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USGS Office of Employee Development/National Training Center (OED/NTC)- Virtual Instructor Led Training (VILT)

What Instructors Need to Know

What is a VILT Classroom? It's simply an online platform allowing your students to communicate with instructors and other students, view presentations or videos, and engage in electronic Breakout/Meeting "rooms" to work on assignments. NTC staff are experienced with all the features available and are committed to making your VILT class a success.

How does it Work? OED/NTC will provide a temporary WebEx account to the instructors. To enter your classroom virtually, participants simply open a browser using a provided link. First time virtual students will likely need to install the WebEx plug-in. This process is covered during your test session. For audio, you may choose to 1) have your computer dial into the phone bridge, 2) have WebEx call your phone or 3) dial the phone bridge number yourself.

Course Modifications: Minor modifications of your course materials may be necessary. The goal is to keep the VILT classroom as close to in-person training as possible. PowerPoint slides should feature a minimum 24pt font. The amount of text on each slide should be limited. Using additional slides to explain a complex idea is recommended and slide colors/backgrounds should be consistent. Numbering each slide along with any exercises is helpful. A maximum of 40 slides per hour and self-paced activities for each module promote maximum engagement and retention. Planned breaks may be announced with specific slides. OED instructional designers are available to review your course content and provide recommendations.

Learner Engagement: Students appreciate being engaged by their instructors. To keep your students on their toes, you are encouraged to ask students specific questions by name, engage them with polling questions (one or more each hour), or you might break the class into small groups to work on assignments using Breakout Rooms.

Platform Tools: These include Breakout Rooms, Polling, Q&A, Chat and Whiteboard. For troubleshooting and problem-solving, Microsoft Teams allows sharing of student desktops. You can also create a Resource Channel for your class for additional exercises.

Scheduling: Consider starting your class at 9am and roll to 3:30 or 4pm MTN each day. We have found this works for a variety of US time zones.

Technical Support: Technical assistance is available for remote students and instructors before and during your class. Contact OED/NTC VILT Lead Ralph Roland at 303-445-4678 raroland@usgs.gov or NTC Supervisor Patty Gonwa at 303-445-4680 pmgonwa@usgs.gov

Our motto, "The Show Must Go On!" Your OED/NTC Support Staff