

## Microteaching Information for Participants: Preparing for Your TATP Microteaching Online Session

### What is the purpose of microteaching?

Microteaching workshops provide a structured setting for exchanging feedback on teaching among a small group of peers. It's a collegial setting in which to practice teaching skills and try new strategies. It offers insight into how learners respond to your teaching style and develop a deeper understanding of effective teaching as you observe and give feedback to other teachers.

### What happens in a microteaching session?

In brief: Participants take turns delivering a prepared lesson online via Blackboard Collaborate Ultra (guide on pages 5 and 6). While one participant is teaching, the rest of the participants and the facilitators play the role of students. After each lesson, participants and facilitators fill out feedback forms and offer structured feedback to the instructor. As well, the teacher shares their own impressions before and after receiving feedback.

### How do I prepare?

#### 1. Know your time limit.

In Microteaching Online, you should prepare a **10-minute** lesson.

To keep the session running on time, facilitators enforce these time limits. A facilitator will signal in the chat panel to let you know when two minutes are remaining and when one minute is remaining. All presentations will be stopped at the 10-minute mark.

#### 2. Choose a topic.

When choosing your lesson topic, keep two things in mind. It should be simple enough to be covered within the time limit, and it should be accessible to a non-specialist audience. For example, you might present a central concept of your discipline that would be covered in a first- or second-year undergraduate class. You could also prepare a lesson on a hobby or a personal interest.

#### 3. Prepare your lesson.

Blackboard Collaborate Ultra permits content sharing via a blank whiteboard, an application, PDFs, PowerPoint presentations, and images in GIF, JPEG, and PNG formats. Moderators can start and run polls and breakout groups. We recommend converting PowerPoint presentations to PDF format for easy uploading and sharing.

Do a run-through. Delivering an effective lesson within the time limit is one of the biggest challenges.



**Your lesson should be self-contained.** Avoid doing an excerpt from a tutorial or lecture that leaves the lesson hanging. (One of the things observers will look for is how you wrap up.) Similarly, avoid “fast-forwarding”—i.e., stepping out of the lesson by saying something like, “Here, I would give students a few more examples...” This makes it hard for observers to offer feedback on your presentation style.

**See also the guidelines in the Lesson Plan Checklist on page 3.**

**4. Consider trying out a new teaching strategy.**

Microteaching sessions are a good opportunity to try something new and get feedback on it. Look for ways to build in interactivity, if that’s not something you’re used to, or try a new kind of group work.

**5. Come ready to give descriptive feedback, and be open to receiving feedback.**

Being an observer in a microteaching means speaking from your experience as a learner, not correcting others’ mistakes. See the guide on giving and receiving feedback on page 4.

As well, think about what aspects of your teaching you’d most like feedback on. You’ll have a chance to let the group know what you’d like them to look for.

**6. ARRIVE ON TIME.**

Microteaching sessions start at their advertised time, not ten after the hour!

**7. If you need to cancel, do so at least three (3) business days in advance.**

Due to the heavy demand for microteaching, a new cancellation policy has been introduced. Please review the [Microteaching Attendance Policy](#). Cancelling late means you will be prevented from registering for microteaching sessions for one calendar year.

## Microteaching Lesson Plan Checklist

This is a partial list of things to consider when preparing your lesson. In a short microteaching lesson, you won't necessarily be able to hit all of the points. This is fine. You can, however, keep in mind the four fundamental elements of an effective lesson.

**An instructional presentation should incorporate the following four key elements:**

**1. Preparation of the learner.**

- The learner is oriented to the subject at hand.
- The learner's interest is piqued.
- The learner is informed of the lesson's goals.
- The learner is told what to expect from the lesson.

**2. Presentation/demonstration of materials.**

- Topics are presented in a logical order.
- Topics are presented in a sequence, e.g. moving from general to specific or from superficial to most important or from foundational to complex.
- Each topic is clearly introduced and there is a clear transition from topic to topic within the lesson.
- The instructor models a concept or activity for learners.

