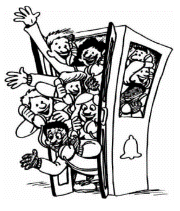
**Converting Classroom Activities to Engaging Virtual Activities**

Define virtual?

* “A virtual event that is highly interactive, online synchronous facilitated class, that has defined learning objectives, with participants who are individually connected from geographically dispersed locations, using a web-based virtual classroom platform”

**2 Conversion Tips**

* Use the virtual classroom for social interaction
  + How do I know if they are really engaged? (camera, polls, activities)
  + Participants should be connected, confident, and engaged
  + Learning objectives should address, “is this something we need to come together for?” If not, make that piece synchronous
* Use the tools for maximum engagement
  + Think through how much time do you need for activities
  + Allow participant access to ‘raise hand’ and other interaction platform options
  + Look at platforms (not all platforms are set up to be training platforms)
  + Sample set up: 30 min. kick off, independent assignment work, meet back in classroom for sharing/discussion, etc.

**3 Common Mistakes**

* Interactive Classroom Program ≠ Presentation Lecture-style Webcast
* Interactive Classroom Program for 20+ individuals ≠ 20+ online
* 8-hour Interactive Classroom Program ≠ 8-hour Online Virtual Class

**3 Design Tips**

* Capture Attention
  + Participants are isolated + uncertain + distracted
  + Should be Connected, confident, and engaged
  + 4 tasks to capture attention (handouts: Set the stage…; Sample Opening Slides…)
    - Set expectations in advance (send email and tell them in advance, going to be interactive, webcams on, what expected in the session)
    - Send out a check list for day before, 10 min. before, what to do if having issues)
    - Sample welcome emails for setting expectations in advance
    - Start early with a “soft opening” that engages participants…early login time (slide about tools and information for session); draw them into dialog and activity
  + Difference between presentation and classroom/activity
  + “While you wait” slides to engage (see sample capture)
  + Create a social experience
  + Invite interaction from the start, using all the tools available
* Creatively Engage
  + Teach participants the tools for platform (either before begin; or as you go)
  + Emotional involvement or commitment
  + How often should participants be invited to interact or engage during a virtual class?
    - **Every 3-5 minutes**
    - One of best compliments is when participant states so engaged that did not have time to check email or do anything else
  + Use platform tools to engage: Ice breaker activity, poll questions, connection activities (what have in common)
    - White board, breakout rooms, polls, chat, raise hand, handouts (file transfer), webcams, test/quizzes
    - BINGO, whiteboard drawing using drawing tools, translate classroom activities (knowledge checks, partner dialog, file transfer handouts, Stop-Consider-Go board
    - Do not hop on and talk at the beginning; need an interactive opening inviting participants to do something; capture attention from the start (see handout)
  + Snipped screen (show platform tools and functions)
  + Participant activity from homework, flipped classroom assignment
* Convert Activities
  + Activity handout (file transfer, on website or in virtual classroom)
  + Use full range of tools at your disposal (know what your platform can do and what tools are available to participants)
  + Do a system demo (turn on screen and ask participants to follow along)
  + Let a participant share screen and take on activity
  + Use break out rooms w/ assignments where participants share/peer review/discuss
  + Around the room introductions = chat online, takes less time
  + Using poll questions: Team competition or team collaboration (check learning throughout with chat boxes, assign points, pair chat partners, discuss, debrief)
  + With smaller groups, use webcams (ask to show or share something; write on white board or paper and hold up)
  + Virtual training tools and templates
    - Sample Activity Design Template:
      * Learning Objective or Outcome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * Available Tools:
        + Chat
        + Annotation
        + Materials Distribution
        + Tests
        + Polling
        + Screen Sharing
        + Raise Hand
        + Audio
        + Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * Setup Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * Activity Instructions:
        + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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      * Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_