SabaMeeting Best Practices

We recommend several best practices to help ensure that faculty and students have the best possible experience in the SabaMeeting environment. The suggestions below are a compilation from both ECU SabaMeeting support staff and instructors who effectively use this web conferencing tool.

- **Require students to login to a SabaMeeting event on their own before the first actual class meeting.** This helps them to practice using the program, so that instructors don’t have to use class time to show them how to use it. This can be done by setting up an ongoing meeting for the students to use for testing and then checking the attendance report to be sure that they actually did. Alternatively, since students can setup their own events in SabaMeeting, faculty can simply encourage students to login to a session, perhaps with other students in the class, on their own prior to the first class meeting.

- **If a meeting is held with more than 10 students present, we recommend using the audio controls to restrict who can speak and when.** This prevents students from trying to talk over one another. If fewer than 10 students are present, it is often easier to give everyone permission to use their microphone.

- **For large classes with over 50 students, consider having students type their questions into text chat, while the instructor speaks with audio.** This helps to slow the students down so that the instructor can keep up with the questions. Be aware though that some of the benefits of SabaMeeting, such as helping students feel more connected to the instructor and each other are lost when doing this.

- **Every so often, it’s a good idea for the instructor to ask the class “are you still with me”**. The instructor lets the students know ahead of time that they expect to see a green check each time this is said. This helps keep the students focused on what the instructor is saying.

- **Practice with Appshare before it is used in a live class.** Make sure that you know how to bring up the participant panel and the chat window while sharing your screen and that you know what is being shared. One way to do this is to practice with a colleague or fellow student while in the same physical room. This enables you both to see what the person sharing their screen sees as well as what the person viewing the shared screen sees. Alternatively, you can also login to your session as a participant with a spare laptop using a non-ECU e-mail address.

- **During discussion oriented meetings, encourage everyone use the control key (for PC users) and the option key (for older Mac users that do not have a control key) to speak** rather than locking the microphone by clicking the muted button on the screen. This helps to reduce audio feedback.