Activity: Dry Run

Description
Audience members will work in groups to plan the first few minutes of a mock web conference class, basing the steps on sound pedagogy and best practices for technology. All groups will then participate in a facilitated discussion to evaluate these ideas.

Scenario
You’ve taught an on-campus class for 3 semesters at Harvard’s Division of Continuing Education (DCE). You are about to teach your first web conference course. You’ve never taught any type of online course. You have used Canvas a little, but not extensively. You have attended the Zoom training and meeting about teaching online at DCE. You used your personal meeting room for about a half-hour to practice using Zoom. It’s now time to meet with the web conference consultant and another new instructor to do a dry run so you can practice what you’ll do during your first class meeting. During your first real class, you’ll have a web conference support person in your virtual classroom to take care of technical issues students may have and to help if you forget how to do something. You’ll have 30 minutes for your dry run. When it’s your turn to start, what do you do?

Process
The group will decide how, and in what order, they will do the following:

- Orient students to the course
- Build community
- Make sure everyone can communicate with each other