REMOTE VOLUNTEER GUIDE

Thank you for sharing your expertise to help Junior Achievement empower young people to own their economic success. This guide will help you engage with your students as a remote volunteer for a traditional JA program delivery (week over week). It should be used in conjunction with the *Guide for Volunteers and Teachers* for the program sessions you are delivering.

We recommend that you deliver your first session with the students in person. Each session after that can be done remotely and should be an interactive experience. Think of it as a conversation with students, and be sure to pause often. As you prepare for your volunteer experience, you may want to record notes for each session in your copy of the *Guide for Volunteers and Teachers*.

PREPARATION

- In the *Guide for Volunteers and Teachers*, read through the session you are preparing to teach remotely.
- Log in to https://learn.ja.org (JA Connect, the JA learning platform) to see how the slides connect with the session you will be teaching. (The thumbnail images in the guide indicate the slides that are associated with the talking points presented.)
- To help you prepare your stories and experiences to engage the students, we suggest viewing the "JA Why Stories are Important" video, https://youtu.be/CWplKtNVR-I.
- Preview any videos you will be presenting.
- Make notes in your guide about when you need to have the educator pass out materials for you, what you want to maximize on your screen, and any stories you want to share that will support or enhance the session.
- Prepare your live streaming video or Web conferencing system for the session delivery. GoogleMeet and Skype are two examples of technology that could be utilized. Ensure that you have a strong connection with the educator's classroom.
- It is important for students to see you. Make sure they can see you via webcam during the session introduction.
  - For Skype: Queue up the program session presentation and select "Share Screen" in the bottom right corner, then share the screen that has the presentation.
  - For Google Meet: Queue up the program session presentation and select "Present Now" in the bottom right corner, then "Present a Window" and select the screen that has the presentation.
- Based on the bandwidth and streaming video or Web conferencing system that you are using, determine if you can show both your live webcam and slides simultaneously during the session.
- With your webcam, session slides, and videos all open on your computer, practice switching from one to the other so you feel comfortable during the session.

MEETING/DISCUSSION WITH EDUCATOR PRIOR TO THE SESSION

- Check with the educator about his or her corresponding live streaming video or Web conferencing system to ensure connection and compatibility. Be sure to test this connection with the educator prior to the session.
- Discuss parts of the session where you will need help grouping students, distributing materials, and/or recording information on the whiteboard.
- Discuss how you will work together to call on and engage with students in discussions.
- Ask any other questions you have.

10–15 MINUTES BEFORE YOUR SESSION BEGINS

- Log in to https://learn.ja.org. Under My JA Courses – Programs, select the program link to access its home page, and open the slide content. Minimize this window.
- Queue up any videos that will be used during the session in a separate tab or window, and minimize them.
- Prepare your live streaming video or Web conferencing system. Be sure your volume is loud enough.

EDUCATOR'S ROLE

- Introduce the volunteer to start the session.
- If the volunteer does not have the ability to see the students in the classroom, call on students to participate.
- Record student ideas on the whiteboard when needed.
- Keep score on the whiteboard during games involving points.
- Distribute student materials when requested by the volunteer.
- Arrange students into pairs or groups as necessary.
- Ensure that students stay on task, and assist them during independent and group work.

PRESENTATION SUGGESTIONS

- As you begin the session, be sure that you are using your webcam in full-screen mode.
- When presenting videos, the videos will need to be maximized; during this time, the students will not see you. As soon as the videos end, maximize your webcam video to talk to the students.
- When presenting the session slides, you can either split your screen or switch back and forth between showing the students the slides and letting them see you during discussions. It is important that the students feel engaged with you.
- If your bandwidth and Web conferencing system allow you to leave a small window with your webcam image in the corner of your screen while looking at slides together, utilize this option.
- Communicate with the educator if you need students' ideas or points recorded on the whiteboard.
- Tell the educator if you need help getting the students' attention.
- The educator will call on students for you when questions are posed. However, you will be the one to interact with their ideas.

For additional support, refer to the User Guide links below:

Skype User Guide: https://support.skype.com/en/faq/FA34895/screen-sharing-in-skype?q=screen+share
Google Meet User Guide: https://gsuite.google.com/learning-center/products/meet/get-started/#!/

To help JA improve on volunteer experiences in the classroom, please take a brief survey at: https://www.surveymonkey.com/r/VolSurveyFall2019