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:

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

<table>
<thead>
<tr>
<th>TIP #1: Divide content into 15–30-minute segments</th>
<th>TIP #2: End with a closing activity</th>
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<tbody>
<tr>
<td>• 'Bookend' each segment with interactive/engaging activities:</td>
<td>• Summarize key concepts</td>
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<tr>
<td>o Group work (collaboration, brainstorming, etc.)</td>
<td>• Allow students an opportunity to pause and reflect</td>
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<td>o Problem solving</td>
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<td>o Experiencing a situation (case-studies)</td>
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<td>o Real-time reflection (chat) and checking for understanding (reactions)</td>
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**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).