.

<table>
<thead>
<tr>
<th>Select</th>
<th>Use the arrow to select an object on the whiteboard. After you select it you can resize, move, and delete it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pointer</td>
<td>Use the hand to point to different areas of the visible slide. Attendees see wherever you are pointing on the slide.</td>
</tr>
<tr>
<td>Pencil</td>
<td>Use the pencil to draw free hand on the slide.</td>
</tr>
<tr>
<td>Shapes</td>
<td>Use the Shapes icon to draw a rectangle, ellipse, or a straight line. Your choice.</td>
</tr>
<tr>
<td>Text</td>
<td>Type text on the slide with the &quot;T&quot;.</td>
</tr>
<tr>
<td>Clear</td>
<td>Use the eraser to undo everything.</td>
</tr>
<tr>
<td>View controls</td>
<td>Show or hide your zoom, fit, and size controls.</td>
</tr>
<tr>
<td>View controls opened</td>
<td>Zoom in, Zoom out, Best Fit, Actual size</td>
</tr>
<tr>
<td>Slide navigation controls</td>
<td>Move to the previous or next slide.</td>
</tr>
</tbody>
</table>
Polling

Polls have many uses in a live session.

- Polls can engage attendees and give them an opportunity to participate.
- Attendees respond to a poll by selecting one of up to five responses.
- You decide how many choices attendees see.
Session Recordings

• Sessions can be recorded by the moderator.

• Recorded sessions can be accessed in the course in D2L.

• The instructor may link the recording within the appropriate content module or in a news item.
Access the Recordings in D2L

• Select the Menu on the left of the Sessions bar
• Select Recordings
<table>
<thead>
<tr>
<th>Session name / Recording name</th>
<th>Date</th>
<th>Duration</th>
<th>Recording options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Test / recording_1</td>
<td>6/25/18, 11:17 AM</td>
<td>00:37:22</td>
<td>Watch now</td>
</tr>
</tbody>
</table>
**View Reports**

**Session details**

Wednesday, February 5, 2020  
1:46 PM — 2:57 PM

**Attendees**  
13

**Average time in session**  
00:46:00

**Tools**

- Export Report
- Printable
- Export to CSV

**Support**

**Session ID**  
id:90280f1416264e6195b9e

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Attendee Type</th>
<th>First join</th>
<th>Last leave</th>
<th>Total time</th>
<th>Joins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Lockett</td>
<td>Moderator</td>
<td>Integration</td>
<td>1:46 PM</td>
<td>2:52 PM</td>
<td>01:06:07</td>
<td>1</td>
</tr>
<tr>
<td>Heather Webb</td>
<td>Participant</td>
<td>Guest</td>
<td>1:50 PM</td>
<td>2:30 PM</td>
<td>00:39:09</td>
<td>1</td>
</tr>
<tr>
<td>Sam Lainingen</td>
<td>Participant</td>
<td>Guest</td>
<td>1:51 PM</td>
<td>2:49 PM</td>
<td>00:58:16</td>
<td>1</td>
</tr>
<tr>
<td>Tiffany Pellizzeri</td>
<td>Participant</td>
<td>Guest</td>
<td>1:58 PM</td>
<td>2:47 PM</td>
<td>00:49:37</td>
<td>1</td>
</tr>
<tr>
<td>Amy</td>
<td>Participant</td>
<td>Guest</td>
<td>2:00 PM</td>
<td>2:49 PM</td>
<td>00:49:09</td>
<td>1</td>
</tr>
</tbody>
</table>
Synchronous Small Group Activities

Breakout Groups
Breakout Groups in Collaborate

• To facilitate small group collaboration, moderators can create breakout groups that are separate from the main room.
• Breakout groups have their own private audio, video, whiteboard, application sharing, and chat. Any collaboration that takes place in a group is independent of the Main room (and other groups).
• The moderator can move between groups.
The Moderator can choose to have Collaborate create and randomly assign breakout groups.
Or the Moderator can manually assign the groups.
Breakout Groups in Collaborate

• Every attendee enters the group is a presenter. This means that all attendees can share the whiteboard, files, and applications with the rest of their group.

• *What is said or viewed in a breakout room isn't captured in recordings.*

• *Content shared in a breakout group is not available when breakout groups end.*
Collaborate Breakout Groups
Collaborate Tutorials and Support

- Collaborate Ultra, https://www.eiu.edu/collaborate/
- For Technical Support, contact your ISS at support@eiu.edu.
- For Design Support, contact the FDIC at fdic@eiu.edu.
Resources


