Transcript – Seven tips for teaching online

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Teacher

Johnnie Walker: For what they did at this special difficulty time, yet even with this growing popularity, and why wide range usage of this mode of education. There were several, several methods, misconceptions, and misunderstandings about it. Below you can say a list that I separate the facts from fiction, that is top five misconceptions and misunderstandings about teaching online in my eyes. And I will show one by one with you as quickly as possible.

Okay, now let's look at the first one. The first misunderstanding and misconception about teaching online is teaching online is easy. Actually, this is one of the most common misconception and misunderstandings that people have regarding teaching online. A lots of lots of teachers, parents, even some students believe that it is easier to teach or learn a course online, than to do that in the traditional school settings. However, the truth is that the two modes of teaching are just different. They are just different in many, many perspectives. You can see online courses require more self-direction and more stronger commitment and students have to be more responsible to get work done on time, although they may have more flexibilities learning online. I think almost all teachers, all the participants in the audience today know, you have experienced a couple of days teaching at home. The biggest of the challenge in my eyes is time management for everybody, so please thinking about your students, you can think about your students. So, you can think about their learning styles, it is absolutely not easy.

The second apart, the second one, the second misunderstandings and misconceptions about teaching online is someone think that it's not my business. Someone think about that. Yeah it is, it is a special time in mainland China because of the novel coronavirus disease from Wuhan. It is a hard time and especial time to push everybody. Every teacher, students, the parents, especially the teachers and students to teach online. The teaching online and conducting blended learning is direction and the trends of the teaching in K to 12 schools and universities and colleges in next 30 years my eyes. So actually, in my eyes, there is no way, there is no way ahead of us. Every teacher, no matter what subject you teach, math, Chinese, English, physics, maybe PE or, every teachers, no matter you teach in K to 12 schools, or vocational education or in the higher institutes, such as university and the colleges, every trainers has to be a tech savvy teacher or trainer. We have to. There's no way, there is no way ahead of us. Everything have to be changed by technology, everything around of us. So, it is a right time, it is a right time. It is the right time to teach online, and it is your business, right now. It is your business, right now.

The third misconceptions and misunderstandings about teaching online is someone think that teaching online is just like talking in classroom. Just as I mentioned before there are lots of differences between teaching online and teaching in the physical classroom. Your students may get distributed, and you cannot see them. I cannot see you now, I don't know know where you are. I don't know your gestures, you sit there, or you're just stay where, maybe a living room or your dinner table, I don't know where you are. I don't know what kind of gestures you have. So, you don't know your students. You cannot see your students, your students study online alone, and it may be lonely. So, it's totally different learning environment, totally different tools and totally different experience to teach online, to learn online. So, the learning performance of teaching online depends on the teachers and students, digital competency and their information literacies, the skills. So, we can see someone said that teaching online is not live broadcasting, or we can say live streaming. Teaching online is not only live broadcasting. Broadcasting is just like you present your slides or give a lecture or talk in your physical classroom in the campus.

The live broadcasting is one of the ways to teach online. It is just like lecturing or presenting in real classroom. And now we can see the lecture we are presenting in physical classroom is just small part of students' learning activities.

So, the fourth misunderstanding and conceptions about teaching online is, someone think that the quality of teaching online is lower. It is easy to assume that online learning or online teaching could never compete with on campus level and experience. Many are afraid of that they won't get that same quality out of their online courses compared to their outside counterparts. So, there are so many online courses available, lower quality courses cannot survive almost large level of high-quality courses. It is absolutely a wrong idea and totally a misunderstanding. They think quality of teaching online is lower. We have seen great examples. A great example I try to share with you in the online learning platforms Skillshare. Many of the courses in Skillshare or provided by Skillshare features tens of thousands of students and for good reason. We see the CC, what we use now is CCtalk. You can say that CCtalk, there are a lots of, lots of excellent courses, online courses there. A lots of, lots of excellent tech savvy teachers who teach online and we can learn from them. And our students can learn from them, English, math, and the teachers can do their own professional development. There CCtalk like online courses also.

The fifth or last one, the last misunderstanding of teaching online is that my students know how to learn online. Actually, students varied dramatically in many different perspectives. You need to make sure your students have online learning skills and competencies. And your students need support and guidance. There are individual differences among our students in different perspectives, such as self-discipline, ability, the student's motivation, their personal interests or digital competencies, information literacy, their learning habits, learning styles, and abilities to manage their time. So, we have to help our students, to support them. And we have to support and guide our students. Actually, some of our students are very, very good at learning online. So, we have to be co-learner of our students, and there are skills in learning more effectively and efficiently to learn online and teach online.

Okay, that is top five misconceptions about teacher online I wanted to share with you, this is a second part, but we can see by now we have more than 113 participants from different parts of the world. If you like, you can input your location in the chat box and let everybody know where are you come from and where you are now. So, if you like it, just to input your city name there, and let everybody know where you are, that is the second part I try to share with you. Okay, ladies and gentlemen, you can see Julia from Shanghai and someone from Australia and someone from Beijing, someone from Shanghai, and one from Wuhan. And I hope everybody, no matter where you are be safe. Okay, great, thank you so much, Thank you.

So that is a second part, if you have any comments, feedback or questions about the five misunderstandings on teaching online I just share with you. Please, please scan the QR code in the screen, or click the link in the chat box, which was provided by Julia. Click the link and provide your questions, feedback, and comment there. As the aim for my talk, I will show everybody's comment there in the screen, show to everybody, and if the time is enough, I will go through one by one. And I'm eager to learning from you guys. And thank you so much. Okay, that is second part.

Now let's look at section three, the third part of my talk is five tools for live education broadcasting, or we can say the five preparations, you have to prepare for your teaching online. It is very, very important. We can see some friends from my hometown, from and a someone from Lanzhou. We can see someone from Hebei, and thank you so much for joining us, join this online talk. And we can see by now we have totally 845 audience.

Okay, the third part, the five tools or preparations I supposed for you, so five tools set up operations for your teaching online. And the number one is place to teach. You have to find a

place to teach in your house. You have to teach at home, maybe you have your home office, maybe you don't have one. Maybe some teachers, they visit their parents, you just stay there, you don't have your home office there, and you need different kinds of equipments that some teachers want to know what kind of equipments I have to prepare and some want to know what kind of software I have to have and what kind of internet connection I can use about the instructional design. I think you need the most important and most difficult preparation in my eyes, is the great instructional design. That is greatest challenge ahead of every teachers who want to teach online. Totally the five tools, or we can say five preparations, you prepare to teach for your live education broadcasting.

