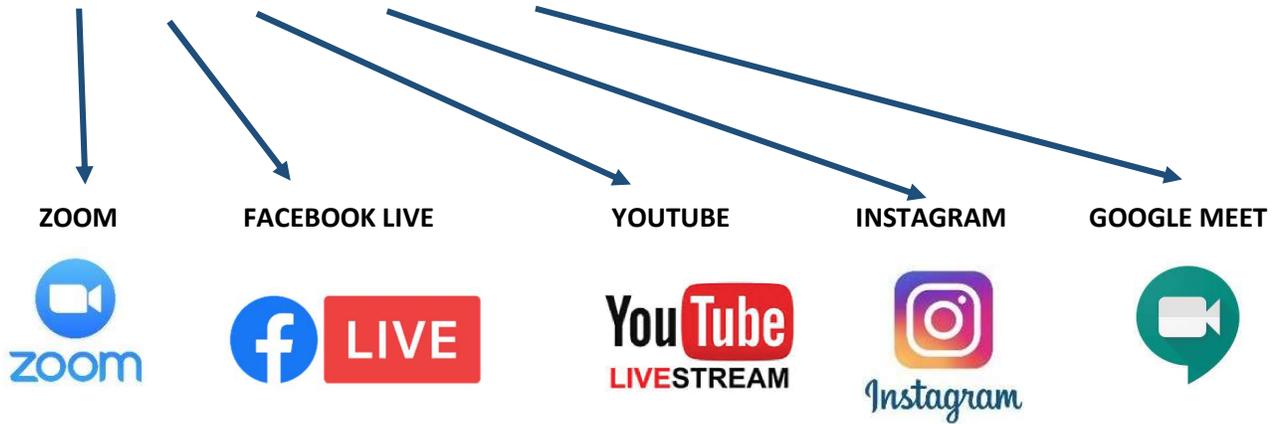


## COVID-19 – ONLINE LESSONS

### HOW TO TEACH ONLINE



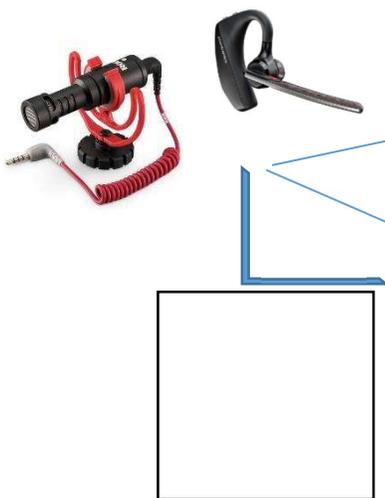
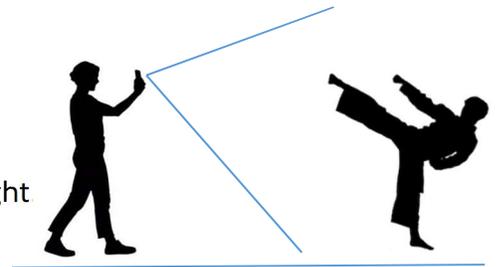
**ZOOM IS THE PREFERRED ONLINE PLATFORM**

### THINGS YOU WILL NEED

Broadband Internet Connection

Smart Phone or Computer with a webcam set at the correct height

A Bluetooth headset or a good microphone





## COVID-19 – ONLINE LESSONS

### REQUIRED COMPETENCES



**White** ----- Have a Smartphone or Laptop and know how to use the camera.



**Yellow**----- Know how to use messenger apps like WhatsApp, Telegram, FB messenger, WeChat, Ding Talk



**Green** ----- Know how to video Chat



**Blue** ----- Know how to set up WhatsApp group and broadcast group.



**Red** ----- Know how to write a lesson plan and perform it in front of the camera.



**Black** ----- Ability to interact with individual students online while keeping the rest of the class active and engaged.

