Group Presentations Online
Chapman Learning Commons

Questions to Consider
1. What are the best ways to communicate effectively with my team online?
2. How can I create content tailored to my audience?
3. What are key factors to practice to ensure an engaging and informative presentation?

Summary: How do students address these challenges? (Advice from CLC Assistants)

1. **Create clear team plans and keep all team members on the same page.**
   a. Work out team goals and guidelines during your planning stage. Clearly assign tasks, roles, and due dates. A [Gantt Chart](https://en.wikipedia.org/wiki/Gantt_chart) may prove to be helpful.
   b. Select a team leader to host team meetings, organize team files and represent your team to your instructor. Consider [when2meet](https://www.when2meet.com) to schedule meetings.
   c. Communicate actively, don’t hide behind the screen. Utilize whiteboard & annotation features during team meetings.

2. **Keep audience’s attention and keep the flow going.**
   a. 3-4 points per slide; do recaps and use a [progress bar](https://en.wikipedia.org/wiki/Progress_bar).
   b. Work out the beginning and conclusion with your team.
   c. Ensure individuals’ parts flow together by sharing your sections with each other.

3. **Do a Test Run to troubleshoot and get feedback.**
   a. Test your microphone volume and align everyone at the same level. Check your sound connection, input devices, and settings.
   b. Review your slides to ensure your media is working correctly. Make sure to check “audio sharing” before playing a video.
   c. Avoid noisy camera backgrounds, ensure proper lighting, and avoid wearing bold or distracting patterns.

4. **Be a TV personality!**
   a. If permitted, we recommend your team to present with webcam on.
   b. Look at the camera, not the slides, and show your hands.
   c. If possible, be standing while presenting.
   d. Start with momentum to build up team confidence and your audience’s expectations.
   e. Utilize virtual reactions (thumbs-up, polling) to engage with your audience.

Key Resources
- [Chapman Learning Commons page](http://learningcommons.ubc.ca)
- [CLC Presentation Toolkit](http://learningcommons.ubc.ca)
- [Collaborate Ultra Troubleshooting](http://learningcommons.ubc.ca)