



Best Practices for Use of iLead as a Virtual Classroom Program

The Best Practices below demonstrate how iChoose, the first volume of iLead, can be facilitated virtually through a platform such as Zoom or Google Classroom/Hang Out.

- 1) Review the role of a facilitator and consider which students you would like to be facilitators. You, as the educator, will be the sponsor and will be available to help if they get stuck, or as a resource should any significant issues surface. Send the designated Facilitator the link to the [iChoose Facilitator Guide](#).
- 2) Email lesson one to students and suggest they print it out or find a notebook to record their answers. Also, send out the ground rules that lay out what the process of participating in a roundtable looks like. (Available at www.jmlf.org/iLead) Please ask each participant to take the iChoose pre-survey: [iChoose Content Pre-Survey](#)
- 3) Secure Zoom, Google Hangout or a similar platform that will allow you to video conference with students. Many of these options are free.
- 4) Set meeting time and send electronic invites to students, along with a note letting them know they need to have lesson one and a pen to be ready to participate. No pre-work is needed.
- 5) For your first lesson, you will need to take about 15 minutes to set up the experience. You will want to address basic best practices of using Zoom, as well as set the tone for how the roundtable experience will go. (A sample script is available at JMLF.org/iLead)
- 6) Begin the roundtable. The Facilitator will need to be proactive to keep this moving quickly. Provide a list of participants in the chat feature and let people know that is the order you are moving in. Facilitator should call out the next person to read until the group gets into the rhythm.
- 7) Remember to follow the icons. Be clear to tell participants that the action item will be revisited at the beginning of the next lesson and each participant will be asked to provide an update on how well they lived out their action step. Suggest they come up with a plan to help them remember to live it out, such as put it in your phone as a reminder, leave a note on your mirror, ask a friend to hold you accountable, etc.
- 8) You may want to set up a place to have ongoing discussion to allow participants to interact during the week. This can be done as a closed Facebook group, a What's App group chat, a text group or whatever works in your setting.
- 9) Moving forward you will want to send out the lesson the day before the scheduled meeting. Remind participants that they will be asked to share how successful they have been in living out their action step.
- 10) When you finish Unit One please reach out to Melissa.Linares@jmlf.org and request Unit 2. Please share about your experience and pass on any positive or negative feedback you have received from participants.