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| 10 steps to building a Teams Live event session (synchronous/live) |
| 1 | Before session – with colleagues:* Define the presenter and producer roles in advance of the event
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| 2 | Before session:* Send students PowerPoint slides / pre-session activities
* Signpost where to find session resources on Blackboard
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| 3 | Setting up session:* Create Teams Live Event session
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| 4 | Tell students how to access session: * Add student Teams Live event guide to Blackboard
* Invite students to session
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| 5 | Delivery - explain how session will run e.g.:* Explain etiquette and Q&A process
* Give outline of session content and timings at start
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| 6 | Delivery - provide a warm up activity e.g.:* Invite students to use the question function
* Questions can form the basis of an FAQs section
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| 7 | Delivery - explain learning outcomes e.g.:* Provide PowerPoint slide containing learning outcomes
* Refer to learning outcomes at start and end of session
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| 8 | Delivery - knowledge checks e.g.:* Use knowledge checks and reflective breaks
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| 9 | Delivery - signpost further resources e.g.:* A Blackboard forum where issues can be discussed
* Learning support available from Learning Services
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| 10 | After session - further resources on Blackboard e.g.:* Resource list
* Task based on session
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