The Me, Us and IT of webinars for an ASCILITE SIG

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Supported by....

Digital poster, ASCILITE conference 2017
Quick Stats

8 years

80 webinars

2370 members

700 organisations

73 countries
Local and global connections
Benchmark practices
Spark innovation
Share practices
Ease of access
Audience Feedback

Prior to this session, I had a detailed knowledge of how to use X for assessment

This session has improved my understanding of how to use X for assessment

Following on from this session I intend to:

- Tell colleagues about this session/topic (F1)
- Review the session recording (F2)
- Contact the speaker(s) of this session to follow up further (F3)
- Make contact with one or more participants I met in this session (F4)
- Consider starting a trial or project related to this topic (F5)
- Apply something I have learnt from this session in my own work/teaching (F6)
### Webinar Engagement 2010 - 2017

#### Total Program (2010-2017)

<table>
<thead>
<tr>
<th>Count</th>
<th>Description</th>
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<tbody>
<tr>
<td>80</td>
<td>Sessions completed</td>
</tr>
<tr>
<td>5299</td>
<td>RSVPs</td>
</tr>
<tr>
<td>59</td>
<td>Average RSVPs per session</td>
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<tr>
<td>2310</td>
<td>Attendance</td>
</tr>
<tr>
<td>29</td>
<td>Average Attendance per session</td>
</tr>
<tr>
<td>6137</td>
<td>YouTube views</td>
</tr>
<tr>
<td>76</td>
<td>Average views per session</td>
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</tbody>
</table>

#### Session Averages Year on Year

<table>
<thead>
<tr>
<th>Year</th>
<th>Average RSVPs per session</th>
<th>Average recording views per session (first month)</th>
<th>Average attendance per session</th>
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<tbody>
<tr>
<td>2010</td>
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#### Notes
- The program included 80 sessions completed from 2010 to 2017.
- There were 5299 RSVPs in total.
- The average number of RSVPs per session was 59.
- Attendance was 2310, with an average attendance per session of 29.
- YouTube views reached 6137.
- The average views per session was 76.

#### Graph:
- The graph illustrates the session averages year on year from 2010 to 2017 for average RSVPs per session, recording views per session (first month), and attendance per session.
Webinar Programme Workflow

Year prior: Invite sent to presenters along with info about the webinar series.

Invites accepted. Session details confirmed. Prep timeline sent to presenters.

Preliminary program released on TA website. Updated periodically.

Session abstracts received and published to TA website. Yearly series begins...

1 Month prior: Session promotion starts. Reminder sent to presenters with preparation tips.

2 weeks prior: Technology/sound test-run with presenters. Second promotion message sent.

2 days prior: Slides received. Slides branded and tested by host. Reminders sent to registrants.

20 minutes prior: Hosts and presenters login. Slides uploaded by host, final sound checks.

1 Minute prior: Host conducts housekeeping/intro.

1 hour prior: Registrants receive reminder.

1-2 days following: Recording prepared and resources published to TA site and YouTube. Feedback survey summary sent to presenters. Promo prepared for next session incl recording available notice for session just completed.

Session close: Host calls for feedback and stops recording.

Session start: recording started. Presenters introduced. Session runs.

End of year... Planning for next series begins!
Keep the following in mind when preparing a webinar presentation:

1. **Set-up your computer the week prior** to allow time for troubleshooting. Attend the arranged practice run!

2. **Always use a headset** (ear phones + mic) for crisp, clear audio.

3. **Use large, clear fonts** with good contrast between text and backgrounds.

4. **Use relevant images/diagrams/charts/screen shots** to add visual interest.

5. **Slides are converted to images**, thus fancy transitions, animations and links within PowerPoint slides will NOT work.

6. **Use live demos** (if applicable) via ‘screen share’ – the audience love these (but include ‘screen shots’ into your slide set as a backup).

7. **Video is best placed online** (e.g. YouTube) and a link provided to audience via the text chat.

8. **Plan for interaction** and questions with the audience. This makes for a lively and effective session. Poll tools (yes/no) and text chat functions can be used.

9. **Leverage the text chat 'back channel’**. This is often used peer to peer.

10. **Present with colleague** who can help intercept questions via the text chat.
Webinar Programme
Onwards!

Join us in 2018!

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