

## Online Teaching Hints and Tips for Lecturers (written by trainees)

([Jump to guidelines for trainees](#))

### Introductions/starting the session

Sometimes these can take up a considerable amount of time or feel clunky.

Ideas:

- Introducing ourselves via the chat function (aware this can be difficult to monitor for lone lecturers, however it has worked really well where there are 2 lecturers).
- Given how valuable it is from a lecturer's perspective to speak to each person individually, something like a "Headline of the week/positive of the week" allows each person to share a positive thing, can be kept brief and is a really nice way to begin! Also from the trainee perspective, we felt we learnt new things about one another as well as our lecturer, so felt a bit more personal.
- Sending information beforehand to lecturers regarding our previous experience and what we'd like to get from the session (not practical for snow days!)

### Engagement

This is harder than in person. The additional barriers of unmuting, a general lack of interaction and sometimes worries about concentration have led to some trainees feeling anxious about speaking up.

Ideas:

- Specify at the start of a lecture how you'd prefer trainees to ask questions e.g. if you are happy to be interrupted for questions or adding questions to the chat which you'll go through at set points.
- Try to encourage the trainees to use the chat and feedback tools (raising hand; go faster/slower; yes/no; thumbs up/down) to stay connected with the group. Try the inbuilt whiteboard where students can annotate directly on the board.
- Breakout rooms - these are good for the cohort to talk with each other. Try to be very clear about the task as it is harder for them to check (although encourage them to come back into the main room if needed). You can "drop-in" to each of the breakout rooms too.
- Polls/whiteboard functions have worked really well when utilised. Allows lecturers to pick up on points and discuss in a bit more depth as opposed to responding to each person individually.

With some time for planning...

- Ask the trainees to read through PowerPoint slides/material first and offer a shorter interactive, problem-solving or discussion session.
- Try to communicate in multiple formats e.g. videos, branching scenarios, quizzes, whiteboard, animations (these can be created with the help of our [Learning Technologist](#), advance notice required ahead of the teaching), and polls (questions

need to be sent to us to set up ahead of the teaching session if using the University Zoom account. They can be set up by yourself if using your NHS Teams).

## Support

Teaching involving personal content feels more challenging online, and the opportunities for conversations to repair and contain are fewer.

### Ideas:

- Ask trainees to use the chat function to privately message you if they would like to have a chat about the content/their reactions.
- Creating a breakout room for support will allow for individual conversations to be held without being overheard by the rest of the cohort.

## Online Teaching Hints and Tips for Trainees

We work with lecturers to support them in online teaching, however, please do help them with accessing the functions (screenshare, whiteboard, breakout rooms) if you can. If there is only one presenter during a Zoom teaching session, we will allocate a trainee as 'co-host' to facilitate people re-joining the session if internet glitches mean they leave (including possibly the lecturer!).

- **Please ensure you are in a private space as teaching is confidential.**
- We expect you to join the meeting 5 minutes before the lecture start time, to give us time to let everyone into the call.
- It's expected that everyone will keep their cameras on, but microphone muted until they wish to speak.
- It is good practice to put your phone on silent, turn off your emails and close any apps that may send you notifications.
- If your internet connection is struggling, try turning off your camera but please explain to the lecturer/group (you can private message the lecturer in the chat function if there is another reason you need to turn the camera off for a while).
- Agree with the lecturer at the start of the session how best to ask questions and make comments. Use the engagement functions to stay involved and maintain connection with the lecturers.
- Please email [meddclin@leeds.ac.uk](mailto:meddclin@leeds.ac.uk) if you have had significant problems with your internet during a teaching session.