



Juniper Virtual Class Tip Sheet: Stepping On

Program Model

Led by two (2) trained facilitators. Meets for seven (7) weeks, once a week for two (2) hours per session. Session eight (8) three months later is recommended. Class size 6-10 participants; required to stay within this range. Required minimum of six (6); maximum of ten (10).

Virtual delivery has been approved as an interim solution during the COVID-19 pandemic.

Participant Materials

Provider organization mails workbook and ankle weights (optional) to all participants one week prior to the class start date. Provider/class leaders prompt participants to have the following materials for each session:

- Blank sheet of paper: 8.5"x11"
- Writing utensil
- Virtual Exercise Manual- found in "pre-workshop" folder in [Google drive](#).
- Participant handouts (found in "pre-workshop" folder in [Google drive](#)): Handouts are to be given all at the same time before the class starts. They can be stapled, bound, put in a binder, etc., depending on what you and your leaders decide. Providers are responsible for getting these materials to all class participants before the class starts.
- Home Safety Checklist (found in "pre-workshop" folder in [Google drive](#)).
- Additional materials list (found in "pre-workshop" folder in [Google drive](#)).
- Exercise audio files (found on WIHA's leader website)
- Ankle weights (optional for virtual classes; required for in-person classes). If you decide to use ankle weights, it is your responsibility to get them to the participants before the class starts. This can be done by scheduling a public pick-up point (i.e., library, community center, etc.) where participants can pick up all materials for their class or mail the materials. If ankle weights are used, verify that participants are ready for and can be safe using them before

Delivery Guidelines and Considerations

HIPAA Considerations

- To maintain participant privacy, **do not** record the Zoom meeting.
- If the Zoom whiteboard feature is used during a class, do not save the whiteboard with individual participant stories/experiences/action plans.

Technology

- Request that leader and participants use “Gallery View” to encourage interaction and connection.
- Use approved session PowerPoint from WIHA. Use “Share Screen” feature when reviewing the PowerPoint flipcharts and during brainstorming activities.
- To build group cohesion and ensure safety, ask all participants and class leaders to have their video cameras on during the class.
- Ensure participants are all identified by their names to make interaction and attendance easier. Steps for renaming:
 1. Hover cursor over the top right corner of the participant’s window.
 2. Three dots will appear, click the three dots for a drop-down menu.
 3. Click “Rename” from the drop-down menu.
 4. A window will appear to type the preferred name.

Delivery

Preparation:

- Review the following with your co-leader
 - Who will take the lead on technology glitches participants encounter?
 - Who will manage the PowerPoint, video sharing, and will type ideas for brainstorms? (should be the same person to do all these items).
- Use the documents in the Wisconsin Institute for Healthy Aging’s (WIHA) [Google drive](#).
- Conduct a one-on-one session via telephone with participants to confirm they have the required technology, completing the Home Safety Checklist and confirm the participant is appropriate and meets the identified target population. Starting each session:
- Facilitate the class using the Leader manual in the same way you would for an in-person class.

During each session:

- Encourage the use of the audio files for each exercise when practicing outside of class. These files can be found on the WIHA leader website.
- Brainstorming Activities: Close out of “Present Slideshow” mode so you can edit your slide. Type the responses shared by participants on the slide. Participants will be able to see this, as you will still be sharing your screen. Have one leader facilitate the brainstorm and one leader type.
- Apple Quiz game: Ensure participants are in “gallery view” to see each other.
- Leaders to check in with one another at the break to ensure they are talking less than the participants.
- Exercises: Be sure Leader’s full body is visible to participants when leading exercises. Remind the participants to use a chair without wheels. Periodically ask the group if there are any questions or concerns. Optional: ask participants to adjust their cameras so you can see them during the exercises to ensure safety.

Safety for Exercises

- Reminders for Participants:
 - Ask participants to ensure their area is free of fall hazards.

- Make sure each person has a sturdy chair WITH arms and WITHOUT wheels and a solid, sturdy surface, like a counter, within reach.
- Be sure the space has good lighting
- Safety first! Work within limits of stability and balance, challenge, but be safe.
- If a participant falls during your workshop, call for help, and ensure they seek the proper care immediately. Report the incident to your Juniper Provider Relationship Manager.

Session 0

Introductions

Use session 0 as an opportunity to welcome participants. Go through introductions. Feel free to use an ice breaker question or activity. Examples of questions to ask:

- Name and fun fact
- What are you hoping to get out of the class?

Zoom Orientation

Help the participants explore Zoom by walking them through features relevant to the class:

- Switch between Gallery View and Speaker View
- Mute and unmute
- Turn camera on and off
- Use rename function to type in their name
- Leader screen share
- Note: While all devices have the same Zoom functionality, the Zoom toolbar appears in different locations on different devices. For laptops and cell phones the toolbar is at the bottom of the screen, for iPads and tablets it is at the top.

Zoom Etiquette

Help prevent embarrassing moments with a few reminders to participants.

- If you need to step away from the class mute your microphone and turn off your camera.
- Use the chat feature to let the leaders know you need to step away and whether you will be rejoining.
- During the class fellow participants might share confidential information. Ask participants to help ensure confidentiality by finding a private space to be during the class or using headphones.

Other Session 0, Orientation Elements

- Explain the structure of the class, what to expect, and supplies the participants will need.
- Remind the participants about the electronic first session forms (privacy policy, liability agreement, pre-survey, and par-q). These forms are required before the first session.
- Answer any questions.