A Crash Course on Converting to the Virtual Classroom

Techniques to Adapt to a Virtual Classroom

"Adapting traditional classroom to a Virtual Classroom is not a one-for-one."

- **Design** to make sure you get **regular feedback**
- What you rely on will **work differently**
- Everything **requires instructions** and set up
- **Scripting** is more important than ever (what, how, and when you say things)
- **Visual** and **verbal** cues are more important
- **Time** online is **different** than time face-to-face

Selecting the Right Tool for Engagement

"It's not about the tool, it's about the instructional design, except … when it's about the tool."

Design Activities and Sequence

1. Identify type of instructional activity
2. Sequence (introduce, practice, apply)
3. Select appropriate tool(s)

	Objective	Activity	Tool
Sequence	Introductions	Icebreaker	Chat
	Introduce Topic (Knowledge)	Lecture	PPT
	Apply (Skill)	Demonstrate	Application Sharing
	Confirm (Knowledge)	Quiz	Poll

Logistics Behind the Scenes

"Can't we just......."

Logistics that affect delivery:

- Participants hardware, software and network setup, including audio and firewalls
- Being wired, not wireless and shutting down any unneeded applications
- Uploading files versus application sharing
- Knowing how audio or video is going to play and how to troubleshoot
- Providing learn-to-learn opportunities before an event
- Including housekeeping slides to set engagement expectations
- Preparation of presenter/facilitator
- Knowledge level of the platform
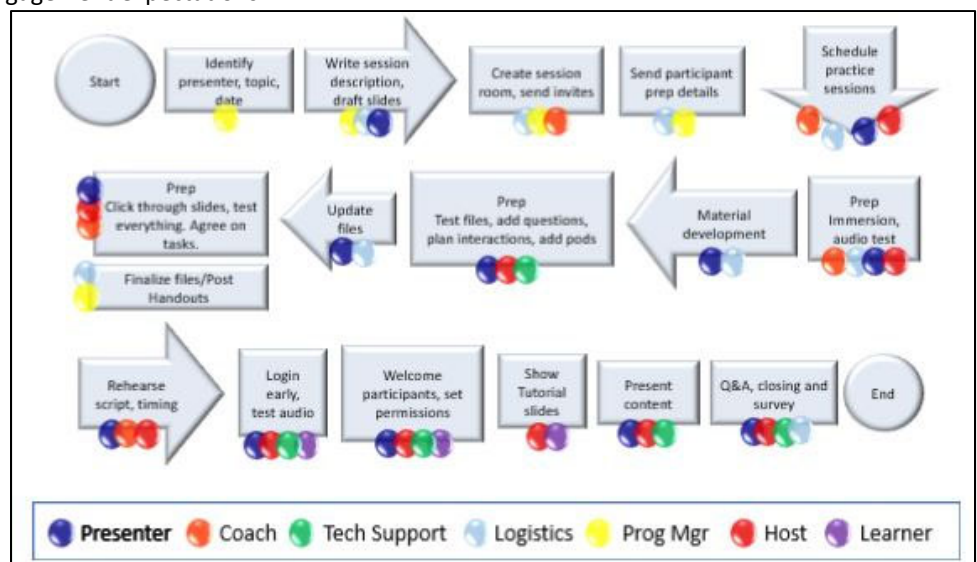
Develop a Virtual Event Roadmap

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TOOL SELECTION ACTIVITY GRID

Virtual classroom tool	Description of tool	Good for	Example activity	Considerations
Chat (Public or Private)	Allow participants to type messages to other participants, the facilitator, or the entire class.	Check in "Safe" Posting questions Responding to questions Posting questions Paired up activities	Assign learning partners to have a private chat where participants share the most important.	Little to no setup Monitor frequently Determine participant privileges (i.e. allow private chat)
Whiteboard	Offers space for brainstorming and group writing or drawing.	Group work Brainstorming Teach backs Ice breakers	Draw a grid on the whiteboard and assign a square to each participant. Have participants draw a picture to review a key learning.	Annotation tools Can do on the fly or prepare slide ahead of time
Annotation	Allow participants to mark up the PowerPoint slide or whiteboard with a virtual drawing pen or symbols such as a checkmark or X.	Group work Brainstorming Ice breakers	Display a PowerPoint slide with a multiple choice question. Ask participants to answer the question by making a mark next to their choice(s).	Vary greatly from one software application to the next.
Polls	Asks participants to answer one or more questions. You can choose whether or not to share the results.	Quizzing Quick Knowledge checks Games	Quiz participants on any pre-work assignments.	Can set up on the fly, but often times can develop, save and load up into the tool.
Application Sharing / Giving Share Rights	Displays to all participants a software application that's open on the facilitator's (or the sharer's) computer.	Demonstrations Scavenger Hunts Applying	Have a participant share his or her application and demonstrate how to perform a task in an	Make sure you know what you are sharing (Desktop, Application, etc.)
Web Browser Sharing	Facilitator can launch a website that participants can then navigate individually.	Scavenger Hunts	Send participants on a "scavenger hunt" to find reference materials related to content on a website.	In this option the participant controls where they go, not the facilitator.
Audio/Video Clips	Shows participants short multimedia clips	Demonstrations Mentoring/Coaching	Ask participants to watch a short video clip or listen to an audio clip and identify examples and non-examples of a skill demonstration.	Have multiple ways for participants to access. Will you embed, upload or just provide a link where it's hosted? Plan option B in case the video does not play.
Status Indicators	Allows participants to provide quick response through the use of icons (green check, red x, etc)	Quick check ins Polling Respond to Yes/No	Conduct a quick round robin by bringing up images on the screen. If you like X, give a green check, if you like Y give a red x, or if you like Z give a smiley face.	Good for closed-ended questions Little to no set up regardless of the tool
Notes	Allows participants to save typed notes for access after the event.	Reflection	Ask participants to write down their thoughts.	
Breakout Rooms	Allows for multiple, simultaneous, small group interactions, separate from the main group.	Group Work Lab Work	Create practice exercises for groups of three: one person to practice, one person to partner, one to observe and report.	These take much more set up. Need to account for the extra time.

