

If you who want to start teaching on line and have no experience of this, it need not be daunting. For our first Quick Start guide to on line teaching, read on. We will be adding more content like this over the coming weeks.

How to deliver an on line lesson with Zoom and BBO

Student communication

You will need an email list, a WhatsApp or Facebook group to notify students of time and send them your “lesson links”.

Presentation material

You may be used to delivering a lesson with PowerPoint and this can still be used for an online lesson as you will be able to share your screen with the students. If you don't have a PowerPoint prepared, don't panic. You can share any document on your lesson screen so a Word document will be fine. Just make sure the font is large enough. Remember, students will be looking at their own laptop, iPad or tablet so the usual maxim of less is more applies.

You can also present your lesson with a camera from your laptop / PC, iPad or tablet. That means that if you can stand by a whiteboard or flip chart then teaching is still possible.

Zoom

Now for the technical bit. We trialled Zoom and it worked well. Go to <https://zoom.us/> . It's free to sign up and offers an easy way to set up a lesson. The free version only allows a 40-minute session but there is an easy way to make that work for you. Have a coffee break! Just tell students that the lesson is in two parts with a short gap. Part 1 can be your presentation and Part 2 can be on line practice play.

For this, you will need to create two “meetings” and each one will have its own unique link.

Your link will look something like this:

Part 1 – Doubles starts at 10am <https://us04web.zoom.us/j/562460629>

Coffee break

Example link for part 2

Part 2 – on line play starts at 11am <https://us04web.zoom.us/j/763553789>

BBO

For on line play, one option is [Bridge Base Online](#). With BBO you can start a teaching table and import your own practice hands. It's important to remember that your students will probably not be familiar with BBO unless you've already shown them. You will need to provide instruction for them. Don't be surprised if they don't all manage to get to your table and play.

There is a good video on [how to start a teaching table](#) for one of our EBTA teachers. It is important to give your students some instructions. Here is some example text you could use:

For the play part of the lesson you will need to log in to BBO. You will be playing set hands for practice of the topic. Only 4 can play but others can observe and take turns.

First you will need to set up a BBO account at <http://www.bridgebase.com> which will give you a user name and password. Please do this well before the lesson.

You should be able to take part with a laptop, iPad or tablet. BBO works very well on most devices. You will be able to use BBO to play with 3 friends on your own "virtual" table once you have an account. You will need to be reasonably comfortable with technology and also have a good internet connection for this.

Finally, we have a discussion thread on our [forum](#) where you can ask questions and share your experience.

This guide is for Zoom and BBO but we will be producing advice for other options such as Microsoft teams, Slack, Google hangouts, Bridge Club Live and some Learning Management Systems.

If you are using your own hands you can convert pbn deal files to lin format at <http://johnfromarran.org.uk/Bridge/PbnToLin.html>

Download our printable guide for Students "[how to join BBO](#)"

Download our printable guidance for Teachers "[How to use Zoom](#)"