How to Communicate Synchronously with your Students using Collaborate

FDIC Webinar: Flexible Teaching Series

By Julie Lockett, Director of Learning Innovation

Faculty Development and Innovation Center, EIU

August 11, 2020

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.

- Class discussion
- Video
- Lecture
- Interactive lecture
- Reading
- Group work
- One-on-one with instructor
- Assessments
- Guest speakers

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.

Audio

Select to turn microphone on. Lines through the microphone icon indicate the microphone is off.

Video

Select to turn your video on. Lines through the camera icon indicate the webcam is off.

Hand raise

Select to raise your hand to answer a question or get the moderator's attention.

Session menu

Located in upper left corner of Media Space. Opens the Session Menu. Session Menu tools are listed on page 5.

Status

Select to show your status as away. Select again when you return to show you are back.

Collaborate

Located in lower right corner of Media Space. Opens the Collaborate panel Menu. Collaborate Menu tools are listed on page 5.

Follow the speaker view

Switch to follow-the-speaker view from grid view. Default view for more than five attendees.

Grid view

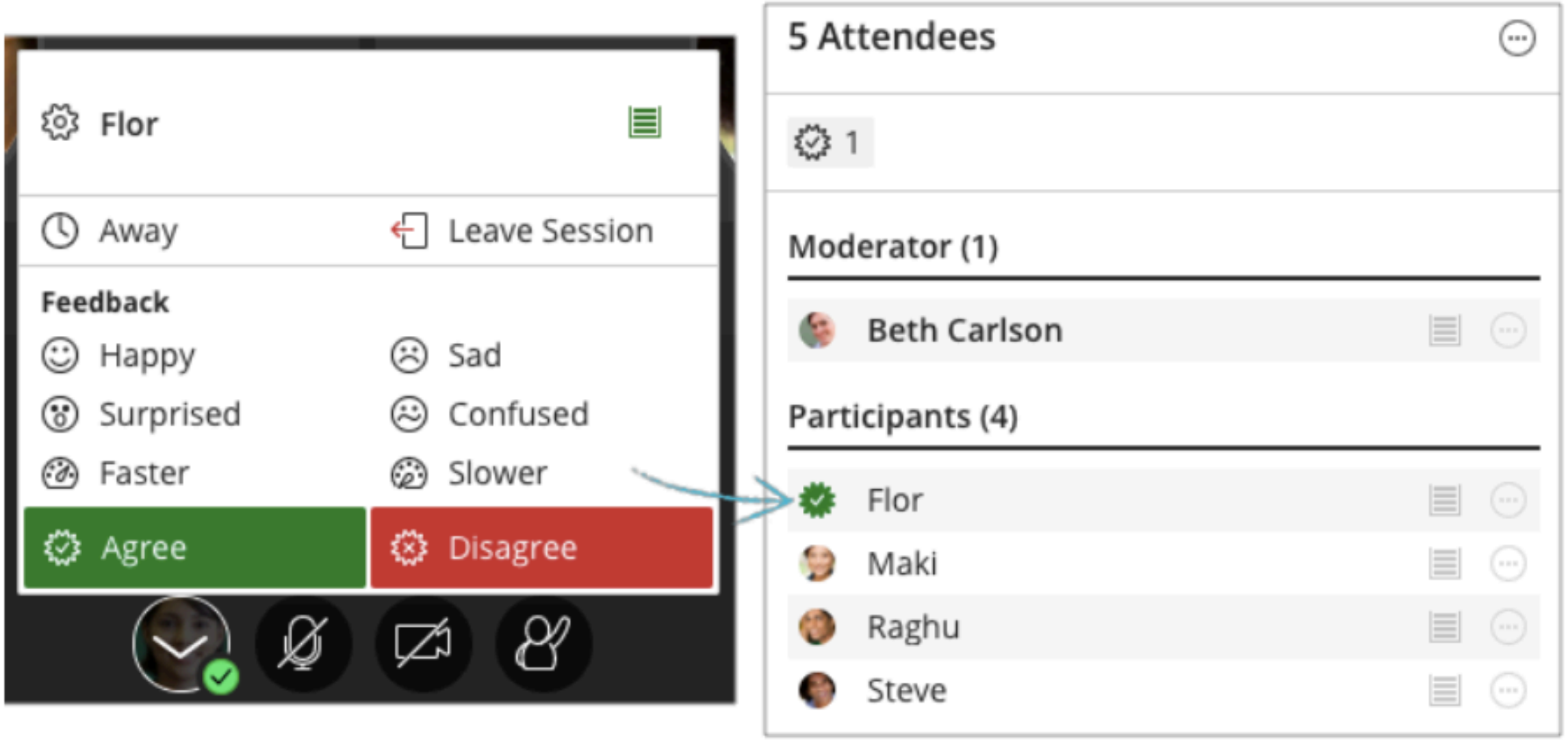
Switch to the grid view for more than one video stream.

