



## TIPSHEET

### Real-time Teaching and Learning Online with Webinars

An institutional web conferencing tool is now available to U of T instructors to further the ways in which faculty can engage and interact with students online.

#### What is it?

[Blackboard Collaborate](#) is a webinar/ web conferencing platform designed for use in online teaching. Instructors can create virtual classroom and online meeting spaces to share [presentation material](#) and communicate with students via synchronous audio, video and chat tools. Webinar rooms include a collaborative [whiteboard tool](#) that allows students to interact with peers and faculty in real time. Instructors can make use of [polls](#) directly within a session for immediate feedback and to check for understanding. Students can also be divided into break out rooms to facilitate active and collaborative online group work and assignments. [Desktop applications](#) and [web resources](#) such as multimedia hosted on the [U of T Libraries MyMedia](#) website can be displayed directly within the web conference room. Participation points can also be awarded for joining the session.

#### Session Recording

An archived [recording](#) can be created for each session allowing students the opportunity to review material following the live online lecture. Blackboard Collaborate recordings can be [converted](#) to standalone multimedia files and be distributed outside of the Learning Portal.

#### Where do I find it?

Webinar sessions can be created and joined directly from courses within the U of T Learning Portal. Mobile apps are also available for participants to join Collaborate sessions from Android and iOS portable devices. To begin, contact staff providing educational technology support within your department/division or e-mail [portal.help@utoronto.ca](mailto:portal.help@utoronto.ca).

#### Who can use it?

Instructors and course staff have the ability to create and moderate webinar sessions. Participant links for students are displayed directly within the course. Moderator and participant roles can be set ahead of time or directly within a live session. Guest links can also be made available to individuals outside of the U of T community.

#### When do I use it?

- Live lectures and tutorials for fully online and hybrid courses
- Virtual office hours
- Online student collaboration and group projects
- Graduate seminars and student presentations
- Online training, presentations and information sessions

#### Recommended Practices

- Visit the [First Time Use](#) page before joining a session to check system requirements and configure audio devices.
- Review [training material](#) and practice using the tool before conducting the first live class.
- Use a wired or stable wireless internet connection.
- Select the correct [connection speed](#) when joining a session to set the appropriate audio and video transmission rates.
- Run the Audio Setup Wizard after entering a session to test and set audio input and output devices. Use a headset microphone for best results.
- Modify existing presentation content for use in a webinar session. Prepare and upload presentation material ahead of time to preview content and make any necessary changes. Avoid use of slide animations and transitions.
- To share videos, use the [Web Tour](#) or [multimedia library](#) instead of embedding media in presentation slides.
- Provide [online help resources](#) for students.



Examples of Effective Uses of Webinars for Teaching		
Pedagogical Goal	Rationale	Tool
Increase social presence in online learning for both instructor and students	Build Community	Audio & Video Panel Chat Panel Participant Panel
Structure & organize course materials/resources to support scaffolding of student progress toward achievement of course learning outcomes	Present Curriculum Content	Whiteboard Application Sharing WebTour Multi-media
Engage & monitor interactivity and enhance student participation	Facilitate Discussion	Audio & Video Panel Chat Panel Participant Panel Whiteboard
Check for understanding and informally assess student feedback throughout the session	Formative Feedback	Participant Panel (emoticons) Whiteboard Quizzes Polling
Students work in teams to problem-solve, complete tasks, and build knowledge within small groups to encourage active learning	Collaborative Work	Breakout Rooms Main Room (small classes)

### Training & Support

Please register to participate in an upcoming Blackboard Collaborate training session: [uoft.me/portaltraining](http://uoft.me/portaltraining)

Additional support resources can be found on the Portal Information & Help website: [portalinfo.utoronto.ca/webinar](http://portalinfo.utoronto.ca/webinar)

For Student Help resources please visit [portalinfo.utoronto.ca/content/webinar-software](http://portalinfo.utoronto.ca/content/webinar-software)

For further assistance please contact [portal.help@utoronto.ca](mailto:portal.help@utoronto.ca).