Interactivity Tool	Closed Captions	Virtual Raise Hand	Chat	Poll	Screen Share	Break-out Rooms
Uses:	Making the session more accessible to everyone Can increase understanding & help with attention	Order large group discussion A few folks to 'weigh-in' Obtain key ideas / summary After breakout rooms to hear about discussions	Allow for 'peer to peer', or 'peer to group' dialogue Gives 'everyone' a voice When microphone cannot be used (limited internet, working in shared space)	Anonymity Obtain everyone's reaction Quick check-in or snap shot Determine current level of knowledge Conversation starter or primer for your session	Showing content to everyone at once (PowerPoint, Website, Video, other) Increases understanding Keeps everyone on track	Allows the entire group to participate Generate many ideas, problem solving or deeper engagement / learning
Tips for Success:	Explain how to turn on / off, view full transcript Set expectations for how the transcript will be used (i.e. only during session, saved for future use.)	Set clear expectations After a few comments, ask 'Anything different / new to add?' Allow time for responses Acknowledge everyone's contributions, even those you don't have time to mention	Use sparingly to avoid distraction / cognitive overload Set expectations, when / how will be used, and when it won't be monitored Acknowledge everyone's contributions, even those you don't have time to mention	Create questions ahead of time Title each poll Use simple, clear questions Have option for 'unsure Move swiftly	Have a plan and practice Have all programs open and 'ready' to show, close any you are not using Choose what to share wisely (i.e. entire screen or a program only) 'Share computer sound' when sharing a video Have a backup plan if screen sharing does not work (i.e. handouts sent in advance)	Provide clear, succinct directions Keep groups small (4-5 people) Outline exactly what they need to do (i.e. introductions, assign 'Reporter', timing & outcomes expected) Send instructions (discussion question, etc.), in advance, or via chat just prior to the activity. Ask for someone to be the 'reporter' to share back once in large group again
Caution:	It may distract some participants It may misspell some words	Not everyone will feel comfortable speaking out Need time for participants to engage (i.e. respond & speak)	Can be overwhelming for presenter Repeated 'pop-ups' can be distracting to participants May take participants a long time to consider question and 'compose' a response	Use short questions that have a purpose Need clear choices or options Stay away from questions everyone knows the answer to	Sharing out multiple screens requires practice	Need to allocate time Have groups choose a 'report' to speak to larger group afterwards Participant's with limited internet they may not be able to 'join' the room, provide other options (i.e. discuss in the larger group, come up with thoughts on their own)