Picture-in-picture

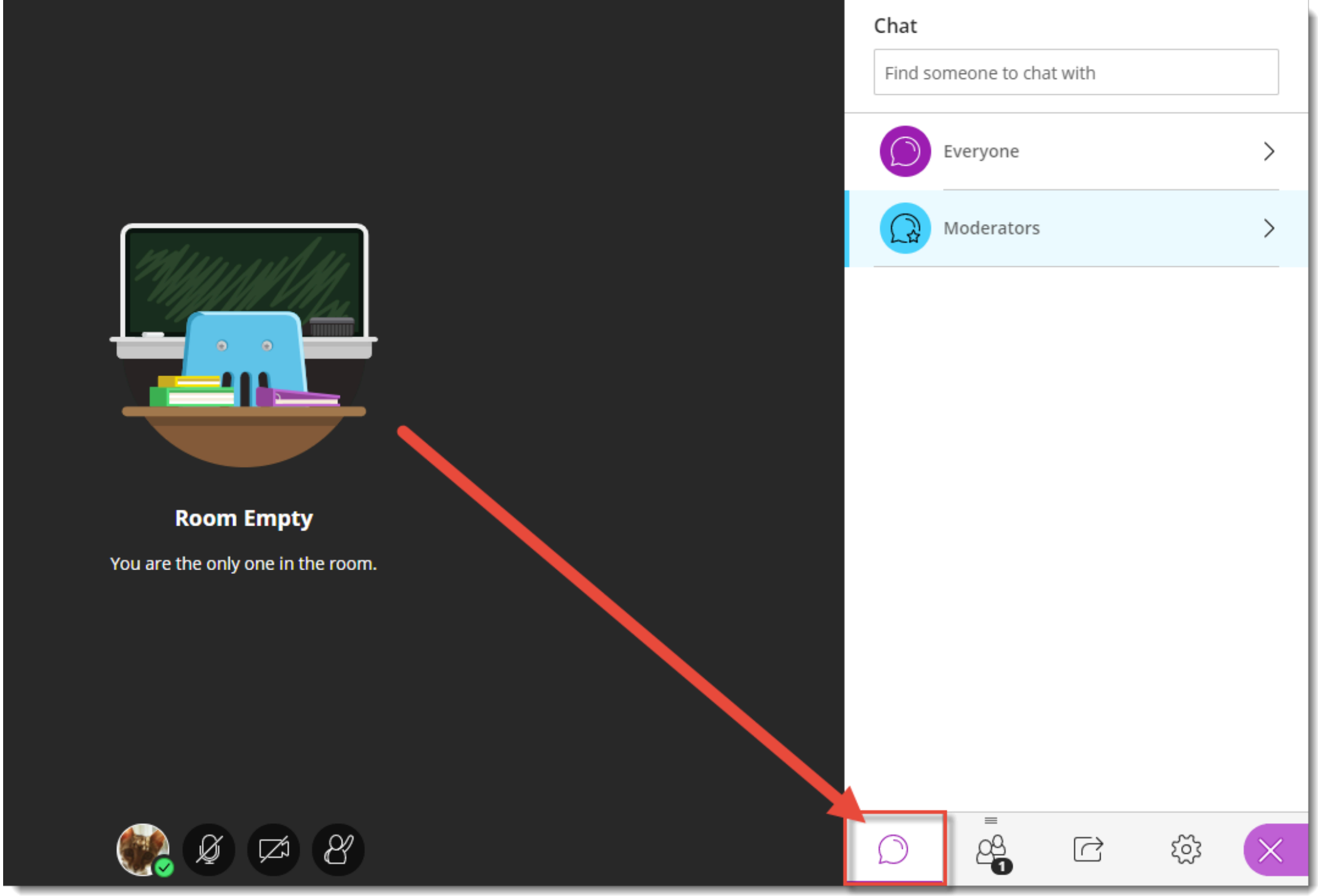
Select to switch from shared content to the speaker and vice versa.

Feedback

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



Chat


Chat
Find someone to chat with
Everyone
Moderators
Room Empty
You are the only one in the room.