Okay, let's look at the first one. Because of the difficult time, everybody know it's a hard time for teachers today in mainland China. We cannot visit our campus. We cannot step into the physical classroom. We have to work at home, we have to teach online. So, I don't know where you are, maybe you participate in our online talk in your backyard of your house. Maybe stay in your living room, just where I am. Maybe you just sit beside your dinner table, or you have your own home office. No matter how, I think you need a place to teach comfortable and no one disturb you, that is very, very important. That is very, very important. If you teach online please let your family members know, you are working. You are working, please don't disturb me, I am teaching and I give class to my students, please don't disturb me. So, work at home, teach online, that is first preparations, you have to prepare for your teaching online. I think it's easy. And I try to recommend a book for you. It's a very, very good book, it's entitled "Remote." "Remote" is a very, very good book. It's a book that 21st business leaders have been waiting for. And there are lots of, lots of profound advice from guys who succeeded in the virtual workforce arena. Actually, we work at home. We teach online, we work at home and we have to know what kind of challenge is ahead of us. Is there any skills or tips we can learn from that? So, you can read this book, it's a good one. I think it is worthwhile for your reading. You can have that one. That is the first preparation or tools in my eyes. You have to prepare for your teaching online, for your live educational broadcasting.

The second topic, the second one in my eyes, you can say you need some equipments. Equipments very, very important, in order to get started with live education broadcasting, or we can say in order to teach online you need some equipment. You need some equipments. If you broadcast poor quality stream, your students will lose focus, even if the content itself is great. So, for this reason, I recommend that you can invest some high quality equipment if it is possible. You can see the picture here I show you, it's one of my, so one of my colleagues who named . He take his home office to us, you can say all the equipments he showed us. It's absolutely super luxury home office, right? And actually, he's over, over equipped. So don't worry about the equipment. So, you can have different kinds of ways. You can have different kinds of choices. So, you have your mobile devices. Mobile devices will be great, you can do that. I think there are lots of, lots of participants and audience now are using their own mobile devices to join our online talk. So, ladies and gentlemen, if you are a participating our online talk via mobile devices, please input number one in that chat box and let us know how many people, how many audience use mobile devices. Please, please, come on. Please ladies and gentlemen input one in the chat box, let us know you are using your mobile devices to participate in our online talk. So, Julia and Cassie please count how many audiences using mobile devices. Please you have to tell us, how many participants using mobile devices. It's a hard job for Julia and Cassie. It's a joke. I'm sorry for that. You can use your mobile devices; you can use your laptop. You can use your iPad. So, if you use laptop, please input number two and let us know you are using laptop. Please, please ladies and gentlemen, please input number two if you are using your laptop. And let us know you are using laptop to present in our online talk. Okay, thank you so much, thank you, thank you. Of course, you can use different kinds of pads. You can use your iPad, you can use your android pads. And if you use your android pads, please, please ladies and gentlemen input numbers three, and let us know you are using your pads to attending our online talk. Please input number three, thank you. Input number three. Number three presenting you are using your iPad or other

Android pads to attending our online talk. Okay, great. Great, thank you so much. Of course, of course you can use your desktop. You can use your desktop. Desktop is useful today also. You can use it to give you a presentation. You can teach online, or you can attend digital conference or meetings, which was organized by your school or your teaching group. If you use your desktop, please, please ladies and gentlemen input number four in the chat box and let us know you are using desktop. Oh, it seems that no one use desktop, am I right? Okay, we can see by now we have about 946 audiences and participants there, thank you so much to join us. Thank you so much, this online talk is a free event, which was initiated and organized by Cambridge Assessment International Education, special for teachers who needed to teach online. And a thank you so much, and I hope you can benefit from my talk. And I know you have a lot of questions and comments, please you can scan the QR code and click the link, which were provided by Julia and Cassie in the chat box, and input your questions, feedback, and your comments in the question and answer page, and I will answer, try my best at the end of this online talk.

Okay, that is the second part. The equipments you need one of them, you don't need all, you don't need to have so much equipment. You don't need over equipped like did, okay? So the second one, the second tools or preparations for your teaching online is software. Yes, you will need software in order to teach online. But there are so many choices. We can say, today there are lots of, lots of softwares and solutions, which were provided by different kinds of companies. It is absolutely a difficulty job to make decision and choose software for K to 12 teachers to teach online. So actually improvise two kinds of softwares you need. Indeed, the first one is a software or tool for live broadcasting, just like the CCtalk we are used now.

The second kind of software or platform you need. Yes, you needed is course management system. Let's say something about the course management system, actual it's a course management system is, also, we named it virtual learning environment, or we can say it is e-learning system, someone used another words, learning management system. Originally, there is a name also is content managing the system. Actually, course management system is internet-based application that provides different kinds of tasks or activities to help you to teach and help your students to learn. A CMS is applications that provides your students, to access your course content. And the application can help you to manage your students enrollment. And you can use that to monitor your student's performance. Course management system and learning management system are terms you used to refer to a CMS. Maybe we can use CMS to present content management system.

Okay, in this page, if you can see in the screen, there are lots of, lots of logo and icons I show to you, is absolutely quite popular and famous course management system solutions. The number one, maybe we can say that one of the, my favorite one is Moodle. Actually, it's an open source course management system which was produced by PhD students from Australia in 1997. And it is number course management system. It's open source, everybody can customize it, can use it in your school, your institution, your college and your universities free of charge. Of course you can use another one. And the other one is EasyClass. A couple days ago, Canadian school used EasyClass, And I give a online talk to teachers who teach in this Canadian school, and the use Zoom plus EasyClass. EasyClass is free of charge course management system. Of course you can use some business solutions, the number one is Blackboard. Especially the Blackboard is so popular. I think in the universities and the colleges, Blackboard is that number one solutions for universities and colleges. You can use Schoology. Schoology is quite popular, this is in North America, in Europe, in English countries, it's quite popular. And if you work in mainland China, maybe you can use UMU. UMU provided different kinds of language versions. You can use it in English, mandarin, you can use Spanish, Russia, they provided different kinds of language versions. You can use Rain Class, you can use Rain Classroom. Rain Classroom is a product produced by Tsinghua University, one of the leading university in the world. I know you can use CCtalk.

