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# SHOW NOTES

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## Tips on Teaching & Meeting Remotely

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### Why focus on this topic?

- **Many of us don't even need to ask this question – we've been thrown into the world of online meetings and instruction because of the impact of the pandemic!**
- Recognizing that we all have varying levels of experience and comfort with meeting and teaching utilizing online platforms, we're going to discuss this topic and share our experiences and tips so that you might learn from our successes and failures!

**The ability to see some students' faces is very important to allow the presenter to gauge the engagement of the participants.**

### Common online platforms with which we have experience

- **WebEx Meeting** – good for virtual meetings and large or small group sessions, sharing files; may integrate with your Learning Management System (LMS), such as Canvas. Tim Peters, MD, PhD
- **WebEx Training** – also includes option for smaller break-out groups (audio-only at this time); allows for polling and threaded Q&A's.
- **Zoom** - good for virtual meetings and large or small group sessions, sharing files; includes option for smaller break-out groups (audio and video).
- **Microsoft Teams** – good for virtual meetings and large or small group sessions, sharing files; as part of the Office365 suite, allows for team file management, document storage and collaborative editing, and team chat and notifications; no small group break-out session option.

### Background is everything!

- Consider that you're presenting **your professional image**.
  - Pay attention what (and who!) is visible in your background.
- Can you blur your background?
  - May be able to hide a multitude of "sins" in your background.
- Can you (should you) utilize a **virtual background**?
  - Sometimes this helps and may be fun.
  - It may be distracting, inappropriate for the meeting, or make you look odd (e.g., blurry outline, blending you into the background, surreal "floating" on the background).

- Simple solutions!
  - Consider a solid color backdrop (e.g., a black or green blanket or cloth) hanging behind where you sit.
  - Consider what's on your shelves – sometimes props can be useful (e.g., puppets, statues, bobble-heads, etc.).
- Don't forget about your **background audio** too! (e.g., dog barking, doorbells, lawnmowers).
  - If you're the speaker, you can't mute yourself like when you're a participant.
- Don't forget about the foreground too!
  - Pay attention to having light on your face during a virtual meeting so you can be visible to those on the meeting.
  - Include a good quality picture of yourself (a head shot) so that it's visible when you need to pause/stop your video during a meeting so people can still "see" you.
- Manage sharing your video to help with your well-being.
  - **Don't forget to eat** during these crazy times of multiple meetings!
    - Mute yourself and shut off your video in order to allow yourself some time to eat.
    - Don't forget to do the same if you're performing "activities" that you otherwise wouldn't want to share with others (audio or video)!
  - As the meeting leader, consider building-in an **intermission** or a "stand-up pause" during the session.
- Recognize that **sharing your video allows for more virtual "connection"**
  - You can get more from the communication through the visual, non-verbal feedback obtained from participants.
  - "Seeing" people through virtual meetings/instruction provides us a way of seeing each other's' faces now vs. when we must be masked and socially-distanced during any in-person instruction.
  - Note that poor/limited bandwidth and the ability/inability to share video may highlights inequity related to who can participate in virtual meetings.

### What are you sharing?

- Tips on sharing slides
  - Keep it simple!
    - Transitions can appear very choppy via a virtual meeting. Fancy transitions you might use "live" can be problematic during a virtual meeting/presentation
  - Make sure you're sharing the SlideShow view (vs. the presenter's view) to your audience
  - Limit your content
    - It's never a good practice to just read from your slides
    - During a virtual meeting, your slides can be smaller than usual and more difficult to read by participants
    - Check-out the book, [Presentation Zen: Simple Design Principles and Techniques to Enhance Your Presentations](#)

### Sharing screen time with your audience

- Consider in advance if others are going to be sharing content
  - Make sure they know how to share content!
  - Have them have their content pulled-up on their screen and ready to share.

### Etiquette – The benefit of managing the “mute”!

- If you have the ability, **begin with everyone muted!**
- Ask those joining to mute themselves and remind people as the session starts
  - Consider putting such a **reminder in the Footer section** of all of your slides
- Bothersome echoes/feedback can be coming from someone who has just entered or is unmuted.
  - You **can usually tell who is responsible for the echo** because their image/face shows up on the screen if noise is being picked-up from their computer/phone while they are unmuted.
  - You can politely send them a private message via the Chat box to mute themselves or politely ask them to mute verbally.
  - Try to **log-in on just one device**. If you're on a computer and a phone, have one of those muted so you're not causing annoying feedback.

### Managing the Chat Box (Q&A)

- See if you can identify an **assistant to help manage the chat box** while you're presenting
- Consider asking participants to open a **Word document** and write down their questions on that. If they aren't answered during your presentation, they can quickly paste in their questions in the chat box.
- Consider having them **open up an email to you** and write questions to you on the email, sending it with questions that didn't get answered during the presentation.

### Using passwords or access codes to enter the meeting?

- If you're setting up the session, do you require people to enter a **meeting password** or not - you may have to pay attention to those settings as you schedule your meeting
- If you're concerned about unauthorized access to your meeting, include a password and consider sending that out separately to participants
- Note: if you're not the “host” of the meeting or didn't schedule the meeting, you may need to **request a host PIN** in order to share your screen content or to record a meeting.

### Monitoring audience presence and participation (Did my audience just walk away?)

- If you're interested in engagement, how can you design for it?
  - **Allowing un-muting** and sharing ideas
  - **Inserting polls with instant responses** available (e.g. PollEverywhere, Mentimeter, SurveyMonkey, Microsoft Forms)