**UIC College of Applied Health Sciences IT**

**Best Practices for Online Teaching Tools**

(Blackboard Collaborate, Webex, Zoom)

1. Practice using platform prior to class or conference.
2. Be prepared to use an alternate platform as a backup.
3. Restart your machine at the start of your workday, this refreshes the machine.
4. Understand and avoid network bandwidth issues:
* Not all connections are alike – the quality of presentation depends on host and participant network connections
* Turn off other devices on the same network in your household; this can lead to poor presentation quality
* YouTube videos and other videos may not transfer properly to participants
* Using a hard-wired network is more reliable than a wireless one.
1. Use of USB headset with microphone is advised – it cuts down background noise and provides better audio input.
2. Quit other non-essential program or apps while conducting presentation.
3. If hosting presentation and sharing your full screen with participants:
* Close unnecessary browser windows or other files for privacy
* Quit any email client – notification can be distracting or sensitive in nature.