

Teaching Online with the GoToMeeting Suite

The **GoToMeeting** software suite is a set of tools that allow you to meet with students live in an online meeting room.

GoToMeeting is intended for small, interactive meetings with fewer than 25 attendees; **GoToTraining** and **GoToWebinar** can accommodate larger groups. These tools enable students to see, hear, and chat with you while you share slides and other resources.

Educational Objectives: To connect with students and peers without the restriction of a physical classroom. Web conferencing software can be used to deliver lectures, hold seminars, or facilitate study groups.

Tools: GoToMeeting application suite, laptop, webcam, microphone or head-set (optional), stable internet connection

Time Required: We recommend meeting with the CITL team for a brief demo of available tools, account setup, and to learn more about best practices for teaching an online session.



Possible Use Cases

Student Presentations: Instead of using in-class time for student presentations, meet with your class online to have individual students or groups deliver their presentations.

Review Sessions: Instead of looking for an available room during the busy midterm season, consider offering an hour-long review online.

Office Hours: If you're teaching multiple sections of a course or have students who cannot make regular office hours, try offering online office hours. Meet with individual students, groups, or the entire class.

Guest Speakers From out of Town: If your speaker is not available to speak in class, consider conducting an online session with your students at a time that's convenient for everyone.

Going out of Town: Invited to present across the country or abroad but do not want to miss multiple class sessions? Consider teaching several sessions online to keep up.

Natural Disaster or Catching Up: Rain, snow, or flu can prevent you or students from getting to campus safely. You can continue to meet with your students online to stay on track.

Getting Started

- Contact CITL for a brief demo of the GoToMeeting suite and to set up your account
- Consider different formats for your session (panel discussion, student presentations, Q&A, etc.)
- Create engaging slides and plan a session that encourages audience participation
- Do a test run with CITL and any guest speakers
- Schedule your session in the GoToMeeting software
- Send students a link to join the live online session along with any instructions, readings, or assignments

Contact CITL for a quick demo



Plan your session and create materials



Share online meeting link with students

Best Practices

- Encourage two-way communication between the instructor and students
- Record your session and share the link so students can review
- Assign a TA to monitor the Chat and assist with technical issues
- Regularly check in with your audience - stop to review questions submitted via chat
- Use slides as visual aids. Have your slides and other materials ready to be accessed in one or two clicks
- Distribute any video links to students before the session and allow time for students to watch individually during the session
- Join the session at least 15 minutes early to allow students to enter the online meeting room
- Have the backup phone number and audio PIN handy in case you need to telephone in
- Begin the session with a clear outline of what you plan to accomplish
- Establish communication guidelines early in the session
 - How will you respond to chat messages?
 - Who can talk and when?
- Keep the session to 2 hours or less. Build in breaks and time for Q&A.
- Include questions or polls to keep participants engaged and to get audience feedback
- Exit GoToMeeting at the end of your session to close the meeting room.