

ACTIVITY SELECTION GRID

Virtual classroom applications offer a variety of tools that trainers can use to engage participants and to create an effective, interactive learning environment. Here are some common tools available in virtual classrooms and example activities employing the tool. *Note: Not all synchronous tools are available in all virtual classroom software, and each tool's features may vary.*

SYNCHRONOUS TOOL	DESCRIPTION	EXAMPLE
Chat	Allows participants to type messages and send them to other participants, the facilitator, or the entire class.	Assign learning partners to have a private chat where participants share the most important take-away they learned during the session.
Whiteboard	Offers space for brainstorming and group writing or drawing.	Draw a grid on the whiteboard and assign a square to each participant. Have participants draw a picture to review a key idea presented during the session.
Annotation	Allows participants to mark up the PowerPoint slide or whiteboard with a virtual drawing pen or other marks such as a check or an "X."	Display a PowerPoint slide with a multiple choice question. Ask participants to answer the question by making a mark next to their choice(s).
Poll	Asks participants to answer one or more questions. You can choose whether or not to share the results.	Quiz participants on any pre-work assignments.
Breakout rooms	Allows for multiple, simultaneous, small group interactions, separate from the main group.	Create practice exercises for groups of three: one person to practice, one person to partner, one to observe and report.
Application sharing	Displays to all participants a software application that's open on the facilitator's (or the sharer's) computer.	Have a participant share his or her application and demonstrate how to perform a task in an application.
Web browser sharing	Allows facilitator to launch a website that participants can then navigate to individually or simultaneously.	Send participants on a "scavenger hunt" to find reference materials related to content on a website.
Audio or video	Shows participants short multimedia clips.	Ask participants to watch a short video clip or listen to an audio clip and identify examples and non-examples of a skill demonstration.
Notes	Allows participants to save typed notes for access after the event.	Ask participants to write in key ideas to remember.