Immediately following a virtual session, it is important to take a few minutes to take stock. This is an ideal time to identify conceptual and instructional aspects that worked well, and others that could be improved. The same goes for aspects associated with technical or technological components or your session. This document offers some simple tips to consider after your virtual session.

**Analyzing the way your session went**

- Take a few moments to make a **simple list of conceptual** (the content covered) and **instructional aspects** (the strategies and types of tools used) that went as planned and for which you are satisfied. Also, note the aspects that you are less satisfied with and that you would like to improve on for future virtual sessions. Do not forget to identify the steps that need to be taken in order for this improvement to take place (e.g., give more time, find a different example, discuss with a colleague or contact a TLSS specialist to find a different instructional strategy).

- Make the same type of list for the **technological components** of your virtual session. Note the tools that worked well and those with which you experienced any technical difficulty. Once again, identify your action plan to mitigate these difficulties for your next virtual session (e.g., contact your technological support team for additional assistance before or during your next session).

- If you used a **one-minute paper**, or other wrap-up activity, to conclude your virtual session, read your students' responses carefully. This feedback may help you analyze the session and prepare for future ones.

**Following up with students (if necessary)**

- Depending on the discussions you had with your students, you may have to provide them with additional information after your virtual session (a research paper, a link to a website, additional information that you did not have with you, etc.).

- Do not forget to do your follow-ups in a timely manner.

As you can see, the tips in this document will help you keep track of your experiences, think about areas for improvement (if necessary), and prepare you to begin a new planning cycle for your next virtual session.