The CCtalk which was one we are using now. You can see by now we have more than 1017 participants and audience, participating our online talk. You need one of them, it is free and they provided English version also. You can use it in English version. You can use it not only for live broadcasting purpose. You can use it in course management tasks. UMU, CCtalk and Rain Classroom have some kind of functions and affordance to manage your classroom. You can share, deliver the learning materials, tasks, and assignments and homeworks to your students. And you can organize different kinds of activities in this kind of platforms, such as quiz, survey. You can use this kind of things. You can do some kind of brainstorming or share readings or materials, you can have online meetings also. It is great. You can see that EasyClass, they have English version, they have Chinese versions, they provided different kinds of language versions. In the home page in the official website of EasyClass, there is their slogan. The slogan is that "Your class is only a click away." And it has provided a short video for you to learn to use EasyClass in the home page of the EasyClass. They tell you, learn about EasyClass in just two minutes. Actual it is not easy what they said.

Okay, you can see this page is the course management system I used in past 20 years. And I used it in past 20 years. Actually it's one of the open source platform named Moodle, I just mentioned. Our university customized it and it gave me that name, Liu Online Courses, and we can use it for different kinds of purpose. Actually, our university provided two solutions for teachers and students for all faculties. And students, we do use Moodle and Blackboard for our different kinds of programs, as well as our training activities. We are teachers university, my university name is South China Normal University. And actually, I told by foreign friends, they are not familiar I say Normal University, they don't know what that mean. I told them, it's absolutely abnormal name, so Russian way. Normal university means a university which mainly focus on teachers' preparation. We have pre-service teachers programs from bachelor degree, master's degree, PhD degree. And we do lots of, lots of teachers training activities, are provided out for in-service teachers also. Okay, you can see there are lots of modules and functions in the Moodle platform. It's quite popular course management system, and especially in universities and the colleges. There are lots of, lots of K-12 schools users also. Maybe this morning, I will rehearse the preparation. Julia told me that maybe I have to explain a little bit more about the course management system, because it's a professional vocabulary, professional terms, the course management system, only if you the teacher don't know. Or we can say if the participant never used course management system, maybe they don't know what that, indeed.

So actually, I list seven functions here, and you can see what course management system or a learning management system can do. And what kind of benefit from a learning management system. Of course you can deliver your content, learning management system, maybe have a module special for teachers, you can build your course. You can prepare your lesson plans. You can prepare or edit your syllabus. You can do some kind of preparation in a course management system. You can do some kind of member management. You can manage your teacher team. You can manage your students. You can look at their learning activities. You can share materials, contents, you can deliver assignments, homework to your students. You can organize some kind of learning online cooperation and collaboration. You can give your students test, quiz, assignments, homework. You can have the students learning reports. You can have reports, you can have your students create books. And you can have a bulletin board and you can use it to do some kind of discussions, forum, you can give your students announcements, and something like that. A course management system is absolutely very, very important for your teaching online. You give your students live education broadcasting, or live streaming is absolutely not enough. It is very important but it is not enough, actually.

So we just mentioned a lot about the course management system. Now we have to explore a little more about the live broadcasting platform. You'll need a course management system, such

as EasyClass, maybe UMU you need a model or some kind of course management system. Meanwhile you need tools or platforms to organize your live broadcasting also.

So you can see that is live broadcasting I used a couple of days ago, one of them. And that you can see this one, CCtalk is one of them. In the one I showed to you is not CCtalk, is another live education broadcasting platform named Zoom, Z-O-O-M. Cassie and Julia, please input the name. You can input the name there and everybody can use it. There URL, the official website is www.zoom.us, if you are international visitor. You can use another one www.zoom.com.cn, if you come from mainland China, you can use it. It's free of charge, you can use it. You can say there are different kinds of functions. Actually, I did not appear in Los Angeles, in the United States. I stay in my parent's home in Northwestern, China, Shaanxi province. I just give a virtual background, it is just a click, that everything will be grayed, the background of your video is quite good and your students will love it. And then you can see there in the bottom of, you can say there is lots of functions. You can merge your participants, you can share your screen, you can organize chat. Maybe you can use a break out room to organize some kind of group video discussion. It is fabulous, it is fabulous function Zoom provided for teachers to teach online, it's very, very good one.

And there's another one is, this is one we use now named CCtalk. You can just, Julia and Cassie, please input the URL of the CCtalk in the chat box and everybody can use it now. And Michelle Dru told us in the chat box, zoom.cn has no time limit. Everybody, if you've come from mainland China, please, please use zoom.cn, there is no top limit for basic account. Basic count is free of charge. Cassie, please input zoom.cn also, it's free of charge, and no limits, no time limits, it's great. Thank you so much Zoom for your contribution. Your company responsibility, social responsibilities. Thank you so much.

And you can see this one, it's a Tencent Classroom. You get almost the same functions at a control bar. There is, You can control your voice, your video, you can share a screen, you can invite your readers, your participant, and the audience. You can manage your participants. You can chat with your audience, you can share documents, you can customize the functions, it's great. And this one is Tencent Classroom. They provide some kind of interactive modules. You can see there is a click , the students can choose to engage in the real time quiz, and the teachers can show the students results of the performance in the screen, just like what we did in the physical classroom.

Okay, there are so many, so many tools special for live education broadcasting, and I'll list some of them in the screen. You can see there is WeChat. Originally Julia and I, discussed that the solution we will use this afternoon. And Julia told us there are about 400 Cambridge teachers in the WeChat group, which had Cambridge PD group there, and they have organized different activities in the WeChat, Cambridge PD group there, but it is not easy to control. It is not easy to share ideas. So we chose the CCtalk, 'cause we can use the CCtalk now. And we can use Zoom, just now a lot of participants and audience used zoom. It is a fabulous tool, I use it for more than a couple of years.

