



U.S. Department of Homeland Security  
**United States Coast Guard Auxiliary**



# Best Learning Practices for Member Training and Public Education Classes



(prepared for SO-MTs, FSO-MTs and  
Public Education Instructors using Zoom)  
June 20, 2020

**THE MEDIUM IS THE MESSAGE ~ Marshall McLuhan**

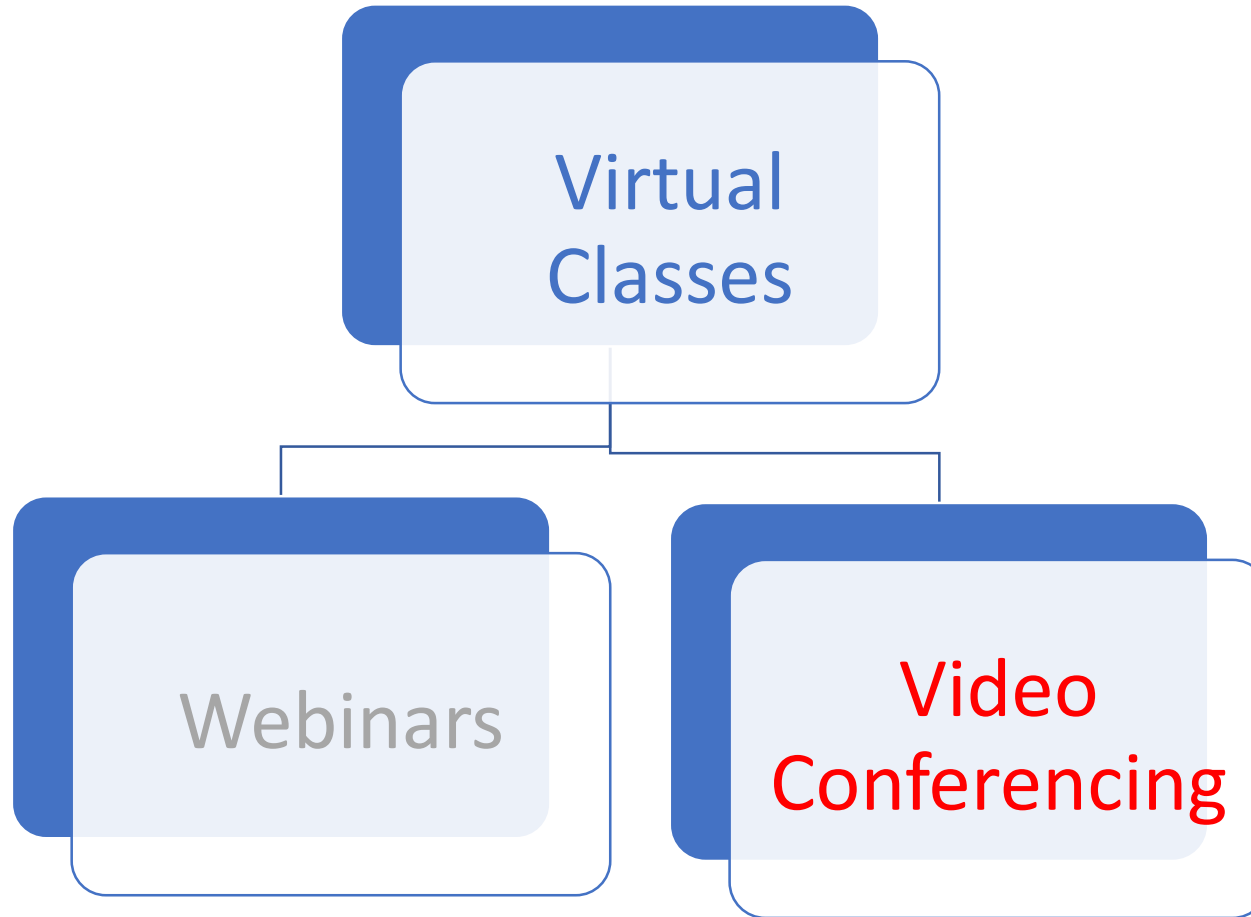


# KEY THOUGHTS...

- Video class not a webinar
- Attract new students
- Make classes available to difficult locations
- Open new relationships with boating entities to refer students
- Expand offerings state-wide
- Greatly enhance the quality of student learning
- Make logistics simpler
- Add apps to the Zoom class to offer registration, payment, test, survey and cross-selling
- Continuous progress...

