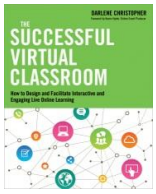
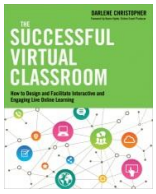
PREP (Plan, Rehearse, Execute, Postsession) Checklist for Virtual Classrooms
By Darlene Christopher

Use the checklist to help you design and deliver training in the virtual classroom that is polished and professional.

PLAN
Learn Platform
✓ Identify the virtual classroom tool (software application) that best suits your training needs. ✓ Learn the features and functionality of the tool and how they work. ✓ Understand the limitations of the tool (maximum number of participants, hosts, etc.) ✓ Understand audio options available (VOIP, dial-in).
Select Facilitation Team and Roles
✓ Identify a facilitator who knows how to engage virtual participants. ✓ Identify an instructional designer producer who has experience with the virtual classroom design. ✓ Identify a producer to partner with the facilitator. ✓ Determine division of labor and roles between the facilitator and producer. ✓ Select a course administrator to handle event planning. ✓ Identify IT support.
Prepare Content, Interactivity and Guides
✓ Divide content into pre-work and post-work, leaving discussion and topics that require a facilitator's input for the time spent in the virtual classroom session. ✓ Incorporate features of the virtual classroom into the design, with interactivity appropriately every 3-5 minutes (e.g. polls, white boarding chat, exercises). ✓ Offer a variety of exercises that appeal to different participants' preferences/tendencies. ✓ Develop slides that cover one key concept each and include appropriate images, videos and other instructional materials. ✓ Develop a facilitator guide that describes what material will be covered as each slide or other content appears, actions the facilitator and producer will take, and a detailed timeline. ✓ Develop participant workbooks and other supporting materials that are clear, consistent and accurate.
Organize Logistics
✓ Select session start and end times that cater to the working hours and workdays of participants. ✓ Prepare course materials for participants with instructions on how to access them. ✓ Identify optimal audio option for training (VOIP, dial-in call). ✓ Secure a location and equipment for the facilitation team to use to deliver the session.
REHEARSE
✓ Rehearse with facilitation team (e.g. facilitator and producer) so all are clear on who does what, who says what and the timing of content/exercises. ✓ Rehearse in front of a mock audience to verify that the content is clear, and the exercises make sense. ✓ Verify audio/video quality with the facilitation team and mock audience. ✓ Rehearse in the location that will be used for the formal launch. ✓ Practice the first three minutes until they are flawless and energetic to set a positive tone for the session. ✓ Fix the problem areas identified during rehearsal (e.g. update the slides or facilitator guide).

Taken From [The Successful Virtual Classroom by Darlene Christopher]



EXECUTE
✓ Log in 30 minutes early and encourage participants to log in early (5-10 minutes). ✓ Ensure that the virtual classroom session starts and ends on time. ✓ Engage the audience early, exposing the audience to the variety of methods they can use to interact. ✓ Give participants enough time to respond to questions, polls, chat (brief silence is okay!). ✓ Place an extra computer next to the facilitator's computer to see the participant "view" at all times. ✓ Implement back-up plans in case something goes wrong (back-up computers, headsets, screen shots, etc.).
POSTSESSION
✓ Gather feedback from participants at the end of the session or immediately following session. ✓ Debrief the session with the facilitation team shortly after it ends. ✓ Download the chat text and review, convert into an FAQ if appropriate.

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