A serene landscape featuring a calm body of water in the foreground, reflecting the surrounding environment. The background is filled with a dense line of trees, some with bare branches and others with sparse autumn foliage. A soft, hazy mist or fog hangs over the water and the base of the trees. The sky is a clear, pale blue, suggesting a bright but slightly overcast day. The overall mood is peaceful and quiet.

TOOLS FOR TEACHING OE ONLINE

Paul Schimke, National Capitol Area Council OE Committee
Leave No Trace Maryland State Advocate
November 1, 2020

PRESENTATION OBJECTIVES

Be able to set appropriate expectations for your online training.

Know how to choose from the available online teaching tools.

Be aware of some special considerations and techniques for teaching online.



SECRET DECODER RING

Waiting room

Breakout rooms (or breakouts)

Chat

Whiteboard



HOW DO YOU PLAN TO TEACH?

How many students?	Present information	Have discussions	Participate in activities
~ 4 or fewer students	Best	Best	Best
~ 5 – 7 students	Best	Good	Good
~ 8 – 12 students	Best	Challenging	OK or challenging
> 12 students	Best	Poor	Likely poor



ASSESS YOUR GOALS

How many students do you expect to reach in each session?

How long are the sessions you are planning?

Will you need to break out into smaller groups?

What is your budget?



ASSESS YOUR TECHNOLOGY

How strong is your broadband?

How strong is your students' broadband?

Will your students be on computers or phones or tablets?



ONLINE MEETINGS

Zoom

Microsoft Teams

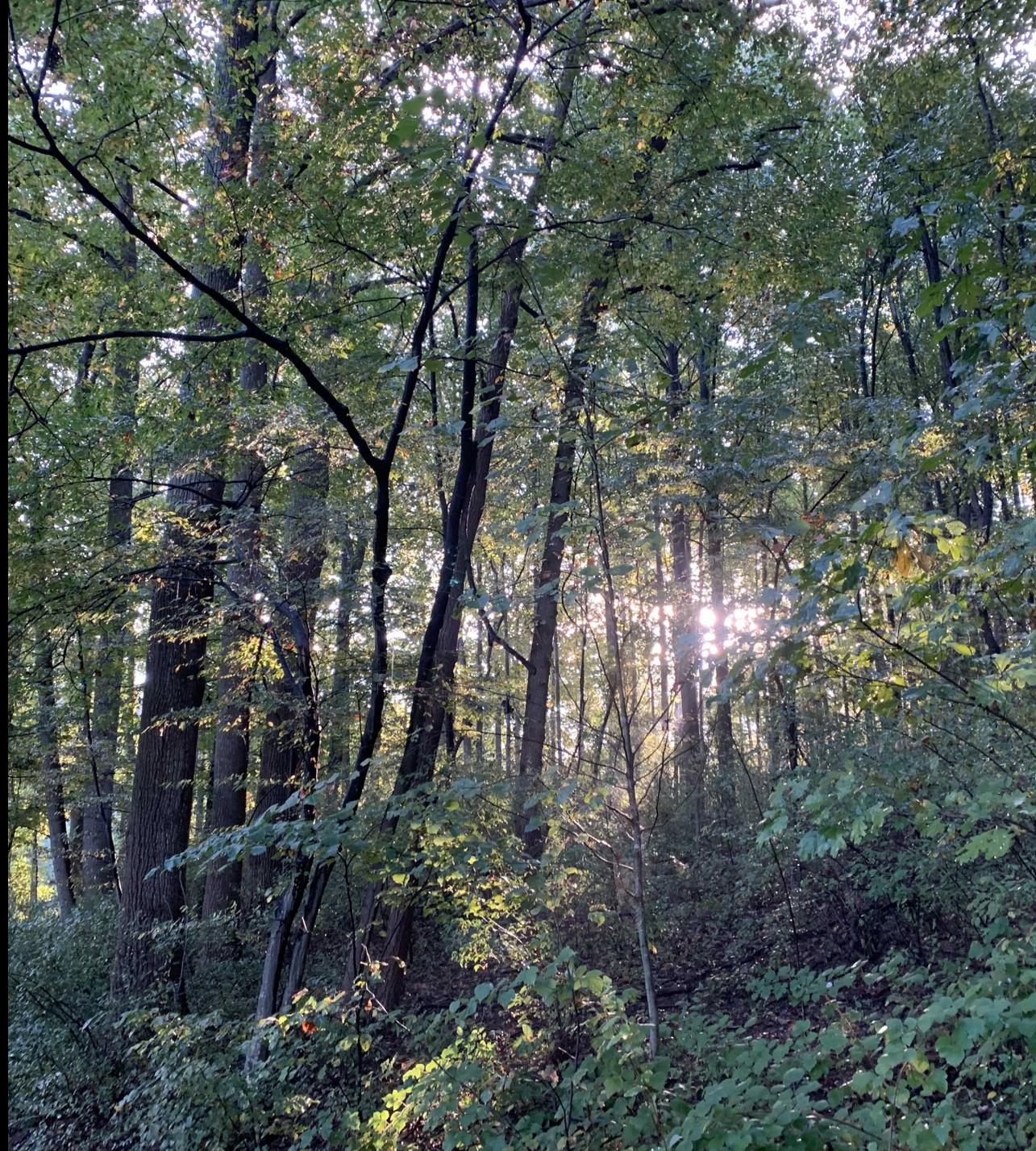
Google Meet

Remember waiting rooms/passwords!



ONLINE MEETINGS

	Zoom	Teams	Meet
Cost	Free / \$15	Free	Free / \$8
Time	40 min / 24 hrs	24 hrs	1 hour / 300 hrs
# People	100	300	100 / 150
Breakout	Yes	No	Yes
Ease	Better	Harder	Better
White board	Yes	Yes	No



WHEN USING WEBSITES

Proofread EVERYTHING

Watch out for ads!

Will all the students be able to participate?



SET THE STAGE

Lighting

Camera angle

Microphone

Background noise

Background image

Learn the technology

Rehearse as a team



WHAT COULD POSSIBLY...

“Technology happens”

Have a backup instructor/plan

Have a backup technology plan



TOP 5 TIPS

Make it interactive

Don't make sessions too long

Plan for the lowest common denominator
of technology

Rehearse

Hybrid is very good



GOOD TO KNOW

Change things up during the class

Keep videos short

Use hand signals for simple questions to the group (waves, thumbs-up, etc.)

Direct open-ended questions to a particular student

Have everyone except the leader on mute when reciting together



RUNNING A VIDEO CONFERENCE

YouTube has many good tutorials
Search for “Zoom tutorial” or “Google meet
tutorial”

For Zoom, a good place to start is this 21-
minute Zoom tutorial

<https://youtu.be/bTSJ0YDoF7o>

There are many good Zoom tutorials at

<https://support.zoom.us/hc/en-us>

