ON-LINE COURSE CHECKLIST

"The College recommends the best and greatest way to do Courses is in person. If for some reason it checks out to do the Course on-line, here are some "best practices" for you. When you are doing a course virtually you need to take extra care to be sensitive to the energy. As you will be working with video medium, draw from your prophetic and feeling gifts to connect and reach the participants."   ***F.D. Coll***

On-Line Courses Checklist for Instructors

1.   Determine which course you wish to offer and the date. Set the goals for your course, both personally and as an instructor. Set the energy by "magnetizing the course and your goals for the course."

2.   Make sure or confirm with the College that you meet the prerequisites to be an instructor for that course. (e.g have a Contract, current in 421).

3.   Order the materials from Wayshowers College well ahead of time. It is highly recommended to order your materials at least three weeks ahead of the scheduled course. The College needs to be able to provide digital materials to you.

4.   Consider inviting newer and emerging leadership to work with you and help train them and establish what their role will be.

5.   Consider scheduling the first steps of the six priorities (intro, technique workshop, etc.) as part of your programs whenever you have scheduled a course. In this way, you will attract new people for your programs.

6.   Check to make sure you have a good internet speed for doing video conferencing (i.e. www.speedtest.net)

7.   Review the materials received from the College for promotional purposes to market your course. Be sure that this is a course that can be done on-line. For example, some courses may not fit the on-line format. In addition, there may be courses that are only allowed to be given in person. Check with the College on this.

8.   Regarding marketing your course, you may wish to post it to your Facebook page or if you have your own website, on your website page. Consider marketing on various social media. As well, consider posting your Course on the College website.   Other forms for promotion, would be e-mailing your apprentices and asking them to share the information and following up with phone calls. You can also ask other leaders if they know people who might be interested.

9.   Set up form of payment plan for participants (either directly or through the College).

10.   Decide on the on-line Application you are going to use. For example, if you are the host and you want to use Zoom, you must have a professional level Zoom account in order to be on-line for more than 40 minutes. Make sure you have the most recent version of Zoom. Create your meeting on Zoom. Other video conference or webinar services are available. There are "How to" videos on You Tube for any of the applications you decide to use.

11.   As people register, send out the Zoom link as well as anything else the participant might need in order to take the course. For example, technique courses may have handouts.

12.   Complete the registration for the course when people sign up.

13.   Review your Instructor Notes and Slides with any co-instructors. Be sure that the techniques offered in the Course can be done on-line. If not, contact the Wayshowers College with suggestions and for substituted techniques. The techniques used need to convey the original feeling of the technique you are replacing.

14. Confirm before the course, that all paid participants have received the information they need and resend the link to all your participants.

At Least a Day Ahead of the Course

1. Test your on-line Application and make sure audio and video are working and that your camera is positioned so everyone will be able to see you. Determine who will manage the Slides (i.e. display, advance, remove them from view, etc.). If you will be using Breakout Rooms, practice with your co-instructors ahead of time, creating and assigning participants to rooms and bringing them back to the main room. (Zoom has tutorials on Breakout rooms).

2. It is ideal to have a headset or a microphone attached to your computer. Recheck that your microphone will not be muffled by any clothing, etc.

3. Recheck to make sure that all your participants have the materials and the link to your on-line Application. Make sure they have an area where they can minimize interruptions. You could share, if they do get interrupted, have them just cleanse and re-cleanse their environment to move back into the energy.

4. Make sure that if you will be showing the participants any techniques that your and the participant's cameras are set so you can actually see them doing the technique. The participant may need to move into a different location so you can see their whole body.

5. Make sure all participants know that they need to be completely present for the duration of the course in order to receive their certification.

6. Determine who will be opening the energy and who will be doing each segment.

Course Day

1. Shut down unneeded programs on your computer before the course. If you are using a laptop, make sure it is fully charged. Set your phone so it does disturb you and let participants know to also arrange not to be interrupted during the program.

2. Regroup with any co-instructors on-line at least 40 minutes ahead of class. Cleanse the environment. Get your key word for instructing the Course and any personal goals (both materially and spiritually) for what you would like to achieve. It is recommended that you get the pitfalls, no-no's, solutions and the needs of the people before the course. When you are doing a course virtually you need to invest a little take extra time to be sensitive to the needs of the participants and to the energy.

3. Be sure you have all your materials on your computer ready to show the participants.

4. Fifteen to thirty minutes ahead of the Course, sign in on your on-line Application and test both the audio and video again to make sure they work. Make sure your camera is in position.

5. If on Zoom, click on "gallery view" so you will be able to see everyone in the class.

During the Course

1. Greet everyone and be sure all participants can see and hear everyone else. Remind everyone to put their phones on "Do Not Disturb," or preferably turn your phone off. Familiarize them with the Chat area and how to raise their hand, also how to mute and unmute their microphone. If using Breakout rooms, share that to prepare them for the experience.

2. Have all the participants cleanse and cleanse their environment. You may want to do a group environmental cleansing to help bring all the participants together.

3. When you are not talking, mute yourself. Limit background noise when you are unmuted.

4. You may wish to create a break-out room so that you and your co-instructors may want to regroup away from the rest of course. This could even be when you are regrouping during breaks.

5. Things to mention to the participants:

    a. Make sure the participants know to mute themselves to eliminate background and unmute when they want to share.

    b. If are posting a question in the "chat" and don't get a response, feel free to unmute yourself and alert the instructor.

    c. It can sometimes feel uncomfortable speaking up and sharing on-line. Try to overcome this as your contribution to the class helps everyone.

    d. If you are going to use a breakout room, be aware you will need to click "join room" to be moved into it.

    e. When the participants read the Slides, assign one participant to read the Slide (or portion) out loud. The rest of the participants may read them out loud to themselves, but make sure they are muted. If you don't there is sometimes a time delay in the audio and everyone is not in sync.

    f. Make sure you tell them to unmute themselves when they would like to share and mute themselves again when they are done.

After the Course Checklist

1. Remind your co-instructors that they need to stay on-line so that you may regroup with them at the end of the course and cut the energy.

2. Be sure the funds are divided between co-instructors.

3. Make sure all registration information is completed and entered into the database.

4. Delete any digital material that the College provided from your devices.

5. Inform the College that you have now entered the data into the database. This will ensure that the participants will get their certification cards.

Remember, everything is energy and completing the After Course Checklist will help cut the energy for the course.