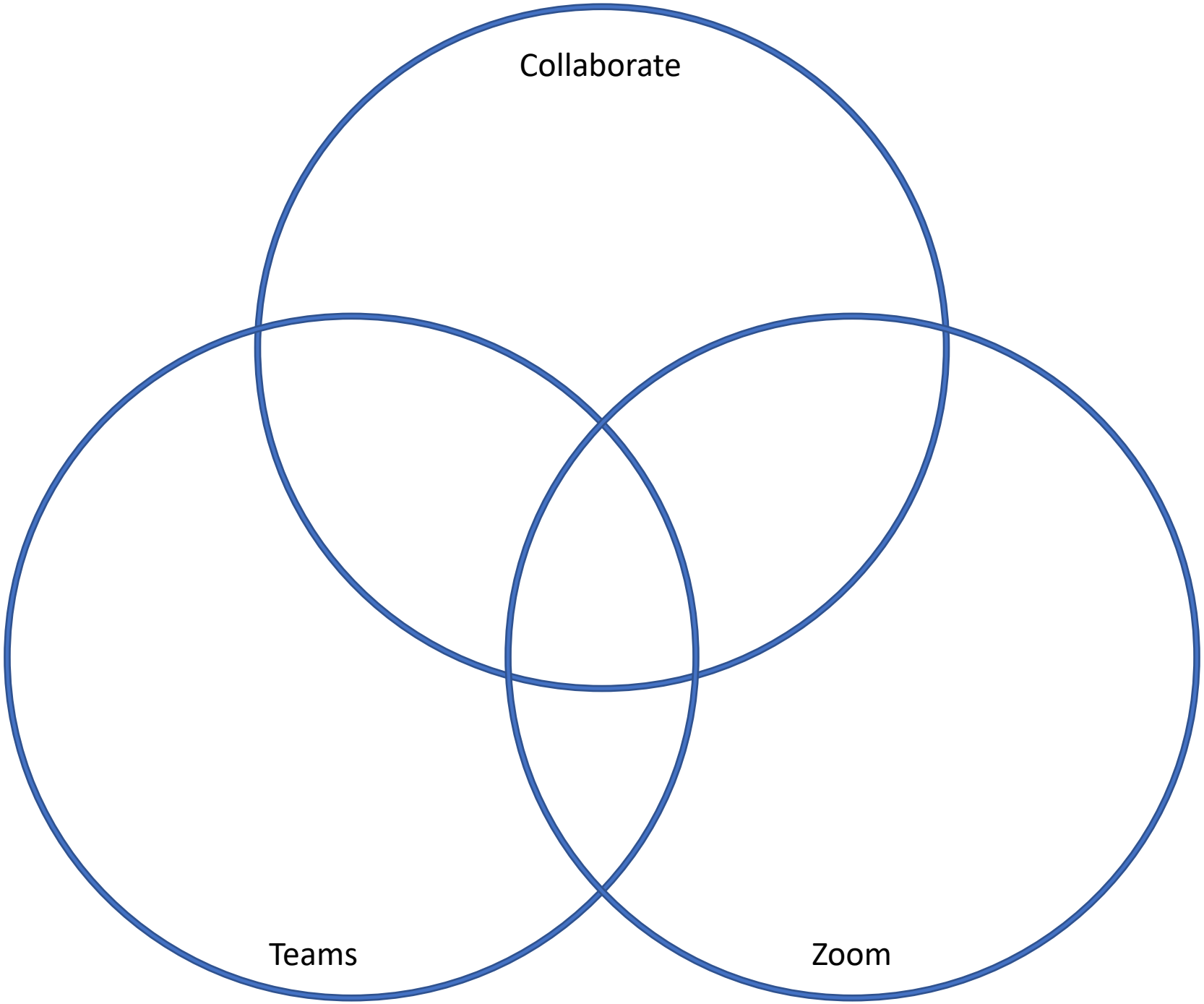
Sharing Content in Collaborate

COLLABORATOR PANEL TOOLS FOR MODERATORS & PRESENTERS		
Share Content 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.		
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.

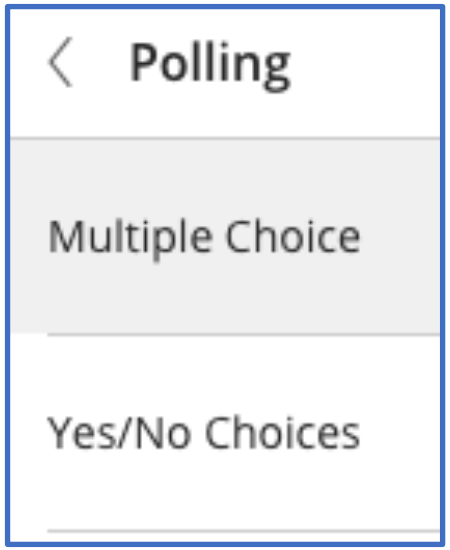
WHITE BOARD TOOLS

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.

