TEACHING VIRTUAL CLASSES

10 Steps to Success

Frequently Asked Questions

10 STEPS
TO SUCCESS

DECIDE WHAT PLATFORM YOU WILL USE.

We recommend that you use whatever platform your organization uses, whether that is Zoom, GoToMeeting, Moodle, Microsoft Teams, etc. Make sure you have access to the platform, you are comfortable with the platform, and that your meeting with the students will be secure.

SCHEDULE YOUR CLASS.

Let us know the date(s) and time and whether you accept students from outside your organization, town, or state. We can help students looking for a virtual class find and register for your class, but only if we have advance notice that the class is occurring! In addition, since the class is 5.5 hours long (without CPR), many providers are opting to break the course up over a period of 2, 3, or 5 days instead of teaching the whole class in one sitting. Let us know if you need help planning out which modules to cover per class meeting; our Director of Programs Jen Wyrick can send you suggested schedules.

RECRUIT STUDENTS!

Advertise your class in your organization's newsletter, mailings, and social media. Provide for easy registration. Determine student participant limit in advance and let people know that space is limited. As a side note, we recommend no more than 6-10 students in a virtual class.

ORDER STUDENT HANDBOOKS EARLY.

It is a requirement that each student receive a Student Handbook ($18 each) to use in class and keep at home for reference after class. Order as early as possible. Due to shipping delays common during the current pandemic, we recommend ordering at least three weeks prior to your class date. Order a few extra Student Handbooks to accommodate late registrants.

DISTRIBUTE MATERIALS.

Some sites designate a pick-up time for parents and students to pick up materials before the class date, while others mail or ship a handbook out to each student (you can include a shipping surcharge in your class fee). Many sites include a diaper with the student handbook so students can practice on a doll at home.

GET (AND GIVE) FEEDBACK.

Provide the link for students to fill out the online Student Evaluation Form. Share your own feedback about virtual classes with us so that we can continue to improve the virtual experience! And remember to submit your class roster within two weeks.

HAVE AN EXTRA INSTRUCTOR HELP WITH THE CLASS.

Having more than one Instructor is helpful because one person can focus on running the technology that comes with virtual learning, while the other Instructor focuses on presenting the material and leading the class discussion.

SEND THE SAFE SITTER® LETTER TO PARENTS.

With virtual classes, it is even more important that you distribute the Safe Sitter® Letter to Parents, so that parents of graduates are aware of their responsibilities and can provide support to their child when he or she begins babysitting. Email them the PDF Letter (download in advance from Instructor Resources on the Safe Sitter® website) immediately after the class.

PRACTICE, PRACTICE, PRACTICE.

Practice using the platform, even if you have used it previously. Login to Instructor Resources on the Safe Sitter® website and download the resources available for virtual classes, including the digital presentation and digital games, both especially designed for virtual classes. Practice using the new digital presentation and practice facilitating the new digital games. Remember that the online guided discussion will be different, make adjustments and jot down notes in your Instructor Manual to help the class go smoothly.

SCHEDULE YOUR NEXT CLASS!

Virtual classes provide a tremendous amount of flexibility, so you may be able to offer these classes more frequently to meet interest from parents and students in your communities.

FREQUENTLY ASKED QUESTIONS

Are Student Handbooks required?

Student Handbooks ($18 each) are required for each student. Students must receive their Handbook prior to class so that they can use it during class and reference it later as needed.

How do I get handbooks to students if the class is virtual?

For virtual class, some providers designate a pick-up time for parents and students to pick up the Student Handbook and any other class materials, while others ship a Handbook out to each student (you can include a shipping surcharge in your class fee). Many sites include a diaper with the Student Handbook for students to use during diapering practice.

Should we still distribute Completion Cards?

Yes, students that attend all sessions of your course should receive their Completion Cards. We have a digital version available on Instructor Resources that you can complete and email to each student afterward. Or, you can complete and mail the physical cards after the class, along with small prizes the students may have won during class games. Both are great opportunities to congratulate the students and conclude their Safe Sitter® class experience!

Are there other courses I can teach virtually?

Yes! Safe@Home is a program for 4th-6th graders that teaches them how to stay home alone unsupervised for short periods of time. This has been a popular program recently, because it is both pertinent (many parents are at work while kids are home from school) and easily adapted to remote learning. This program is primarily discussion-based, does not require teaching rescue skills, and is 90 minutes to 2 hours long. As with Safe Sitter® Essentials, each student must have a Student Booklet ($10 each) to use during class and keep afterward.

Do I have to give students breaks?

Virtual classes require just as much focus and concentration as in-person classes, so it is important to give students a break in between modules. Give students a chance to go to the restroom, get a drink of water, or get up from the computer to stretch. If students are getting restless, ask everybody to get up for a quick game of Hokey Pokey before settling back down again.

Do I have to follow the schedule? Do I have to teach the entire class?

All of the modules are required and should be taught in order, but if you have special time constraints or need to make adjustments, please reach out to Jen Wyrick, Director of Programs, for assistance. Jen can create a custom schedule that will meet your needs and ensure the best experience for your students.

What do I do about skills practice? How do I teach choking rescue or CPR?

While CPR is optional, it is still a requirement to teach choking rescue. Demonstrate the skills on camera using a manikin, while students practice at home on a baby doll. Watch them practice, give feedback based on what you see, and be proactive about correcting common mistakes (hand placement, amount of force, etc.) You can find the common mistakes on the "Notes to Instructor" page after each section on choking.

Some Registered Providers prefer to offer an opportunity for students to come on-site for rescue skills practice and feedback. This is not required, but providers may offer a "blended learning" course that adds this on to their virtual class.