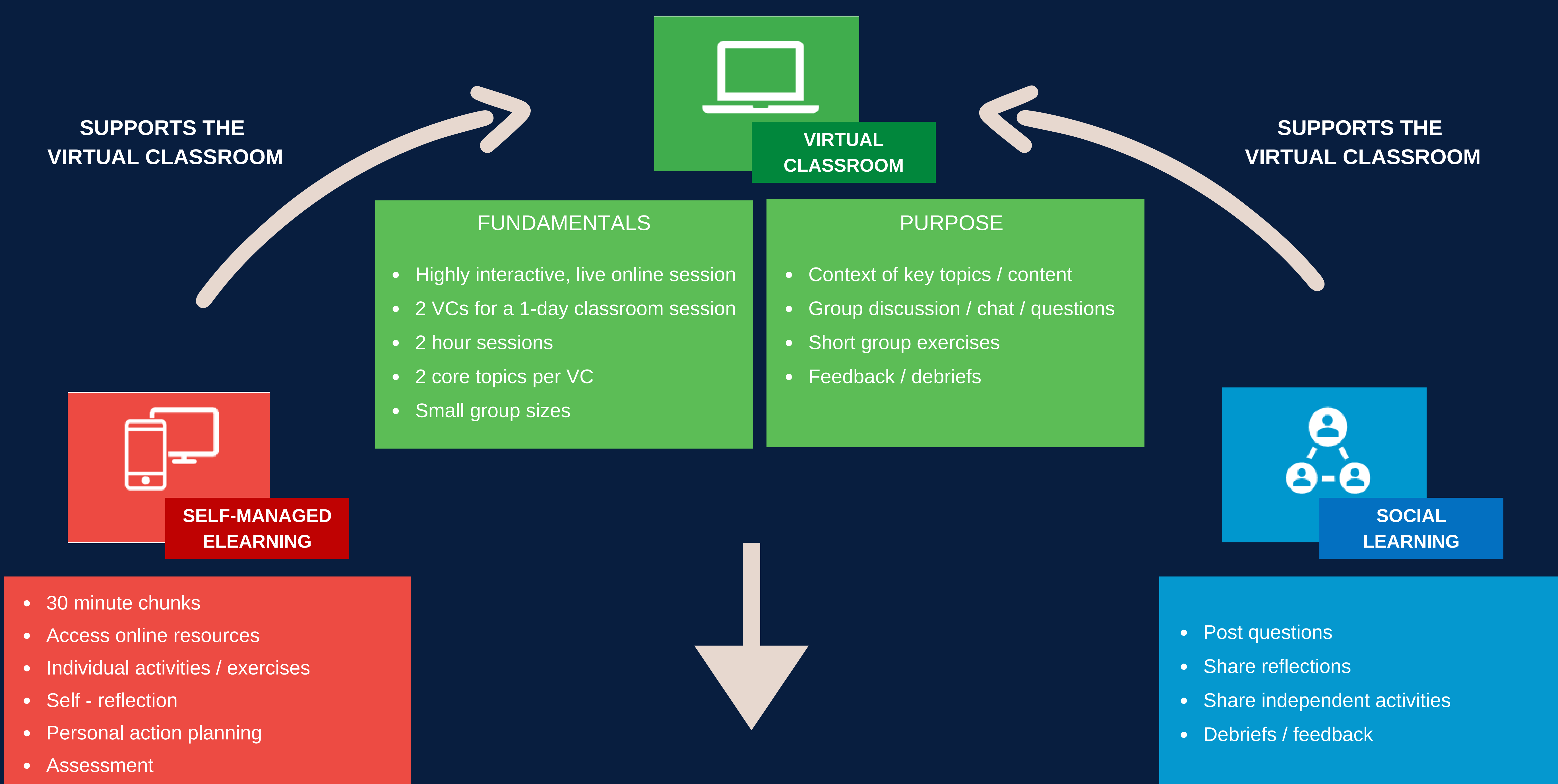


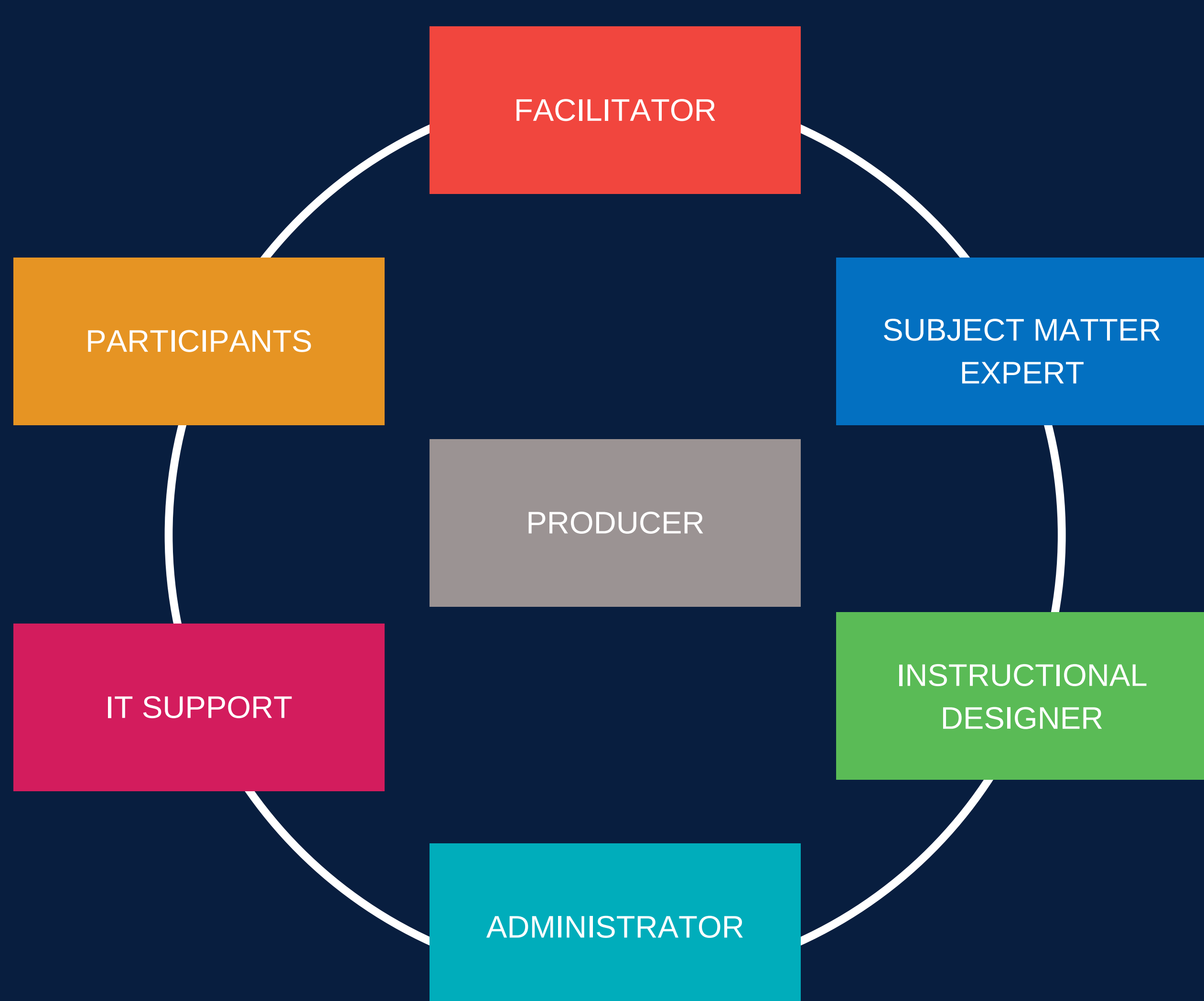
TOP TIPS FOR DESIGNING & DELIVERING A VIRTUAL CLASSROOM



