

DSHS Virtual Classroom Training Application

DATE		
CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
TRAINING PROGRAM NAME		TRAINING PROGRAM NUMBER

“Virtual classroom” means a synchronous, instructor-led, remote learning environment conducted in real time using video conferencing technology that allows:

- a. For two-way audio and video communication between the instructor and all students;
- b. The instructor to monitor student engagement;
- c. The instructor and students to participate, interact, present, show work, and ask and answer questions;
- d. The instructor to break students into virtual small groups for work and discussion if required by the curriculum;
- e. The instructor to monitor each small group individually as they work and interact;
- f. The instructor to maintain a record of attendance;
- g. The student to be able to provide feedback and evaluation at the end of course.

Please provide the following information:

1. What video conferencing software or application will you use for your virtual classroom (i.e., Zoom, Skype, etc.)?
2. How will you modify your classroom activities for effective instruction in a virtual classroom environment? (Please provide at least (3) three examples.)
3. What courses will you offer through the virtual classroom?
4. How do you provide training materials to learners?
5. How will you verify identification of the students?
6. For courses requiring tests, how will you administer and proctor the tests?
<p>7. DSHS requires that you either submit a recorded demonstration of the virtual classroom in use, or schedule an opportunity for the department to view a live example of the virtual classroom.</p> <p><input type="checkbox"/> I have included a recorded sample of the virtual classroom environment with this application.</p> <p><input type="checkbox"/> Please contact me to schedule a live example of the virtual classroom and provide some dates and time you are available for live demonstration.</p>

Please submit your completed application to TrainingApprovalTPC@dshs.wa.gov.