



Virtual Learning Solutions

The Virtual Producer's Role

The virtual environment can be overwhelming ... even for experienced facilitators. There's just too much going on. Not only do facilitators need to share engaging content, they have to monitor real time communication, assess comprehension with polls and quizzes, be alert for raised hands and questions, create and monitor breakout sessions and ... on top of all of this ... deal with the inevitable ongoing technical issues. Realizing the full potential of the virtual meeting environment pushes the limits of even the most technically adept facilitator.

A producer helps the facilitator break through these barriers. A producer is a "technically adept co-pilot," skilled in technology and facilitation, who allows facilitators to focus, with minimal distraction, on whatever they deem most valuable to the learning experience. A producer brings order to the chaos of the virtual meeting room and helps the facilitator engage all the benefits of this rich interactive virtual meeting environment.

Before the Meeting

Support

- Register meeting attendees
- Provide technical and administrative support
- Conduct "Navigate the Technology" pre-meetings

Room configuration

- Load and configure content for the meeting room
- Review procedures and platform tools

Facilitator preparation

- Train
- Support
- Rehearse

During the Meeting

Prepare and start meeting

- Begin the recording
- Introduce attendees to tools and capabilities
- Engage with instructors and participants
- Anticipate and resolve technical issues
- Maximize participation
- Monitor student communication
- Identify unengaged participants
- Manage functional aspects of the virtual learning platform
- Prepare and run break-out sessions, quizzes and surveys, polls
- Edit documents real-time
- Providing live transcription as needed
- Locate and share outside resources as requested by facilitator
- Summarize and record key contributions
- Stop the recording
- Archive meeting recording
- Close the meeting

After the Meeting

- Provide summary reports including meeting attendee roster
- Deliver final document to participants