

Outline for Certified Virtual Educator - Essential Skills

Overview

This class teaches the essential skills needed to provide effective instruction to virtual students. CVE Essential Skills explores foundational tools and techniques to effectively engage virtual students. Included with this course is CVE Self-Study Guide which allows the student to prepare to sit for the CVE-001 Assessment.

Target Student

Educator with experience teaching in a traditional classroom seeking to learn the essential skills needed to “go virtual”.

Learning Objectives

- Overview the common virtual classroom tools
- Learn basic techniques for managing virtual students
- Explore methods for maximizing engagement with virtual students

Duration

4 hours

Outline:

1. Introduction – Preparing to go Virtual
2. Basic Survival Skills
 - a. Driving engagement through non-verbal interactivity
 - b. Preparing to teach online – equipment setup
3. Short Term Survival Skills
 - a. Utilizing outside resources effectively
 - b. Driving engagement through verbal interactivity
 - c. Choosing a virtual platform
4. Long Term Survival Skills
 - a. Utilizing an LMS for Asynchronous learning
 - b. Utilizing a “flipped classroom”
 - c. Driving engagement through discussion threads
5. Troubleshooting
6. Appendix
 - a. Interactivity Planner
 - b. Six Sessions to becoming a Virtual Instructor