**3. Involvement of the learner.**

- Learners are asked questions to probe their understanding of the material.
- Clarification of key concepts is provided at regular intervals; learners are asked to explain key concepts back to the instructor.
- Learners have the opportunity to interact with each other.
- Learners have the opportunity to practice or use the material being taught.

**4. Review and summary.**

- Instructor recaps main ideas.
- Instructor invites learners to share what they've learned.
- Instructor points the way to further information on the subject of the lesson.

Adapted in part from the Graduate Student Enhancement Program's "Guide for Conducting Your Departmental Micro-Teaching Session" prepared by the staff of the BGSU Graduate Student Enhancement Program at Bowling Green State University.

## Giving and Receiving Feedback on Teaching

When providing feedback on a colleague's teaching performance, it is important to remember that our role is not to judge or evaluate a person's approach to teaching or teaching style nor to demonstrate everything that we might know about teaching. Rather, the goal is to share strategies and perspectives that will help the teacher identify a plan for improving their teaching practice. As observers, we are reflecting back to the teacher what it is like to be a student learning in their class. As teachers, we are hearing, perhaps for the first time, honest feedback on how we communicate ideas and whether we create a successful learning environment.

As an observer giving feedback...	As the teacher receiving feedback...
<b>Focus on behaviours, not the individual.</b> Describe what you see and what you hear. What does the teacher say or do? Remember: you are providing feedback on the teaching performance, not the person.	<b>Be sincerely open to all comments.</b> As soon as you invite someone's opinion, you need to be prepared to hear it! If you hear what you perceive to be negative comments, separate the comments from yourself as a person and focus on what could be changed next time to improve your teaching.
<b>Be specific.</b> Identify a specific comment or behaviour and describe how it affected you. Link your comments to specific moments in the teacher's lesson. Whenever possible, offer concrete strategies for addressing particular concerns.	<b>Avoid being defensive.</b> Try to react positively to comments. The observers providing you with feedback will need positive reinforcement, too! Saying "That's great advice, I hadn't thought of it that way" opens up a dialogue with your observers.
<b>Be positive and constructive...and honest!</b> Always offer a positive observation first. However, try to avoid insincere praise. Follow up constructive comments with your ideas for improvement or things to try.	<b>Specify the feedback you're looking for.</b> If you would like feedback on your voice production or time management or clarity of examples or your introduction...say so! Be specific when asking for feedback.
<b>Check your ego at the door.</b> This process isn't about you, and showing off all you know about teaching. This process is about the teacher you are observing. Avoid grandstanding or one-upmanship.	<b>Confirm your understanding of the feedback provided.</b> If you need to ask for clarification of a particular comment, feel free to do so. Ask an observer to rephrase a comment or paraphrase back to the observer what you think they are saying.
<b>Offer options and alternatives.</b> Don't just point out areas of difficulty. Remember, you're not providing a summative evaluation of this person's teaching—you're helping the teacher identify what to try next time.	<b>Share your reaction to the feedback.</b> Once you've heard all the verbal feedback, reflect back on your self-assessment of your lesson and think how your own assessment of your teaching compares with the observations of your colleagues. What have you learned?
<b>Avoid prescriptive language.</b> Instead of saying "You should do this..." or "Don't do that...", phrase your suggestions as stemming from your own observations: "I'm wondering if you tried X, what might happen..."; "I'd like to see you try Y"; "I would have benefitted from a clearer explanation here, could you try this..."	
<b>Don't demand unreasonable change.</b> Avoid pointing out challenges the teacher cannot reasonably change or address.	
<b>Be concise.</b> Too many comments will overload the listener. Focus on one or two key points.	

Adapted in part from Verderber & Verderber, (1983), in Leptak, J. (1989). Giving and receiving constructive criticism. *Lifelong Learning* 12(5), pp. 25–26. Also from the "Giving and Receiving Constructive Criticism" handout from McGill University.

