

- Something to write in (journal, notebook, paper, computer document)
- Calculators
- Virtual copies of handouts and worksheets
- A virtual “whiteboard” to type on. We recommend using a Google Document that can be shared after class, Zoom’s White Board feature, or Google’s Jam Board feature for a more collaborative option.

A few tips for virtual facilitation:

- It may be useful for some participants to turn on live transcription.
- It may be useful record each workshop for anyone who is absent, but make sure you get all the participant’s consent before doing so.
- It may be helpful to utilize Breakout Rooms with groups of no more than 5 people.
- We recommend using Google’s Jam Board feature for interactive class discussions. Participants can add post-it notes anonymously to a shared screen in response to a discussion question. This can be a helpful tool for virtual collaboration and discussion.
- On the Money Basics Facilitator Toolkit website, there is a document with tips for facilitating a class virtually, including tips for keeping students engaged on Zoom.

**Advertising:** Advertising this course and what it will offer to prospective participants is an important step to holding successful classes. There are several avenues you can use to advertise these Money Basics workshops. After connecting with a co-facilitator and deciding on a starting date and time, it is recommended that you create a flyer that will generate interest. The flyer should emphasize that Money Basics is facilitated by peers and is not only educational, but fun and interactive.

The flyer should include the following:

- The name of the course
- Who is encouraged to attend (i.e. peers)
- The names of the facilitators
- The starting date; length of the course; and the time and day of the week each class will be held
- That this course is free
- Whether it is online or in-person; and the class location, if in-person