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

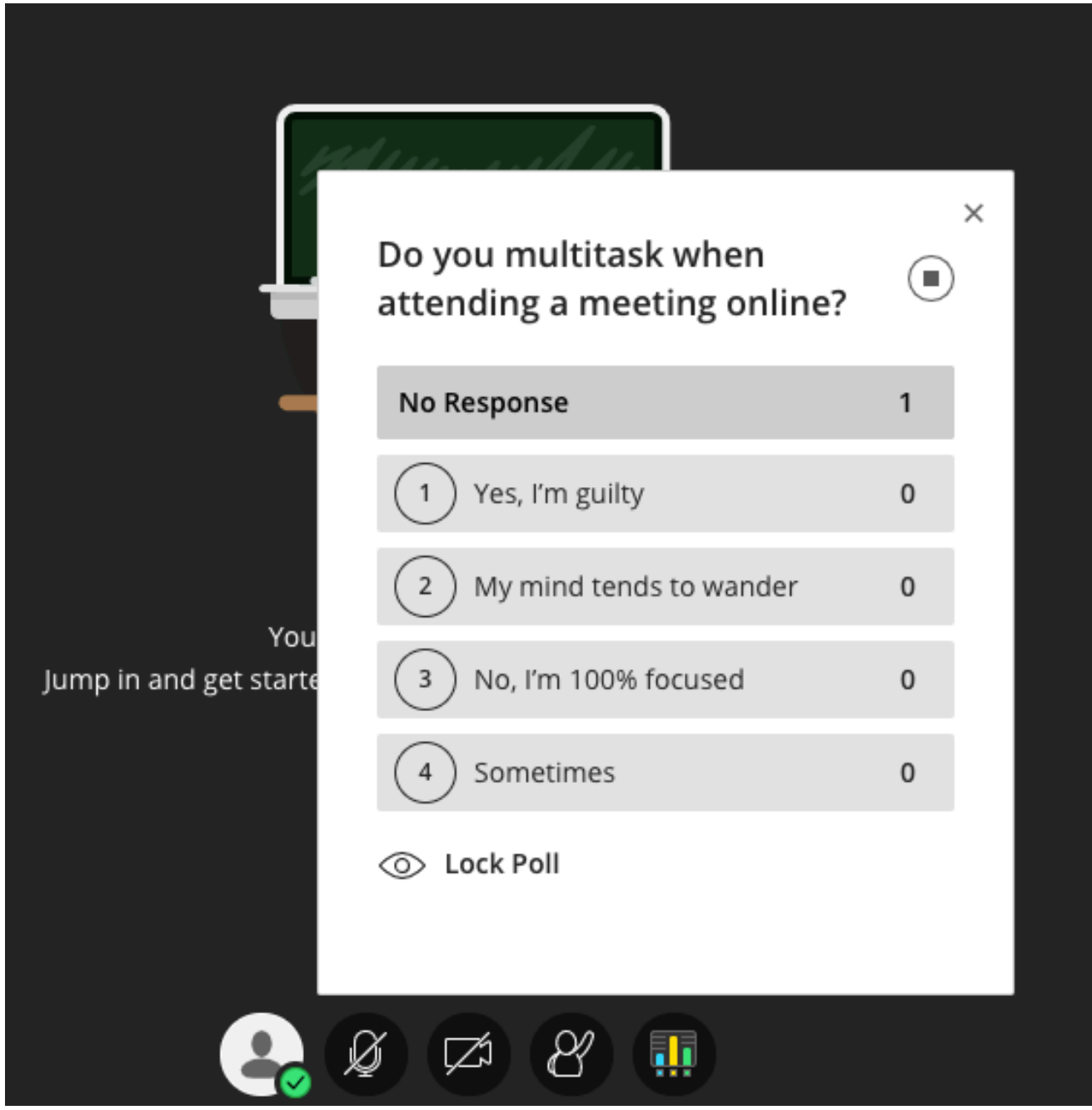

Collaborate
Teams
Zoom

Polling

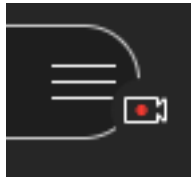


Polls have many uses in a live session.

- Polls can engage attendees and gives 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.



