

# PLANNING AND PREPARATION *for Engaging Learners*

## CAMERA USE

- As per [MD guidelines](#), camera use cannot be enforced unless intrinsically linked to a professionalism activity. It can be *recommended* for smaller groups, during presentations, etc.
- Several **counterarguments** to mandatory camera use persist such as a false engagement solution, creation of a power/control dynamic, zoom fatigue, issues with accessibility and bandwidth

## LESSON/SESSION PLANNING

- Create a Lesson/Session plan during the preparation stages including the **Learning Objectives**
- Key Elements include:
  1. Describe what you know about the **Learners**
  2. Describe what you know about the **Teacher(s)**
  3. Describe what you know about the planned **Content** (incl what is being learned, taught, assessed)
  4. Describe what you know about the **Context** (i.e. where will this be taught, used; what are the situational or timing matters that need consideration, additional resources needed)
- Use Zoom Features purposefully

## SAFER LEARNING CLIMATE

The teacher/lecturer is **critical** in creating a safe learning climate which facilitates student engagement and learning.

**Tips for creating a safer learning climate include:**

BEFORE session	DURING session	AFTER session
1) Have standard zoom meeting settings <u>Ex:</u> password protected, microphones & video off when participants join, waiting room for participants  2) Preparing learners in advance <u>Ex:</u> camera use expectations, features/functions that will be used, session recording availability  3) Establish zoom etiquette/learning code of conduct <u>Ex:</u> expectations around chat, taking screenshots, zoom background for privacy	1) It is important to set the tone by acknowledging the understanding of potential interruptions such as bathroom breaks, children, pets, etc.  2) Invite learners to change names and include preferred pronouns  3) Allow flexibility for learners to engage in various forms/functions <u>Ex:</u> use chat & reactions for those unable to speak, breakout rooms for student collaboration, etc.	1) Create clear & accessible pathways for learners to contact you  2) Conduct periodic surveys & programs evaluations  3) Solicit informal feedback from other faculty and learners to hone best practices & generate new ideas

## ACHIEVE LEARNING OBJECTIVES THROUGH SESSION ORGANIZATION

### Why?

- To help learners organize knowledge in order to influence how they learn and apply concepts
- To help residents/students reach their learning goals

### How?

- Learning objectives can be achieved through session organization with a focus on **structure and pacing**

## Tips for Organizing for a Zoom Session

TIP #1: Divide content into 15–30-minute segments	TIP #2: End with a closing activity
<ul style="list-style-type: none"> <li>• 'Bookend' each segment with interactive/engaging activities:               <ul style="list-style-type: none"> <li>○ Group work (collaboration, brainstorming, etc.)</li> <li>○ Problem solving</li> <li>○ Experiencing a situation (case-studies)</li> <li>○ Real-time reflection (chat) and checking for understanding (reactions)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Summarize key concepts</li> <li>• Allow students an opportunity to pause and reflect</li> </ul>

## USING ZOOM TO INCREASE ACTIVE LEARNING

### What do you hope to accomplish?

- Make sure you align learning strategies to learning outcomes
- Work backward to identify the feature that best suits your needs
- **Focus on features** that can be used to facilitate your objectives. Focus on why each is appropriate for you
  - Ex: knowledge synthesis – can be facilitated through polls, chats, reactions

### How can features facilitate engagement?

- **Features** include chat, reactions, polls, breakout rooms, annotation
- **Framing the learning process/ Framing for functionalities:**
  - Encountering new information
  - Engaging with new ideas
  - Reflecting on and synthesizing information
  - Reinforcement
  - Testing (pre-test/post-test)
    - Temp checks throughout
    - Test at the end

## ADDITIONAL RESOURCES

- 1) [Engaging Students through Zoom Features](#) (Yale University), with video tutorials.
- 2) [Engaging Students through Zoom](#) (Concordia University), with additional emphasis on session management and structure.
- 3) [Engaging Students Online](#) (University of Waterloo).
- 4) [Active Learning for Your Online Classroom](#) (Columbia University).