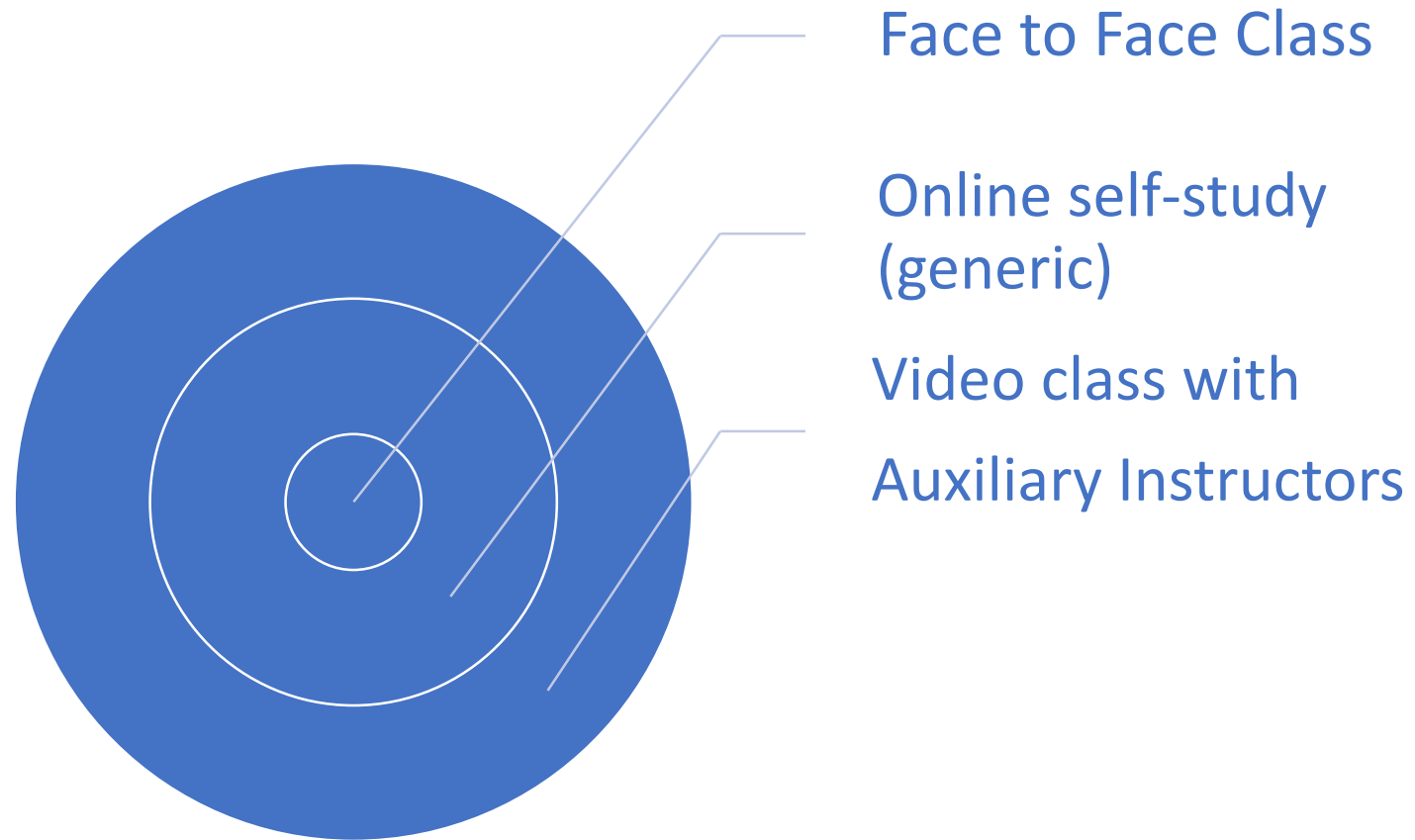


# THE CONCEPT...





# Effective Market Reach





## Most popular current video platforms\*

Zoom

Google Hangouts/Meet

GoToMeeting

Join.me

Cisco Webex

Slack

Video Conferencing

\*<https://zapier.com/blog/best-video-conferencing-apps/>



# PREREQUISITES...

- A device, desktop, laptop or tablet, with a working webcam and microphone
- Zoom subscription activated and set up ([Zoom.us](https://zoom.us))
- Recommended: [E- Directorate What's New](#)
- *Recommended: [Six Steps to Set up Video Classes](#)*
- Recommended: *[Tips for Holding Flotilla/Division Business Meetings \(DIV6 website > Training \(Member Zone\)\)](#)*



# Starting Out

## Set Up

- [Download](#)
- [Help Center](#)
- [Getting Started](#)
- [Quick Start](#)

## Additional Resources

1. [E- Directorate What's New](#)
2. [D7 DIV6 Training Resources](#)
  - *Six Steps to Set Up*
  - *Tips for Holding Business Meetings*
  - *Best Learning Practices for Member Training and Public Education Classes*
3. [D7 DIV6 Calendar](#)



# Send out invitations

My Meetings > Manage "Flotilla 67 June 2020 Business Meeting"

