Virtual Presentations

Activity Summary

Virtual presentations offer the opportunity for synchronous interaction between learners and the instructor. A range of options are available from simple instant messaging to sharing a screen to audio and webcam connections. Instructors can present material; learners can present projects or participate in large group or break-out group discussions.

Objectives

- Participate in synchronous discussions.
- Present material or projects in real-time.

Interaction Type

Learner-Instructor
Learner-Learner (optional)

Tech Skills Required

Learner – Advanced beginner
Instructor - Competent

Mode

Synchronous

Time Required

1-1.5 hours

Tools/Materials

- Access to the internet and web browser
- Bb Collaborate OR MS Lync OR Skype OR Google Hangouts

- Email
- Audio via phone or computer speakers
- Webcam connected to computer

Activity Prep Guidelines

1. Establish date and time for the virtual presentation. If a day/time is already established for the course use that. Otherwise you will need to poll learners to find out when everyone will be available to participate.
2. Provide etiquette guidelines for participation in a virtual presentation.
3. Select a virtual meeting space: Blackboard Collaborate OR MS Lync OR Skype OR Google Hangouts
4. At least two days in advance of the virtual presentation set up virtual meeting space and practice in the space the features you will use during the presentation (webcam, audio, screen sharing, break out groups, chat, etc.)
5. Notify students least two days in advance of the virtual presentation (and again on the day of the presentation):
   a. URL or link to access virtual meeting space
   b. URL or link to how to set up an account if needed (i..e. Skype)
   c. Steps on how to access virtual meeting space, audio and/or webcam.
   d. Have learners log in 5-10 minutes before the start of the presentation
6. Day of virtual presentation open the virtual meeting space at least 15-20 minutes prior to the start time.
7. Record virtual presentation so that a recording can be made available to learners unable to attend in real-time.

Variations

As a variation virtual presentations can be used for guest speakers or panel discussion.

A second variation is to allow learners to take on the role of facilitator during the virtual presentation. The instructor will still need to set up the virtual meeting space and moderate.

A third variation is to conduct virtual office hours. Set the date/time, set up the virtual meeting space, email learners how to access. Log in 5 minutes prior to the schedule start time. Learners will jump in/jump out similar to face-to-face office hours.

References

7 Things You Should Know About Virtual Meetings | EDUCAUSE.edu. (n.d.). Retrieved October 8, 2014, from http://www.educause.edu/library/resources/7-things-you-should-know-about-virtual-meetings