

Teaching your Course at Limu

teaching a Course at Limu is simple and easy

Once you have registered your Course, received and accepted a booking request, you are ready to teach your first Course online at Limu.

This document aims at giving some guidance on how to teach your Course online and how to make the most of the Limu Virtual Classroom.

Starting the Course

the virtual classroom is where your Course takes place

As part of you accepting and the Student confirming the Course booking, you will have agreed on when the first live session of this Course is to be held. However, before you meet your Student for the first live session in the Virtual Classroom it might be a good idea to send a welcome message to the Student. You might also want to point the Student to some introductory reading that you have uploaded to the Course library or anything else that you think might be useful for the Student to prepare for the Course.

If you are teaching a Course with several Students, you start the Course from your Limu account, in which case all Students are automatically notified.

Because the Virtual Classroom is open as soon as the booking has been confirmed, you can enter the Classroom at any time and amend or upload additional materials to the Library, or otherwise customise the Classroom to prepare the Course for your Students. Likewise, the Student will be able to visit the classroom at any time and download materials from the library. Remember that all changes you make in the Virtual Classroom apply only to this instance of a Course and do not affect the original registered Course or other instances of this Course you may be teaching.

Introduction to teaching a live-session

Courses at Limu are taught person-to-person live and online

Teaching a live session at Limu is very similar to traditional teaching in a classroom, and you will find moderation tools and interactive features that allow you to adopt similar practices and ways to interact.

Firstly, the Classroom participants list, on the left of the Classroom screen, will display the current online status of all Course participants in real time. You will be able to see who is currently in the classroom, who has the ability to use a



microphone or is only able to listen to voice chat, who currently has the chalk for the drawing board and if any of your Students have been temporarily silenced.

live sessions are moderated at a click of a button

Above the Course participants list you will have a number of moderation tools that are available only to you as the Teacher of the Course. Most importantly of all, you will be able to apply a number of actions to any of the Course participants (including yourself) by choosing the participant and then applying one of the available actions (“give chalk”, “remove chalk”, “silence”, “remove silence”).

Once you have verified that the Student (or Students, if you are teaching a Course to several Students) is present in the classroom, it is a good idea to verify that the Student is familiar with the tools and features of the Virtual Classroom. You might want to ask the Student if he or she would like a quick basic walk-through so that you can explain anything that is unfamiliar to him or her.

Once you have assured yourself that the Student is comfortable in using the tools and features of the Virtual Classroom, you can start the first live session by selecting the session from the session drop down box and click on “start session”. This will change the status of the Classroom to recording mode, which means that a transcript of the session’s text chat and drawing board activities will be available for later access in the Course library, as well as the Course participants’ own personal Knowledge archive. This is done automatically, and recording will stop when you click on “stop session” which will conclude this live session and return the classroom to non-recording mode (nevertheless all activity in the classroom will be recorded regardless of status and will be available as a global Course transcript).

Course materials can be broadcast to your Students in real-time

When you are holding a live session you can also use the Classroom’s broadcast feature, which allows you to open any of the files and resources (pictures, graphs, web links etc.) automatically on your Student’s screen. Simply click on “broadcast”, which opens a new browser window displaying all the files and resources contained in the Course library, and select one of the files by clicking on “open”. This will open a new browser window on every Course participant’s computer containing the chosen file or web page. If you are using file types that require special software in order to be opened and viewed, make sure that you tell your Students where they can download a free file viewer for the document type.



Guidelines for holding live sessions

*hold live sessions
in a format you
prefer*

At the beginning of your first session you should give an overview of the Course, explaining:

- what you will cover in the Course and in each of the live-sessions,
- the nature and extent of any offline assignments,
- the materials and resources that you have uploaded to the Course library or that you will make available later on,
- how your Students can interact and communicate with you outside live session hours.

In addition, it is good housekeeping in opening every subsequent live session with the following:

- briefly review the content of the previous session and ask your Students if there is anything that they did not understand or want to review before starting the new session,
- briefly review the content of today's session and ask your Students if there is anything in particular that they would like to focus on.

It is also good housekeeping in closing every subsequent live session with the following:

- briefly summarise and review what you covered in this session and provide leads to Students on how and where to deepen their knowledge relating to certain aspects thereof,
- hand out assignments or offline tasks in preparation for the next live session,
- verify the date and time for the next one or two live sessions to make sure that all Course participants are still able to attend.

Handling off-line assignments

*manage Course
assignments
directly from the
classroom*

Offline assignments might form an important part of your Course, depending on the subject you are teaching. You will have specified in advance what offline assignments form part of your Course when registering the Course structure.

You should try to explain clearly what and how assignments should be prepared or which tasks carried out, as well as set deadlines should you want your Students to submit their assignments back to you. Students can upload their work to the Course library as a private file, in which case only you will be able to download and view it.

Communicating with your students off-line

communicate with your Students at any time

The summary tab of the Virtual Classroom allows you to send messages to a particular Student or broadcast a message to all Course Students at once.

In addition to sending direct messages, the Course forum allows you and your Students to discuss any aspect of the Course outside live session times by posting or replying to messages in the forum. As the Teacher of the Course, you can fully administer the forum, adding new forum topics and removing any messages should you wish to do so.

Assessing the progress of a student

extend the Course at any time to cover additional material

From time to time you should assess together with your Students the progress that everybody is making in learning what the Course was set out to cover.

It is a good idea to post a small test or self-assessment question list on the library, which you can ask your Students to complete. If there are any areas of your Course that your Students did not fully understand, you can have an open discussion with them identifying the reasons for their gap in understanding, and propose one or more additional sessions to cover these areas one more time.

Completing the Course

transcripts of all live sessions are available to all Course participants

When you have come to the end of the Course, you will typically conclude your last live session with a review of what was covered in the Course and provide additional ideas for deepening or expanding the subject matter.

After you have completed your last session (live or non-live) and are comfortable that you have covered all that you set out to cover, you will be able to archive your Course, which concludes the Course for you and your Students.

Your Students will then be prompted to rate the Course and you as a Teacher. This information will appear as part of your Teacher profile, available for viewing by other Students that might want to book your Course.

What to do next

For more extensive help on how to use the Virtual Classroom or any other aspect of using Limu, please consult our online help section.

We hope you will enjoy teaching at Limu, and encourage you to send any feedback and any questions you may have to us at info@limu.com.

Your Limu Team

