

### 10 tips for maximizing online learning with Zoom/Webex

1. **Give mini breaks.** Give students mini breaks to help them focus during long lectures. It is challenging to sit in front of the laptop for a long time without break.
2. **Encourage students to ask questions.** Pause in between content topics to allow students to ask questions. Ask students to raise their virtual hand and/or type in the chat box.
3. **Facilitate Q&A strategically**
  - Pause briefly in between content topics to review questions in the chat box. Answer some of the highest priority questions (if you don't have enough time to answer all).
  - For questions that you are not able to answer during the meeting, review the chat messages after the meeting, then answer them in an email announcement.
4. **Ask students questions:** Pause in between content topics to ask students questions.
5. **Polls.** Conduct low/non-stake polls using the built-in polling tool (or use Polleverywhere) to assess student understanding.
6. **Annotate.** Annotate on the slides during presentation to help students follow your presentation. You can also allow students to annotate on your slides.
7. **Use the virtual white board.** In addition to share a PowerPoint, you can share the virtual whiteboard. You can doodle on the whiteboard and allow students to do so as well.
8. **Conduct breakout groups.** Use breakout rooms for activities such as virtual think-pair-share, brainstorm, or case-based discussions.
  - During the breakout rooms, visit some groups to check on group progress and provide assistance.
  - After the breakout rooms, ask some groups to report back to the whole class.
9. **Use emojis.** Students use emojis frequently in daily life. Encourage them to use emojis to express feelings during the meeting. For example, when a group of students have delivered a wonderful presentation, the audience can send an "applause" or "thumbs up" emoji.
  - Students can find a collection of emojis by clicking **Edit**→Select **Emoji and symbols**.
10. **A sense of humor** is always helpful.



#### One more way of using Zoom/Wbex:

If you ask students to review recorded lecture on their own (self-paced learning), hold a follow-up virtual office hour on Zoom/Webex for Q&A for them to ask questions.

- They get a chance to ask questions and have misconceptions corrected.
- You improve your online teaching presence and they feel more connected with you.