Start this Meeting

Topic	Flotilla 67 June 2020 Business Meeting	
Time	Jun 3, 2020 07:00 PM Eastern Time (US and Canada)	
Add to	<a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>	
Meeting ID	892 3130 9021	
Meeting Password	***** <a href="#">Show</a>	
Invite Link	<a href="https://us02web.zoom.us/j/89231309021?pwd=T2wzeHJY3RCRIBiWxhtK2xuK21lQT09">https://us02web.zoom.us/j/89231309021?pwd=T2wzeHJY3RCRIBiWxhtK2xuK21lQT09</a> <a href="#">Copy Invitation</a>	
Video	Host	Off
	Participant	Off
Audio	Telephone and Computer Audio	
	Dial from	

## 2020 DIV6 VIRTUAL BOAT CREW TRAINING

Saturday, May 16 - 7:00 – 9:00pm

Weekly on Saturday, until Jun 14, 2020

<https://us02web.zoom.us/j/81817852353?pwd=WXL...>

47 guests   
13 yes, 2 no, 32 awaiting

Review session - Kindly click reply Yes/No/Maybe to confirm/decline your space and help our security. Please join meeting 15 minutes in advance. Click on hyperlink and follow prompts. Select computer audio and video; run test.

Join Zoom Meeting

<https://us02web.zoom.us/j/81817852353?pwd=WXIKdHBHTzREYzZqajE3cG9QZnh5QT09>


Meeting ID: 818 1785 2353

Password: 488673





# Calendar Invite

Accepted: Best Practices in Teaching for SO-MTs, FSO-MTs and Instru... @  
Sat Jun 20, 2020 10am - 12pm (EDT) (hortensiaes@gmail.com)  Inbox x



dcd13@gmail.com  
to me ▾

 9:38 AM (0 minutes ago)



**Best Practices in Teaching for SO-MTs...**  
From Google Calendar

dcd13@gmail.com has **accepted** this event.  
[View updated information on Google Calendar](#)



# PREPARE FOR HOSTING...1

- OBSERVE SOMEONE ELSE'S CLASS ...
  1. Observe their welcome
  2. Look at their setup
  3. Notice how they use the Gallery, Share Screen
  4. Make a note of their comfort level
  5. Observe the participants
  6. Debrief them privately to ask relevant questions
  7. Be thinking throughout of how you will apply to your class



# PREPARE FOR HOSTING...2

- Practice the mechanical parts:
  1. set up the meeting
  2. send out the calendar invitation
  3. open the meeting
  4. welcome everyone
  5. familiarize them with the controls
  6. close meeting
  7. create a participant report...



# PREPARE FOR HOSTING...3

- Play

1. Five Key Controls

1. Gallery View, Speaker View, Large screen View
2. Mute Button, On/Off
3. Video button, On/Off, Virtual Backgrounds
4. Participants,
5. Chat Button, Non-verbal signals

2. Have others play with their controls, play with letting participants in and send them back out to the Waiting Room...
3. Sharing Screen, bring in documents, Internet, emails, agendas, sheets...
4. Co-Host controls, talk participants through Screen Sharing...



# PREPARE TO TEACH

1. Who is your audience? What are they expecting?
2. Are they able to log on without problems?
3. Or should you/others help them in advance?
4. What are you looking to accomplish with this session?
5. What materials will you need?
6. How much can you send them to read in advance?



# LEARNING...

- Start with a mind-set that says:
  - “I am here to have a two-way conversation with my students”
    - “I am not here to read the material to my students”
    - “I am not here to read the power point to my students”
    - “I am not here to read the manual to my students”
- “I am here to look at my students, gauge their reactions, interact with them in a dialogue about the course”
- “I am here to listen as hard as I can and seek their understanding”



# WELCOME...

- Open Waiting Room 15 to 30 minutes in advance depending upon your expectation of the student's technical proficiency; Instructors 45 minutes.
- **OPEN GALLERY – Use the Gallery with all the videos on**
- Spend as much time as possible welcoming each student
- Self-introductions – why they are taking the class, boating background
- Encourage the students getting to know one another
- Invest at least – 15 – 20 minutes socializing, building team...



## ...Familiarization...

- Get them comfortable with the key controls by having them click each and have them tell you what they see...
- Five Key Controls
  1. Gallery View, Speaker View, Large Screen View
  2. Mute Button, On/Off
  3. Video button, On/Off, Virtual Backgrounds
  4. Participants,
  5. Chat Button, Non-verbal signals





# TEACHING...Learning Objectives

- KEEPING GALLERY OPEN...
  1. Set expectations for the session specific to the course
  2. Start with the end
  3. Explain the learning objectives in the context of the course, use the agenda
  4. Explain how the student will be assessed (test/PQS)
  5. Make sure the learning objectives are student-centered



# TEACHING...Conversation, Not Lecturing...

- KEEPING GALLERY OPEN...
  1. Segue into the teaching smoothly with minimal disruption, just talking on the topic...asking questions of the participants...cover topics conversationally
  2. Let the students engage in conversation, answer the questions in their manner, use examples, mishaps, experiences
  3. Give constant positive encouragement
  4. And use the Screen Sharing option to bring in relevant information...



