Technology Enhanced Learning

Case Study: Online meetings

Introduction:

There is a lot that you can do as facilitator of remote meetings to make them go more smoothly and enhance the overall quality. When you're equipped with the proper knowledge and setup, online sessions won't only be helpful; they'll be fun too.

Online meetings or virtual meetings held using an internet browser or computer application are increasing in popularity across organisations as they seek to connect geographically dispersed teams, increase productivity, and reduce travel costs.

The virtualisation of meetings promotes collaboration among colleagues, target markets, associates, teachers, and students working towards the organisation's objectives. Using web conferencing in learning meets the primary goal of both educators and students. It facilitates the creation of the best learning environment for students and aids in realising a balance between life and teaching duties for educators.

Summary:

This case study is about how learners, assessors and moderators can benefit from using an online meeting and show them advantages given by using it.

Benefits: Online conference sessions can be recorded for the purpose of better feedback.

Screen share can offer a forum for students to work collaboratively outside of class focused on documents, spreadsheets and more.

Group text chat can be used to conduct polls and surveys. Special guest lecturers, experts, and faculty members can be invited to join a class regardless of their location.

"Online meetings as a coach help use various remote tools, split screens and other tricks to make the remote experience seem "up close and personal."

**Robin Hensley,
Online Coach**

Online meetings history and tips connected with it:

Online meetings have enabled people worldwide to remain in touch and effective. This phenomenon has only deepened during the COVID19 lockdowns.

The first concepts of video conferencing appeared in the 1870s when Bell Labs came up with the idea of transmitting an image and audio over the wire. But it was decades before this happened. Students in the Cambridge University Computer Science Department invented the first webcam in 1991.

One of the most available platforms, Skype, was released in August 2003, then in January 2013, Zoom followed, and after that, Microsoft introduced Microsoft Teams together with Google meet in 2017.

Tips for excellent online meeting facilitation:

- Take meetings from quiet spaces
- Use your laptop, not your phone
- Look at the camera
- Have a neutral background
- Start with an icebreaker question
- Make sure everyone gets a chance to speak
- Select people to answer questions

Online platforms during the Pandemic

Teleconferences have empowered lecturers, students, motivational speakers, and others to work and communicate with colleagues and students virtually anywhere.

For professionals in Education, Learning and Development, online classes have become the order of the day. Virtual training and similar terms have become buzzwords as people turn to video conferencing platforms to meet their training needs.

Google Meet had over 100 million daily meeting participants in 2020 (Source: TheVerge)
Microsoft Teams had 75 million active daily users in 2020 (Source: Windows Central)

"Zoom, for instance, had 10 million daily meeting participants in December 2019, but by April 2020, that number had risen to over 300 million."
Evans, 2020

"You need to be more apparent and intentional about timing, transitions, and facilitation in an online meeting than with an in-person one. Also, invite people to "unmute" so you can have richer dialogue without interruption".

Bonni Stachowia

Professor of business and management

E-Growth is a project funded by the Erasmus+ programme. The project set out to explore the use of business simulations and Technology Enhanced Learning (TEL) in delivering Vocational Education and Training (TEL). The TEL Handbook and E-Growth business simulation are available in English, Czech, Spanish, Greek and Hungarian.

For further information, visit:

https://e-growth-project.eu/