And we have Tencent Classroom, and we have DingTalk. DingTalk is very good, which was provided by Alibaba, maybe I'm not sure. And we have company, WeChat, we have. It's a business solution and you have to pay. is a very good one but it's business solution, and there is no basic account. So if you want to use it, you have to pay. Maybe your school or your colleges can provide this kind of platform for teachers and the students to teach online, that'd be very, very good. And ladies and gentlemen, by now we have totally 1113 audience from different parts of China as well as abroad, from about also. So that is the two kinds of softwares you need. Actually, I want to give a very, very quick summarize about this section. In the classroom in campus, we did face to face teacher led activities, the teachers give lectures. The activities in physical classroom will be teachers talk as students listen, it's synchronous activities happened

in the same place. That is our physical classroom. And after that, maybe the students home in other parts of the area, maybe the teachers give the students printed text book or their reading materials to help the students to learn synchronous. And in teaching online settings, we have to have live streaming or we can say live education broadcasting. We can organize this kind of online talk or online webinar, and all participates to visit the same website or platform, just like what we did in the physical classroom. We visited the virtual classroom in the internet. It is asynchronous teaching and learning activity. It is just one of necessary part of teaching. And meanwhile, you need course management system for your own management purpose, or you can do different kinds of activities to share your learning materials, give your students homework and students submit more homework. Maybe students can organize different kinds of interests group or special interest group to develop their own interests. Or they can do some kind of collaborative and cooperative learning activities, where the course management system is a kind of asynchronous learning activities, happened in the virtual space, in the internet. Okay, so that is the third part, the third tools and preparations for your teaching online. And I think you need this kind of tools and preparations in order to teach online.

The fourth is stronger and reliable internet connection. If you want to do some teaching online, you need a reliable access to the internet. Stronger internet connection is very, very important. Actually, you need the WIFI. The WIFI can help you with high speed internet connection to give your students a very good and comfortable learning experience in the virtual classroom. If you don't have the internet connection, some teachers reported that maybe they visited their parents. They maybe live in a hometown in small , in the of the Northwest in some developing areas, maybe they don't have strong and reliable internet connection. Actually, if they don't have 5G, but also if you have 4G, you can have the chance to teach online, and you can use your mobile phone digital signals to teach. That would be enough.

If you're familiar with the CCtalk, there are three kinds of solutions for you if you have a low internet connection, or you just have your mobile phone signal, so you can use low solution. I chose a medium solutions to teach. The internet connection in my parents' home is not bad, It's great. You can have super luxury solutions, which was provided by CCtalk, but you'd have to pay. It is not cheap, you have to pay for that. Okay, that is a fourth, the fourth preparation, the tools for teaching online and for your live education broadcasting. It is very, very important.

The fifth one, the fifth and the last one in my eyes is the great instructional design. The great instructional system design is very, very important. And actually a good teacher can teach online good. A teacher who teach just as also in physical class, he will teach worth in the virtual learning environments. So, we have to improve instructional design special for teaching online. Traditional aim that teachers centered classroom, instructors control the environment because they have monopoly of information. But in online course with instant access to vast resources of data, information, students are no longer dependent on the faculty for knowledge. Learning is becoming more and more collaborative, contextual, and active. So all teachers who want to teach online must identify their students, their objectives and design courses for the students to meet their needs. And then consider how the online environment, just that we mentioned the live educational broadcasting tools and course management system, it's online environment. It has to serve the instructional objectives and activities of that course. Different kinds of course management system provided different kind of modules, and different modules have their own functions at an affordance to support different kinds of activities which were needed in your teaching and learning sessions. So, this requires changes in pedagogy with learner centered instruction.

Teachers takes the role of facilitators of information while guiding students towards solutions. So we have to take on new roles in the teaching-learning relationship. Effective online instruction depends on courses appropriately designed and facilitated by experienced teachers. You as I mentioned above, online learning environments allows for a range of interactive methodologies.

And teachers find that, and adapting courses to online modules. So they pay more attention to the instructional design of their courses. So as a result, the quality, the quantity and patterns of communication may improve, that is very, very important.

So, there are lots of, lots of instructional strategies for teachers who want to teach online course, such as I list here, there is some kind of learning contracts. You have to have a learning contract with your students. You can organize some kind of discussion, give your students lectures, just like what I'm doing now. You can give your students online webinars, online talk, live educational broadcasting, or live streaming. You can help your students to learn, self-directed, or which consists of regulated and mentorship, small group work, collaborative project based learning, or collaborative learning, or case study, forum, panels, symposium, et cetera. Actually, you can see there is not so many differences among instructional strategies for online courses, and for face to face sessions. If you are familiar with teaching online, all the instructional strategies you had used in your physical classroom would be used effective and efficient in your virtual learning spaces also.

Okay, by now I have already summarized all five tools to set up operations for your teaching online and for your live educational broadcasting. I think the top five is very important and if you have any feedback, question, send a comment. Please click the link in the chat box, which were provided by Julia. Thank you so much for your hard work, Julia. Thank you, thank you so much. If you have any questions, please scan the QR code, at the end of this online talk I will go through and we will deal with the questions and comments, you provided one by one. I'm not sure, by now we have about 1,190 participants. It's amazing, it's absolutely amazing experience for me to have so big classroom size. Okay, thank you for joining us.

Okay, now we have to step into the section four. The section four is the top seven tips I prepared for your teaching online. So if you're up to teach online, there is seven tips I try to share with you. And I list the seven tips for preparing to teach online effectively and efficiently in this page. And I will go through one by one. And I will show you my ideas about that.

The first one is plan your classes patiently and carefully. I have mentioned that your students in a virtual classroom, they are not physically in front of you. That's why so many teachers who just to teach online, told me that they felt heavy, out of control. The feeling of out of control, and there are no race allowed, so that's why, because your students are not physically in front of you. So planning is essential, not only for online classroom environment, but also for your physical face-to-face sessions also. So plan your classrooms, plan your classes and online course carefully, patiently. So your virtual students are different. Their needs are different from when they are in real classroom. So you have to have plan B, you have to have your plan B. And in the third part, I mentioned the five tools and preparations is, what do you have to prepare and what you have to plan for your online course carefully, for your teaching online effectively and efficiently. So be sure to have your syllabus and materials laid out clearly before class starts. And this will give your students the opportunity to say if your classroom, there's a deadlines, materials, homework, all the requirements, if the online policies can fit into their lives. It is very important. Generally, this kind of materials, always be published in your course management system. That is some of the platform, they have those functions, such as the CCtalk, such as UMU. They not only provide the functions to organize live education broadcasting, but also they have some modules to help you to manage your teaching materials, help you to provide materials for your students.

