Considerations for Moving the Classroom Online

Follow these steps to consider the options for converting your classroom-based training to the virtual environment:

1. **Determine why you need to move the classroom online:**
   - Respond to limitations during and after a pandemic.
   - Decrease the need for a large travel budget.
   - Provide contingency during extreme weather.
   - Train safely during regional conflict or political unrest.
   - Alleviate strain on staff to travel to train and be trained.
   - Scale training quickly to expand reach.
   - Increase the reach and availability of your training.

2. **Get to know the different learning environments:**

<table>
<thead>
<tr>
<th>Live online learning (synchronous)</th>
<th>Self-study online learning (asynchronous)</th>
<th>Blended learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor-led</td>
<td>Self-paced</td>
<td>Participants learn in multiple learning options</td>
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<tr>
<td>Interaction in real-time</td>
<td>Learners do not interact with a trainer</td>
<td>Can be a combination of any learning option</td>
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<tr>
<td>Usually video and audio</td>
<td>Participants are learning at different times</td>
<td>Allows for flipped learning</td>
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<tr>
<td>Examples:</td>
<td></td>
<td>Examples:</td>
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<tr>
<td>Video conferencing</td>
<td>Self-paced online modules</td>
<td>Combination of any virtual learning options</td>
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<tr>
<td>Teleconferencing</td>
<td>Video content</td>
<td>Combination of virtual and face-to-face options</td>
</tr>
<tr>
<td>Live chatting</td>
<td>Podcasts</td>
<td>Allows for adaptation of the content and activities in the best eLearning mode</td>
</tr>
<tr>
<td>Live streaming lectures</td>
<td>Social media discussions</td>
<td>More complicated to develop</td>
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<tr>
<td>+ Encourages learners to participate and be held accountable, immediate answers and feedback</td>
<td>+ Allows for independent learning at the learner’s defined pace and time.</td>
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<tr>
<td>- Requires scheduling gathering a group of learners, and dedicating a facilitator’s time.</td>
<td>+ Difficult to keep the learner engaged to fully complete the course and does not offer real-time answers from a trainer or expert.</td>
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3. **Determine the best delivery method:**
   - Do a needs analysis to determine the best method for your purposes.
   - Use the Needs Analysis Tool included in this course.

4. **Consider the logistics:**
   - You also must consider where your courses will live or from where they will launch. Determine your needs by asking these questions:

   **TRACKING**
   - Do you need to track completion, grades, attendance, prerequisite completion, or progress?

   **CERTIFYING**
   - Are you looking to certify or provide badging based on your course?

   **ACCESSING**
   - Who needs or should have access? Is access paid, open, or something else?

   **TAKING**
   - Are all learners able to take the course, given their technology resources, literacy level, utility reliability, and work/family life?

   **GROUPING**
   - Can learners take the course on their own or must they be part of a cohort?

   **SCHEDULING**
   - Do you have the need to schedule the course for a specific time, for a specific duration, or is it offered constantly?

   **CONTINUING**
   - Is this learning an isolated event or is it part of what a learner may continue to learn with you?