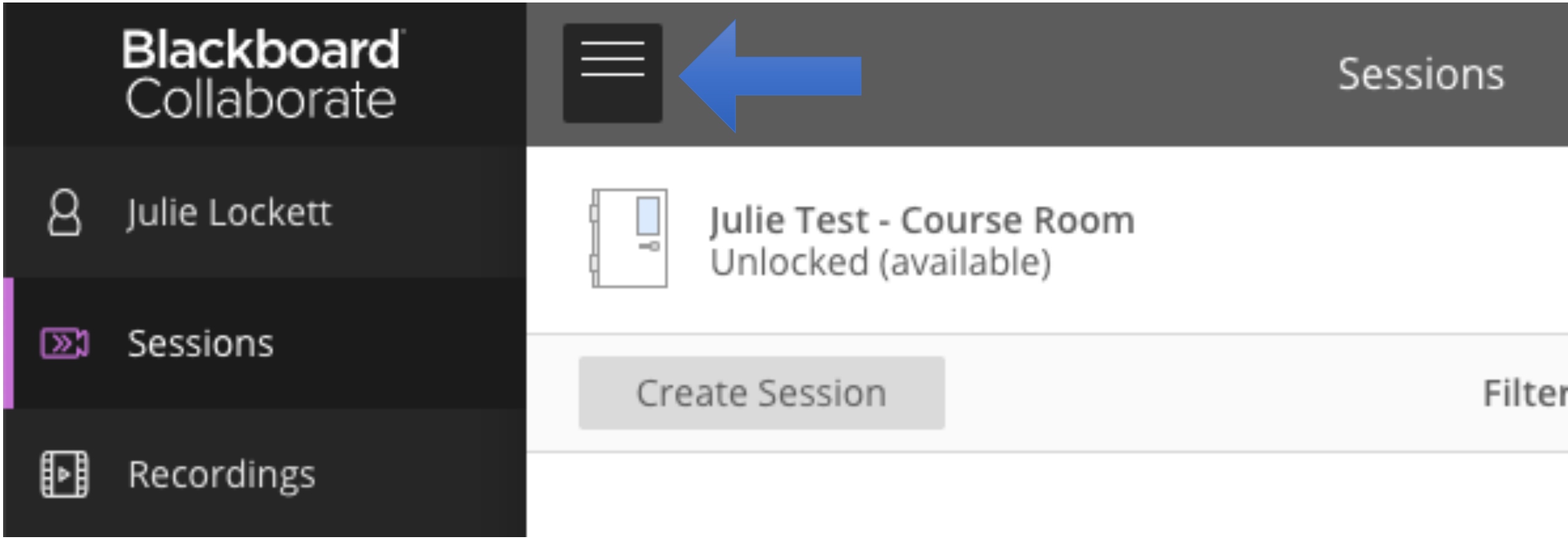
Session Recordings



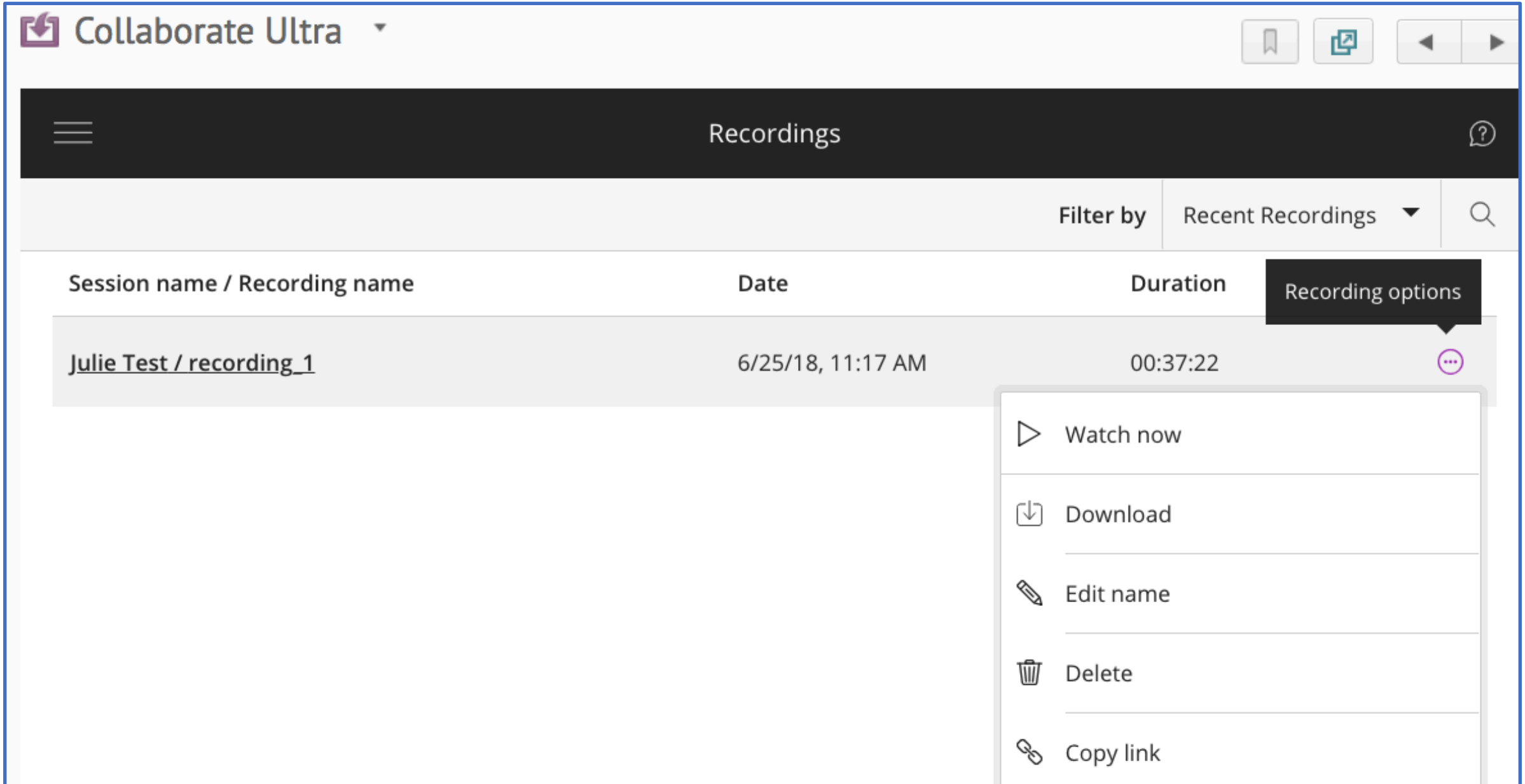
- Sessions can be recorded by the moderator.
- Recorded sessions can be accessed in the course in D2L.
- The instructor may link the recording within the appropriate content module or in a news item.