## Teaching Online with Blackboard Collaborate Ultra

### What is Blackboard Collaborate Ultra?

Blackboard Collaborate Ultra is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact. Blackboard Collaborate Ultra experience opens right in your browser, so you don't have to install any software to join a session.

### Which browsers are supported?

Collaborate only supports the most recent two stable channel releases of browsers.

Browser	Desktop	Mobile
Google Chrome	Windows, macOS, Ubuntu	Android
Firefox	Windows, macOS	Not supported
Safari	macOS 10.13+	iOS® 12+, iPadOS
Microsoft Edge (Chromium)	Windows, macOS	Android, iOS

### Are there any online teaching resources and training opportunities?

The Centre for Teaching Support and Innovation has an [Online Learning](#) resource page and an [Instructor Toolkit](#). The Teaching Assistants' Training Program also offers a range of resources in its teaching toolkit, [Teaching with Technology and Teaching Online](#).

Explore the main hub for resources related to [Blackboard Collaborate Ultra \(Web Conferencing\)](#). Consult [session best practices for moderators](#) and [FAQs about being a session moderator](#).

Training sessions are offered divisionally and centrally (through CTSI). For the former, connect with your [local IT support team](#); for the latter, review the [Global Calendar](#) of training options. You can also access video recordings of training sessions related to [Teaching with Webinars](#).

### Joining a Blackboard Collaborate Ultra Session

When you first join a session, Blackboard Collaborate Ultra will prompt you to:

- Type your full name (for attendance purposes)
- Allow Blackboard Collaborate to use your microphone (turn on your microphone to complete the audio test)
- Allow Blackboard Collaborate to use your camera (turn on your camera to complete the video test)
- Learn more about Blackboard Collaborate by starting the tutorial, or click on "Later" to skip the tutorial





Explore [Get Started with Collaborate Ultra for Participants](#) for further information.

## Using Blackboard Collaborate Ultra

Watch the "[Blackboard Collaborate Ultra Interface Tour Video](#)" (2:12) to see the features in action. Blackboard Collaborate Ultra controls are organized into three areas: a media space, a Collaborate panel, and the Session menu. During the microteaching session, we will be using controls from the media space and the Collaborate panel.






### Media Space Controls

The media space is the central space of your screen.

Icon	Description
	Use the buttons on the bottom center of your screen to adjust your status and settings, turn your microphone and camera on or off, and to raise or lower your virtual hand. Please keep in mind that some/all these features may be turned off for you when you launch the platform.
	Use the annotation tools buttons on the top center of your screen to edit and mark up shared files and the whiteboard. These features allow webinar participants to actively engage with a slide/image on the screen.
	Use the hide/show view controls button on the top left to zoom in or out, or adjust to best fit or actual size.
	Use the Collaborate Panel button on the bottom right to open the Collaborate Panel.

### Collaborate Panel Controls

The Collaborate Panel is located on the right side of your screen.

Icon	Description
	Use the Chat panel to chat with everyone in the session. The chat supports diversified emojis. You can send messages to everyone in the session, to moderators or to specific individuals.
	Use the Attendees panel to view the list of attendees and open the attendee options menu. Pressing on the "..." (i.e., three dots) gives you additional options and features.
	Use the Share Content panel to share a blank whiteboard, an application, PDFs, PowerPoint presentations, and images in GIF, JPEG, and PNG formats. Moderators can start and run <a href="#">polls</a> and <a href="#">breakout groups</a> .
	Use the My Settings panel to add a profile image, set up your camera and microphone, adjust notification settings (pop-up, audio, or none), modify participant permissions in session settings, and report an issue.
	Click on the Collaborate Panel button to close the Collaborate Panel. Visit the " <a href="#">Quercus Support Resources</a> " or " <a href="#">Blackboard Learn Help for Instructors</a> " pages for additional guidance.