Tool Considerations

- How much set up is needed?
- How much instruction is needed?
- How experienced are the learners in the platform?
- How experienced is the facilitator?
- Will the presenter have a producer to help?

Developing a "Plan B"

"Murphy's Law..if you don't have a Plan B, your technology is going to fail."

Would you know what to do if any of the following happened during your event?

- ☐ Audio goes out
- ☐ Internet goes out
- ☐ Pre-work wasn't sent
- ☐ Participants can't use Chat
- ☐ Demo site is down
- ☐ Participants can't log in

- ☐ Lose the presenter
- ☐ Electricity goes out
- ☐ Producer doesn't show
- ☐ Presenter can't see the screen
- ☐ Room crashes
- ☐ Session didn't record

- ☐ Video won't play
- ☐ Slides won't load
- ☐ Presenter is late
- ☐ App Sharing suddenly stops
- ☐ Dog eats computer cable
- ☐ Booted out of breakout rooms

General contingency plans:

- Have a printed out copy of your slides
- Have a copy of the presenters slide open on your machine
- Have a backup presenter on stand-by (if possible)
- Log on to a second machine
- Have contact information of the presenter/producer
- Have videos available outside of the platform on a separate server
- KNOW THE TOOLS and be flexible to punt during the live session

> **Mel's Matra for Plan B**
>
> PLAN,
> PRATICE,
> KNOW THE TOOLS,
> TEST EVERYTHING,
> HAVE A BACKUP PLAN

Use "A" Storyboard to Support Design, Development, and Logistics

Learning objective	Pre-requisite	Method	Media	Set up details	Script	Activity	Presenter Questions	Intended Responses	Response Method	PLAN B	typical participant questions
What will participants learn?	What needs to be understood before this starts?	Is this a lecture, a demo, a group activity?	What clip art, photos, videos, drawings will be used?	WHAT MUST BE SETUP or UPLOADED IN ADVANCE FOR THIS TO WORK?	What will the presenter say about the content or to provide instructions?	What will the participant do?	What questions will the presenter ask?	What answers are the participants likely to give based on the wording of the question?	How will participants respond? Chat, Poll, Green check, verbal?	If this fails for any reason, what will you do to complete the task and move on?	What are the questions participants are most likely to ask at this point?
Understand the basic elements of an Excel formula	Rows, columns, cells	Demo + volunteer	Excel with precreated file x	upload Excel formulas activity worksheet.xls	"I'm sure that everyone here has added a list of numbers before. Here in Excel, we have to approach how we calculate a little differently"	pay attention	"If you were creating this on paper, how would you begin?"	Add numbers together, total the rows first. Add this plus this, plus this, etc.	Type in Chat or verbal	Upload static version of Excel file into session room	I can't see the screen. Are you still there? What if numbers to be calculated are not next to each other?

CONTACT INFO

If you need help with any aspect of virtual design or delivery, please don't hesitate to reach out to either of us. We always happy to share resources and provide insight.

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Check out the Learning Circle podcast

Some of Mel's services include:
- ➢ Instructional design and development (ILT, VILT, and eLearning)
- ➢ Adapting existing courseware for virtual delivery
- ➢ Training of facilitators for virtual delivery
- ➢ Coaching presenters and stakeholders
- ➢ Production and hosting of online events
- ➢ Preparation of presenters
- ➢ Consultation

In addition, she teaches:
- Facilitation Skills for Virtual Delivery
- Instructional Design for Virtual Delivery (Basic)
- Instructional Design for Virtual Delivery (Advanced)

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We help organizations redefine and pursue wellness. We define "Organizational Wellness" as an engaged and inspired workforce serving a growing and successful organization. We believe an intentional, values-based culture is the glue between the two. We offer organizational assessments, training workshops, leadership coaching, performance support systems, and related consulting services to promote the wellness of your organization.

CEEK a Better Way® with us.

It's not hard to be in the present moment.
*It's hard to **remember** to be in the present moment.*
Take time during the day to stop, take a deep breath, look around.
Notice how you feel. Notice your thoughts. Notice your surroundings.
Without judgement. Just notice.
And in that moment, with gratitude in your heart, be thankful.
Be present.

Peace & Gratitude
Mel Chambers