Staff Checklist for Delivering Synchronous Teaching Events

This is one of the guides from the Teaching & Learning with Technology series available on the Flexible Teaching and Learning KEATS site. For detailed guidance on running effective online sessions please see the self- paced Teaching Online Training course which includes a section on how to survive your first webinar.

Before the session

Set student expectations
Send joining instructions to the students before the session and encourage them to complete the setup activities before the session, or login 10 minutes earlier to set up. You could add a relevant slide at the start of your lecture and refer students to guidance, e.g. MS Teams student guidance. Direct students to the Guidance for online communication so they are aware of King's regulations. ☐

Be aware of policy and procedures
If students do not want to be recorded ask them to refrain from turning their web cams on and posting in the chat pane. See the relevant policy and procedure. ☐

Test the technology
Make sure you have a good internet connection. If this is your first time to run an online session do a practice recording. Refer to the relevant guides, e.g. the MS Teams guide, for how to test the setup, set meeting options and control the meeting. ☐

Use a headset
Be mindful of your **background** if you use your webcam, in MS Teams you can blur the background. Use a headset and move your phone away from the area to prevent interference. Turn home phones and email notifications off. ☐

Be aware of inclusivity
If possible, send your material in an accessible format before the session, and make sure that any students with identified accessibility requirements are having their needs met. Disability support webpages. ☐

During the session

Be aware of timings
Be aware of the time available and aim to start and finish at the agreed time. ☐

Be aware of audio and video quality
Aim to turn your video on at the beginning of the session to aid a feeling of community. Be mindful of bandwidth restrictions and change to audio for the rest of the session. ☐

Be aware of personal/private conversations
Pause the recording, if you need to for sensitive discussions or images. ☐

After the session

Ensure appropriate content.
Be aware you can edit out sections of the recording depending on how you are making it available. Refer to staff guides or contact 8888@kcl.ac.uk Make the recording available to students as advised by your faculty. Send any follow up information e.g. links to support information. ☐

General points: Report any technical issues to the IT Service Desk on 88888@kcl.ac.uk