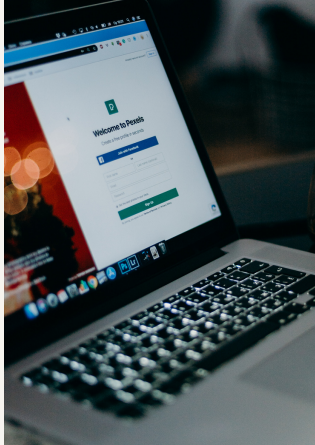# HUB ACCESS & CHECKLISTS

Let's Get Started...

online 2.0 TEACHERS

WELCOME!

HUB ACCESS

REGISTER - CLICK "REGISTER" LOGIN

If this is your first time, please click on the "REGISTER" button below to register for the HUB. You only need to register once, unless you change your email address! :-)

REGISTER

LOG IN - CLICK "LOGIN" BELOW

After you REGISTER, to LOGIN simply click on the button below whenever you would like to LOGIN to the HUB.

LOGIN

NEED HELP?

If you need technical support with anything on the HUB, please click on the SUPPORT button below and provide a support ticket explaining the problem you're having. Feel free to attach a screenshot of the problem, too!

SUPPORT

LIST OF SKILLS

This is a list of 18 online teacher skills organized by major skill categories of adult learning, planning, delivery and technology and tools.

A

ADULT LEARNING

Engaging
Sequencing Learning
Accommodating Learning Styles
Creating Safety

B

PLANNING

Proposing & Promoting a Webinar
Creating Activities & Lesson Plans

C

DELIVERY

Communicating, Enhancing, Engaging,
Onboarding, Listening, Transitioning
Maximizing Group Dynamics
Maximizing Feedback, Overcoming Resistances

D

TECHNOLOGY & TOOLS

Enhancing Learning With AV
Using computer-Based Strategies
Using Internet-Based Strategies
Using Web-Conferencing Platforms

CHECKLIST

Teacher_____ Evaluator_____ Date____

		YES	NO
1	Engaging	☐	☐
2	Sequencing Learning	☐	☐
3	Accommodating Learning Styles	☐	☐
4	Creating Safety	☐	☐
5	Proposing & Promoting A Webinar	☐	☐
6	Creating Activities & Lesson Plans	☐	☐

Comments/Examples

CHECKLIST

		YES	NO
7	Communicating	☐	☐
8	Onboarding	☐	☐
9	Transitioning	☐	☐
10	Maximizing Group Dynamics	☐	☐
11	Listening	☐	☐
12	Enhancing	☐	☐
13	Engaging	☐	☐
14	Maximizing Feedback	☐	☐

CHECKLIST

		YES	NO
15	Enhancing Learning With AV	☐	☐
16	Using Computer-Based Strategies	☐	☐
17	Using Internet-Based Strategies	☐	☐
18	Using Web-Conferencing Platforms	☐	☐

Comments/Examples

MULTIPLE-CHOICE

Use this for practice tests with multiple-choice questions.

1

COMP

2

COMP

MULTIPLE-CHOICE

Use this for practice tests with multiple-choice questions.

3

COMP

4

COMP

MULTIPLE-CHOICE

Teacher_____ Evaluator_____ Date____

Question 1

Question 2

Question 3

Question 4

Checklist: 18 Online Teacher Skills List

Adult Learning

1. Engaging
2. Sequencing Learning
3. Accommodating Learning Styles
4. Creating Safety

Planning

5. Proposing & Promoting a Webinar
6. Creating Activities & Lesson Plans

Delivery

7. Communicating
8. Onboarding
9. Transitioning
10. Maximizing Group Dynamics
11. Listening
12. Enhancing
13. Overcoming Resistances
14. Maximizing Feedback

Technology & Tools

15. Enhancing Learning With AV
16. Using Computer-Based Strategies
17. Using Internet-Based Strategies
18. Using Web-Conferencing Platforms

Checklist: 18 Online Teacher Skills

Adult Learning

1. **Engaging** - The online teacher understands and can apply principles of adult learning to webinar development and delivery. This includes engaging learners to identify their own learning needs; helping attendees set personal learning objectives; drawing on and incorporating attendees' past experiences and expertise; using experiential and interactive webinar techniques; helping attendees apply content to their jobs; and creating practice opportunities during the webinar.

2. **Sequencing Learning** - The online teacher understands the typical stages in the development and mastery of new knowledge and skills; understands the adult learning paradigms that represent these steps (i.e. levels of learning, conscious/unconscious competence) and can develop training materials that promote sequential development. The online teacher knows how to use computer applications and communication strategies to promote transfer of learning and skill building by preparing attendees to attend webinar, and by providing regular opportunities for follow-up and coaching after the webinar.

3. **Accommodating Learning Styles** - The online teacher knows the basics conceptual frameworks of learning theory; understands how individual development and cultural background can impact learning preferences; and can develop and use facilitation strategies that address a variety of learning styles and preferences.

