



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



How To Teach Virtual PE Classes – Best Practices



Best Practices for Member Training and Public Education Classes
prepared for SO-MTs, FSO-MTs and Public Education Instructors using Zoom

Version 3 Updated June 20, 2020

THE MEDIUM IS THE MESSAGE ~ Marshall McLuhan

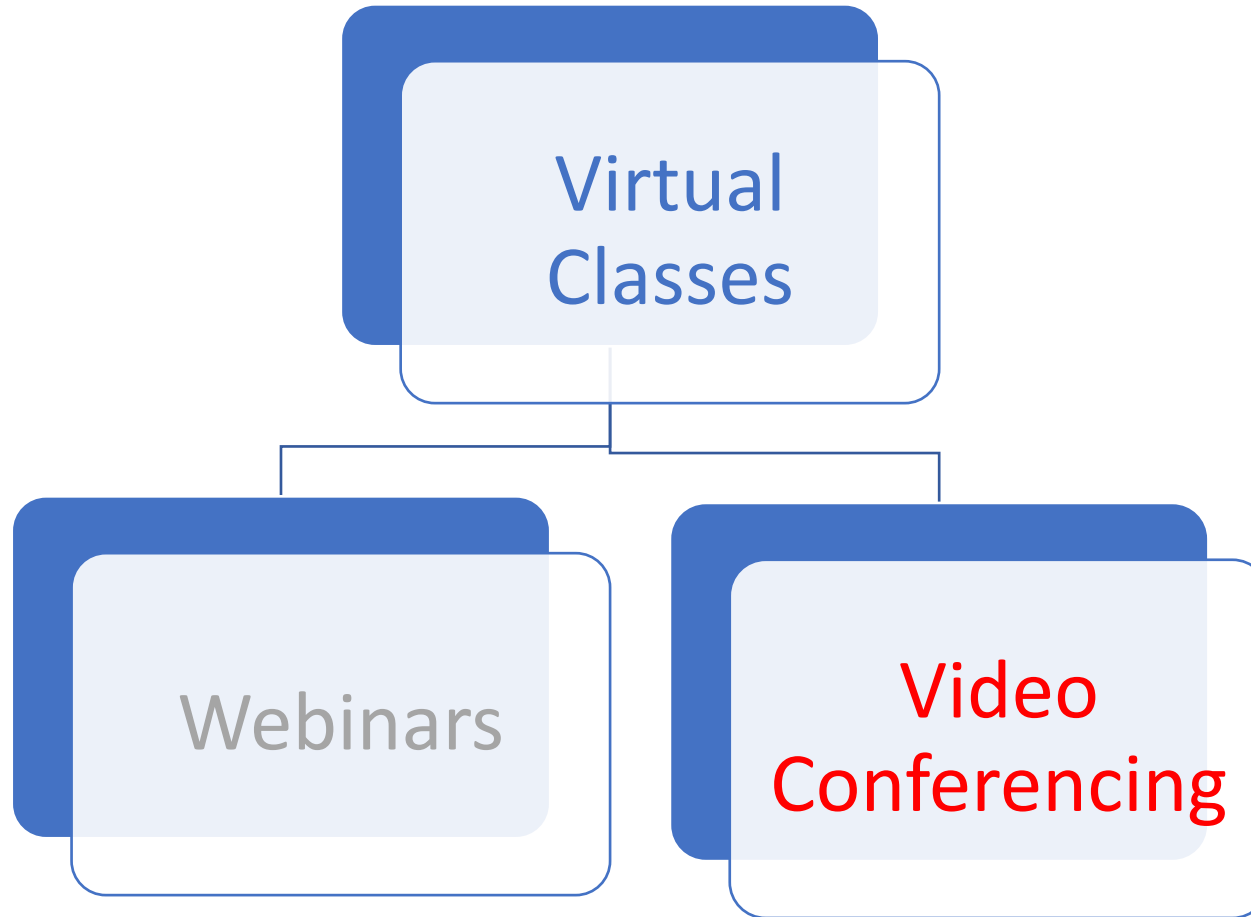


KEY THOUGHTS...

- 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...

