

# Tips to design a virtual course

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## Getting started

- Become an expert on using Webex in your LMS. Practice using it in your daily communications.
- Know what features work best for different classroom needs. Check out our [suggestions](#).
- Know how the student experience will differ.
- Get your teachers up and running by sharing these simple [how to guides](#).
- Document and share faculty [success stories](#) helping them learn the art of the possible.

## Designing the course shell with faculty

- Ask faculty how they teach their classes today, thinking about how it could work virtually. Attend one of their classes.
- Teaching online takes longer, so you must cut content from in-person, to be self-learned in advance. Prioritize the “need to knows” vs the “nice to haves”.
- Include everyone! If mixed online/in-person class, play to the majority, but be mindful.
- Encourage students by acknowledging questions and praising inputs.
- Understand the educational needs of their students and prepare accordingly. Check out these tips on [supporting learners needs](#).
- Play to your classes unique learning styles. Check out these extra resources, to put you on your ‘A’ game.



Encourage your students to read, or watch a video, on the subject as pre-work, before the next class.



Students will be less likely to speak out loud at first.



Students need interaction every 5 minutes to reduce multitasking.

# Ideas for keeping remote students engaged and classes interactive

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## The old way vs the new way

Face to face lesson	Virtual classroom friendly
Does anyone have any questions?	Come off mute if you have questions or post in chat.
Here's a physical handout.	Post documents to Webex Teams.
Does everyone understand this concept?	Have people anonymously circle yes or no on the whiteboard.
Raise your hand to share an example...	Please type examples in the chat.
Tell, tell, tell.	Let them watch you write out instructions live in class, for maximum attention.
Discuss in small groups, then share with the class.	Discuss in small Spaces and come back to share with the class.



### Interactive games to check comprehension

- Races to solve problems on the whiteboard.
- First one to type the right answer in chat wins a point.
- Student-to-student Q&A for points work great.
- Break the class into teams for competitions.

### Tips for planning games

Be intentional. Are you checking comprehension or just facilitating conversation?

- Make it easy for everyone to participate.
- Make sure it's in your participation credit.
- Recognize and reward participation.

**PRO TIP**  
Get comfortable with easy participation wins! Add games as you go to keep the class fresh, for both students and yourself.

**Get creative with your own ideas!**