



Using Technology Effectively for the
Virtual, Physical, and Blended Classroom

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Supplemental Materials

302

**Using Virtual-Classroom
Techniques in the
Physical and Blended Classroom**

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Ground rules for Participation

- Contribute to the discussion by typing in Chat and responding to Polls
- OK to Tweet. Use hashtag #elguild
- Please resist distractions
 - If distracted, set status to Stepped Away

Poll 1: Which technique(s) are you most interested in learning?

- | | |
|--|--|
| <input type="checkbox"/> Ground rules and Agreements | <input type="checkbox"/> Handouts |
| <input type="checkbox"/> Polling | <input type="checkbox"/> Guest Speaker |
| <input type="checkbox"/> Compelling PPTs | <input type="checkbox"/> Share demonstration |
| <input type="checkbox"/> Short sessions + independent work | <input type="checkbox"/> Collaboration |

Ground rules for the modern classroom:

- Type questions anytime in Yammer, Google Hangout, IM, Skype
- Install tools in advance
- Complete pre-work
- Respond to my questions
- Keep your focus on the session
- Step away to take calls
- Use “indicators” to provide feedback
- Be prepared to be called on
- Help me stay on time
- Participate!

Ask for feedback

- Don't rely on just reading body language
- Establish “indicators” (colored cards, set name card on end)
- Ask questions and tell participants how to respond
- Use “Polls” for quizzes
- Request interim evaluations

What poll questions might you include?

Question: _____

Response type: _____

Response 1: _____

Response 2: _____

Response 3: _____

Response 4: _____

What method would you use to deliver polls? _____



Where can you source better graphics?

Microsoft Clipart Gallery online

Ask yourself: which aspects of your training can only be delivered live?

Modern approach to handouts

What is really important to print and write on?

Work sheets, job aids. Fill in the blanks activities.

What is better as a searchable, online site?

Software help, policy-type info.

What works as a “read me” file?

Conceptual information, background information

What needs to be editable and customizable?

Checklists, templates

What will be used for review?

Slides, recording, pdfs, worksheets, job aids, searchable site.

Transfer files electronically

- Email
- LMS
- FTP transfer
- Editable pdfs

What are your favorite collaborative tools that can support physical and online training activities?

Techniques Comparison Table

Which method best suits your learning objective?

Type	Virtual classroom	Physical classroom	Additional tools
Lecture	<input type="checkbox"/> Lecture	<input type="checkbox"/> Lecture	<input type="checkbox"/> 140 character blogs
Paired activity	<input type="checkbox"/> Start private chat with neighbor	<input type="checkbox"/> Turn to your neighbor	<input type="checkbox"/> Direct tweets
Up-close demo	<input type="checkbox"/> Application share	<input type="checkbox"/> Large screen projection	<input type="checkbox"/> Link to recordings of demos
Binary poll	<input type="checkbox"/> Poll, ✓ or X, Hand raise	<input type="checkbox"/> Raise your hand if...	<input type="checkbox"/> Poll Everywhere
Multi-response poll	<input type="checkbox"/> Quiz or test	<input type="checkbox"/> Repeat above or use cards or clickers	<input type="checkbox"/> Survey Monkey
Open-ended question	<input type="checkbox"/> Respond verbally or type in Chat	<input type="checkbox"/> Respond verbally	<input type="checkbox"/> Skype
Participant demo	<input type="checkbox"/> Receive temporary controls	<input type="checkbox"/> Come up and control teacher's PC	<input type="checkbox"/> Any webinar tool
Guest speaker	<input type="checkbox"/> Speaker dials in or sends recording	<input type="checkbox"/> Speaker travels to site	<input type="checkbox"/> Tweet in, link to recording
Small group	<input type="checkbox"/> Move to breakout rooms	<input type="checkbox"/> Rearrange seats	<input type="checkbox"/> Hash tag group tweets
Scenarios	<input type="checkbox"/> Read, act or play recording	<input type="checkbox"/> Read, act or play recording	<input type="checkbox"/> Record and link
Individual assignment	<input type="checkbox"/> Complete anytime, local or vm activity, post assignment.	<input type="checkbox"/> Complete in session	<input type="checkbox"/> Complete anytime, local or vm activity, post assignment.
Written	<input type="checkbox"/> Blog, Word or editable pdf	<input type="checkbox"/> Worksheet	<input type="checkbox"/> 140 characters or post to blog or Word file
Annotation	<input type="checkbox"/> Assign to anyone	<input type="checkbox"/> One at a time in one location	<input type="checkbox"/> Assign to anyone
Test	<input type="checkbox"/> Poll or tests	<input type="checkbox"/> Test	<input type="checkbox"/> Survey Monkey
Video	<input type="checkbox"/> Recording files	<input type="checkbox"/> Video	<input type="checkbox"/> Recording files

