Virtual Instructor Lead Training (VILT)

Instructor's Responsibilities

Graduate School USA

June 2020

Instructor's Responsibilities

- **BEFORE CLASS:**

  - Review Higher Reach (HiRe) to check enrollment numbers for your class. Contact the Customer Relations Center at 888-744- 4723 if you need assistance accessing your instructor account.
  - Confirm receipt of a Class Confirmation email that contains the session login information and a digital copy of instructor and student course materials. A Class Confirmation or Class Reschedule/Cancel notice is emailed 2 to 3 business days prior to the class start date.
  - Test your Internet connection and browser settings on your computer by following the directions outlined in your Class Confirmation email. Contact the Help Desk at www.helpdesk.com if you need assistance.
  - Verify you have the most current version of the course materials, including PowerPoint presentation.
  - Upload your course documents to your desktop for easy retrieval.
  - Ensure your computer equipment, including audio and visual, is working properly.

Instructor's Responsibilities

- **FIRST DAY OF CLASS:**

  - Login at least 45-30 minutes before start of class.
  - Ensure you have all necessary course materials and all computer equipment is operational.
  - Open the session to students at least 15 minutes before the start of the class.
  - Greet participants as they login.
  - Review possible virtual technical issues. Use chat to provide your email address and phone number to students.
  - Encourage students to use cameras (as applicable).
  - Take attendance, add any missing students (as applicable). Remember to check the waiting room frequently.
  - You will receive the attendance/assessment sheet by 10:00 a.m.
    - Check your email during 1st break
    - Use ice breaker exercise

Instructor's Responsibilities

- **DURING CLASS:**

  - Allow frequent breaks
  - Take attendance twice per day
  - Manage classroom engagement, activities and interactions
    - *Document assessment sheet*
  - Ask thought-provoking questions
  - Avoid controversial topics
  - Ensure all participants receive the required hours of instruction
    - *Class Hours:*
      - *9:00 – 4:30 EST*
      - *9:00 – 5:00 EST CPE Only*

Instructor's Responsibilities

- **<u>LAST DAY OF CLASS:</u>**

  - Promote Graduate School USA's program and services
  - Set aside time in class for students to complete the electronic course evaluation.
  - Remind students to access their course certificate in 5 – 10 business days. Instructions were included with the class confirmation email.
  - Email the course attendance and assessment sheet to the OSD Lead listed on your Class Confirmation email and copy tmtraining@graduateschool.edu