



# Driven by Teaching

## Strategies for Virtual Class Meetings

In response to the ongoing need to provide flexible instructional formats, the UM3D: Instructional Impact team recommends the following when facilitating synchronous, virtual class meetings.

- **Don't wing it.** Plan virtual meetings in advance with an agenda aligned to the lesson's objectives.
- **Share the goal.** State the lesson's goals at the start of the meeting.
- **Be flexible.** Provide alternatives for students without high-speed internet and offer low-stakes opportunities for them to practice using remote technologies.
- **Lower barriers.** Provide opportunities to mute or unmute cameras and choose between chat or verbal responses.
- **Make it hands on.** Shift passive activities to a self-paced format, and using meeting times for conversations and active learning.
- **Assess student understanding.** Assess comprehension of content covered in synchronous meetings and recordings rather than students' ability to attend.
- **Break it up.** For all presentations, chunk content appropriately by keeping everything nicely organized, using minimal text, and utilizing bullets where appropriate.
- **Keep it simple.** Reduce cognitive load during lectures by using plain language and focusing on the minimum content required to address the objectives.
- **"Be our guest."** Provide variety during virtual meetings by inviting speakers for an interview or hosting a panel of experts.
- **Incorporate students.** Provide opportunities for students to engage with you and one another by utilizing chat, building in breaks for Q&A, and inviting students to moderate chat or present during virtual sessions.
- **Be mindful of time zones.** Keep in mind that students may be joining synchronous meetings from various locations. \*

### Tool Tips

- **Create polls.** Use polling software to quickly gauge understanding or to create pre/post assessments to measure what was learned. [Learn More >>](#)
- **Use breakout rooms.** Encourage peer to peer interaction via small group activities. [Learn More >>](#)
- **Use a virtual whiteboard.** Demonstrate concepts in real-time and curate input from students using white boards or other drawing tools. [Learn More >>](#)
- **Record and share.** Keep a consistent yet flexible structure by recording and posting class meetings for asynchronous access. [Learn More >>](#)

*\*UofM Global courses (courses with a M50 designation) do not have scheduled meeting times. M50 instructors considering any form of required synchronous meetings are advised to consult the UM3D instructional design team for best practice recommendations.*