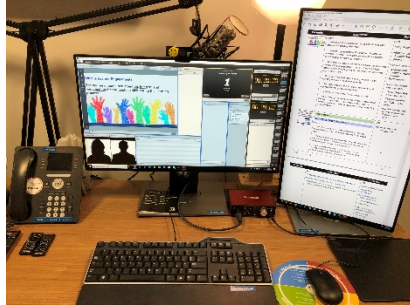# Training and Evaluation Branch (AMA-023) Virtual Training Opportunities

To better support your training mission, the Academy's Training and Evaluation Branch (AMA-023) has increased virtual training offerings. Take advantage of these great opportunities to learn about different online learning and collaboration tools like Blackboard, Zoom, and Adobe Connect.

Workshops

- **10531004_Blackboard Basics Workshop (Tuesday & Wednesday, Optional Q & A on Thursday)**
  This approximately four-hour workshop is intended to demonstrate basic tools in Blackboard. An interactive live Zoom session will be held for the first two hours of the course. Students will then have the remaining 2 hours to practice their newly acquired skills. Students will learn how to navigate Blackboard as an online instructor and how to utilize commonly used tools within the course. Students will be provided job aids; including written and video resources. The workshop will be supplemented with a discussion session to answer questions or provide demonstrations.

- **10500039_Just-In-Time Workshop: Zoom (Monday & Wednesday)**
  This 2.5-hour Zoom Workshop is designed to equip new Zoom users with basic knowledge of Zoom functions and capabilities, teach the fundamentals of online instruction, and to allow students the opportunity to practice using Zoom features. The first half of the class is focused on explaining what Zoom is and what it can do for the user. The second half of the workshop is focused on techniques for teaching in a web-based classroom. Finally, any time remaining is dedicated to coaching. Students are given time to practice using any Zoom functions they expect to use. The workshop is a combination of lecture with PowerPoints, demonstration and finally assessment of student learning through their hands-on demonstration of Zoom functions.

- **10500039_Just-In-Time Workshop: Adobe Connect for Presenters (Tuesday & Thursday)**
  The Adobe Connect Presenter's Workshop is a 2-hour workshop that provides a high-level view of Adobe Connect from a Presenter's perspective. It provides familiarization of the various pods in the Adobe Connect Classroom and how they can be used. It explores the concepts of Breakout Rooms, Whiteboards, and Layouts as well as the function of the Participant Status tool. It examines what the roles of Host/Producer and Instructor/Presenter do, but not how the Host/Producer and Instructor/Presenter perform their duties.

Course

- **10531002_Virtual Instructor Training (VIT) 5-Day Compressed Course (Monday – Friday)**
  This course provides foundational skills for instructors to deliver live, instructor-led training in a virtual environment over a five day period. Each day includes three hours of self-directed reading assignments made available through Huddle; and two hours of live, online instructor-led training using Adobe Connect. Topics include the theory and practice of online instructing, virtual team teaching roles, student engagement strategies, classroom management practices, effective online communication techniques, technology mishap management, as well as an introduction to Adobe Connect instructional tools. Students will also facilitate a live, virtual teach back lab to the class.