Checklists. What would you add?

Trainer

Understand learners' needs
Script message
Rehearse
Determine ground rules
Master the tools

Software

Create activities
Send login details
Upload files
Settings

Participants

Understand requirements
Set up technology
Confirm learning readiness
Download materials
Accountable for learning

Content

Identify learning objectives
Write questions and consider responses
Develop analogies and examples
Chunk content into bite-sized pieces
Assemble materials
Update visual aids
Prepare session interactions
Provide clear instructions
Determine plan B alternatives

Why choose live training?

- ☐ To build motivation and excitement
- ☐ When it makes sense to set aside a specific time to learn
- ☐ When live support is needed
- ☐ When there is value in learning from others
- ☐ To process learners' own situations
- ☐ For "connecting" with people
- ☐ When a quick response is needed
- ☐ To allow geographically dispersed learners to interact

"The results of this review replicate hundreds of media comparison studies concluding that when the same lesson is delivered in two different media, there are no real differences in learning. The reason? **It's not the media that cause learning. Rather, it's how the media are used.** In other words, it's the instructional methods — things like graphics, examples, and practice exercises — that lead to better or poorer learning, not the medium through which the lessons are delivered. The trick to successful use of any delivery medium, electronic or traditional, is to exploit the features of that medium in ways that lead to learning!"

-Dr. Ruth Clark

Resources

Clark, Ruth. "Four Steps to Effective Virtual Classroom Training." Learning Solutions Magazine. May 16, 2005

<http://www.learningsolutionsmag.com/articles/266/four-steps-to-effective-virtual-classroom-training>

Shank, Patti. (June 2010) Getting Started with e-Learning: Synchronous e-Learning. The eLearning Guild Research

Report. <http://www.elearningguild.com/research/archives/index.cfm?id=143&action=viewonly>

Compare virtual tools on Wikipedia: http://en.wikipedia.org/wiki/Comparison_of_web_conferencing_software

www.AnyMeeting.com Free virtual classroom.

www.CoSketch.com Shared whiteboard.

Login to sample here: <http://www.cosketch.com/Rooms/jtxodcq>

drive.google.com Cloud-based storage for any file. Can be viewed and edited by multiple users.

www.google.com/hangouts Voip audio, video and text chat.

www.HootSuite.com Dashboard for multiple SoMe accounts.

www.Mindmeister.com Online mind mapping tool.

www.PollEverywhere.com Online polling tool. Respond via text chat, website or Twitter.

Respond to sample poll here: www.PollEv.com/karenhyder

www.Qwizdom.com Audience response system. "Clickers."

www.Skype.com Voip audio, video and text chat. Can also dial land line phones for fee.

www.SurveyMonkey.com Online survey tool.

Respond to sample survey here: www.surveymonkey.com/s/QWJV29K

www.TurningTechnologies.com Audience response system. “Clickers”

www.Twitter.com 140-character blogs.

www.TweetDeck.com Keep track of multiple Twitter feeds on one screen.

www.Yammer.com Internal/corporate social network.

Notes

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