



## Webinar or Virtual Classroom

### Definition or Description

Webinar stands for ‘web-based seminar’ and is a presentation, a lecture, seminar or workshop which is accessed via the internet using video conferencing software which allows synchronous, interactive communication between participants. A webinar is often a one-off event or a short series of events.

A virtual classroom allows for the same collaborative, online communication. A series of classes can be run using video conferencing software to complete either an accredited or a pre-accredited course. These may be supported by learning activities accessed through a Learning Management System (LMS) or conventional, face-to-face training.

The platforms used to deliver these sessions usually include the ability to share the computer desktop, present information in the form of a slide show, include an interactive ‘whiteboard’, use a text chat feature as well as video and audio communication. Some include the ability to record sessions, save chat and whiteboard activities for future reference.

There are many examples of video conferencing platforms including:

- Adobe Connect
- Big Blue Button
- Black Board Collaborate
- Wiz Iq
- Webex

Platforms such as Skype and Google Hangouts can also be used to conduct webinars.

**Big Blue Button and Wiz Iq are available through the Gippsland Connect Moodle**

### Teacher

#### Teaching Skills

In addition to the skills identified as relevant for conventional face-to-face teaching, teachers need the following skills to deliver effective webinars:

- The ability to incorporate employability skills in online training sessions
- The ability to collaborate online with a co-presenter or other stake holders such as co-ordinators or industry representatives; to plan, prepare and deliver presentation/class using online software such as google drive, Lync, Drop box
- Knowledge of and access to file sharing
- Ability to create, send and collect responses to online surveys and respond appropriately to feedback in the online environment. For example: [Survey Monkey](#), Google Forms

#### Online presentation skills

- Ability to engage learners online – ice breakers, presentation skills, apply principles of adult learning, interactive presentations using polls & quizzes, whiteboard, question and answer activities, breakout rooms when available
- Understand delay in delivery when presenting – audio and visual

- Ability to monitor text chat while presenting
- Sound online communication skills including knowledge and application of netiquette
- Clear enunciation , voice should convey enthusiasm to compensate for lack of facial expression

#### Equipment & Resources

- Bandwidth – understand how audio and video are impacted by internet speed and make allowance for diversity in audience services
- Stable Internet connection
- Quality headset with microphone
- Knowledge of presentation platform – trouble shooting, audio, video, file sharing properties, loading learning materials, recording session etc.
- Knowledge of Java (depending on platform)
- Troubleshooting platform issues such as audio or visual, connection problems
- Email account – to send meeting link, communicate information with co-presenter/facilitator/moderator, students, organisation

#### Basic IT skills

- Presentation applications to create visual presentation aids
- Computer audio settings
- Screen resolution
- Save files in different formats. For Example: save slide show as images
- Knowledge of browsers and interoperability with various video conferencing platforms

A co-moderator/co-facilitator assists in the management of an online session. They can take over the session should there be any issues affecting the presenter, run an ice-breaker, monitor chat, greet new participants as they enter the room, send files to participants, assist with polling and quizzes and generally make people feel comfortable in the online environment. The co-moderator's skills reflect the skills of the main presenter.

#### Knowledge & Skills

- Knowledge of bandwidth and how this affects audio and video quality
- Sound knowledge of presentation platform – trouble shooting, audio, video, file sharing properties, loading learning materials and ability to explain platform to audience
- Knowledge of Java (depending on platform)
- Troubleshooting platform issues such as audio or visual, connection problems
- Knowledge of browsers and interoperability with various video conferencing platforms
- Ability to assist participants with login, monitor chat, send files
- Ability to take over presentation in case of equipment failure, connection problems
- Sound online communication skills
- Team work – collaborate with co-presenter to plan, prepare and deliver presentation/class using online software such as google drive, Lync, drop box
- File sharing using programs such as Drop box (session plans & presentation)

### Basic IT skills

- Word processing & spreadsheet applications – running sheets, PQF documents, session plans
- Presentation applications – create visual presentation aids
- Computer audio settings
- Screen resolution
- Save files in to different formats For example: Slide shows to jPeg & PDF

### Equipment & Resources

- Stable Internet connection
- Quality headset with microphone
- Access to file sharing software such as Dropbox

### Equipment & Resources

- Fast & stable Internet connection
- Computer banks
- Headsets - provide for each student
- Email accounts – staff
- Large Screen Televisions, projectors, laptops
- Online Survey software accounts For example: Survey Monkey
- Online collaborative programs such as MS Lync & MS Office 365
- Online conferencing software such as Lync, Blackboard Collaborate, Wiz Iq

### Training

- Resources: For example; How to Guides – platform, netiquette, file sharing software
- Policy and procedures-OHS, student code of conduct
- Training for presenters, moderators & students in using specific platforms, tools, email, internet, software such as word-processing, slide shows

### Equipment & Resources

- Stable Internet connection
- Email account
- Headset with microphone

### IT Skills

- Knowledge of computer audio settings-understand settings and how to adjust (platform and computer)
- Email
- Internet - Ability to troubleshoot connection issues, knowledge of how bandwidth affects reception, understand URLs
- Knowledge of Java – downloading, upgrading (where applicable)
- Online communication and netiquette
- Note taking For example: MS Word, Notepad, Evernote