## Planning a Virtual Classroom Course Job-aid!

Use the questions below, to help you think about what you need to consider when planning a virtual classroom course.

**Course objectives**

* Who is your audience?

* What are your main objectives? What are you trying to accomplish?

* How can you assess that the learning objectives are being met?

**Roles and responsibilities**

* Have you identified your Subject Matter Expert (SME), facilitator/instructor, and producer?

* Do you have access to a SME? Does your SME understand the functionalities of the virtual classroom?

* Do you know and understand the functionalities of the virtual classroom?

Yes  No

* Do any members of the design team require technical training to better understand the functionalities of the platform?

**Content & Activities**

* Do you have your raw content ready? Is all the content valid and up to date?

If no, what needs to be validated or updated?

* Do you have learner centered activities in mind?

* Do you want to include plenary activities? Add any examples you have in mind.

* Do you want to use breakout rooms? For what type of activity or purpose?

* Do you have topics that could be used for group discussions? List some of those topics or questions.

* Are you planning on using polls or quizzes in your course? For what purpose?

* Do you have case studies or scenario-based activities in mind? Which ones?

* Do you want to use an asynchronous tool such as Moodle for pre and post work? What logistical/operational requirements will that entail?

* Do you want to use video? Do you have a good understanding of the video limitations within the virtual classroom environment? How do you plan to use those videos?