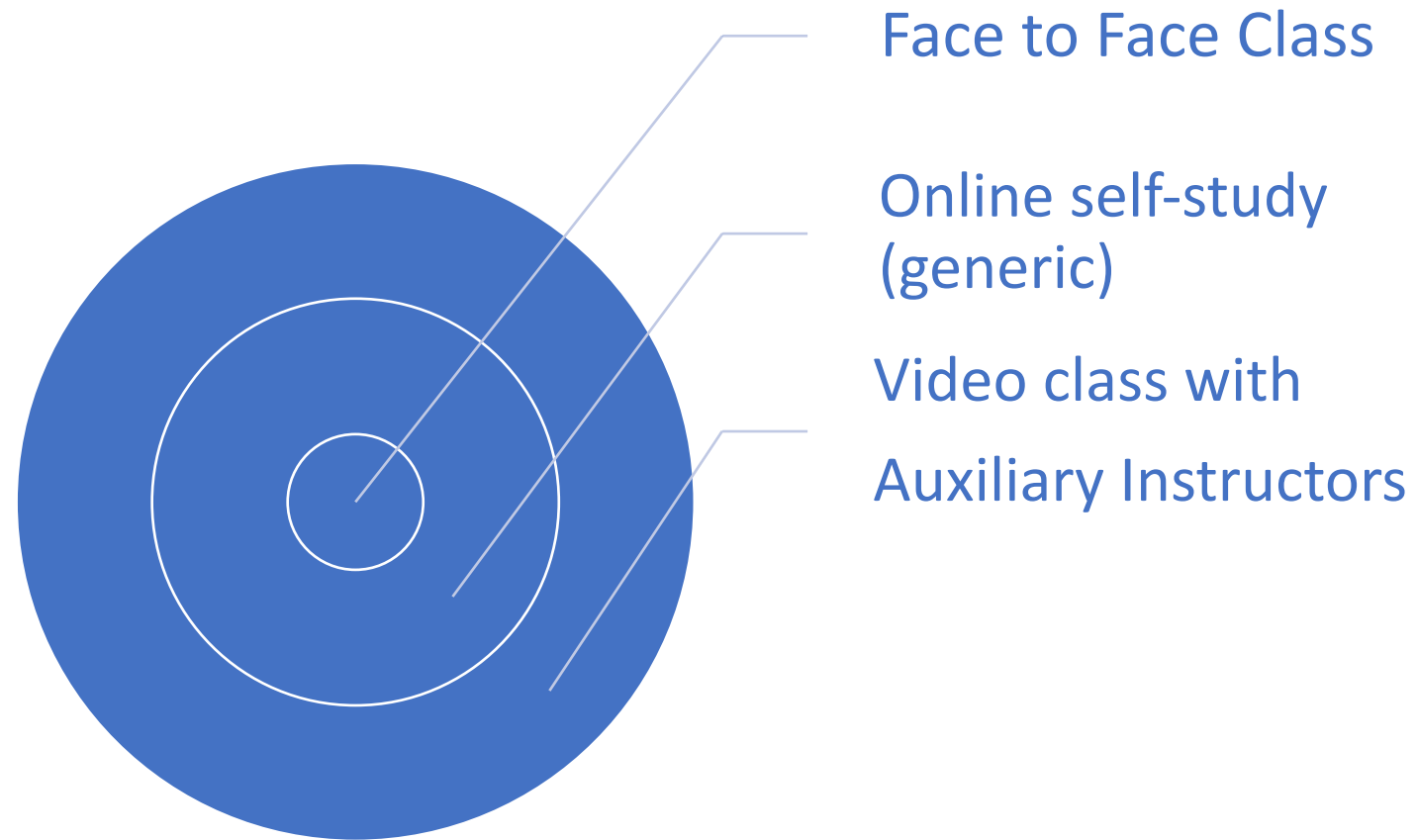


THE CONCEPT...





