



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 or a DVD set.
 - Call the Office 719-694-8394 for special pricing on Streaming Packages.
3. Be sure you have the proper equipment. You 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 greater.
 - A high-speed internet connection with a connection speed of 1.5 MBs or better.
 - Keyboard and mouse.
 - Speakers, headphones, and microphone.
 - A web camera capable of video web conferencing.
4. Determine which platform you will use for your class.
 - 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.
- Virtual classes should have no more than seven students.



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. If you have watched or streamed a movie or listened to music on a computer, you will probably do fine.
4. **Does my time zone matter?** No. So far, our virtual classes have spanned multiple time zones. 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 or, 2) having participants view the streamed lessons on their own through our website (special pricing for this). If you have led a HJ small group for at least 2 years, you can contact us for another option (streaming packages available).