QuarkNet Virtual Workshop Best Practices 2020

- Online agenda with objectives is required.
- Allow time for introductions.
- Mute audio if you are not talking.
- Establish a parking lot for participants to post questions.
- Write group papers in shared files, e.g. Google Docs.
- Allow time for asynchronous work.
- Introduce materials then give time offline to complete.
- Establish office hour times for questions and concerns.
- Consider clicker questions for interactive lessons online.
- Group norms are crucial for meaningful discussions.
- Break-out groups should contain no more than 4-5 people.
- Discussions work better than lectures.
- If a lecture is required, intersperse with Q & A sessions.
- Everything takes longer than expected, so limit the workshop to essentials.