# TEACHING...Screen Sharing Technique...

- USE SCREEN SHARING to illustrate something that is otherwise not explainable (charting) or to illustrate...
  1. Screen sharing is extremely powerful...and it allows us to teach...
  2. BUT – BALANCE ITS USE – DON'T JUST LEAVE IT OPEN FOR THE SESSION -
  3. Avoid screen sharing opening or reading your ppt or materials for too long...
  4. Move off the screen sharing as soon as the point is made
  5. But don't hesitate to use it to add value...



# TEACHING...Add Value with Screen Sharing

- ADD VALUE

1. YOUTUBE VIDEO – play and pause as needed...
2. WHITEBOARD – use it to draw as needed...
3. 2<sup>nd</sup> CAMERA - use to illustrate charting, physical items outside the computer




# Using YouTube - Charting

You are screen sharing 02:13 Stop Share

www.youtube.com/watch?v=VKKpZwPOvU8

Boating Safety Exam - Google Docs ABOUT BOATING SAFELY EXAM Launch Meeting - Zoom Google Drive - Zoom

navigation class



Navigation - Chart Navigation (Chart Plotting Part 1)

372,890 views • Nov 7, 2014

3.7K 64 SHARE SAVE ...

**Northeast Maritime Institute**  
21.6K subscribers

The steps for using a chart to fix your position, determine the dead

SHOW MORE

Up next AUTOPLAY

**Navigation - Course To Steer (Chart Plotting)**  
Northeast Maritime Ins...  
155K views • 5 years ago

**Rules of Go - Part 1**  
NYIG\_Go  
Recommended for you

**Course To Steer - Westview Sallinn RYA**  
Duncan Wells  
106K views • 7 years ago

**Captain License Chart Navigation - General**  
US Captains Training  
64K views • 5 years ago

**Captain License Chart Navigation - Three Poi**  
US Captains Training  
40K views • 5 years ago

**Navigation - Relative Bearings**  
Northeast Maritime Ins...  
55K views • 3 years ago

**Celestial Navigation Made Easy**  
Tippecanoe Boats  
77K views • 2 years ago







# Second Camera – Physical Items

Recording... 56:13

Participants (15)

Search

Hortensia Sampedro (Host, me)

F6 Flotilla 65 (Co-host, Guest)

iPad (14) Donald Menig (Guest)

R Richard (Guest)

RS Robert Sherman (Guest)

Sandy Beach Dictor (Guest)

a angel (Guest)

A Antonella Cassia (Guest)

Capt Ralph (Guest)

d david (Guest)

Dewey Jackson (Guest)

F Francisco (Guest)

IO Ingrid Onate (Guest)

v valerie (Guest)

Walter Runck (Guest)

yes no go slower go faster more clear all

Invite Mute All Unmute All More

Flotilla 65



# CONTINUE RHYTHM OF TEACHING...

- KEEP GALLERY OPEN
  1. Encourage questions, interruptions, relevant stories...
- KEEP GALLERY OPEN
  1. Wrap up at the end with any pending questions...
- KEEP GALLERY OPEN
  1. Take a screen shot (beginning and end) for everyone's memory!





# WRAP UP...

- Stray away from the Gallery only briefly to show something that could otherwise not be explained
- Do not leave pages of manuals, agendas, PPTs, PQS, etc. on Share Screen longer than you have to
- Smile throughout – send electronic messages of enjoyment
- Have fun – enjoy! – you are bringing knowledge to others!

The Medium is the Message



# Common sense is not as common...





LEARNING...

**YOUR  
GALLERY  
IS  
YOUR  
MAIN  
MESSAGE**



# Resources

## Zoom

- [Attend Live Training](#)
- [Video Tutorials](#)
- [Knowledge Base](#)
- [App Marketplace](#)
- [Meetings for Education \(Students & Educators\)](#)

## CGAUX Resources

1. [E- Directorate What's New](#)
2. [D7 DIV6 Training Resources](#)
  - *Six Steps to Set Up*
  - *Tips for Holding Business Meetings*
  - *Best Learning Practices for Member Training and Public Education Classes*
3. [D7 DIV6 Calendar](#)



# THE MEDIUM IS THE MESSAGE

To schedule group training

Resource for questions, practice, trouble-shooting

Feedback and observations welcome

[Hortensia Sampedro](#), DIV6, SO-MT (305) 742-8221