

Recommended Practices for Online Synchronous/Real-time Teaching:

In view of the recent suspension of face-to-face classes, many teaching colleagues conducted their teaching via the online synchronous/real-time mode for students to continue their learning. After taken students' and teachers' feedback/comments on their online learning and teaching experience, below please find some recommended practices for online synchronous/real time teaching for reference.

- (i) Instead of just a message on the start time of the online class, words of encouragement for online learning via email/announcement during this difficult period may help to strengthen students' online learning motivation;
- (ii) Activate the online session say 10-15 minutes before the designated start time to establish a rapport with your students before each class. This can help you gauge whether your students are prepared for the online class and even collect some informal feedback from them – human touch;
- (iii) At the start of your first online class before you go into the topics, give some basic training to students on how to use online meeting tools like ZOOM, raise hand, chatroom, etc.;
- (iv) DO NOT deliver a lecture non-stop for more than an hour without any online activities like discussion, Q&A, breakout for small group discussion etc.;
- (v) Suggest to check students' presence every now and again by asking them to raise hand under the 'Manage Participant' function, typing text via the 'Chat' function and/or unmuting the speaker to make appropriate responses to your questions etc.;
- (vi) Before you ask students to turn their webcams on, suggest to them to change their video virtual backgrounds, just in case they do not want others to see where they are. This will help avoid any unnecessary embarrassment;
- (vii) Alternate synchronous (like ZOOM etc.) and asynchronous (like Moodle, Echo360, PPT voice over etc.) sessions to provide students with a variety of online learning experience;
- (viii) Remember to record the session for students' revision purposes and/or for those who cannot turn up for the class;
- (ix) Try to design some small-scale presentations to engage your students and allow them to have a feel of talking to the air without any eye contact with the audience – appreciation of their instructor's loneliness and uneasiness when conducting online class (putting themselves into your shoes!!).
- (x) Use 'Breakout Sessions' for assigning group discussion and visit each group one by one to facilitate their discussion in ZOOM class like what you do in

the physical class – more personal touch to engage student learning online.

- (xi) Advise your students to dress up appropriately before attending ZOOM class like what they do in the physical classroom to avoid any unnecessary embarrassment and advise them to keep cameras (with virtual background if needed) on for the ease of online interaction and engagement.
- (xii) Try your best to deliver lectures according to the scheduled timetable to avoid any confusion.