

## **NIMI VIRTUAL CLASSROOMS - GUIDELINES FOR TAKING ONLINE CLASSES**

### **Preparation for the Virtual Class**

- Study the basics of ZOOM app and how to join a meeting. Do a trial by joining an online ZOOM session conducted by another trainer.
- Be sure of the technical requirements ie. mobile phone, laptop, internet connection etc.
- Login at least 10 min before the session formally starts.
- Make sure there is proper network coverage and you have enough bandwidth. In case there is disturbance in network coverage inform the Virtual classroom Coordinator from NIMI about the issue.
- Be aware that you are not alone and what others can hear and see.
- Optimize your internet and don't panic when disconnected
- Learn when and how to mute and unmute your audio.
- Minimize distractions, like kids running around the house.
- Practice time management and utilise the whole 55 mins. Complete the class in time, five minutes ahead of the time allotted to enable the other class to start smoothly.
- Prepare a clean, concise PPT for your session (check grammar, facts beforehand). When using PPT or other media, make sure you are familiar with screen share options.
- Add the slide on participant Norms of engagement in the beginning
- When using real time objects as example, for eg, you are showing an actual rotor or stator of a motor, make sure the object can actually be seen clearly by the participants and the objects are well lit

### **To Improve Quality**

- Dress formally.
- Set up the class in a formal environment in your house.
- Avoid outside environment as noise interference will be high. For example, birds' noise and vehicular noise etc.
- If you are using blackboards or notebooks to draw or explain, make sure that the mobile phone used is focused on the blackboard or notebook perfectly. Ensure there is no reflections from the focused surface.
- Illustrations by using pen, pencil and chalk may not be clearly visible to the Participants, hence check before using them. Use bright coloured markers instead. Write boldly and in larger font size.
- While using PPT, make sure full screen is enabled.
- In case, you are using multiple media files like images, PPT, animation, videos, PDF etc make sure you have integrated all such media in the PPT itself as per your lesson plan sequence. This would do away with switching between different files.
- When utilising the service of family members for support, ask them to be dressed formally too even if they are behind screen.
- You can make use of PPT in one account(laptop) and voice over from another account(mobile). In such case request the coordinator to enable both the devices as co-host.
- Whenever possible sit in a well-lit place. Make sure your backdrop is clean. Sit

opposite to a light source, as it would make you look brighter.

- Keep an eye on the chat section to view instructions if any from the coordinator.

### **Facilitating online:**

- Stay non-judgmental & create a safe space by acknowledging maximum comments/questions through chat
- Thank participants for taking time to come online and encourage them to learn
- Do not make jokes or comments that may hurt someone (we may have students of all races, states, economic background, body size, sexual orientation, religion etc)

### **Instructional Design**

- Stick to the Learning Objective & Lesson goals clearly
- Keep checking with students if they have questions, comments etc
- Experiment with some fun virtual ice-breakers
- Lastly, ensure you take a session with equal enthusiasm for the entire class. Every learner / participant matters!

### **Online Communication**

- Keep your energy level high
- Make sure you don't speak in a monotonous tone
- Don't drag sentences and use too many speech fillers (errrr, aaaaah, meaaaans, sooooo etc)

### **Sample Session Plan**

- Short self-introduction
- Learning Objective & Lesson goals
- Take the session
- Advantages / disadvantages
- Applications
- Conclusion
- Points to remember
- Important questions from the topic
- Doubt session
- Contact details for further queries

### **GIST**

- Know your resources
- Establish good workspace
- Stay organised
- Know your technological requirements
- Communicate clearly
- Manage time wisely
- Meet your peers, seek suggestions
- Seek help when needed