



PREPARING FOR YOUR VIRTUAL SCHOOL PROGRAM

A Teacher's Guide

BOOKING CONFIRMATION

After you make a [request for a virtual school program](#), a representative of the Canadian War Museum will work with you to find a date and time that fit your schedule. Please review the details in your confirmation email, and let us know if you have any questions or concerns.

VIRTUAL MEETING PLATFORMS

Your meeting may be organized by:

A. The War Museum (Zoom)

By default, virtual school programs are delivered via Zoom. For further information on how to join a Zoom meeting, please click [here](#).

B. Your School (using your choice of virtual platform)

If you have chosen an alternate platform, you will be responsible for making all arrangements and sending the invitation to join the meeting.

ACCESSIBILITY

The Museum is committed to offering accessible programs for Canadian schools. If you have special needs or requests, please let us know when you book your program.

- Please check the technical permissions for your virtual platform in advance. Make sure you are able to connect with Zoom, or that you are able to admit guests to your platform of choice.
- Ensure that your speaker and microphone are activated. Check your camera function, if joining with video.
- Programs are available for groups learning in person or virtually. For best results, the presenter should be able to see and hear the students, and/or interact with them in the chat.
- If you would like to organize a technical test in advance of your session, please let us know as soon as possible, and we will make the arrangements.

WHAT TO EXPECT

Your presenter will be available five minutes prior to the start of your session to help set things up and answer any questions you may have. They will introduce themselves and the program, then begin the presentation. All programs last about 45 minutes.

This Belongs in a Museum and A Soldier's Story

The presenter will use screen-sharing tools to show photographs and videos of artifacts, documents and exhibitions. The presenter will incorporate student participation and take questions throughout the presentation. The program will be hosted live from the Museum's studio, not from the Museum's galleries.

Witness to History

You will receive a biography of your guest ahead of the program. Each guest has a different presentation style, but all use photos to illustrate their personal stories. The program will be moderated by a War Museum staff facilitator.

STUDENT PARTICIPATION

Your virtual school program is intended to be an interactive experience. The presenter will act as a facilitator. Your encouragement and assistance are vital. Helpful tips:

- Encourage your students to participate, as you would in a regular classroom setting. This may include calling upon a student to get the ball rolling. You know your students best.
- Remind students that the session is not being recorded. Some students may be hesitant to speak up in front of a stranger or "on camera."
- Students learning in person: Invite students to raise their hands before sharing. It may be challenging for the presenter to see and hear the students. They will rely on you to call upon students, and you may need to repeat the students' questions and/or comments.
- Students learning virtually: Please review proper chat etiquette in advance (no side conversations, no using inappropriate language, etc.).

Contact us – If you have any questions, please contact us at information@warmuseum.ca or call 819-776-7000 (local), 1-800-555-5621 (toll-free).

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