

# The Complete Virtual Classroom Checklist

## 30 Tips for a Successful Event

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### BEFORE THE EVENT

*Prepare, Plan, Practice*

#### TECHNOLOGY

- Familiarize yourself with your virtual classroom platform
- Make sure you have a strong, preferably wired, internet connection and a high quality webcam ([Logitech](#) offers many options in all price ranges) and mic ([Plantronics/Poly](#) and [Yeti](#) are good choices)
- Assign a virtual event producer with online instructional experience who is skillful in the virtual classroom platform to assist you
- Communicate technology requirements to learners in advance

#### ENVIRONMENT

- Choose a quiet, dedicated location with no background distractions
- Avoid an empty room, which can sound “hollow”
- To avoid shadows, make sure lighting is positioned in front of you, with no light source or sunny window behind you

## BEFORE THE EVENT

*Prepare, Plan, Practice*

### CLASSROOM MATERIALS

- Determine learning goals and prepare engagement and collaboration activities that align with and repeat the objectives ([Impossible to Ignore](#), [Design For How People Learn](#))
- Make sure content is visually appealing and is compatible with your platform ([Presentation Zen](#), [Slideology](#))
- Craft a succinct introduction to prime the learners for the session. If using slides, keep them simple
- Introduce the facilitator(s), highlighting their expertise on the session topic
- Reiterate key points throughout the session to encourage retention



### KEY TAKEAWAY

Practice the presentation with your producer. Determine structure, roles, and timings. Create back-up plans.

## DURING THE EVENT

*Hardwire, Focus, Calmness*

### TECHNOLOGY

- Confirm that the tech works. Reboot computers and log in at least 30 minutes prior to the session with two different computers that are hardwired and plugged in
- Establish a “back channel” (such as texting) to the producer to handle technical issues
- Close all other applications, especially VPNs, and disable app and email notifications
- Keep a fully charged battery and a cell phone charging cord within reach
- If recording the event with platform tools, make a back-up recording with screen capturing software

### ENVIRONMENT

- Alert co-workers not to disturb you
- Keep a non-carbonated beverage in a container with a lid nearby, and have throat lozenges and tissues handy

## DURING THE EVENT

*Hardwire, Focus, Calmness*

### CLASSROOM MATERIALS

- Print out a copy of the presentation or keep one open on a computer
- Establish a proper mindset. Take some deep breaths, release tension, and center your mind on your class
- Sit up straight. When presenting on webcam, look straight into the camera, smile, and have your presentation script at the same level as the camera
- Use your presentation script as a reference, don't read it



### KEY TAKEAWAY

Remain calm and remember that you have prepared back-up plans.

## AFTER THE EVENT

*Connect, Reinforce, Improvements*

### TECHNOLOGY

- Review recordings and polish as necessary. Some virtual classroom platforms have simple editing tools to remove flubs. Otherwise, take out dead air and excessive “umms” using Camtasia, Adobe Premiere Pro, or Audacity
- Debrief with your producer about the event
- Get attendee feedback by sending out a post-event survey
- Note adjustments to presentation, technology, or environment for future virtual classrooms

### ENVIRONMENT

- Review the environment details for the session and note improvements

### CLASSROOM MATERIALS

- Email learners a link to the recording with any post-session materials
- Follow-up with learners with spaced booster activities to combat the “forgetting curve”



#### KEY TAKEAWAY

Review feedback and make necessary adjustments, and you will improve each time!