

Best Practices & Tips for Managing a Virtual Classroom



Don't let your learners go AWOL!

Let them...see, hear and do!



Managing a successful virtual environment



In this live, collaborative, interactive discussion session we will share information and ideas to help us run more effective virtual events - classrooms, conferences and meetings. What do we need to do before, during and after an event?

Tell me and I may forget. Show me and I may remember. Involve me and I will understand.

Bill Graziadei Ph.D., (e)Learning Consultant



<http://wgraziadei.home.comcast.net/>

QUESTION

Is the teaching-learning that goes on in virtual classroom as effective as that in a traditional classroom? What do I have to do to make it so?



In my view, the best teaching-learning mission statements are those that are never quite achievable, even as they define a clear objective against which progress can be measured. As the poet Robert Browning wrote: "A man's reach should exceed his grasp, or what's a heaven for." [From Robert Browning's 1855 poem Andrea del Sarto available on the Web <http://eir.library.utoronto.ca/rpo/display/poem264.html>.]



CONTENTS OVERVIEW – Session 1

- Seven principles of good practice
- Approaches for asynchronous and synchronous delivery
- Advanced planning and practice
- Orient your learner to your lesson
- One picture is worth a thousand words
- Find a facilitator
- Check, one, two... check
- Web instruction rules of order
- You are cordially invited
- Let the presentation begin
- Be calm but show enthusiasm
- Set an engaging pace and monitor the audience



CONTENTS OVERVIEW – Session 2

- Speak with confidence
- Actively engage the learner
- Prerecord presentation, live session and rebroadcast
- Create an outline, content, agenda and script
- Quiet on the set... most of the time
- Strive for interactivity
- Consider the content's shelf life
- Tips for instructors and learners
- Ice breaker exercises vs. introductions
- Summary
- Conclusions and resources
- Follow-up sessions...participant 15 and 45 minute presentations



The Seven Principles of Good Practice

The "seven principles" are the best known summary of what decades of educational research indicates are the kinds of teaching-learning activities most likely to improve learning outcomes.

Principle 1: Good Practice Encourages Learner-Instructor Contact

Principle 2: Good Practice Encourages Cooperation Among Learners

Principle 3: Good Practice Encourages Active Learning Through Engagement

Principle 4: Good Practice Gives Prompt as well as Follow-up Feedback

Principle 5: Good Practice Emphasizes Time on Task and Outcomes

Principle 6: Good Practice Communicates High Expectations and Recognition

Principle 7: Good Practice Respects Diverse Talents and Ways of Learning



Contact Information

Bill Graziadei, Ph.D.

(e)Learning Consultant

Tel: (508) 430-2271

Skype: billgrazia