The second tips in my eyes is to be familiar with the platform. Actually for students, for teachers, as well as for your students also, your teaching online requires a certain technical finesse. So you need a reliable computer, a strong internet connection, a place to teach, you need the best of platform to meet your needs. There is more, best to solutions, according to your requirements and your own situations. So do your research and really play around with Zoom, with CCtalk, EasyClass or Moodle or other platforms. And knowing your online classroom platforms very well,

will help you make your classroom the best it can be, and give you special and comfortable experience to teach online. So it is very, very important to be familiar with the platform. The third tips I want to share with you, is to set up at good work environment. In the past couple of weeks, some schools have already kicked off their teaching online and lots of teachers experienced a lot of chaos. You can see in the news report in the webpage, a lot of reporters, teachers, students, parents complain about teaching online.

So the third tip I want to mention here is you have to set up a good work environment. Working at a home is amazing, but challenging. Originally, you have to visit your campus, if you work in Beijing, if you're working in London, if you work in Guangzhou or Shanghai, maybe you have to spend one and a half hour on the way to the campus. And after the school, you have to spend another one and a half hours on the way home. It's terrible and horrible, it's bad experience. It makes everybody discomfortable. So working at home is amazing, but you have to notice that working at a home is challenging heavily, it requires a perfect environment and a good amount of self discipline. Working from home can become, not me, If you do not have the competency of self-discipline, time management and the skills and competencies, abilities you needed to work at home. So ladies and gentlemen, I think you have to keep your work environment free from distractions. You work at home, maybe your mom don't know you are working, maybe ask you to, "Come on, come on, please sweet, let's have dinner now." Maybe you have to make the place quite. Maybe please quite and with natural light. As a nice chair is very, very important. Ladies and gentleman, look at the picture I show you, that is the physical places I'm working now. I'm working here, you can see the clothes hanging over there behind me. It is normal, but I don't want to show this kind of to you. It is not a good place for my students and also my audience, participants. So please, please look at everything behind me, that is , that one I used Zoom. There is virtual background, you just click there you can change the real environment into a pleased physical. No, no, no, please virtual background like this. So you had chose virtual background in Zoom, but I'm sorry I can not do that in CCtalk. I cannot open the camera because there are 1257 participants in our room now. It's a heavy burden for the internet connections. That's why I didn't open my camera. So that is picture, I show how to change the physical background, the real environment into virtual background. You just click there at then you can choose one the virtual background be.

Okay, now the fourth tips I want to share with you is please do not talk. One of the quotations, one of my favorite quotations is Alexis. The best way to learn is to do, and the worst way to teach is to talk. So ladies and gentleman if you want to teach no matter where you are, no matter which parties you will choose, just like what we have to do now, teach online or you teach in your physical classroom, you have to innovate and stimulate discussion among your students. And we know online classes run differently from traditional classrooms. It is likely to make people feel cold and mechanical if you don't familiar with your environment, initiating and encouraging discussions can do a lot of good in terms of how your students feel in classroom. Ladies and gentlemen we have provided, you can see Julia, doing a lot of, Julia, please, please, please. Julia please don't do that. If you do that, maybe our online talk will last for another six hours. We will get more than 300 questions, we don't have so much time to answer questions. I'm sorry for that, Julia. Thank you so much, it's a joke, thank you. So you have to encourage your audience and participants to engage and participate as you would do in real classroom. There are a big variety of ways you can encourage your students to participate, such as group discussions, posting lectures, assign reading materials, monitoring process. Maybe you can have a quiz. Okay, if you like, we can do a quiz here, I'm not sure. Maybe we can have a quiz. Ladies and gentlemen I will initiate a quiz. Initiate a quiz please prepare now you can use your devices to participate in the quiz and it's open now. I'm not sure if you can have, if you can participate in the quiz, please input number six in the chat box and letting me know you are working now. If you cannot please input number one, and let me know what happened by now. Thank you so much, Cassie. And thank you so much for everybody, please submit your ideas. There is just an example, please don't care. Please don't worry about the correct or wrong, just participate, make

a choice, it's example. And I want to show you how to engage your students, to have a quiz and let you know what happened in your classroom. Okay, we have 20 students submit their homework and I have to close the quiz because we don't have so much time to finish the quiz, give everybody so much time to finish the quiz. We have to finish it, I will have to stop the quiz. Everybody can see here is results, all totally 93 people submit their results. You can see the correct and you can see Liang, the correct is 75, you can see everybody, the results, you can collect the datas. A lot of teachers worried about the students, if they give online live broadcasting because they don't have the vision. They don't know what happened in the student's side, maybe you can give a quiz, just like you did in your physical classroom. And I give them a question and ask them to participate and contributed and share the ideas, it's important way, and a thank you so much for your sharing. Okay, it's a discussion that you to keep your students involved on a weekly basis as opposite to just collecting assignment. There are different kinds of ways. We have asynchronous discussion, engagement and participant. No where you can have a synchronous way to help the students to be engaged and participate in the discussion, in the course management system. Student's engagement, gets your students working with some materials in which that they may not do on their own. And this help your students to get more out of your classroom, and more than just a grade. And you can see the screen I show you is, I captured from Zoom. There's a module maimed breakout rooms provided by them. It's so fabulous, you can organize distributed virtually video group discussion in your online sessions. Maybe provided a better experience than that in the physical classroom. In the physical classrooms, the students' group discussion, maybe disturb each other, but in Zoom in breakout room, your students care have their own video classroom and they can have group studying, discussing, and they can do this kind of thing there. It's fabulous, it's one of my favorites modules. That's why I love Zoom so much.

