This is a Working Draft
Virtual Classroom – Teaching from the Office or Home for MBA & EDP

This document is a guide for faculty teaching during the COVID-19 outbreak when you have to teach remotely either from your home or office to all remotely connected students or participants. This is a working document. We welcome suggestions, feedback, and reports from P2/P4 faculty so that we can continue to update it. Please email your input to iLITE@insead.edu.

If you want more personalised assistance with your teaching needs in these circumstances, please contact iLITE directly and we will arrange an individual session promptly.

Getting Connected

- Recommended setup for Zoom

1. Your laptop for content sharing and annotation (if any)
2. Monitor in extended view, to view your remote participants
3. A good webcam and wireless headset with microphone or your airpods. Most of your latest home accessories (laptop camera, headphones with built in mic) that work for calls work for teaching as well.
4. Ensure you have installed the Zoom desktop app
5. In Zoom client setting, under General tab, enable “Use dual monitors”

- Best Practices
  - Have a dedicated and quiet space in your home/office to teach
  - Use a white background
o Use at least two lights if possible. It is important to especially light up your face for the students to relate to you better. Be aware of shadows as you move, both behind you and with your hands over your face. These can be distracting to your students.
o Use an Ethernet/Lan cable instead of Wifi which provides a much more stable internet connection.
o Set the camera to capture your upper torso and above. This would allow students to see your hand gestures (and when you write on the board if you will have one).
o If you plan to be standing, mark your space of movement so that you do not get off screen.
o Do a technical rehearsal before actual teaching.
o Look at your webcam and not at your screen
o Close any unnecessary applications and browsers.
o Mute your mic if others are presenting/speaking
o Those with single screens can switch to a "side-by-side" view to see both content and presenter

- **EDP**: create a WhatsApp group for you and all the participants.
- **MBA**: either create a course WhatsApp group for you and all the students or share your number with two class REPs or two students of your choice.
- Create a live Google doc and share the link with all of the participants/students.

**Teaching – Keeping the Human in Remote Learning**

When students or participants receive a Zoom link, imagine the role that they assume? The default is to be passive. The goal for you is to make everyone feel connected. Here is how plus other tips.

**Do**

- **Tell students or participants** your clear norms and expectations for how you plan on being connected with them in **YOUR** session or course.
  - **Student or Participant list**
    - Have the list of all students or participants with pictures in front of you printed out. Have it with you each time you teach.
  - **Use of platforms**
    - WhatsApp group – only for communicating technical issues. You will have that on and will check it regularly during teaching.
    - Zoom chat – only for asking you clarification questions or to each other.
• Google Doc – for the students or participants to build questions and refine them during the session for the session. Set time points appropriate for you (e.g., every 10 minutes) when you will check them and answer them or select questions.

• Cold Calling
  o Scroll through the names to see the person speaking. Ask them your question and ask them to mute again after you have finished interacting. Not all the students or participants calling in can be seen on the screen at the same time.

• Presence/Absence
  o If a student or participant is not present over Zoom, they will count as absent.

• Distribute materials on Canvas before class so that students can follow the class better.

• Group work
  o Assign students or participants to groups ahead of time, post this information on Canvas so there is no confusion.
  o Zoom has virtual BORs! Use them to have students or participants do their group work. Look at guide to set up the BORs online – it’s very straight forward.

• Course or Session Preparation
  o Revise your teaching plan to be more deliberate and structured. Convert heavy discussion segments to a bit more lecture from you, polling from students or participants, and cold calling as you cannot see raised hands.
  o Prepare very clear questions ahead of time to avoid misunderstanding or ambiguity.
  o Use mentimeter.com to conduct polls, word cloud or quizzes.
  o Reduce the number of media heavy items in your slides, such as showing videos. Instead, prepare to share the video link in the Zoom chat box and have students or participants watch them on their own.

• Email students/participants after class session
  o Ask if they have any questions.
  o Offer to set up a short call if they need it or email you their questions.
  o Seek feedback from the student or participant technical coordinators on how to improve the learning experience.

Don’t

• Wear white, stripes or dots so as not to blend in with the white board or to create distractions.

• Ignore students’/participants’ learning experience
  o It will dampen their learning experience and increase their sense of isolation, especially for students or participants using Zoom.
Challenges to Consider

- **Some activities may not work as well with students/participants on Zoom**
  - Heavy discussion-based session, activities, or long group work. Joining a simulation that requires heavy interaction might feel awkward.

- **Be patient**
  - Teaching remote tend to slow down the teaching with technical, spatial and logistical challenges. Exercise more patience when students or participants take a longer time to respond.
  - Expect the class to be less energetic and spontaneous with the “distance” from you. The means you have to put in more effort to excite them to stay with you for the entire session.