Planning Virtual K-12 Programs

Key Tips For Engaging Students

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CENTER FOR EDUCATIONAL OUTREACH
UNIVERSITY OF MICHIGAN

How are you recruiting students?

- Connect directly with your program's **alumni** and their **school counselors/liaisons**
- Use school **social media pages** to connect with families (many pages are currently very active)
- Promote your program on **Youth Hub** to hundreds of active educators

How are you supporting students and their families?

- Hold **tech checks** prior to the program and offer a technical contact for immediate need
- Use a **single Zoom link** for the entirety of the program (as possible)
- Establish clear **Virtual Norms** with students' input at the beginning
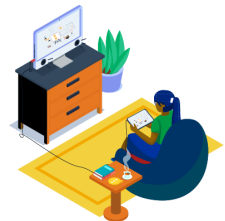
How are you balancing your engagement with students?

- Aim to interact with the audience every **8-10 minutes**
- Ask questions, utilize chat, polls, games, and breakout rooms. **Hands-on engagement** is enhanced by providing program kits (lab-in-a-box, swag, printed materials, etc.)
- **Include breaks** (video/mic off) every 45 minutes - play music and stretch, hydrate, etc.
- **Play music** as students log in using the "**Share your computer sound**" function
- Don't shy away from **community building**: play games, share art, show and tell, etc.

How can you provide asynchronous opportunities for students?

- Discussion posts, program companion booklets, vlogs, **gamification/point system**, recorded presentations, polls/surveys, and written materials/books
- Reach out to your colleagues for **templates** to avoid starting from scratch

How can you regularly check-in with your students and staff?

- Design "**check-out**" moments with students to receive live feedback
- Include **evaluation surveys** following your program for students and staff
- Consider daily short **staff meetings** for reflection and quick decisions

How accessible is your program?

- Always turn on the FREE automatic **captions** in U-M Zoom and Google Meet
- Do not enforce video to be on and send them **U-M themed virtual backgrounds**
- **Work with ITS** to supply devices and internet access points as needed

Have you connected with these key campus partners?

- **Virtual Planning Resources** by Children on Campus
- Reach out to the **ITS Outreach & Special Programs** team for your technical questions
- The Center for Educational Outreach provides free **K-12 consulting** for virtual programs