Number five tips I want to share which says communicate regularly. So communication is essential in your teaching sessions, no matter in the online classroom environment, but also in your physical classroom sessions. So you have to introduce yourself just like what I did and give time for your students to do so too, because I'm sorry, I didn't give him a time because we have 1,315 participants now. And you can help bring in hospitality and warmth into your classroom, which all in classes sometimes they lack. But for teachers who teach the regular classes online day by day, so your students may know each other very well. Even though, you have to make your rules and policies in virtual classroom, which may be totally different from rules and classroom policies in your physical classrooms, I listed some of them to you. In my classroom or virtual classroom here, I listed the rules and policies in my virtual classroom. Ask your students to change the profile in the platform. Look at the participants and then it's so difficult to name. You can't, number five, the name of the participants named you 6QQ, 5WK, XP3, FU it's very, very difficult to recognize and very difficult to name actually. So you have to ask your students to changes their profile in the platform, use a real name. Use their real name, and use real head pictures. Please ask your students, do not change the figures during live broadcasting. And they have to raise their hands for questions, and log in CMS or LMS regularly. And I asked my students have to login the course management system, at least once in a week. Otherwise they will have trouble. And finish and hands-on their homework in time. And enforces the classroom policies and rules. Actually, ladies and gentlemen, I want to share my horrible experience. Look at what happened in my online talk for more than 300 students a couple of weeks ago. You can see what happened. You can see what happened in the screen. I give them a presentation, I told them what they have to do. You can see so many boys and the girls, they tried to challenge the professor who gives their online talk because I forgot to close the student's note. So I show the slides to the students, naughty boys and the girls just take notes, different kinds of notes there. They just make trouble with me and challenge me. So please, please be familiar with your learning and teaching environment and give your student's classroom policies and rules are very, very important. So not having a teacher physically in front of them, they may make some students feel nervous. So try to ease this by answering questions in a timely manner and provide plenty of instructions and feedback, so maybe you can tell your students can meet you virtually

regularly, visit your virtual classroom. I provided my virtually classroom in the CCtalk, and my students have visited me in the given time.

That number six tips I want to share with you is motivating your students. So, everyone, every learner learns differently, and motivation plays a big part in the learning process. So while some students, some students are self motivated in that learning something new is all the motivation they may need. And some students may not be, so assignments that are not required maybe skipped by there latter students. So we have to take different kinds of ways, approach, strategies and skills to engage your students and urge them to learn online. It is very, very helpful for your students to learn online. So think of ways to motivate all of your students, get the most out of your class. This may include giving extra points for online discussions or optional assignments, deadlines may also help push forward your more unmotivated students. And your goals, our goals is to find ways to help our students to get the most out of your classroom. Without that advantage of the real classroom. And take advantage of advantages of virtual classroom. It is so good.

The seventh tip I want to share with you is asked for feedback and your students can provide you with valuable feedback that can help you move classroom forward, move your online course forward. Some of your students are tech savvy students, they are digital natives. With education moving online more and more, your students having probably already experienced at least one online classroom. Maybe they registered a lot of massive open online courses. Maybe you're in your grade seven classroom, one of your students have already get more than 10 certifications from edX, from , from maybe , maybe CCtalk. These experience may help them to inform you on the positives and negatives of your overall online classroom, and they can be your teaching assistants. Please, please invite, please invite your tech savvy students, your digital natives, the very, very good boys to be your teaching assistant, to be helpful. That is one way to ask for feedback and get help. Of course you can get other help assistant besides your students, you can also seek out and connect with other online educators. Ladies and gentlemen, the Cambridge group, the PD group, the Cambridge WeChat PD group actually is a global community. It is very, very good community of practice special for teachers who teach English in mainland China, guided by Cambridge Assessment International Education. It is a global community, you can learn each other. We can learn , education is sharing field. And so this connections could prove invaluable to your online educator development.

Okay, that's all seven tips for preparing to teaching online and ladies and gentlemen, if you have any questions, you can just click the link which were provided by Julia and Cassie and input your questions. And I will, I have only 20 minutes, I will try my best to answer your questions at that time. If your question did not answered, because of the short time, please, please forgive me.

So at the end of my online talk, and I want to share one of my favorite quotations with you as my conclusion of this online talk. That is Paul Halmos says, "The best way to learn is to do, the worst of it to teach is to talk." No matter where you are talking in your physical classroom or talking online, the worst way to teach is to talk.

That is my presentation. And thank you so much for your participating. And by now, we have 1,373 people participating this online talk and thank you so much for joining us. And now I think it is questions and answer session now. And I like to exchange my ideas with you. And ladies and gentlemen, any questions, comments are welcome. If you like maybe I can give you a couple of friends tries to share a questions voicely. But I'm sorry, I changed my ideas. Maybe we can do that textly because we don't have enough time. Please give me a couple of minutes and I have to, I have to open our question and answer page. Yeah, and you can do it in your own mobile devices. Let me find out the page, I have to, sorry, sorry. I have to prepare a little bit, please give me a couple of minutes. And okay, and by now we totally have 34 questions. It's great, not too much, I'm so lucky.

Okay, let's look at the questions. Ladies and gentlemen, if you have already read the questions listed here, please input number six in the chat box and let me know you have already read it, please. Please input number six. I'm not sure whether you can read it or not. Okay, you can read it. Now, let's look at all the questions we got by now. Okay, we totally have 35 questions. Now let me see the first one. We can see the first questions.

The first question is how to enter the Cambridge PD WeChat group. It is the Cambridge PD WeChat group was run by Sam from Cambridge International. Please, ladies and gentlemen, if you want to join the Cambridge PD WeChat group, please input your email box in the chat box, and Julia and Cassie will collect your email address and tell you how to join the Cambridge PD WeChat group. But I'm not sure, but now I don't think, maybe they need set up another WeChat group. That one maybe enough people by now. So that is first question, let's look at the second one.

Okay, the second question. Thank you, Johnnie, and thank you so much, friend. Thank you, it's one of my favorite feedback and question that I tried to give you five stars. It's great, thank you so much. You are so kind to give me a very good feedback.

