



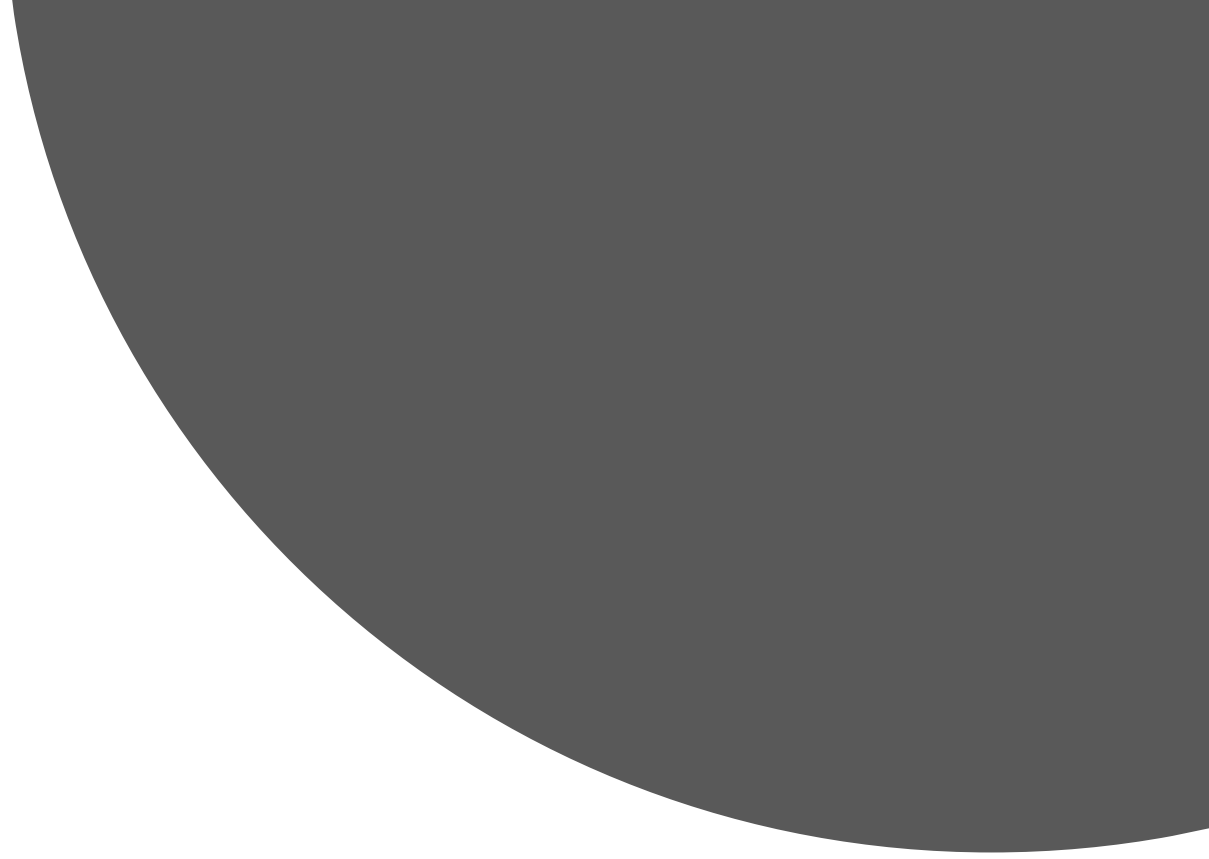
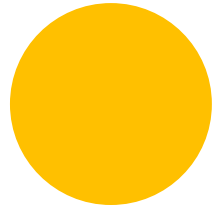
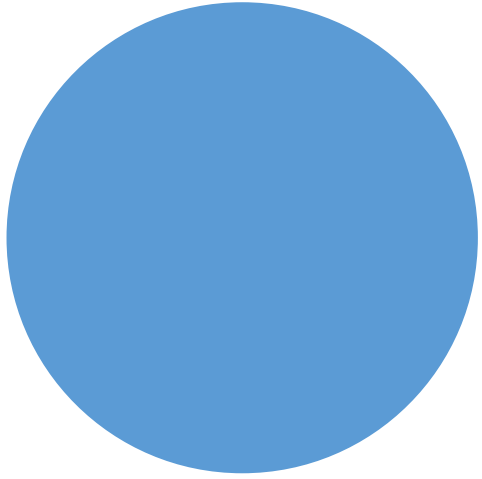
Online Presentation & Self-Care Tips for Teaching Online

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My Experience in Remote Working & Distance Education

- I began working from a remote location during my time with The Coca Cola Company as a Customer Marketing Manager in 2000 and served as a regional team lead on a DSL pilot program in 2001
- Earned by Master in Library and Information Science online from the University of Pittsburgh
- Supported distance education programs at Penn State and was a faculty awardee for a Provost Innovation grant to explore “Second Life” as a distance education platform
- Doctoral candidate at Simmons University in a program that was primarily taught as a distance education program