Access the Recordings in D2L

- Select the Menu on the left of the Sessions bar
- Select Recordings



Recordings in D2L



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

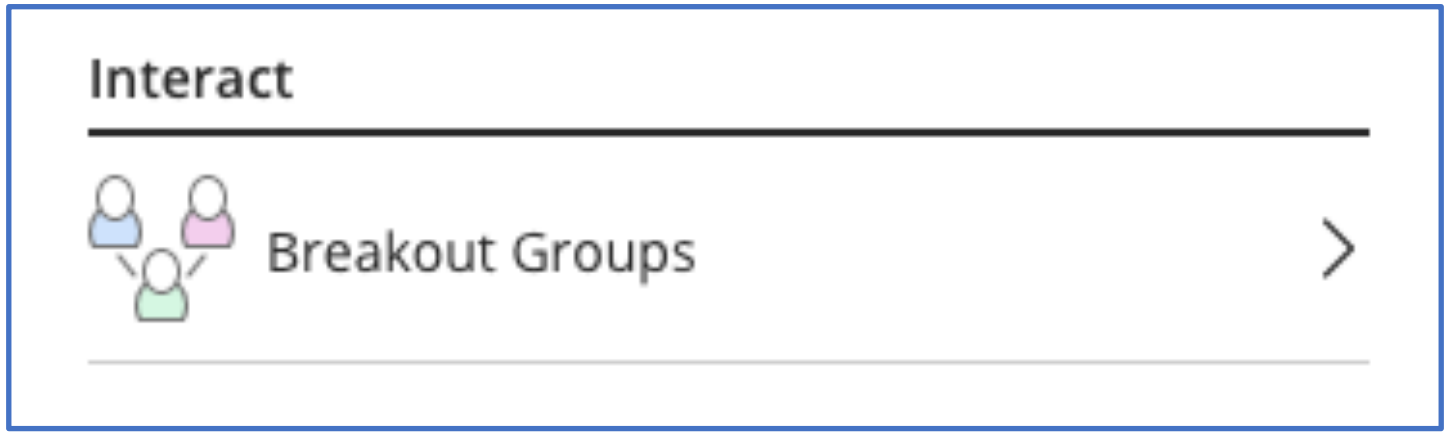
Support

Session ID
id:90280f1416264e6195b9e

Name	Role	Attendee Type	First join	Last leave	Total time	Joins
Julie Lockett	Moderator	Integration	1:46 PM	2:52 PM	01:06:07	1
Heather Webb	Participant	Guest	1:50 PM	2:30 PM	00:39:09	1
Sam Laingen	Participant	Guest	1:51 PM	2:49 PM	00:58:16	1
Tiffany Pellizzeri	Participant	Guest	1:58 PM	2:47 PM	00:49:37	1
Amy	Participant	Guest	2:00 PM	2:49 PM	00:49:09	1

