

Best Practices for Presenting Virtually

Thank you for sharing your expertise with students!

Before the Visit

Prep Your Space

- Present from a computer with a camera – avoid joining from your phone.
- Make sure your computer is fully charged, connected to a power supply and your internet is working efficiently.
- It may be worth it to run a quick speed test at <https://www.speedtest.net>. Ideally you should have at least 2mb upload and 2mb download speed.
- Make sure you are in a well-lit room. This can be an office or living room with windows, or a room with lots of overhead lighting or lamps. Window light is always preferred, especially if it is an overcast day.
- Make sure there is not a large window directly behind you, as this will cause the video to become overexposed.
- Make sure you are in a quiet area of your home or office. Be mindful of things like outside noise, pets, or loud appliances.

Prep for the Meeting

- Test your ability to join the teacher's virtual classroom prior to the event.
- If the teacher did not provide a virtual classroom link, confirm with the teacher that they can access your platform and then share yours.
 - *Teachers typically have challenges using WebEx so we recommend Microsoft Teams, Google Meet, or Zoom if available.*
- Sign-in to the meeting a few minutes early on the day of the event to make sure everything is working.
- Clarify with the teacher beforehand if you want students to join the virtual meeting individually on their own devices or if you want the teacher to present you on the board. In most cases, it works best to have the teacher project you on the board, rather than having students join individually – this helps avoid distracting or inappropriate chats, students being off mute unintentionally, etc.
- Poll Feature

- Platform specific instructions:
 - [Google Meet](#)
 - [Microsoft Teams](#)
 - [Zoom](#)
 - If you would like to include a poll or trivia questions as part of your meeting, please script and insert poll questions here. There are a few ways to insert the polls:
 - If you want the host and player to ask a question and reveal the answer one by one, then you will need to add each question as its own poll
 - If you want to open the poll and ask the questions all at once, then you can input all the questions into one poll
 - When you are ready to go live with the trivia/poll, hit poll at the bottom of the screen. Select the question you are wanting to show to the attendees, and 'launch poll.' There will be a timer that starts once the poll launches so you can monitor how long you have the poll launched. Additionally, you can see the returns come in and can monitor it from a percentage perspective. Once you are ready to share results, select 'stop poll' then 'share results.' Participants will have to click out of the poll window on their own, to stop viewing results.

Sharing Your Screen

- If using a PowerPoint presentation, be sure to present and share your screen to the class.
- To present, go to the top ribbon and choose "Slide Show" > "From Beginning" OR click "Present" on the right-hand side.
- When presenting, make sure to close out of other programs or choose to only share the window your presentation is in.
- Download any presentations or videos ahead of time to ensure they run smoothly
- Set all computer notifications (i.e. Teams, Slack, Outlook, Messages, etc.) to "*do not disturb*" to avoid messages showing up on your screen while presenting and additional pings in the background.

During the Visit

- Teachers can be a great resource for getting the student's attention, calling on individual students, adjusting volume, helping with screen sharing, and much more! Don't be afraid to ask.
- Not every school will have the best virtual set up. Be flexible and do your best.
- Whenever you are not talking, make sure you are muted.
- If the teacher has the capability, ask them to turn their camera towards the class so you can see the students. It's much easier to engage with students if you can see them.
- If the students aren't in the meeting, use the chat to communicate with the teacher.
 - In some cases, you may need to use the teacher as a liaison for interacting with students if you can't see them or hear their voices.

Thank you and have a great visit!