



6 Steps to Online Learning

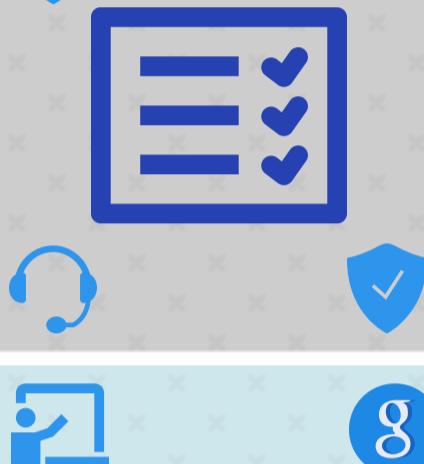
Welcome to your online lesson!

Please follow these steps and tips to create the best online learning environment.

1

Before your lessons start

- Update your computer or device software
- Update your internet browser software
- Update your webcam, speaker, mic software
- Check and set your webcam (front camera)
- Check and set your microphone and speakers
- Headset (recommended)
- Schedule a 10-15 minute test lesson with your language coach (LC)



2

Option 1: PC or Android Tablet Users

- Best to use a PC and Google Chrome browser
- Your LC will tell you which online meeting software to use:
Zoom, Google Meet, Microsoft Teams, Student log-in account
LMS Virtual Classroom, or other software*
- Your LC will send the meeting link with password or send a recurring calendar event with the link (same link every class)

*LMS Virtual Classroom does not require a meeting link



3

Option 2: Mac or iPad Users

- Your LC will tell you which online meeting software to use:
Zoom, Google Meet, Microsoft Teams or other software
- Your LC will send the meeting link with password or send a recurring calendar event with the link (same link every class)

*LMS Virtual Classroom does not require a meeting link



4

Get Ready for Your Lesson

- Use the restroom
- Bring your water, juice, coffee, tea, snack
- Be in a private room, quiet, no distractions (put sign on door)
- Check for a strong internet connection and computer settings
- Start at your computer or device 10 minutes early
- Bring or open class materials on your computer or device
- Close or silence your mobile phone, computer apps and pop-ups



5

Interactive, Successful Lesson

- Get in the "zone" - you are "in" your virtual classroom
- Understand how to use all features and tools
- Use your camera and voice
- Use the chat box
- If your LC gives you control, share your screen, use annotation tools, share websites, share videos



6

Troubleshooting Tips

- 1st Communicate any problems to your LC immediately
 - 2nd Check your internet connection
 - 3rd Check your volume, speaker, mic, camera
 - 4th Refresh your screen (LC and student)
 - 5th Close virtual classroom, then re-enter (LC and student)
 - 6th If you lose voice, call your LC by mobile phone
 - 7th If problems continue, turn off cameras
 - 8th If major problems, use a different meeting software
- Note: Company computers may block downloads, functions

