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| 10 steps to building a Teams meeting session (synchronous/live) | | |
| 1 | Before session:   * Send students PowerPoint slides / pre-session activities * Signpost where to find session resources on Blackboard |  |
| 2 | Setting up session:   * Create Teams meeting session * Set up breakout rooms for group work if required |  |
| 3 | Tell students how to access session:   * Add student Teams meeting guide to Blackboard * Invite students to session |  |
| 4 | Delivery - explain how session will run e.g.:   * Explain etiquette, e.g. use of camera / chat / raising hand * Give outline of session content and timings at start |  |
| 5 | Delivery - provide a warm up activity e.g.:   * Use emojis in chat to check in with learners’ feelings * Use multiple choice questions |  |
| 6 | Delivery - explain learning outcomes e.g.:   * Provide PowerPoint slide containing learning outcomes * Refer to learning outcomes at start and end of session |  |
| 7 | Delivery - opportunities for interaction e.g.:   * Use breakout rooms for small group activities * Use polling to gather student responses to a question |  |
| 8 | Delivery - knowledge checks e.g.:   * Use multiple choice questions to check understanding * Ask students respond to questions using chat |  |
| 9 | Delivery - signpost further resources e.g.:   * A Blackboard forum where issues can be discussed * Learning support available from Learning Services |  |
| 10 | After session - further resources on Blackboard e.g.:   * DMU Resource lists * Task or forum discussion based on session |  |