When designing lessons for students here are some tips based on what I learned:

* Establish behavior and conduct norms
* Mute everyone during synchronous instruction to start. I have found this to be extremely beneficial in setting the tone and attentive behavior.
* Have an interactive ready to go every 10 – 15 minutes
* Add the question prompt or task in the chatbox (I just copy and paste it from my slide deck)
* Unmute everyone and then place them randomly into breakout rooms.
* Provide regular updates to students by broadcasting messages to all rooms
* Remind students that there is an “ask for help” button (top left). This is a great way to combat cyberbullying or to respond to group questions.
* Jump into rooms to monitor.
* Upon closing the breakout rooms mute the entire class again
* Provide a digital tool for all kids to share their responses to the question discussed or task completed.
* Encourage ongoing dialogue and questions using the chatbox.