

MSU Extension's Tai Chi for Arthritis and Fall Prevention Online Program

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Overview

- Become familiar with your video conferencing technology, take trainings, ask questions
- Offer classes to participants who were engaged in a face to face program first, about 50% joined
- MSU Extension's online classes filled up quick
- Most older adults have the ability the join
- Offer a variety of times during the week
- As you cancel classes for the summer, collect emails
- Treat it as much as a face to face class as possible



Best Practices

- Give yourself a least a week to prep for your class
- Evaluations
 - Qualtrics survey platform – sent with registration confirmation email
 - Include questions: Leader name, time of class, day of first class
- Create PowerPoint
 - Names and tech assistants phone numbers
 - Physical activity statement
 - Tips for exercising at home
- Follow Tai Chi for Health's TCA Guidelines & Dr. Lam's lesson plans



Best Practices

- Consider your surroundings
 - Lighting, cluttered, identifiable brands in the camera view, clear space for viewers to focus on you
 - No virtual backgrounds
 - Do a sound check
 - Hand signals
- Be in zoom room 30 minutes before class begins
- Think about using a mic or Bluetooth headphones
- Create your own checklist/guidelines for your agency



Best Practices

- Be available for your participants
 - Limit to 15 participants
 - Waitlist option
 - Call participants and assist connecting with zoom
 - Encourage participants to complete pre survey



Registration

- Events management system
- Email template
 - Zoom link
 - Presurvey link
 - Tips for exercising at home
 - Physical activity statement

“You are not required to do any of these exercises, however I strongly encourage that you try, as long as you are comfortable. If at any time you feel pain or dizziness please stop immediately and let me know. Finally, if you plan to start a more vigorous exercise plan please make sure to consult your doctor first. Now LET’S GET ACTIVE!”

- Contact information to connect on Zoom prior to first class



First class

- Have PowerPoint up and share screen
- Teach participants how to mute and unmute themselves
- Tech assistants can call those who may not have a video/audio working
- Patience
- Follow Dr. Lam's online lesson format



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Zoom Tips

- Best for participants to download zoom
- Create a waiting room & separate meeting rooms for classes
- Video Settings > Camera > Enable HD & 16:9 Widescreen
- Spotlight means that person would be large screen
- MSU Extensions tech department helps some of our participants with tech issues
- Use embedded password option in zoom

Embed password in meeting link for one-click join



Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.



Roles & Responsibilities

- **Leader**
 - Sets up registration, marketing, and pre-surveys
 - Shares screen – PowerPoint
 - Facilitate moves
- **Tech**
 - Monitoring chat
 - Attendance
 - Mute all
- **Volunteer**
 - Can be a spotter or lead the moves



Questions?

- We are here to help you, please reach out to Carlee at wasikcar@msu.edu with any questions.

