The LMS/BBB virtual classroom process is as follows:

* Using the MS Word document  (available on Regional Teacher Support Group), you prepare the required course information. I'll then create a course(s) on the LMS; it/they will need to be reviewed by you and finalized with any additional changes to customize it/them to fit your circumstances.
* The teacher(s) should create a user account on the LMS and enroll in the Regional Teacher Support Group (RTSG) in order to study the training documentation to become familiar with the LMS and BBB features. The EL manager has the enrollment key. This requirement is for teachers who have never used the LMS and/or BBB.
* Once the course(s) is ready for students to be enrolled, the teacher(s) can be enrolled (you do this) in order to practice using BBB.  The teacher(s) should also record at least one demo lesson showing familiarity with BBB and how s/he will present the instructional content. Helena and/or I will review the demo, and, if necessary, hold an LMS/BBB orientation/training session for all teachers to provide additional support. This requirement is for teachers who have never used BBB. If time allows, teachers can further practice presenting their lesson to mock students (e.g., staff members), in order to receive further feedback and work out any possible issues before the real classes are launched.
* Once the Excel spreadsheet (available on RTSG) is ready, I will create user accounts for the students and enroll them in the courses. I will also set up the attendance modules.
* You will then send the students their usernames and passwords and instructions for how to log on to the LMS and access BBB. In addition, you should ensure that teachers spend part of their first lesson orienting the students on BBB, answering their questions, and making sure they are ready to be fully engaged in their online class.
* Virtual training can begin.