

Tips for a successful remote IHL course

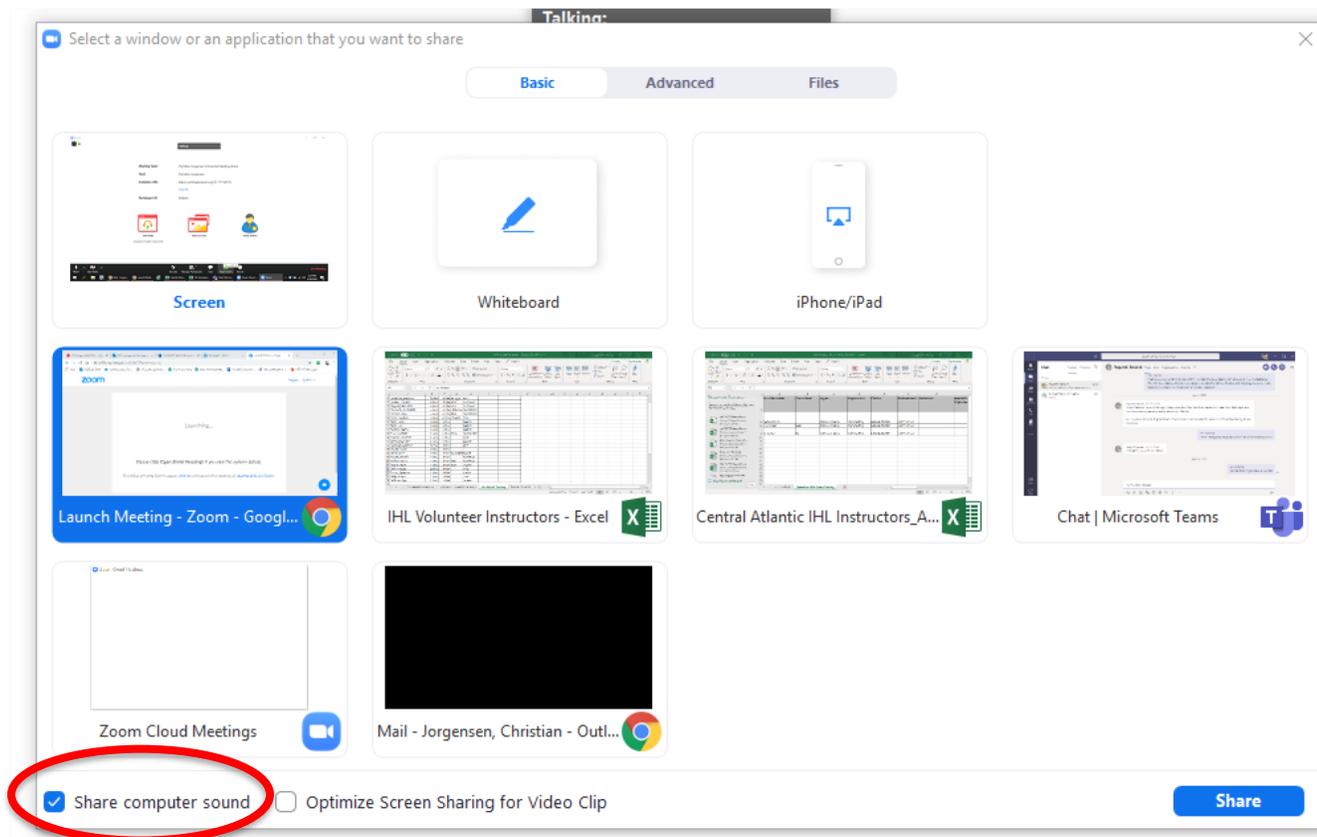


The following checklist should be reviewed before each remote IHL course using Zoom. If there are any questions or problems with running your course reach out to the IHL team at National Headquarters.

Do a Test-Run

Do a quick test-run to make sure that all videos and slides work.

- *****Before clicking share screen the individual sharing the screen must select “share computer sound.” This must be done if you are choosing to use any videos to present on any topics (i.e. IHL principles).*****



- **Also, when videos are played the presenter must mute their computer during the video to avoid any potential sound echoes.**

Arrive Early to the Session

Although remote it is important to arrive 15 min or more prior to the start of your Zoom session. This will allow you to admit people from the waiting room in a timely manner.

□ **Make Announcements**

As people enter it is important to make the following announcements:

- “If you have questions during the presentation please enter them in the chat box and we will address them at the end. (My co-instructor) will note your question.”
- “Please make sure you stay on mute during the presentation”
- “For those associated with the Red Cross and looking for EDGE credit, but who have forgot to sign up for the session please alert (my co-instructor) and they will make sure you receive credit for your attendance.”
- “If there are technical difficulties please message (my co-instructor) and we will do our best to fix any issues on our end.”
- Any other announcements you think our necessary

□ **Have Two Instructors**

Online classes should be led by two instructors. One to serve as a primary instructor and the other to serve as a secondary instructor.

The primary instructor will be responsible for the following:

- Making announcements.
- Being the main presenter and lecturer.
 - This includes introductions and explaining the procedure on how to ask questions.
 - The primary instructor is also responsible for setting up and managing the slide show.
- Managing the waiting room
 - If you choose to allow for a wait room beware of the below. (If this is something, you’d rather not worry about it is perfectly acceptable to not require a wait room, but you will have to select this manually when setting up the Zoom session.)
 - However, this means you will have to individually click to admit each person and people may show up late.
 - The secondary instructor may do this as well, but “host” duties will need to be shared in Zoom for this to happen.
 - (If this is something, you’d rather not worry about it is perfectly acceptable to not require a wait room, but you will have to select this manually when setting up the Zoom session.)

The secondary instructor will be responsible for the following:

- Managing attendance and recording attendance amounts. It will be important for having someone in charge of keeping track of who is in attendance if people are receiving credit for their attendance (i.e. EDGE transcript credit.)
- Monitoring the chat in Zoom, noting questions asked/responding to the, and will be responsible for bringing anything urgent up to the primary instructor during the presentation (i.e. poor sound quality, issues with sharing the screen, etc.)
- Provide necessary assistance to the primary instructor as needed.
- Mute people who have become unmuted.