Virtual Facilitation Checklist

1. Identify available virtual learning tools for the training
    - ☐ Large group sharing
    - ☐ Chat feature
    - ☐ Breakout rooms
    - ☐ Annotation tools
    - ☐ Whiteboard
    - ☐ Jamboard
    - ☐ Polls
    - ☐ Surveys
    - ☐ Games (Kahoots, Mentimetre)
    - ☐ What other virtual tools are available to you?
        - _____
        - _____
        - _____

2. Evaluate the lesson for potential online delivery
    - ☐ Do the lesson's activities need to be adapted for the virtual environment?
    - ☐ Can activities be adapted for virtual engagement and still meet the learning objectives?
    - ☐ Does a PowerPoint slide deck need to be created or adapted to share on screen?
    - ☐ How will handouts or worksheets be shared (copy of PowerPoint, screen shots, diagrams, resources, etc.)

3. Evaluate your learners' virtual learning needs
    - ☐ What are the learners' technology skill-level and their knowledge of the tools that will be used during the training? If participants are unfamiliar with the virtual tools,
        - Make time at the beginning of the lesson to provide an overview of how to access and use the virtual tools.
        - Use fewer virtual tools
        - Use less complex tools

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4. Create adaptations that meet the lesson's learning objectives
    - ☐ What supplemental materials may be needed (PowerPoint slide decks, handouts, worksheets, shared worksheets, etc.)
    - ☐ What design adaptations need to be made/created for the PowerPoint slide deck used in an online learning environment?
        - ☐ Text Size
        - ☐ Colors, images, and animations that consider potential bandwidth issues
        - ☐ Slide consistency
        - ☐ Check for accessibility (such as for color blindness, availability of closed captioning, etc.)
    - ☐ How can each activity be adapted for virtual engagement and still meet the learning objectives?
    - ☐ How can opportunities to practice new skills from the lesson be incorporated into a virtual learning environment?

5. Prepare for Virtual Facilitation
    - ☐ Become familiar with and practice using the technology prior to the virtual lesson delivery
    - ☐ Record yourself using the virtual technology platform to check for
        - ☐ Camera placement
        - ☐ Lighting
        - ☐ Microphone placement
    - ☐ If there is background noise where you are presenting, use and test using a headset with a microphone

6. Directly before Facilitation
    - ☐ Close your door if working from home or a busy office
    - ☐ Check your equipment, meeting tools, and internet before every virtual lesson
    - ☐ Materials – check the links and open all of the lesson materials and have them available for use during the lesson delivery
    - ☐ Login to the virtual platform at least 15 minutes prior to the session
    - ☐ Have a glass of water nearby

6. During Virtual Facilitation
    - ☐ Sit up straight - this will help with projecting your voice for the microphone
    - ☐ Keep your tone conversational
    - ☐ Encourage learners to use their webcams
    - ☐ Look at your learners (not at yourself)
    - ☐ Monitor the chat box for questions or comment

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