A Guide to Effective Learning in the Virtual Classroom

Here are some tips for your Fast Track Virtual Course – we hope you will take time to prepare for your forthcoming session!

Have a fast internet connection

You don't need super-fast fibre broadband to attend a virtual training course, but your internet connection should be able to cope with **audio and visual streaming**.

Have a quiet room

One of the benefits of a virtual course is that you can attend the course from anywhere. In order to get the most out of your day, it is recommended that generally a **quiet room with no distractions is the best option**. This enables you to concentrate fully on what is being said - so set the environment up to best suit your needs — do try to avoid distractions.

Multiple monitors

You can still attend a course with one monitor. However, having **two monitors is a general requirement when attending IT training sessions**. It will improve your experience and allow you to work more effectively as you can view the Fast Track Virtual Classroom on one monitor and follow the Tutor moving through the features - on the other monitor you can work directly with the application software emulating what you are seeing in the Fast Track Virtual Classroom and following the instructions from our Fast Track Tutor.

It will make working with the virtual classroom a very simple and more enjoyable process without having to change the windows being displayed on the screen, and you can keep an eye on both at the same time.

A few tips ..

- Computer linked to large monitor to enable split screen to be viewed effectively – this can also be a Smart TV linked via HDMI cable
- Two computers – one running Microsoft Teams (or similar) and one running the software application, e.g. Excel
- One computer running the software application and an IPad/Tablet running Microsoft Teams (or similar)

Complete the audio check

One of the key criteria in making virtual attendees feel part of the class is two-way communications. **Completing an audio check prior to the course is very important** and will ensure that the audio/sound settings are setup optimally for you, including the sound level on your microphone and headphone volumes.

Connect your microphone

Often, especially with the more technical courses, virtual attendees will sit and listen, but leave their microphone off, say it is not working, or they can't get it to work. One of the key benefits of live training is the ability to ask questions and engage with your tutor. Using a microphone will help this engagement - it will also help you engage with the rest of the class too. You might know the answer to a question somebody in class asks, and you can share with everyone. One of the key observations Tutors make when teaching virtual delegates is "interaction is more difficult" - you can help this by using your microphone.

More tips …

- Why not use a gaming headset with built in microphone?
- You could also use Bluetooth headphones – check connectivity before the training session!

Mute your microphone

Have the microphone set up and ready to go, and then mute it unless you have something to say.

Connect your camera

This is perhaps not as important as a two-way microphone. Although for some courses, the camera is very helpful. Even if it's not a requirement, it allows your classmates get to see you which helps put a face to the voice and more likely to include you in discussions.

Ask questions

The key to getting the most out of Tutor-led training is to listen, learn, do, and then ask questions. Questions will allow you to tailor the material to ensure that you can apply what you learn to your own environment.

Do this regularly throughout the course. Don't leave your questions until the end. Ask them when they are relevant to the material. Trust me, your Tutor will be happy to answer your questions and I suspect the answers will help other people in the course too.

Conclusion

To get the most out of the Fast Track Virtual Classroom you need to create an environment that allows you to listen, learn and ask questions where you need to - if the pace is too fast, then let the Tutor know!

Asking questions is the key whether this is through your audio or the chat pane. Ask questions to use the knowledge of your Tutor, and the rest of your classmates to help apply what is being taught in your own environment.

We hope you enjoy this virtual session

The Fast Track Training Team