4. **Creating Safety** - The online teacher recognizes the impact of the webinar environment in facilitating or impeding learning; can arrange the training space to promote comfort, interaction, and group development. The online teacher orients attendees to a comfortable learning environment, including preparing learning environment (i.e., turn off phones, notify family or colleagues, etc.), greeting and engaging attendees, and attending to the social, emotional and comfort needs of the learners.

Checklist: 18 Online Teacher Skills

Planning

5. **Proposing & Promoting A Webinar** - The online teacher can write learning objectives and propose attention-grabbing titles for potential webinars, as well as propose webinar topics to employers. The online teacher can outsource or develop strategies to promote webinars that are both offline (i.e., newspaper ads, TV ads, flyers, interviews, etc.) and online (i.e., email blasts, social media, articles, blog posts, search engine optimization, search engine marketing, video marketing, etc.). The online teacher can outsource or develop an offline or online system to handle registration and customer service of attendees.

6. **Creating Activities & Lesson Plans** - The online teacher can create activities and exercises, timelines, content, processes and outcomes for each webinar for adult learners in ways that are engaging, sequence learning, accommodate learning styles and create safety. The online teacher can develop learner outcomes that are content and adult learner specific.

Delivery

7. **Communicating** – The online teacher can use a variety of self-management strategies to reduce personal stress and stage fright associated with public speaking. The online teacher understands the impact of tone of voice on both the quality of the presentation and receptivity by attendees. The online teacher knows the importance of speaking clearly at an appropriate volume; can vary volume, pace, tone, and inflection to maintain attendees' attention; and can avoid unnecessary and distracting vocalizations ("uh," "ummm," "you know," "like," "I mean."). The online teacher can adjust his/her presentation methods, use of language, and group management style to achieve the optimal level of formality for the group, and/or to match learners' level of expertise.

8. **Onboarding** - The online teacher provides an orientation to attendees prior to the first webinar or as part of the first webinar. Ideas for orientations include such items as tips for overcoming fear of using technology, FAQ's, how to use the web-conferencing system, tips and how to handle technical difficulties.

9. **Transitioning** - The online teacher knows how to use welcoming techniques, "ice-breaker" exercises, introductions, and other activities to create a positive group climate and begin the engagement process. The online teacher knows how to use transition phrases between segments of a webinar. The online teacher knows how to appropriately end a webinar on time.

Checklist: 18 Online Teacher Skills

10. **Maximizing Group Dynamics** - The online teacher understands the stages of group development; and knows a continuum of strategies appropriate for groups at different stages of development. The online teacher knows questioning and other strategies to keep the group focused, on task, and within established time frames, while remaining responsive to group needs and concerns.

11. **Listening** - The online teacher can use reflective and resonate listening and feedback to encourage group involvement, to clarify and expand upon attendee contributions, to guide the direction of the discussion, and to enhance attendees' understanding of the content and concepts. The online teacher can ask questions for a variety of purposes, such as clarifying, expanding, defining, summarizing, etc.

12. **Enhancing** - The online teacher can use verbal enhancers that more fully communicate and explain essential concepts and information, including examples and illustrations, storytelling, creative phrasing, analogies, quotations, rhetorical questions, and comparing-and-contrasting concepts. The online teacher can summarize and bridge to help preserve continuity when moving between segments of the training.

13. **Engaging** - The online teacher knows strategies to engage and involve attendees who display resistance or a lack of involvement, or who exhibit behaviors that interfere with the development of constructive group process.

14. **Maximizing Feedback** - The online teacher can use information from oral and/or written participant evaluations, evaluation summaries, and feedback from attendees and appropriate agency staff to identify opportunities for improving skills and future webinar delivery.

Checklist: 18 Online Teacher Skills

Technology & Tools

15. **Enhancing Learning With AV** - The online teacher can design, develop and incorporate a variety of audio-visual materials including videos, audios, slides and images to enhance the training and reinforce learning. The online teacher knows how to select and incorporate audio-visual materials that best support the content being presented. The online teacher can design and develop presentations and demonstrations using software such as Power Point or Keynote.

16. **Using Computer-Based Strategies** - The online teacher can operate computer and phone and make emergency modifications on the fly, if needed. The online teacher can use a contingency plan with alternative instructional methods in the event of equipment failure or unexpected emergency.

17. **Using Internet-Based Strategies** - The online teacher knows how to use Internet-based communication strategies such as group e-mail, chat rooms, polls, roster, breakout rooms, to promote dialogue and interaction among learners during a session. The online teacher can make necessary modifications in presentation methods for web-conferencing, including: proper placement of equipment; positioning oneself relative to the camera and to attendees, if necessary; modulating volume and tone of voice; responding to questions and comments from group members, and training strategies that avoid "talking heads." The online teacher can address and resolve basic technical problems in computer or web-conferencing tools during training sessions.

18. **Using Web-Conferencing Platforms** - The online teacher knows how to use at least one form of web conferencing tool like Zoom meetings or webinars, GoToMeeting, GoToWebinar, Google Meet, Cisco Webex, Microsoft Teams, Skype, Slack, Adobe Connect, FaceTime, etc. The online teacher is comfortable testing new systems as required by employers.