# Technical notes:

1. Ask all participants to mute their camera and microphone when joining all-group sessions!
2. When you share your screen in Teams, there is a lag between you clicking on (animations/slides) and participants seeing the change – check your timings!
3. Streaming audio via screen-share in MS Teams rarely works – if you have videos to share, ask participants to watch them independently prior to the session to avoid adding more movement in the session
4. Having two screens (if you can) is hugely helpful – you can have teams on one and Slido/every breakout group’s documents open on the other.
5. [Remember the basic tips for using your camera effectively](http://blogs.bath.ac.uk/publicengagement/2020/04/23/guide-to-online-engagement/)
6. Finally we recommend reading UCL’s E-learning [accessibility baseline](https://wiki.ucl.ac.uk/display/UCLELearning/UCL+E-Learning+Baseline%3A+enhancing+e-learning+provision#UCLELearningBaseline:enhancingelearningprovision-7) for an in-depth framework on creating digital learning.

# Other platforms you could use

For delivering online training (accessible via UCL):

* [Moodle](https://moodle.ucl.ac.uk/)
* [Blackboard](https://www.blackboard.com/teaching-learning/collaboration-web-conferencing/blackboard-collaborate)

For asking questions / conducting polls:

* [mentimeter](https://www.mentimeter.com)
* [Wooclap](https://www.wooclap.com)
* [Samba](https://www.digitalsamba.com) has polls and Q&A built in but has a pay-wall.