

TIPS AND TRICKS for Instructors

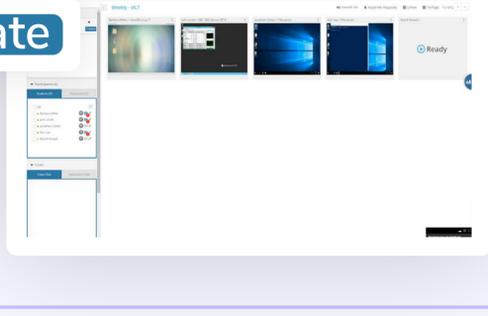
How to Give Better, More Engaging Classes with CloudShare

FIRST STEPS

create

Check Your Work

Prior to your first session, create your own Instructor Environment to verify functionality, layout, and usability.

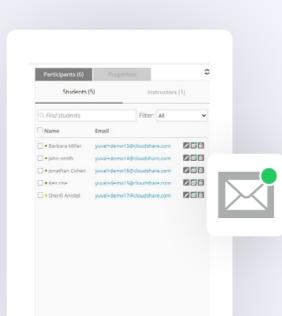


Ask a Colleague

If you're hosting a class with more than ten students, assign a second instructor to handle Assist Me requests during training.

Send Out Invitations

Pre-register your students. Each participant will have an envelope next to their name — a small green dot means an invite has been sent.



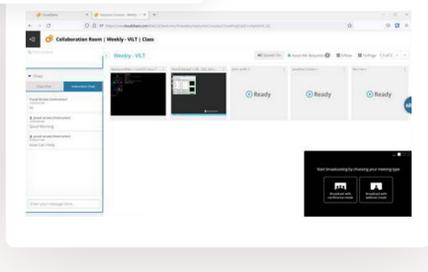
HOUSEKEEPING

Avoiding Interference

Before you launch any A/V utility, ensure your students are not using any similar tools on their local machines.



Collaboration Room



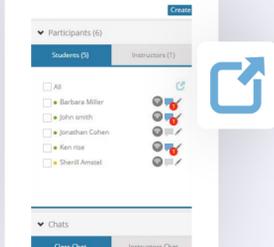
Double Up

Always use two tabs when starting a class — one for the instructor console, and the other for presentations, etc.

IMPROVING COMMUNICATION

Sharing with the Class

Use the Class Chat icon in the Participants panel for messages that are relevant to all students.

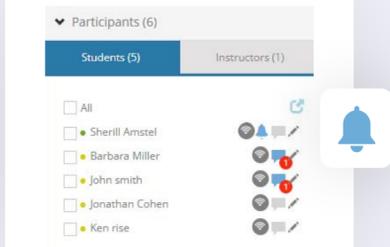


One on One

During a video conferencing session, the best way to communicate with a student is typically via Direct Chat — click the word bubble next to their name.

Assistance, Please

When an Assist Me request pops up, make sure either you or one of your co-instructors clicks on the bell icon so your response time is recorded for analytics purposes.



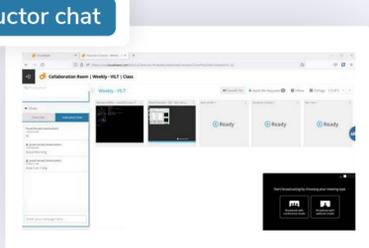
After a Lesson

Remind your students that they have a thirty-minute grace period after a class's official end date to finalize any activities, but once they log out, they'll be unable to log in again.

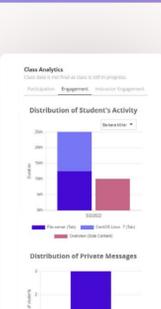
Connecting with Colleagues

Use the Instructors Chat tab to communicate with your co-instructors and avoid clutter in the main classroom.

Instructor chat



POST-CLASS FOLLOW-UP



Analyze Student Engagement

Be sure to view in-class analytics that you end of each day/lesson. Reach out to students that you identify as disconnected (because they used the environment for just a few minutes, or didn't review the content at all) to engage in the next practice.

A High-Level View

When reviewing student activity, instructors can 'zoom in' on multiple students, either in their current tab or in a new window.



Users List



Assessing Your Students

The Users List Tab on the Class Details page allows you to review each registered user's activity.

Editing Your Courses

If no instructor or student environment is present in an active class, the class details can be edited by any project member with sufficient privileges.

