Best Practices for Virtual Education

❖ **Introduction**
- ○ Close out of email, calendar, etc.
- ○ Continuing professional development (CE)
- ○ Today's handout

❖ **Equipment**
- ○ Laptop/computer
- ○ Headset (put the microphone between your upper lip and your nose)
- ○ Webcam (optional, depending on the class design)
- ○ Two monitors (recommended, but not required)
- ○ Google Meet (must use Chrome)
- ○ A producer

❖ **Creating Virtual Education**
- ○ Webcast vs. Webinar vs. Virtual Training (participation and interactivity)
- ○ Start with the outcome/goal, then develop objectives
- ○ Flip the classroom (provide pre-study material and use class time for practice)
- ○ Virtual class length should be as short as possible (industry standard is less than 1½ hours)
  - ■ Space the learning - smaller class times and more classes (effortful retrieval)
- ○ Interactivity every 3 to 5 minutes in a virtual class (for example: questions, case studies, field trips, virtual simulations, marking up a diagram, teach back, testing with Google Forms, or Google Jamboard activities)
- ○ Have a handout
- ○ Ascension virtual/blended education request form available soon

❖ **Google Slides**
- ○ Instruction slides for participants (how to mute microphone, turn of camera, chat)
- ○ Break timers
- ○ Use big images
- ○ Logos and branding
- ○ Less text - we cannot read and listen at the same time
- ○ Watch those filler words (ummm…) - tips in Presentation Skills for Novice Instructors module in myLearning (code: MOSTL CRX PRESENTATION SKILLS 2020)

❖ **Google Meet and Google Classroom**
- ○ Google Meet for virtual classes (link to job aid)
- ○ Google Classroom for programs and specialty tracks

❖ Reference List

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Malloy, K., Griffiths, T.D., Chait, M., & Lavie N. (2015). Inattentional deafness: visual load leads to time-specific suppression of auditory evoked responses. *Journal of Neuroscience*, *35* (49), 16046-16054.

Thalheimer, W. (2020). *Beyond engagement: presentations that move your audience to learning and action* [Live webinar]. February 26, 2020.

Young, L.E. & Paterson, B.L. (2007). *Teaching nursing: Developing a student-centered learning environment*. Philadelphia: Lippincott Williams & Wilkins.

Additional resources:
- SmartDraw https://www.smartdraw.com/
- Jamboard https://jamboard.google.com/ (YouTube tutorial for Jamboard: https://www.youtube.com/watch?v=K1qS6avlnaE)
- Copyright module in myLearning is in the MOSTL domain - if you are not a MOSTL associate, you will have to request access (please send me an email). **Exploring Copyright Law: An Online Program for Clinical Professional Development** (code: MOSTL CRX COPYRIGHT LAW 2020)

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