|  |  |  |
| --- | --- | --- |
| 10 steps to building a Teams Live event session (synchronous/live) | | |
| 1 | Before session – with colleagues:   * Define the presenter and producer roles in advance of the event |  |
| 2 | Before session:   * Send students PowerPoint slides / pre-session activities * Signpost where to find session resources on Blackboard |  |
| 3 | Setting up session:   * Create Teams Live Event session |  |
| 4 | Tell students how to access session:   * Add student Teams Live event guide to Blackboard * Invite students to session |  |
| 5 | Delivery - explain how session will run e.g.:   * Explain etiquette and Q&A process * Give outline of session content and timings at start |  |
| 6 | Delivery - provide a warm up activity e.g.:   * Invite students to use the question function * Questions can form the basis of an FAQs section |  |
| 7 | Delivery - explain learning outcomes e.g.:   * Provide PowerPoint slide containing learning outcomes * Refer to learning outcomes at start and end of session |  |
| 8 | Delivery - knowledge checks e.g.:   * Use knowledge checks and reflective breaks |  |
| 9 | Delivery - signpost further resources e.g.:   * A Blackboard forum where issues can be discussed * Learning support available from Learning Services |  |
| 10 | After session - further resources on Blackboard e.g.:   * Resource list * Task based on session |  |