CHALKTALK
Education is Human

10 Tips for Synchronous Classroom Management With Web Conferencing

1. Minimize distractions

Set your work area before the session. Make sure that your room is well light and that there is no noise in the background. Block desktop notifications when sharing your screen.

2. Mute participants when the session starts

Unmute the students when it's time for them to speak. Remove misbehaving students from the meeting and escalate violations of classroom rules.

3. Record your sessions and save chat record

Share the record with students if needed. When escalating a bad behavior use the record as your evidence.

4. Look into your camera

Similar to eye contact, this helps in maintaining human to human connection.

5. Make sure that your meeting is protected and safe

Share meeting links with trusted people only and when possible add a password to it. Have your students use real names so you are able to detect unfamiliar joiners.

6. Create breakout rooms

In groups of twos or three, have the students collaborate on doing the ChalkTalk group activity. Assign 5-15 minutes, once the time is out, disable the breakout rooms and review the answers with the whole group.

7. Use Whiteboards and annotation tools

Have the students annotate on a shared whiteboard or on the lesson slide to solve walkthough examples collaboratively.

8. Give students time to recognize the tools that they should use

Web conferencing tools have multiple features that facilitate student's participation.. Have the students practice using them.

9. Turn participants video off

To avoid delays in streaming, turn participants video off. For easy access to meeting management tools keep Manage Participants panel open.

10. Set classroom rules and etiquette for your virtual class

As in physical classes set rules for your virtual class to avoid misbehaviour and distractions.