Okay, let's look at the third. Can you recommend the best way to check a student's learning that is efficient during online classes? It's a good question and it's a hard one. Any recommended tools? Okay, thank you so much for your good question. It's a good one. Actually, it is not easy to check a student's learning efficient and performance. But I think you need a good course management. If you have good course management just like Moodle we used. In Moodle, there is lots of, lots of ways to help you to check out your students' behavior in the course platform and their performance online. That is the first point I want to share with you. The second one, the second is that, please do not talk, just talk online. Please give your students some questions and ask your students to participating, discuss, and collaborate with your students, other students with their colleagues, I mean their peers. Peer coaching is very important in teaching online. You have to redesign your task of homeworks and assignments in order to help your students learn more effectively and efficiently. The third one, the third point that I want to share with you about this question is that you have to help your students to learn actively, you have to encourage and train your students to be self motivated and self regulated learner, it is very, very important. And it will benefits in all his life. As to the tools you want to, you needed, actually I recommend a lot of tools during my online talk, you can choose one of them. I can not give you the best one because there is no best one. There is no best tools or platforms. There is a better one, but there is no best tools, according to your skills, your pedagogy, the size of your classroom, your students learning, digital competencies and your school policies. So it depends, I cannot give you the best tools. Thank you so much for your question, it is a good one. And I give you five stars for your question. That is a third way. The fourth.

The fourth question, the fourth question, Kathy, and please, I don't know what happened by now because I covered the chat box. Cassie and Julia please give me a signal six in the WeChat and let me know everything is normal. Julia told me there is someone raise hands. Okay, after this question, I will give you a chance to answer questions or comment voicely.

This question is that, excuse me, could you please tell me in which software can we initiate the Quiz? If you need a quiz, some course management system provided quiz modules, such as in Moodle, M-O-O-D-L-E, such as U-M-U, such as CCtalk, they have quiz function, for some kind of live educational broadcasting tools, they did not provide a quiz modules. You need the third part application, how to have a quiz in your online session. I can give you lots of, lots of this kind of material. So you can use Kahoot. If you can use it if you teach outside of main land China, you can use Kahoot, K-A-H-O-O-T. You can use, Go Formative. You can use ketang.cool. Cassie please input the URL, ketang.cool, K-E-T-A-N-G.C-O-O-L. That is one of small application, which

was produced by one of my master students and I, a couple of months ago. If you teach in mainland China, I'm sorry, we did not provide English version by now. Maybe we will do that if we have time and thank you so much. If you need more help, please you can ask, you can search from the search engine. There are lots of, lots of answers. You are absolutely not the first teacher have this question. You can get help from internet, thank you for your question.

Okay, Julia tells me there is someone raise hands, and I have to give a chance to share questions voicely. So I have to close the screen share and there are two people raise hands. Let me give the first one. Please prepare Guchang. What, I'm not sure, I cannot recognize. Guchang please, I give you mic, are you prepared please? Would please give us your questions a little bit slow. I am not an English teacher. I got all my degree in mainland China, and my English were taught by non-native teachers, thank you. Okay, please. Shao Cheng, you are on the mic now. Please ask your questions. Yeah, you're here, you are already in the room please. Okay, maybe one of student visit our teach online session, I'm sorry, good boy, I'm sorry for that, because it's special for teachers and thank you so much for your trying. We don't have enough time, so I have to get back the mic, I'm sorry for that. Next one, next one, okay. U-E-S-T-M-N, I don't know how to pronounce that. I will give her mic U-E-V-E-S or U-E-S-T-M-M, please. Here is your mic and you are in the room now, please.

Participant: Hi, Johnnie, can you hear me?

Johnnie Walker: Yes, please, a little bit louder please.

Participant: Okay, great. Johnnie thank you a lot for giving out this lecture. I learned a lot of information today, so thank you a lot. And I have one question. From your slides, I learned that Zoom is very good for the online teaching. So I just, and also I noticed another software is called Schoology and I just trying to use, registered Schoology through my home wifi internet, but I cannot access their software. So I would ask if you know that should we have the VPN for using this Schoology? Thank you, that's my question.

Johnnie Walker: Okay, thank you so much for your question. It's a good question, and thank you. Actually, Schoology is a product we've produced by American company in my eyes, I'm not sure. And the server in United States, and it is not easy to access from the mainland China, then I think you may need the third party service, to use that, I'm sorry for that, okay. Now, thank you for your question. And there is more voicely question, no one raise hands.

And let's go back to our text questions. I will share screen again, and let's look at another one. If you can look at the screen, please input text number six in the chat room and let me know what happened, please. Please input number six in the chat room, and let lemme know everything is ready. Everything is good and we will continue our question and answers. Great, thank you so much.

Let's look at another one, let's look at the fifth question. The question is that I don't know you have already read it or not in the screen, but I have already read it, let me read it aloud. The question is that, does any software that is used to deliver a webinar have a electronic whiteboard that can be used during the webinar? Yeah, I have already noticed that, thank you so much for the question. Actually, CCtalk have this function. A lots of, lots of softwares, tools and applications, who provided live education broadcasting, have this kind of modules. I know UMU have, I know Zoom have, and CCtalk have. So many softwares have this kind of abilities. Of course, if you like there are the third party application. You can use whiteboard application. The third party whiteboard application. You can use that and share with your students, I'm not sure is easy, organize or not. I think the best way to do that is to choose live education broadcasting tools, with whiteboard modules. Thank you so much for your question. Let's look at another one.

The sixth question is, will CAIE delay the expected exam date in May? I'm not sure, it's a question out of my knowledge. I'm sorry for that. Julia, would you please give a very quick text answer in the chat box and the friends can get the answer. Meanwhile, I want tell you, Would you please visit to the official website of CAIE via www.cambridgeinternational.org to get the information about that? Okay, next one.

The next question is a Chinese feedback, that means recommend some softwares. I think that participants recommended Tencent classroom. Maybe I think the one who recommended the Tencent classroom, if teachers want to try it, you can just download and register and that you can have a try. And I use it, it's it's great also, it's cool. Next one, online conference module of DingTalk is not smooth When any students open camera. Anyone also encounters this kind of problem and how to improve? Let me tell you, a lot of, lots of teachers include me have already encountered this kind of embarrassing situations, because of very, very busy internet traffic situation in mainland China this days. So you're asking how to improve, The solution is you can close all camera. You can close all students' camera at the very beginning. You can open your own camera the beginning and give your students a very brief introduction to say hello, just a couple of minutes and they all close the camera, in order to decrease the internet traffic jam. And if some students raise hand, you can give the rights to open their camera. Please do not open all your students' camera. It was not a wise way to teach online, thank you. The next one, how to hold group discussion during online class. Actually, there are two ways. There are two ways to run a group discussion. One way is asynchronous group discussion. In course management system you can post the discussed topics in the CMS and encourage your students to do that in their own time. It is not real time, please remember that. It is asynchronous discussion. That is one way to hold a group discussion. Another way to run a group discussion in real time. I mean the synchronous group discussion is to choose a video conference systems such as CCtalk, such as Zoom, they provided group discussion modules. And in this perspective, Zoom is my favorite. It is number one and it is online one, It is so good, you can run group discussion may be better than that in your physical classroom, just as what I mentioned now.

