# **Tips: Housekeeping when running an online session**

## **Daily calendarStructure of the session**

Identifying the structure and timetable for the session will help students understand the expectations and facilitate smoother transitions between activities

## **Chat bubbleEncourage use of the chat box during the session**

The Chatbox built into MS Teams and Collaborate Ultra can be used to encourage collaboration, communication and sharing of URL's/ Files

## **Raised handUse the Hands-up feature**

Collaborate Ultra and MS Teams have the hands-up feature. This can be used by students to raise their hand when they have a question.

## **Video cameraRecording a session**

Recording a session can help participants with reviewing the content of the session at a later date. However, if you want to record the session, it's important to mention this at the beginning of the sessions in case participants don't want to be recorded

## **Clipboard CheckedBe prepared with resources**

To enable a smooth transition between elements in a session. We would recommend keeping all links and files open to share quickly via screen share

A separate document can be useful to keep all links you want to use in the session. This will enable you to copy and paste links quickly for each activity