



Checklist for Planning Web-Conference Interaction

Once you have developed your web-conference content, it is important to consider the interaction that you have planned. The checklist on the next page will help you plan interactions throughout the web-conference and increase learner engagement. Read through the list for ideas that suit your own situation that can help you include interaction in your web-conferencing activity. Check the ones that you already have or plan on implementing.

“This checklist will help you plan interactions throughout the web-conference and increase learner engagement.”



Checklist for Planning Web-conference Interaction

TECHNOLOGY TROUBLESHOOTING

- ☐ A tech support document for joining the web-conference has been created
- ☐ Learners have practiced logging into the web-conference space as part of the orientation
- ☐ Time has been allotted at the start to go over any technical and interface features
- ☐ A dedicated tech support staff will be on stand-by or alerted, if possible
- ☐ The conferencing space is open prior to the conference so learners can go in and check their connectivity

WEB-CONFERENCE CONTENT

- ☐ Notes or a script have been prepared (to help keep you on track)
- ☐ Learning outcomes will be explicitly stated
- ☐ Web-conferencing outcome will be restated at the end of the activity
- ☐ Appropriate visual cues have been used to reduce learner cognitive load
- ☐ A pre-conference engagement activity has been prepared for learners who arrive early in the online space

FREQUENCY OF INTERACTION

- ☐ Interaction is planned every three slides or every 4-5 minutes
- ☐ The balance between information pushed out to and pulled in from learners has been considered

WEB-CONFERENCE ENGAGEMENT TOOLS

- ☐ Learners will use the chat box
- ☐ Expectations for language use in the chatbox will be communicated (remind learners not to worry too much about errors in the chatbox and to focus on fluency of chat)
- ☐ Learners will have opportunities to use the microphone to practice speaking
- ☐ The poll feature will be used as a way to elicit information from learners
- ☐ The use of breakout rooms is planned for small group discussions
- ☐ The whiteboard will be used to collaborate and share ideas



ASKING QUESTIONS

- ☐ Questions will be used in connection with the chat box
- ☐ A variety of questions will be used to stimulate conversation (e.g., open-ended questions, yes/no question, hypothetical questions)
- ☐ Visual prompts are used in connection with some of the prepared questions (rather than just an oral prompt)
- ☐ Questions are repeated several times and also displayed on screen

WEB-CONFERENCE COMMUNICATION

- ☐ Check-in points have been built into the activity (e.g., What have you seen so far in this web-conference? How are things going for you?)
- ☐ Participants' contributions will be acknowledged
- ☐ A closing exercise is included so that participants can discuss what they have learned

VISUALS

- ☐ The web-conference is visually engaging
- ☐ The images relate to content
- ☐ The visuals are large enough on the slide
- ☐ Permissions and copyright restrictions for any visuals have been cleared to use in the presentation

