



# 6 Steps to Online Learning

*Welcome to your online lesson!*

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

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## 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)



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## 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



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## 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



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## 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



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## 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



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## 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