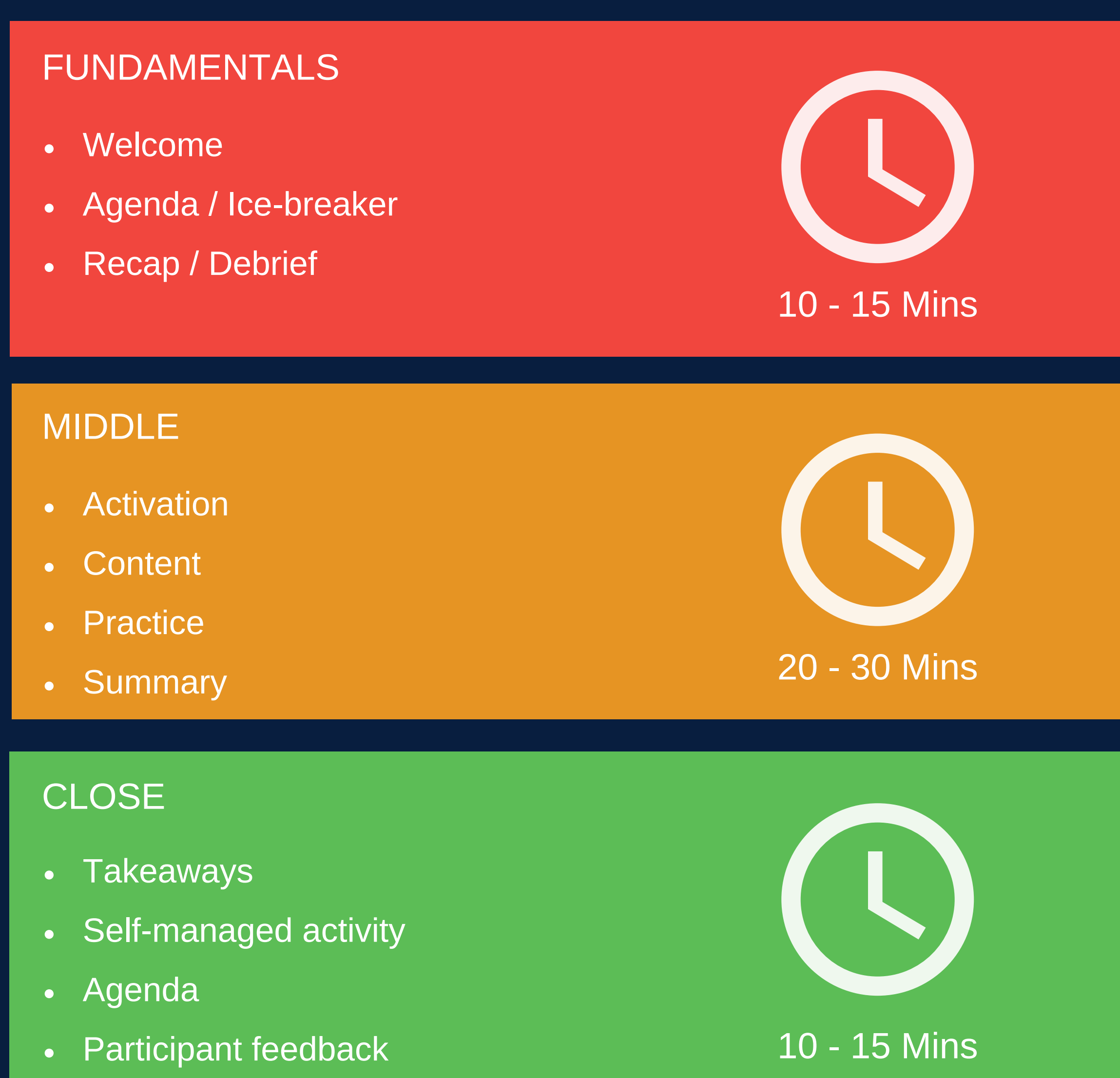
TYPES OF ONLINE LEARNING



VIRTUAL CLASSROOM TEAM



VIRTUAL CLASSROOM DESIGN PLAN



TOOLS FOR INTERACTION



PREPARATION TIPS

- Put a team in place
- Checklist for participants & facilitators
- Tech check with participants & facilitators
- Experience a Virtual Classroom as a participant
- Put detailed design plan in place
- Run a low stakes / pilot Virtual Classroom session – practice, practice, practice
- Have all the links ready
- Get comfortable with the technology (also applies to participants)
- Logistics – eg familiar login process, tools etc
- Experience a Virtual Classroom as a participant
- Culture awareness

DELIVERY TIPS

- Arrive 15 minutes before session
- Welcome participants in the chat area
- Start on time
- Quick tech check at the start
- Consistent set up of the VC room
- Consistent flow / structure for each VC
- Continue chat after the session
- Recording
- Help during the session
- Feedback