**YOU GOT THIS !!!!!!!**



## COVID-19 – ONLINE LESSONS

### STEPS TO SET UP YOUR ONLINE CLASS

- 1) Start a WhatsApp Broadcast group with all students, parents, private clients
- 2) Start a YouTube channel where you can create and upload your own content  
<https://www.youtube.com/watch?v=6o7gODwiEz8>
- 3) Learn to create YouTube content with your Phone.  
<https://www.youtube.com/watch?v=ek53TQ9U35o>
- 4) Start creating content and post to YouTube. (These will be considered free content that should excite your student base, and private clients, getting them ready to train online instead of in class)
- 5) Download ZOOM to Laptop <https://zoom.us/download>
- 6) Install Zoom App onto Laptop and set it up using your email address. (LEARN THE PROGRAM. This may help <https://www.youtube.com/watch?v=fMUxzrgZvZQ> )
- 7) Pay for Zoom. The \$14.99 a month option is best. This gives you meetings of unlimited length of up to 1000 Students.



## COVID-19 – ONLINE LESSONS

### THE PROCESS

- Day 1.** Start by messaging your students about the ZOOM online classes and how important the classes are. Do this approximately one week before you intend to launch online classes.
- Day 2.** Message Students and encourage them to do the same thing you did which is download and install ZOOM (Let them know it's free and they do NOT have to pay for it). Then tell them to send you the email address they used to join Zoom.
- Day 3.** Go to the contacts setting in your ZOOM program, click on the + sign and type in the emails sent to you. This will send a request for your Students to accept the invitation. (This can only be done one address at a time). When this is all done, message your Students and tell them to open their ZOOM Application and accept the invitation. This process may take a couple days. Also, inform students telling them there will be a FREE test class on Day 6 to work out all the kinks. Inform them that you will be starting normal classes the following week. If you decide to charge a fee for the online classes, inform the students of the cost per class is \$\_\_\_, and how they can pay (bank transfer or deposit or PayPal/Venmo etc.).
- Day 4.** Give them space and time to acclimate to the new situation. Provide an opportunity for the students to contact you with questions in advance of the first day of class.
- Day 5.** Remind Students of ZOOM free class on day six (6) reiterating how important classes are.
- Day 6.** Open ZOOM. Click on START NEW MEETING. On the bottom of the screen click on MANAGE PARTICIPANTS and click on all your contacts approximately 15 mins before the intended start time. Message clients to open ZOOM and accept and then you can proceed

Start paid ZOOM classes as soon as possible attending individual situations.



## COVID-19 – ONLINE LESSONS

### IMPORTANT NOTES:

1. You must ensure that only the host can share information, otherwise anyone can share something full screen.
2. Put everyone on mute except the instructor, however encourage the students to either raise the hand or unmute when they have a question.
3. Encourage students to only have the instructor full screen so they are not distracted by other students. Suggest that students pin the instructor's video (and you should do likewise).
4. At the time of enrollment in the zoom class, should include an agreement/disclaimer. You may use the text below, modified to your situation.  
By registering and joining the class you agree to the following:
  - ☒ The students must be in a shared family space (no bedroom/private area) and for any students under 18 years, a parent or guardian must be present during the whole class. We will need parental help for aspects of the class, it's a great way to get involved in the child's activity.
  - ☒ Ensure that you/your child are fit and healthy to exercise. [The instructor/school legal entity] will not be responsible for any injury or harm you sustain as a result of our online classes.
  - ☒ Please use good judgement and common sense when taking part, ensure you have enough space around you to complete the exercises with no obstructions and you won't be disturbed with people/pets coming and going.
5. Finally, the instructor can record the session if they are just recording a full screen. However, if they record their full screen, they may not be able to see all the students at a given time, depending on the number of participants. If they are planning to record the session, have a second laptop that has a gallery view to watch and correct the students, and the other laptop recording the instructor full screen.
6. The instructor should name check each and every student throughout the session.
7. **There may be insurance implications, so instructors should check their legal liability and insurance cover before they run online classes.**