

# “Setting Up Your Virtual Classroom”



Virtual training allows greater access to training and saves both time and money, but the training naturally becomes more weighted towards lecture and textbook resources.

In person training allows for greater observations, more accurate and quicker Instructor feedback which reinforces the lecture and textbook resources. Therefore, virtual training loses some of its impact and depth that in person training would provide.

Because of that natural loss, we need to put in extra effort at maximizing the virtual experience.

Virtual learning does come with some fatigue and frustration and there are things that the Trainers and the Trainees can do to improve the virtual training experience.



Here is what we are doing on our end as Trainers:

- We have worked hard to add in additional components for observations and teaching techniques.
- We have planned poll questions or comments in the chat feature to keep you engaged.
- We have inserted a number of videos for different voices and context.
- We have designed breakouts for smaller groups and better interactions.
- We have schedule breaks to allow your brain to disconnect, take a moment for something personal and for you to get up and move around. Movement makes more blood flow and that will help your brain engage better and be more receptive.

As Trainees, setting up your “virtual classroom” will help you to maximize your learning experience and get as much as possible from the virtual learning.

## Let's start with WHY:

This training is not about a State or employer mandate, this training is about YOU learning to lead a ministry for children who have lived through trauma. The children you will be serving need you to pay attention, they need you to learn well and stay focused so that they can have a life changing experience at your camp or mentoring program.



Here are some things that can increase your ability to learn and retain critical information in a virtual learning experience.

Virtual trainings offered by **For The Children** may span from 1 hour to 5 days. The longer the class time the more beneficial it is to you and your team to create your own classroom setting.

For all Virtual trainings we encourage you to consider the following.

Imagine walking into a classroom. That's what you're shooting for.

### ROOM:

Set up an actual room at the sponsoring church, in an office or spare bedroom. If not a separate room, try to find a separate corner or area where you can concentrate and set up for your learning. A coffee shop or hotel lobby do not offer enough privacy, are very distracting for all participants, and are very noisy often forcing you to limit your verbal questions and feedback.

### DESK & CHAIR:

Like a classroom, a desk and chair make a big difference in your learning. A desk or dinner table will allow you to spread out your learning materials such as manuals, handouts, post-it notes and note pads. A solid but comfortable chair is best.



Too hard.



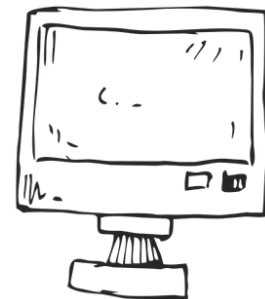
Too soft



Just right

### DEVICES:

**A computer desktop or laptop is ideal.** The self-paced pre-sessions through the online platform called RFK Academy/Northpass do not play correctly on tablets or cell phones. A larger screen enhances your visual learning dramatically. Trying to watch a multi-day training on a cell phone will severely limit your learning and your ability to provide feedback in the chat or use of polling questions. Even if you can watch a Zoom meeting on your cell phone, it is inadequate for the best learning, the screen is too small for slides or faces and your ability to respond to poll questions or using the chat function is severely reduced. **No cell phones.**

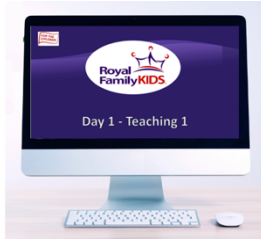


### CAMERA:

A camera is required, and it's required to be on 90% of the time. Just like if you were in a classroom, we need to see you so we can interact with you with questions and responses. If you do not have a camera with your current computer, consider borrowing one for the training. We realize you may need to turn it off on occasion for a personal interaction.

### SPEAKERS:

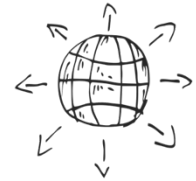
If you can't hear or can't hear well, you don't learn. Ear buds or earphones are appropriate depending on the length of the training and how comfortable you are with devices in or on your ears. Built in computer speakers are adequate depending on surrounding noises.



If your computer does not have built in speakers, you will need to add something sufficient. Good audio increases your learning!

### INTERNET BANDWIDTH:

Check ahead to verify the internet works well from wherever you may locate yourself for learning. WIFI is usually good enough if you are not too far from the broadcasting source, if so, consider moving closer or connecting directly with a cable.



### TECH CONFUSION:

If you are still getting used to technology for virtual learning, enlist the help of a friend to practice ahead of time. At the FTC office, we are willing to help you with a little practice as well. It is worth your time to make sure your equipment, camera and speakers are all working well before training begins. Once it begins, there are limited opportunities for us to assist you over the phone.

### DISTRACTIONS:

- Try to put yourself in the best place with the least distractions. Not a coffee shop or hotel lobby, not the busiest place in your home.
- Don't have the sports or a movie on behind your screen!
- Don't get work done while you're listening to the training, the training is your work!
- Don't go to the park with your kids while training is on your phone in the background, training is not a background event, it needs your attention.
- Don't take a drive, go to work or clean the house while training. You are not training if you are doing those other things.
- Schedule time for training to be important, **because IT IS!**  
(Yes, we have seen trainees do all the things mentioned above).

### TIME:

Set aside the time for this training. We try to make the trainings as flexible as possible, but if it interferes with work or personal events you need to decide to do the work/event or the training, but not both. If you cannot set aside the time, then schedule another training class when you can.



### WHAT IF YOU DON'T HAVE ALL THESE IDEAL CONDITIONS?

- Few people will have **all** of these ideal conditions, but the more you can assemble for your virtual class the more YOU will learn and the better YOU will be able to lead your team to help children.
- If you are missing some items, ASK for help. Ask the sponsoring church if you can use an office, or a table or a laptop or speakers. Ask for help from friends, especially those whom you may want to eventually ask to be volunteers.
- If you would like to plan to do the training as a group that is fine. If several people are training together from your church, try to find a place where you can all do the training together.

### AN IDEAL LEARNING LOCATION MAY LOOK LIKE THIS...

