

Optimizing Synchronous Online Teaching

Tips 



Sharp et al. Academic Pediatrics 2021; 21: 11-15

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Ensure Your Technology

Make sure you have all the technical equipment and support you need





Arrange your physical space

2

Arrange your own space with a setup that works for your audiovisual presentation needs

3

Practice! Practice! Practice!

Practice using the platform to familiarize yourself with the technology and to ensure smooth transitions



Present your BEST self

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Have a professional appearance, background, and comportment

5

Embrace your online teaching persona

Your online teaching persona may be slightly different from your in-person teaching style. That's OK!



Set ground rules with learners

- Make sure expectations are clear from the start
- Define "netiquette"
- Mute unless speaking
- Develop methods on how to "raise hands"

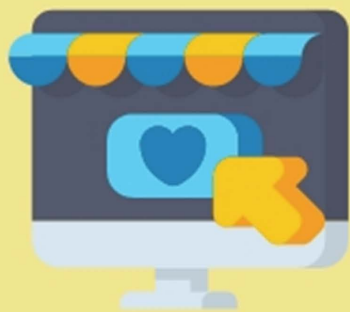
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Promote learner engagement

Use chat, polls, cold-calling techniques





Be mindful of Virtual Space Logistics

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- Leave more time for attendees to answer questions
- Consider group size, composition and timing in advance for breakout rooms
- Designate breakout room leads/recorders and structured exercises

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Foster a culture of accountability

Don't lose your learners in virtual space

- Encourage all to contribute to ensure engagement
- Camera on = more engaged state
- Cold-call consistently so learners understand it is a part of the process and to be expected



Develop a Communication Plan

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Distance learning can be confusing & isolating
Messaging in online courses can be overwhelming

- A communication plan can clarify expectations & reduce noise
- A plan should include communication modality and expected response time

Use asynchronous learning tools

- Prerecording lessons to watch before hand to promote in-class discussions (engagement)
- Move didactic materials to out-of-class for asynchronous, self-paced learning
- Set up structured ways for engagement out of class (collaborative editing of documents, etc)



Be forgiving of yourself

- You are bound to make mistakes
- Embrace errors
- Mistakes enable opportunities for growth
- Make small changes, assess and refine