



TEACHING TIPS FOR LIVE LESSONS



1. Schedule, but don't post the link

Post the date and time of your live meeting 3-5 days BEFORE the lessons. Do NOT post the Meet link, just the details.



2. Join early to connect with your students

Post the Meet link and join 10 min. before the scheduled start. Use this time to connect informally with students.



3. Plan a sponge activity

Late joiners interrupt the lesson, so wait 10 min. before you start. Begin with a discussion question to engage the class.



4. Put everyone on mute...press record

Ask everyone to mute their mic and video during the lesson. This will conserve bandwidth and prevent interruptions. Start recording.



5. Stop recording...end with questions

End your lesson and stop the recording. Invite students who have additional questions to stay and ask verbally.



6. End the meeting...post the recording

Stay until everyone has left (kick them out!). End the meeting, delete the link from Classroom and replace it with the recording.