



Virtual Class Checklist

Leading a virtual class requires a basic understanding and level of comfort with computers, webcams, streaming videos, and technology. We do offer training on the technical aspects of leading a VC. Contact us at Dana@hishealinglight.org if you are interested in this training.

1. Pray and ask the Lord if it is His will for you to lead a virtual class. Move forward as you feel he is directing you.
2. To prepare yourself to lead, Attend Boot Camp training if possible. Purchase a Leader's Guide (available at hishealinglight.org). Purchase a Training DVD or the streamed version on our website. Purchase a subscription plan for streaming lessons(if you purchase the All Class Access, it includes a free code for students to watch for free on their own) or a DVD/FD set.
3. To ensure a smooth virtual class experience, it's essential to have the proper equipment. The leader will need access to a computer with the following: a processor of 2 GHz or faster—a quad-core processor is very beneficial—4 GB RAM or more significant (if you are screen sharing or sharing a video through your computer). A high-speed internet connection with a connection speed of 1.5 MBs or better. A keyboard and mouse. Speakers, headphones (suggested for confidentiality), and microphone. A web camera that is capable of video web conferencing.
4. When choosing a platform for your class, consider your needs and the features each platform offers. gotomeeting.com, zoom.com, Skype, and Facebook Messenger are a few options. Keep in mind that some platforms charge a fee. If you don't want to cover this cost yourself, increase your registration fees. Check to make sure you can broadcast the lessons through the platform you choose.

Additional information:

Virtual classes will be 30 weeks instead of 29 to allow for one night of technical set-up and orientation. There should be no more than seven students in each class.



Leading a Virtual Class

Frequently asked questions:

1. **Are participants able to connect with each other?** Yes, the feedback has been very positive, indicating that it isn't much different than being in a regular small group.
2. **Will I be able to see people's expressions?** Yes, especially if you are using a larger monitor such as a desktop computer or laptop.
3. **How 'techy' do I need to be?** A little techy is helpful. You will probably do fine if you have watched or streamed a movie or listened to music on a computer.
4. **Does my time zone matter?** No. So far, our virtual classes have spanned multiple time zones, and participants adjust according to their time zone.
5. **Will I be able to hear the quiet ones?** Yes, especially if you use the recommended headset or earbuds.
6. **What about confidentiality?** Confidentiality rules apply just as they do in a regular small group. Participants need to sign the "Statement of Understanding." They can either download it from our website or you can mail a form to them. The signed document can be mailed or scanned and emailed back to you.
7. **Is there an issue if other people are in my home?** Not if each participant uses a headset. Then if another person comes into the room, they can't hear what anyone is saying.
8. **Can I do a VC if I have an old computer?** Possibly, but it will likely be frustrating. One way to compensate is to have only one window open at a time in your browser. A computer with a Quad Core processor is the best option but not a necessity.
9. **I have a Mac/Apple, will it work?** Yes. Success has more to do with the choice of platform for your meeting such as: GoToMeeting, Zoom, Facebook Messenger.
10. **Can I still do a class if I don't have a DVD drive on my computer?** Yes, there are a few options:
 - 1) Playing a DVD connected to a computer and showing it through the camera on your device.
 - 2) A Flash Drive cannot be screen shared. But you can play in a laptop cast to a TV or by using a HDMI cable.
 - 3) Leaders can purchase the all class access and it will come with a free code for students. You can screen share with streaming.
 - 4) Each student can purchase the All Class Access at a discount with a code.