**TOOLS FOR VIRTUAL EDUCATION SUCCESS**

**Checklists for Planning Real-Time and Self-Paced Learning**

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| Synchronous Checklist | Asynchronous Checklist |
|  | Check equipment: internet connection & microphone |  | Develop group discussion prompts |
|  | Use a timer to keep on track |  | Consider after module activities to reinforce learning |
|  | Plan 10 minutes chunk activities followed by short breaks |  | Create goal-setting/reflection activities |
|  | Stick with 5 main points to be covered and case studies or videos to support your content |  | Method for tracking compliance  |
|  | Consider homework (Self-Directed Learning) |  | Test knowledge acquisition (tests, quizzes) |

**Keep these adult learning components when developing your learning content…**





[Teaching Adult Learners - TEACH Academy (slideshare.net)](https://www.slideshare.net/drloveccsu/teach-june162015)