Okay, next one. Next question is that, I'm not sure whether you can see the question in the screen, I'm not sure, Julia, please, please tell me in our private WeChat dialogue session. Tell me what happened, is it ready, is it correct? It is normal, let's look at the next question that is, which is the most popular online easily accessible platform? That is QQ and WeChat provided by Tencent. If you are access from mainland China, it is so easy. I think DingTalk is great. I think Zoom is great, CCtalk is great. You can choose one of them.

Okay, let's look at the next question. The next question is how do we incorporate different activities during online session? It is very, very good and challengeable and difficult questions, it was a good one, so I give you five stars, thank you so much. But, I'm sorry I can not tell you in this session because this is a challengeable, difficult questions and it is related to the instructional system design special for teaching online. And will maybe the next topic we will share with you, if we have time, maybe we can share this topic, which I'm sorry for that. And I will have some sessions, maybe I'm not sure, later. Please notice my homepage of CCtalk.

Thank you so much for your question. And next one it is, pretty sure Blackboard needs a VPN to access from China. Actually you do not need a VPN because Blackboard, there is a server provider by Blackboard in mainland China. I know Blackboard have some kind of corporation, with a company in Beijing, but not now I'm not sure if there any server in China. If we don't have maybe you need VPN, I'm not sure. You can check about that, maybe we can double check about that, thank you. Okay, next one, maybe the last one, because we don't have enough time. Next one the biggest issue I see is around feedback and assessments, any ideas how we can effectively give relevant feedback to individuals or conduct fair assessment during this time? I don't know what is this time. There are two situations, one is real time, just like what we have now, that is this time in my eyes. Real time, synchronous session. It is not easy actually, because

your attention is limited. You pay attention to one students, maybe another one will be ignored. But you can do that in the course management system in asynchronous way because your students can ask questions, that is first ideas I want to share with you. The second point I want to share with you is that you can encourage your students to help each other. Peer coaching, and a peer assessment is very, very important. And I learned this experience 20 years ago from a Chinese language teacher from . This teacher taught Chinese students writing in a peer assessment way, effective and efficient way. So you have to encourage your students to help each other, to have peer coaching, peer assessment, peer grading, it is very, very good. The third point I want to share with you in that, for some good course management system, they have very, very strong function for machine automatic assessment for you. You need that. You need that. If you got this report, I think you wish give you more time and you will teach more innovative and effective. Okay, that is answer for this question, my feedback, I hope you can benefit. And if you have any ideas about that, please, you can follow the session in the chat box or in the platform, maybe you can discuss this further in the Cambridge WeChat group.

I'm sorry, I don't think we have enough time. We have already passed a couple of minutes, I'm sorry for that, the teacher's assistant told me that I have already over time, I'm sorry for that. Now I have to give up very, very quick conclusion. Okay, ladies and gentlemen, if you can hear me please input number six in the chat box. And let me know you are there, please thank you so much. Please input number six in the chat box, and let me know you are here and thank you so much. I'm not sorry, I postponed the online talk and you have so many, so many questions.

And I have to finish the question to answer session, and thank you so much for your participating. It is great experience and I hope this is the beginning. We have to finish the online talk and I hope this is the beginning of the conversation and not the end, and I hope this is the beginning of, I hope this is the beginning of our friendship. I thank you so much for, thank you so much for your engaging, thank you so much for your participating, and thank you so much for sharing your experience. And we have to give huge thanks to our great organizer, Cambridge Assessment International Education.

We have to, special thanks to and Julia and our colleagues, who made this online talk happen. And by now I noticed that we have 1,598 participant and a huge thanks to, and Cambridge Assessment International Education for organizing this special online talk. It is an absolutely special experience to share my thoughts and experience with so many friends, so many fabulous Cambridge teachers and other teachers from mainland China, as well as teachers at abroad. As I mentioned to Julia, a couple of days ago, I got all my degree in mainland China and never, never ever accepted English as a foreign language trainee at abroad. So I'm excited, absolutely a little bit nervous to talking with you guys. So many English teachers, English language experts in English, I'm sorry for that, in my eyes, it is just like a little girl to teach her grandma how to cook.

Anyway, I finished it and I know this, at the end of the session I have to, Julia prepared, I'm sorry, I have to mention that, Julia and the Cambridge Assessment International Education prepared a feedback survey at the end of the talk. Please, please Julia, would you please input the link of the feedback survey in the chat box, as well as the QR code I show there, I show it there, and Cambridge International welcome everybody to provide your feedback in order to provide better services for you later. Please fill in the survey. There is the link www.wenjua.com/s/FBVRfq/. Or the link provided about Cassie and Julia in the chat box. Just click the link, or you can scan the QR code in my screen, in the right corner. It will last for a couple of minutes. It's very easy for you, please just fill in the feedback. It is very important for the organizer to organize next time, this kind of event next time. And please remember that at the end of the survey, please input your email box address. And if you input your email box address, Julia will provide you the slides I used as well as other materials, maybe Julia provided for you.

Okay, thank you so much. Thank you, have a good day. And we can, maybe we can meet the day after tomorrow. Maybe you have noticed that the day after tomorrow, Cambridge Assessment International Education have planned another online talk about seven tips for preparing to teach online, and I will give the talk in Mandarin at that time. The slides will be re-edit and re-organized. And I hope we can meet at the afternoon of the day after tomorrow in the online talk. Thank you Cambridge International, thank you Julia, thank you all friends, all 1,625 participants. Thank you so much, thank you Cassie, for your kind help. Thank you, Julia, for your kind help. Thank you so much for friends, you contributed your feedback, questions and comments. And I think our conversation will be continued and our friendship would be deeper and deeper later. Thank you, bye-bye, have a good day, thank you. And I have closed the live broadcasting now. Thank you so much, thank you. Thank you Julia, thank you Cassie, thank you.