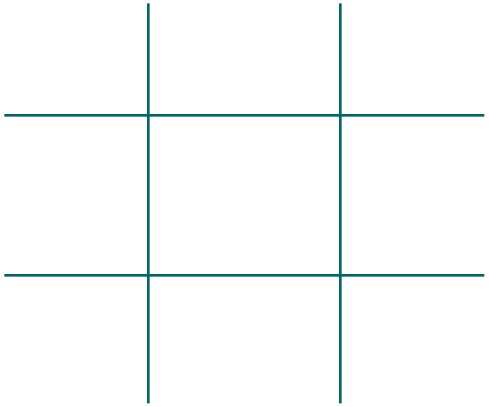
Synchronous Classrooms
4:00 PM (CDT)

Please let me know whether or not you have used Elluminate before by clicking the Green Check ✓ above your names for "Yes" and a Red X for "No." Thanks!

Need to Wake Up After Lunch? Just type "I want to dance" in the Direct Messaging Box to be sent to our exclusive Dance Club where you can change the music and dance with some of today's greats. Also, Feel free to use the whiteboard tools to practice drawing, typing, and moving objects on the whiteboard.



Synchronous Classrooms

A Presentation for Harold Washington College

September 25, 2006

By:
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Supporting Online Education Throughout the World

Agenda

- Types Synchronous Tools
- Purposes for Synchronous Communication
- Preparing for Synchronous Sessions
- Strategies for Delivering Synchronous Sessions

Introductions

Kevin J.

Online Pedagogy, Technology Tools, and Synchronous Classrooms.

1. Raise your hand
2. Find the number on the screen that correlates with the number next to your name
3. In the relative box, type your name and courses you teach online.

		1	2
3	4	5	6
7	8	9	10

Types of Synchronous Tools

A. Text-based Chat

B. Audio Only Chat

C. Multi-modal Tools

Types of Synchronous Tools

A. Text-based Chat
   - Chat within CMS
   - AIM/MSN/Yahoo

B. Audio Only Chat
   - Skype
   - AIM/MSN/Yahoo
   - Telephone / Conference Call

C. Multi-modal Tools
   - Elluminate
   - WebEx
   - MS LiveMeeting
   - Adobe Breeze

Purposes for Synchronous Sessions

- Type how you are currently using Synchronous Tools inside the box.

Purposes for Synchronous Sessions

- Type how you want to use Synchronous Tools in the future.

Purposes for Synchronous Sessions

- Office Hours
- Course Lectures / Class Discussion
- Introduction to Major Assignment / Project
- Guest Speakers / Panels
- 1-on-1 Meetings w/Students
- Student Group Project Meetings
- Student Presentations
- Course / Program Orientation
- Application Demo
- Virtual Computer Lab

Reasons For Choosing A Synchronous Delivery Method

- More Personal
- Helps students with different learning styles
- Ability to cover more material in a shorter amount of time
- Ability to have spontaneous discussions/responses
- _____

Considerations When Using Synchronous Tools

- Technical Requirements
- Technical Support
- Preparing Students ahead of Time
- Different Time Zones
- Recording Options
- Attendance Requirements
- Backup Plans
- Content
- _____
- _____

Preparing for Synchronous Sessions

- Use a Script
  - Create a script with as much detail as possible, including answers to common questions, etc.
- Practice
  - Make time to practice using the technology and becoming familiar with it.
  - Offer a practice session for students that is not graded and provides them the opportunity to test equipment and become familiar with environment.
  - Provide Netiquette Standards to students prior to the session.

Delivering Synchronous Sessions

- Arrange for a practice environment
- Arrive early to setup
- Provide plenty of activities that allow participants to talk, vote, use the whiteboard, etc.
- When possible, have another person as the producer – one who will help with technical problems, upload slides, etc.

Resources

- *Finkelstein, Jonathan.* “Learning in Real Time: Synchronous Teaching and Learning Online (Online Teaching and Learning Series (OTL)).”
- Hoffman, Jennifer. “*Live and Online!: Tips, Techniques, and Ready-to-Use Activities for the Virtual Classroom.”*
- Hoffman, Jennifer. *“The Synchronous Trainer's Survival Guide: Facilitating Successful Live and Online Courses, Meetings, and Events.”*
- *LearningTimes.net*

Q & A

Thank You!