

# Instructor Session Best Practices

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Prepare for your session with these easy steps.

- **Schedule a meeting.** Send your attendees the link to attend your session.
- **Check your audio, video, and application sharing.** Click [here](#) to test.
- **Prep your materials.** Upload files and arrange the windows. The first time you share your application screen, your browser may require you to install the Desktop Sharing extension.
- **Make your slides available ahead of time.** Upload all slides, videos and pictures to Canvas.
- **Determine audience participation.** Use your personal and session settings to set how you want to interact with attendees during your session.
- **Playing Videos.** If using video, upload video and play in Webex, not on desktop.
- **Webex in the HLSC.** When running a session in the HSLC, use the desktop computer in the room. Refrain from connecting personal laptop to room computer.

Ready. Set. Teach.

Just because you are not physically in the same room with your students doesn't mean that your lecture should be drab.

- **Allow early arrivers.** Let your participants join the session early. This gives new participants a chance to get familiar with the room and what they can and can't do. Join the session early yourself and practice using the tools.
- **Introduce yourself.** Don't assume that your participants recognize your voice. State your name the first few times you speak. Let them get to know you.
- **Highlight key points in your presentation.** Move through PowerPoint presentations using the arrows available. Use the annotation tools on the whiteboard or in presentations to add text, pointers, or different shapes.
- **Include Q&A.** Encourage participants to ask questions.
- **Mute yourself when not speaking.** Nothing is more distracting than hearing outside sounds like typing or a side conversation.
- **Make eye contact.** If you are sharing your video, look at the camera and not the session. It may feel weird but it helps participants feel more like they are a part of the session and less isolated.