

# TIPS AND TRICKS for Instructors

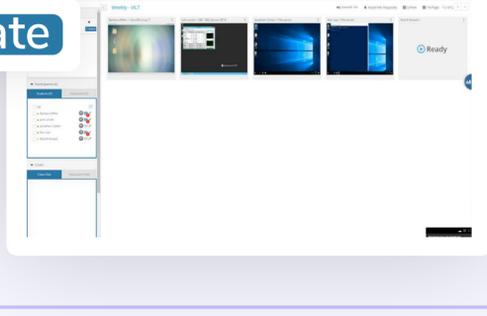
How to Give Better, More Engaging Classes with CloudShare

## FIRST STEPS

### create

#### Check Your Work

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

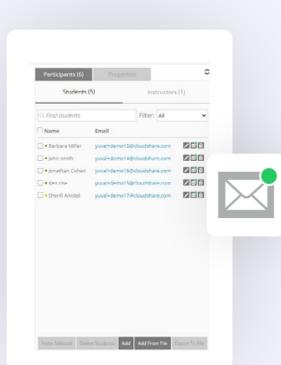


#### Ask a Colleague

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.

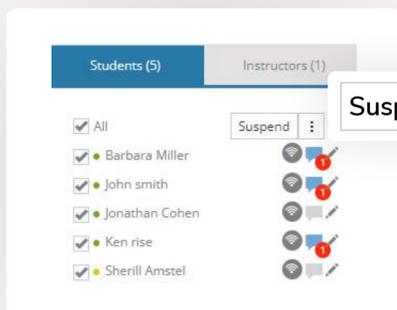


## HOUSEKEEPING

#### Suspend

#### After-Class Suspension

Check the Students tab for idle machines both during and after a lesson — suspend them to reduce resource consumption.

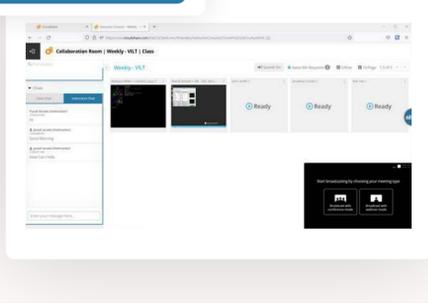


#### Avoiding Interference

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



### Collaboration Room



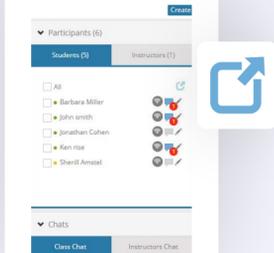
#### Double Up

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.

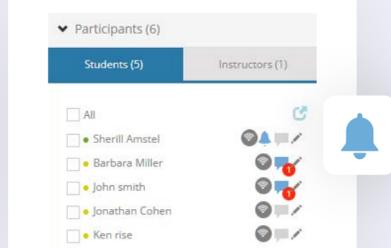


#### One on One

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.



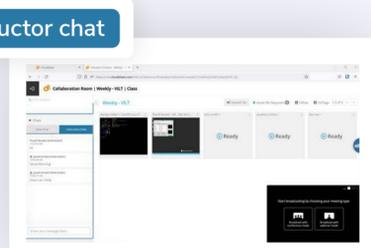
#### After a Lesson

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.

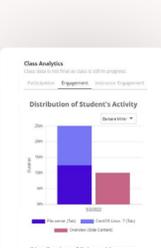
#### Connecting with Colleagues

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 review 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.

