

HOW TO INCORPORATE MICROLEARNING TECHNIQUES INTO VIRTUAL CLASSROOM LESSONS



TOOLS YOU CAN USE



Use video prior to virtual classes to get introductory comments out of the way.



Use App Share to play short games that reinforce knowledge. Tip: Scenario-based games are very effective in live lessons.



End class five minutes early and send learners to a blog so they can quickly capture key points or answer discussion prompts.



Play the first minute of a podcast during a live lesson to encourage learners to complete it later on.



Use email to share logistics, objectives, and other administrative tasks and then purposefully don't restate these during live time.



Use File Transfer to send an editable worksheet that learners can complete using App Share in breakout rooms.

4 Ways to Make WHITEBOARDS INTO MICROLEARNING

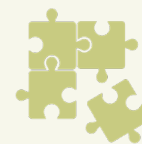
01. INFOGRAPHICS

Create infographics for key information, and use them instead of slides. Make them available. Learners will use these long before they open old slide decks to look for information.



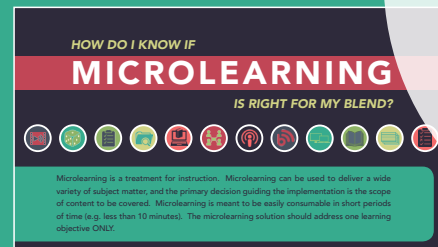
02. ACTIVITIES

Create activities where learners generate content and add to the whiteboard. They should be about three minutes:



03. JOB AIDS

Share job aids on whiteboards so you can explain how to use them in context, and mark them up along the way.



04. SHARING

When a great whiteboard is created, grab a screen shot and share with the class to be used as a reinforcement later. Instant microlearning!



✓ Learners X

✓ Speaker

@InSyncJennifer - (Host, me)

✓ Attendee: 0

✓ Chat X

From @InSyncJennifer - to All Learners

3 Ways To Use Chat as a Microlearning Tool:

1 - Paste a link to a short video or eLearning for learners to watch during a live lesson. (For example: <https://tinyurl.com/ycf5apaq.>)
Tip: Mute all conference lines and remind learners to turn on computer audio.

2 - Paste top takeaways from the lesson in the chat as you are wrapping up to reinforce key messages, and encourage learners to copy your messages. **Tip: Have these messages ready to copy/paste from a Word document.**

3 - Have learners share their top takeaways at the end of the lesson, and transfer to a wiki or discussion area dedicated to this content. This is the start of a community of practice. **Tip: Use this forum to market future classes.**