Transition to online teaching and learning
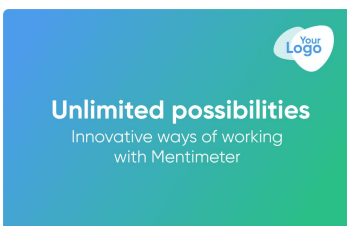
with the help of Mentimeter

Listen to be heard. Be open to changes and experiments. We are all in this together.

Your online class is not going to be a replication of your face-to-face class. Everything will be different and new to everyone. Let your students know that they are supported both academically and personally. Take care of yourself as well. Nothing can be established over night. It takes time and patience and that is okay.

General tips

➔ Decide how your content will be delivered (Asynchronous vs Synchronous) and how you will engage with your students. Don't follow the old structure, break your content into pieces and focus on the major/key concepts
➔ Choose the platforms you will use and their purpose
➔ Create a safe environment and facilitate discussions
➔ Be open to feedback and continuously evaluate
➔ Decide on your schedule and maintain a calendar for your students. Establish working hours and let your students know when you will be available and how they can contact you. Don't be online all the time. Take care of your own mental health. Stick to your scheduled hours.
➔ Make sure your content and sessions are as accessible as possible to all students, regardless of their backgrounds and access. Don't rely on heavy content.
➔ Your students understand the situation. They don't expect you to be a superhero. Be honest and open to changes. Don't forget to have fun. Take this as an opportunity to build a better relationship with your students. Experiment together. Learn from each other.
➔ See the next pages for additional guidance and advice

Do you need additional guidance on how to use Mentimeter to engage online?

Unlimited possibilities
Innovative ways of working with Mentimeter

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➔ Check Mentimeter's Help Center
➔ For inspiration read the Blog
➔ Explore these templates to help you get started
➔ Talk to us! support@mentimeter.com

Asynchronous vs Synchronous learning

➔ **Be flexible**. Not all students will work at the same time, pace and way when learning online. Think of the objectives.

➔ **Engage synchronously but record the sessions**. Having real/live interaction and questions from students is irreplaceable.

➔ Use the recording to reach and support those students that prefer asynchronous learning or couldn't attend the session. This way those students will also benefit from discussions and questions asked, but work at their own pace and time.

➔ For additional asynchronous learning, record short videos focusing on the key concepts (preferably 5-8 minutes) and ask your students to explore the them in more detail on their own. **Support the self-learning with online discussions afterwards**.

➔ Everything is different now. Encourage students to combine online and offline reading and learning. **Don't be afraid of experimenting**. This is new to everyone!

➔ **Choose a video conference platform of your choice** (such as Zoom, Skype or Slack). Make sure you introduce that platform for both 1:1 and group meetings.

➔ **Use Mentimeter for engaging with your students** (for both Asynchronous and Synchronous use), for gathering feedback, sparking discussions, for evaluation and even formative assessment (without the fear of being judged!)

➔ **Ask your students for ideas**. This will let you to potentially (evaluate beforehand) introduce and use tech that your students are already using and comfortable with.

➔ Consider Google Docs for real-time collaboration, as well as Dropbox for sharing materials - sharing is caring!

➔ **Having professional studio setup is not essential or even needed**. Focus on what actually matters - engagement and collaboration.

Choose the platforms you will use and their purpose

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to my TED talk

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Create a safe environment and facilitate discussions

➔ Create a **safe and supportive environment** where students feel comfortable to open up and express their thoughts and ideas. An atmosphere that allows students to ask if they need help is crucial to their academic success. The anonymous aspect of Mentimeter will allow your students to be more open and honest in their interactions with you, especially when they cannot just drop by your station for a 1:1 after class.

➔ **Allow your students to guide the conversation, whenever possible.** Take the base of flipped classroom and use its biggest advantages. If you choose to record the main concept of each lesson, create an online space, where students can afterwards actively participate in discussions. Use multiple choice questions or open ended (including Word Cloud) to see where your students stand on a specific topic, but also to spark team discussions, even brainstorming.

➔ **Work on the students' wellbeing.** Don't overburden them with unnecessary homework or assignments. Allow for self-paced learning and spark peer-to-peer learning. You can still assess their knowledge but why not with a Mentimeter quiz? It's fun, it's memorable and it won't stress your students additionally, while you will be able to **detect misconceptions early on** and clear them on the spot.

➔ **Be open to feedback and act on it. Continuously.** Use Mentimeter for reflection, evaluate each session and find areas for improvement. Find out any potential roadblocks but also - success stories. You deserve the praise!

➔ Most importantly - **listen to your students.** They have a lot to say, but also don't forget to check how they feel. Their emotional state is also as affected as yours.

➔ **Have fun and experiment together.**

Be open to feedback and have fun