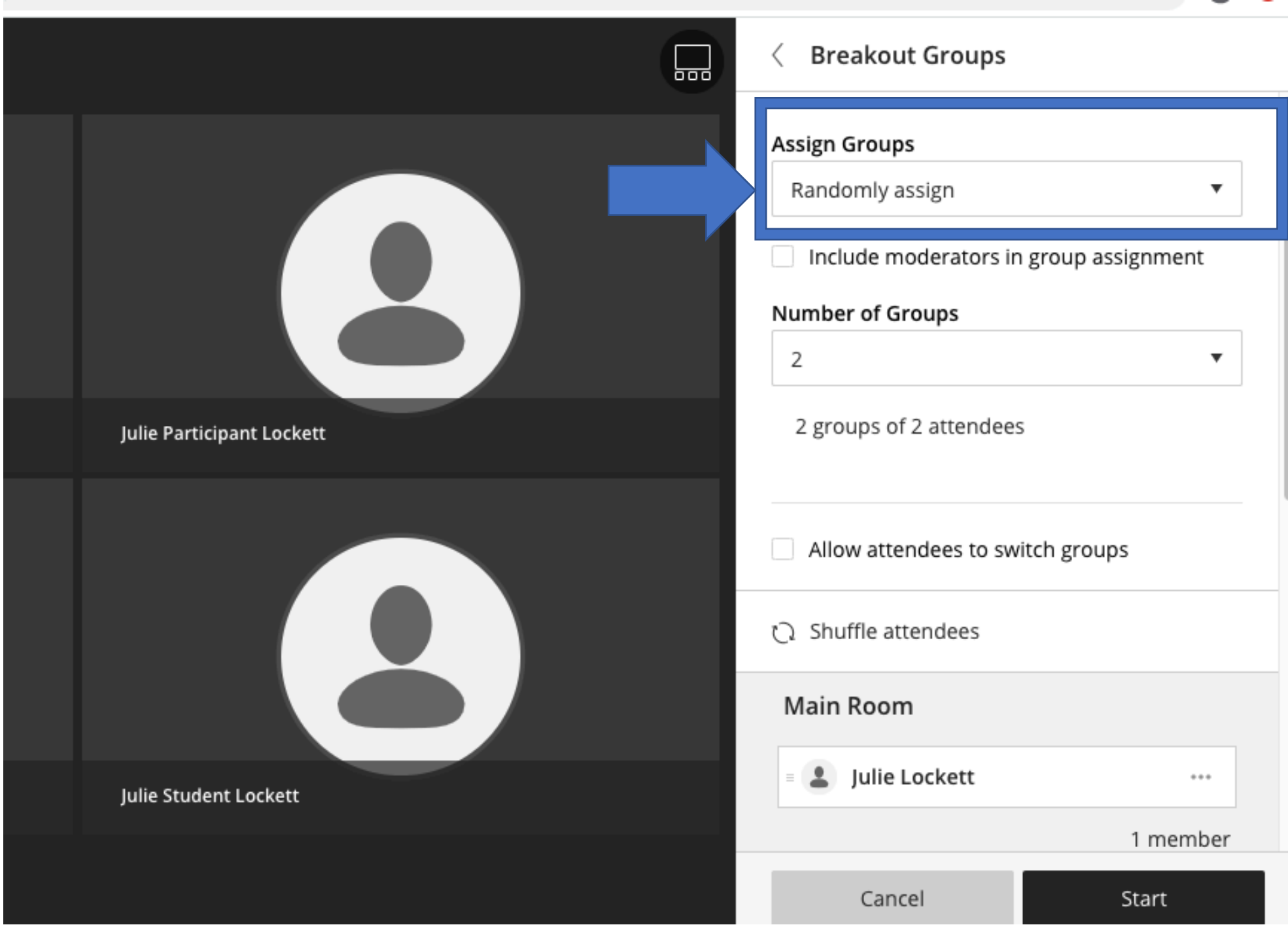
Synchronous Small Group Activities

Breakout Groups in Collaborate

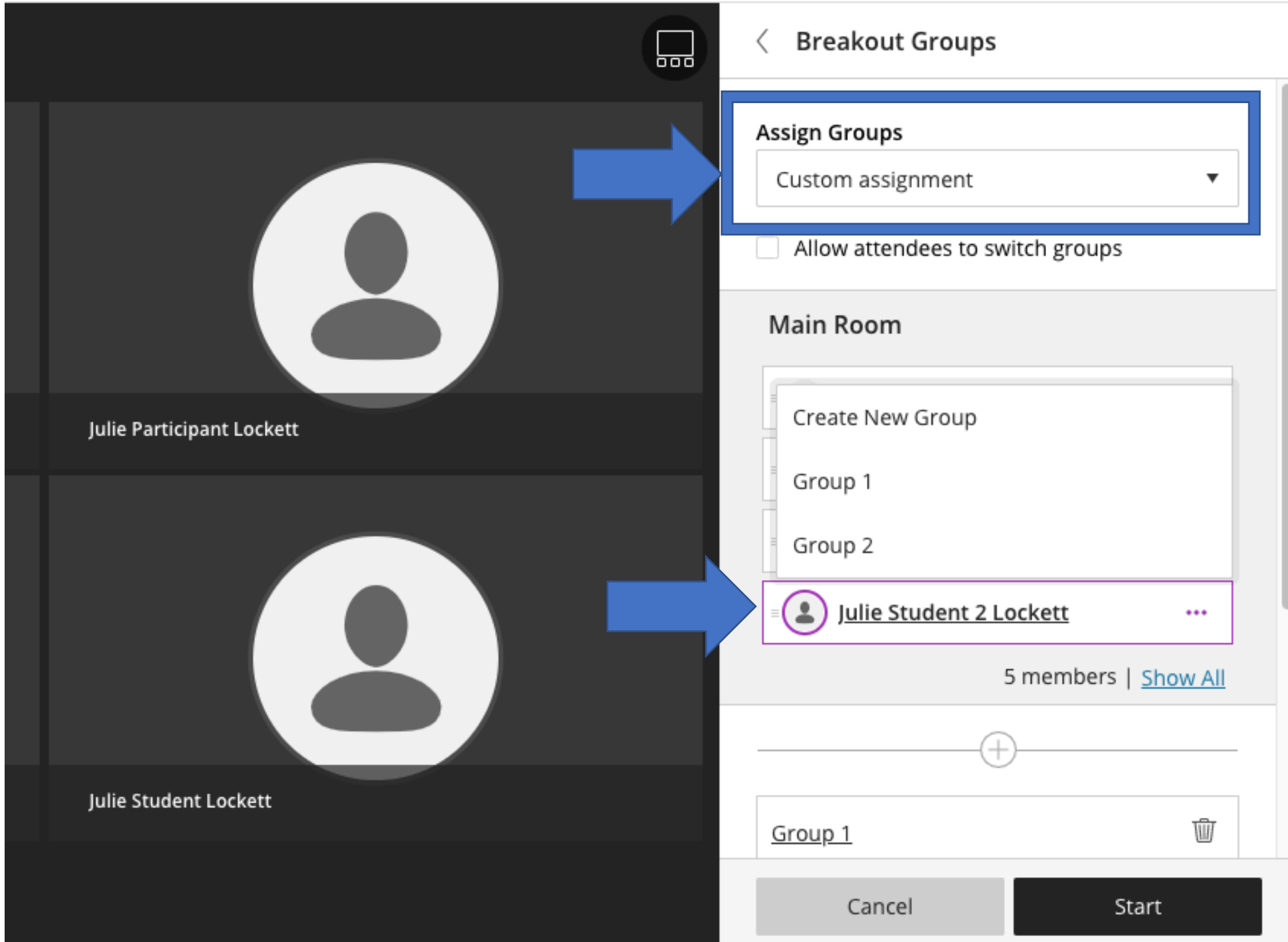


- To facilitate small group collaboration, moderators can create breakout groups that are separate from the main room.
- Breakout groups have their own private audio, video, whiteboard, application sharing, and chat. Any collaboration that takes place in a group is independent of the Main room (and other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

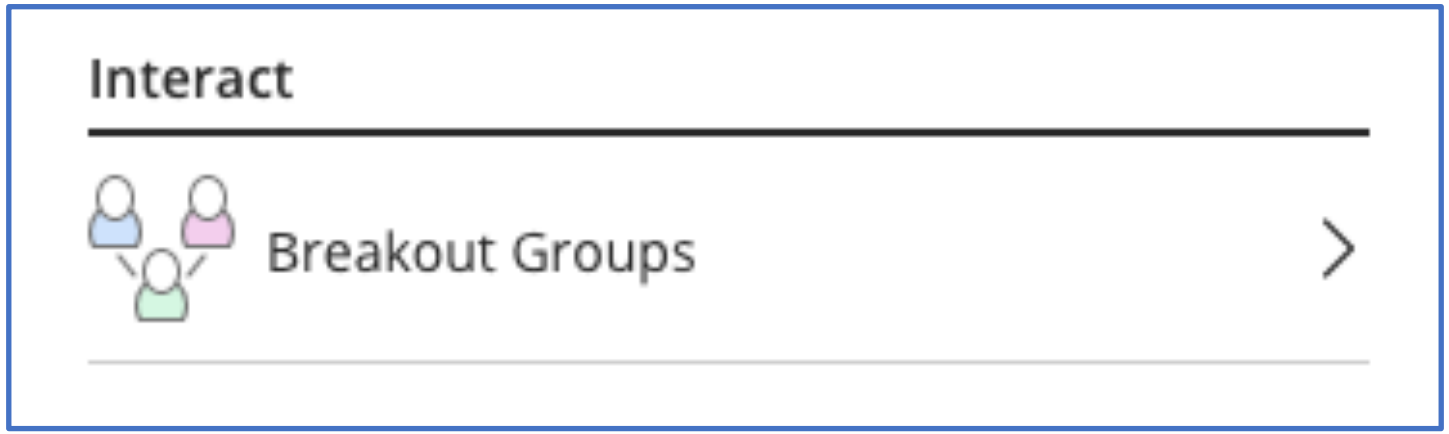
The Moderator can choose to have Collaborate create and randomly assign breakout groups.



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

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- 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.

Collaborate Tutorials and Support

Resources

Classroom Routines Must Change. Here's What Teaching Looks Like Under COVID-19. (2020, August 10). Retrieved from Education Week: https://www.edweek.org/ew/articles/2020/08/06/classroom-routines-have-to-change-heres-what.html

Collaborate Ultra: Session Best Practices. (n.d.). Retrieved from Blackboard Help: https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Session_Best_Practices

Synchronous Online Classes: 10 Tips for Engaging Students. (2017, June 26). Retrieved from Faculty Focus: https://www.facultyfocus.com/articles/online-education/synchronous-online-classes-10-tips-engaging-students/

Synchronous vs Asynchronous Learning: Can You Tell the Difference? (2015, October 9). Retrieved from eLearning Industry: https://elearningindustry.com/synchronous-vs-asynchronous-learning-can-you-tell-the-difference

The Difference Between Emergency Remote Teaching and Online Learning. (2020, March 27). Retrieved from Educause: https://er.educause.edu/articles/2020/3/the-difference-between-emergency-remote-teaching-and-online-learning