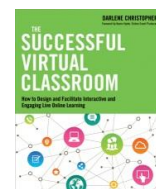**Virtual Classroom Observation Template**

Use this workshop to capture your reflections on virtual classes and webinars you attend help you focus on the participant perspective and to gather ideas for your own classes.

Observation Template		
Date:		
Session Title:		
Session Topic:		
Area to Assess	**Reflection Questions**	**My Notes**
Instructions	• Was it clear how to access the virtual classroom?	
Opening	• Did the session start on time? • Did the facilitator capture your attention when s/he began? If so, how?	
Audio	• Was the audio clear? • Were there any disruptions?	
Interaction	• Which features of the virtual classroom were used during the session? • Approximately how often did the facilitator interact with participants? • When were you most engaged? • When were you least engaged? • What interaction techniques were used that you want to replicate?	
Content/slides	• Was the content on the slides easy to read? Was it properly formatted and visually appealing? • What ideas for presenting content do you want to replicate?	
Speaker/ Facilitator	• Was the facilitator's voice clear? • Was the facilitator enthusiastic? • What facilitation techniques did the s/he use that you want to replicate?	
Facilitation Team	• Who else was online during the session to support the speaker? • What did they do?	

Taken From [The Successful Virtual Classroom by Darlene Christopher](#)

Closing	• How did the facilitator close the session? Was s/he rushing to finish on time? If so, how did you react as a participant?	
General Notes:		

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