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	Google Calendar	Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	892 3130 9021	
Meeting Password	***** Show	
Invite Link	https://us02web.zoom.us/j/89231309021?pwd=T2wzeHJY3RCRIBiWxhtK2xuK2l1QT09 Copy Invitation	
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. 2nd 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

Navigation Safely 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 Sailing 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 Rearrinn**
Northeast Maritime Ins...
55K views • 3 years ago
- Celestial Navigation Made Easy**
Tippecanoe Boats
77K views • 2 years ago



Direct to Charting Program

Navigation View AIS Tools Help

HURRICANES AND TROPICAL STORMS
Hurricanes, tropical storms and other major storms may cause considerable damage to marine structures, aids to navigation and moored vessels, resulting in submerged debris in unknown locations. Charted soundings, channel depths and shoreline may not reflect actual conditions following these storms. Fixed aids to navigation may have been moved or destroyed. Buoys may have been moved from their charted locations, damaged, sunk, extinguished or otherwise made inoperative. Mariners should not rely upon the position or operation of an aid to navigation. Wrecks and submerged obstructions may have been displaced from their charted locations. Pipelines may have become uncovered or moved. Mariners are urged to exercise extreme caution and are requested to report aids to navigation discrepancies and hazards to navigation to the nearest United States Coast Guard unit.

SOUTH CAROLINA
EDISTO ISLAND
ST. HELENA SOUND
PORT ROYAL SOUND
HILTON HEAD ISLAND

AIS target list

Trk	Name	Call	M... ▲	Class	Type	Nav Status	Brg	Range	CoG	Soc
1	AL QIBLA	9HA...	256576000	A	Cargo S...	Moored	286	3.33	022	0.0
2	OCEAN VICTORY	WD...	303327000	A	Military ...	Moored	294	7.43	019	0.0
3	EOS	ZCP...	319087000	A	Pleasure ...	At Anchor	-	-	-	-
4	C2		319268000	A	Unknown	Moored	-	-	-	-
5	DEALER'S CHOICE		338092728	A	Unknown	Moored	099	3.60	-	-
6	REELIN & DEALIN		338233163	B	Unknown	-	-	-	-	-
7	CAPE DOUGLAS	WM...	366670000	A	Cargo S...	Moored	291	5.77	000	0.0
8	CAPE DECISION		366698000	A	Unknown	Moored	291	5.85	000	0.0
9	ELIZABETH ANN	WCZ...	366773150	A	Tug	Underway	295	3.70	317	0.0
10	MISS CATE	WDF...	366811590	A	Tug	Undefined	288	3.54	326	0.0
11	MISS GILL		367122690	A	Unknown	Underway	228	5.31	300	0.0
12	ELIZABETH TURECAMO		367300590	A	Unknown	Underway	291	5.71	263	0.0
13	ATLANTIC COAST	WD...	367307850	A	Tug	Underway	296	3.88	306	0.0
14	GEORGE HOLLAND	WDE...	367371850	A	Vessel To...	Underway	281	5.80	208	0.0
15	CAPT JIMMY T MORAN		367382920	A	Unknown	Underway	-	-	-	-
16	MISS EMILY	WDF...	367430760	A	Vessel To...	Undefined	270	4.02	-	0.0
17	VIRGINIAN	WDF...	367433140	A	Vessel Dr...	Restricted ...	287	3.56	317	0.2
18	ATLANIAN	WDF...	367473180	A	Vessel Dr...	Undefined	270	4.01	044	0.6
19	CAPTAIN ED	WDF...	367473210	A	Tug	Underway	287	3.48	193	1.6
20	ATLANTIC DAWM		367482610	A	Unknown	Underway	280	5.76	277	0.0

Flotilla 65
Walter Runck
iPad (14) Donald Menig

1:323300



Second Camera – Physical Items

The screenshot shows a Zoom meeting interface. The main video area displays a close-up of a black compass with a white face and a red needle, and a pair of blue-handled pliers. The top of the screen shows a gallery view of participants: Hortensia Sampedro, Flotilla 65, Robert Sherman, Capt Ralph, Sandy Beach Dictor, and Richard. The right sidebar lists 15 participants, including Hortensia Sampedro (Host, me), Flotilla 65 (Co-host, Guest), iPad (14) Donald Menig (Guest), Richard (Guest), Robert Sherman (Guest), Sandy Beach Dictor (Guest), angel (Guest), Antonella Cassia (Guest), Capt Ralph (Guest), david (Guest), Dewey Jackson (Guest), Francisco (Guest), Ingrid Onate (Guest), valerie (Guest), and Walter Runck (Guest). The bottom of the screen shows meeting controls: a "Recording..." indicator, a timer at 56:13, and buttons for "yes", "no", "go slower", "go faster", "more", "clear all", "Invite", "Mute All", "Unmute All", and "More".



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