

How To Give a Presentation Over Teams/ Blackboard Collaborate

Even though many of our classes are online, you may have to present in class. Here are some tips to help make your presentation look professional and run smoothly.

Take Center Stage

- Make sure you are unmuted
- Dress well
- Keep your video on
- If possible, ask others to mute

Be Prepared

- Make sure any visual aids are pulled up
- Keep visual aids simple and concise
- Make sure screen sharing works
- Have links to visual aids in case something goes wrong
- Leave extra time (if your presentation lasts 15 minutes give yourself 20 minutes)
- Have a backup plan (worst case scenario)

Involve the Audience

- Use the chat for questions and comments
- Ask audience members for reactions (thumbs up, thumbs down)