

**Adult Live Virtual Teacher Training Information**  
**Recorded session from Vimeo link**

1. **Bienvenidos:** We are excited to have excellent enrollment and enthusiasm for our Adult programming. The unique thing about this setting is that we have participants from all of our locations- Milwaukee & Madison in Wisconsin and various suburbs in the surrounding Twin Cities of Minnesota. It's exciting that so many adults are getting started with their language journey or continuing it. Our goal is to provide a dynamic and comprehensive class for participants to learn and discover the magic of learning Spanish and continue or begin their language journeys.
2. **Basics:** The fall semester classes are 6- week sessions each 6:00-7:00PM CST. We have two beginner sections on Monday and Tuesday evenings. Beginner Part II is also on Tuesdays. Wednesday evening is our Intermediate class and Thursday is our Advanced class. \*If a participant is ever concerned the class may be too difficult or too easy, let them know we have these other classes they could switch to.
  - a. **Tips:** Be kind and patient with participants. Use the bilingual approach with slow and clear Spanish first and English translations to ensure their understanding. Create a lively dynamic learning environment with a mix of lessons and conversation practices.
  - b. Your class list has the details for your Zoom login and participants. Important note: You will not be contacting participants. Futura and our community education partners email and communicate directly with participants any class information they need. \*Please be sure to take attendance and note any late joiners. Note- if you are screen-sharing, it may be difficult to see the notice for late adds in the wait room, so please be looking for that so you can admit them to class.
  - c. **Parent Portal: on our website-** Please review with the participants towards the end of your first class how they can access the Parent Portal on Futura's website. This way they can access the handout for any class and any recordings if they miss class. In addition, we may have additional Quizlet or practice opportunities.
  - d. Zoom window & login to account. Go to "Meetings" for hosting the class. **\*Important-** do not use the meeting login or link as that is for participants only. As the instructor you need to login to the account and host the class. As mentioned, you also need to "admit" participants as they enter. They will go to the waiting room until you "admit" them.
  - e. Login early- please be prepared by logging in and getting the meeting going 15 minutes before 6:00 so that you are ensuring you have no technology issues, your audio/video are working well, files are open and ready for screensharing, etc. This 15 minutes is paid at \$15/hour. Note- these classes will be recorded- please don't click

- cancel on the recording. You could "pause" the recording when you are getting set up/before class starts.
- f. Check to be sure your "classroom space" is appropriate and professional. You can also use a virtual background if preferred. It also helps to have a dynamic and positive presence with smiles and encouragement along the way. Please remember to use the bilingual approach with Spanish first and English translations as needed. Maybe for our intermediate and advanced classes less English translations would be a good challenge.
  - g. FAQ document for Zoom calls- some things may be different if you are using the browser or app for example.
  - h. **Breakout Rooms**- important way to get participants to practice conversation in smaller groups or pairs. Tip: give them clear directions on what they should be practicing to help them spark conversations.
    - i. Pop up will ask how many breakout rooms to create, assign automatically or manually, then click create button.
    - i. Whiteboard feature is also a nice feature to use if you want to show grammar skills or explain something further.
3. Lessons & Handouts- download your Day 1 outline from the Staff Portal of the Futura website and review prior to class and have good plan in place for the class activities.
- a. A typical class has: a greeting/basic introductions/greeting conversation to start class, new vocabulary or grammar lesson, practice activity, conversation breakout activity, any additional grammar or vocabulary lessons, another practice activity or break out; culture lessons can also be added
  - b. We also have many example recordings of previous adult class sessions if you'd like to watch/review it.
4. **Closing:** Good luck on your classes! Please let us know how we can help!