Tips for Online Presentation

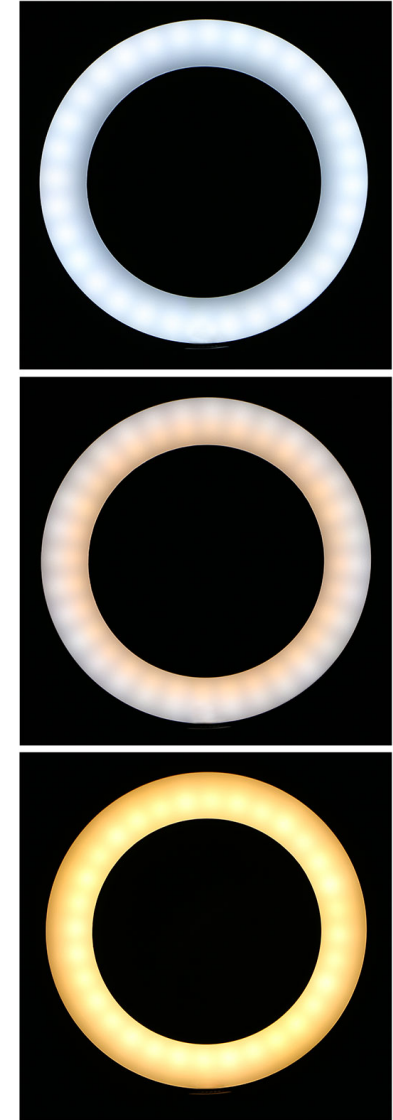
“Coming Into Work” Each Day When Teaching Online

- Try to be forgiving of yourself and the technology when things do not work as smoothly as planned
- Getting dressed to teach online is a signal to your brain and a visual cue to those that live with you, that you are in “work mode”
- Disable all devices that are not in use and that automatically connect to your home WIFI to free up bandwidth for Zoom



Using A Combination of Natural Light and “Stage” Lighting

- Log on early to give yourself some time to adjust your lighting
- Small adjustable ring lights with multiple light setting give you options in terms of colored lighting based on your skin tone
- Lamps placed behind you and/or on the floor next to you will help to illuminate you on screen



If Possible, Use an External Webcam with Speakers and Earphones with a Headset

- A mini tripod allows you to move the camera around based on lighting
- Some webcams clip onto the top of your desktop and laptop
- Many standard earphones have a mini-speaker setting to allow for clearer audio
- Podcasting microphones and some clip-on microphone lanyards offer the most optimal sound



In Lieu of External Equipment, a Few Tips to Help Improve Sound and Visual Presentation

- Laptop stands that are angled
- Setting your laptop on a stack of books facing you
- Using an umbrella on the floor near where you are seated, helps with noise reduction and echoing





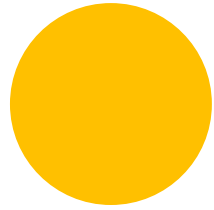
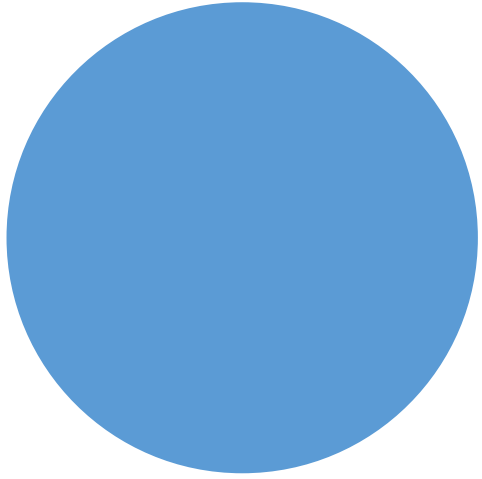
Set Up Distraction-free Backgrounds If Possible

- Ideally have your back to a window with nature if possible
- A plain door or wall with minimal objects and items displayed
- If art and other objects are in your background, adjust your camera to zoom into your face closer
- Place personal photos and documents in a folder when you are screen sharing

Housemates Management Strategies

- Help everyone understand when you are at work and when you are available to talk/play/etc. with them by posting a sign or some other indicator
- Be patient with pets as they are adjusting too -- which means that you may have to create a new routine *for them and with them* when you are teaching





Tips for Self-Care



Your Body Needs Regularly Scheduled Breaks and Care While Teaching Online

- Set your phone or clock to chime at certain time for a stretch and walking break of no less than 10 minutes
- A warm or cool compress on your/around eyes every few hours helps to alleviate tensions
- Regular nasal irrigations/saline spray may help with nasal passage drying
- Consider increasing your pure water intake
- Schedule time to do some breathing exercises



Provide Your Legs and Feet Regular Stimulation

- Therapeutic back pillows help with posture and your spine
- Regular bedroom pillows and couch decorative pillows will work as well
- Foot circulators are proven to help relieve stress and tension in the feet, legs and lower backs
- You can also use tennis balls or baseballs under your feet while sitting and gently roll if back and forth



Maintain Social
Connections
While We All
Apart from Each
Other



The background is a vibrant, abstract composition of overlapping geometric shapes, primarily triangles and polygons, in a variety of warm and cool tones including yellow, orange, red, purple, and teal. Each shape has a subtle, textured pattern. In the center of the image is a large, solid white circle. Inside this circle, the words "THANK YOU" are written in a clean, modern, black-outlined sans-serif font. The text is arranged in two lines: "THANK" on the top line and "YOU" on the bottom line, both centered horizontally.

THANK
YOU