



PBIA

Online Training Manual

supplement to the [PBIA Instructor Manual](#)

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1. Two forms of online training

There are two forms of online training that will be discussed here, Interactive and classroom. Overviews of each are listed below along with recommended software applications to get started with each form of training.

2. Interactive online training

Interactive online training is a method of remote instruction that provides the student a similar experience as an in-person session. It provides the tools to allow you to interact with the student in real time using video conferencing technology. You and the student will be able to see each other and speak with each other during the lesson as if you were in person. Many smart phones provide this capability today in the form of downloadable applications such as zoom or built in features such as Facetime on the Iphone.

The following are tips to help you get started with interactive online training and to be sure you are using it effectively.

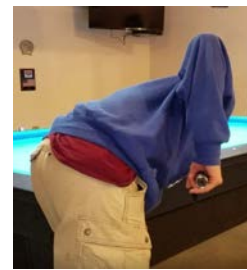
- 2.1. [Communicate with the student in advance to understand their equipment](#) for online video conferencing. You are going to want to be sure you align on the technologies that you and the student will use. You should also try a test online meeting with the student in advance of the lesson to be sure you are both comfortable with the tools and technology that you will use together
- 2.2. [Be sure you can view the student from all the important angles](#). In person you have the advantage of being able to be very fluid with seeing your student from any angle. In an online session, you want to be sure you afford your student the same experience in working with you. Here are some of the common angles you should be sure that you can observe your student from during the online session.



From the side, seeing the entirety of the grip, bridge, stroke and feet



From the front, seeing the head alignment, elbow, cue and eyes



From the back, seeing the forearm, elbow, grip, and if possible, feet

A full table view such as the one on the right is also helpful for seeing the student more broadly. Of course, this requires the student's camera to be placed in a higher position. The options you have for viewing your student during the remote session will be dependent on the equipment your student has to work with.



- 2.3. [Understand the space around the table you have to work with.](#) It is not uncommon for space to be tight around a student's table that prevent certain views to be taken with an online video conference camera. Consider the first picture above on the top left. You can see the wall behind the student prevents viewing him from the back with a camera. In the picture on the far right, you see we addressed that by having the student shoot a ball from the corner of the table where we were able to get enough room behind him with the online video conference camera to see him from the back.
- 2.4. [Work out the logistics in advance to maximize your time with the student.](#) It is suggested that you get with the student in advance of the session and have them take some pictures similar to the above. This will help you to plan shot setup and camera positions in advance of the session. This will allow you to spend more time during the session teaching and less time trying to figure out how to get the camera angles you need.
- 2.5. [Having someone on the other side to assist can be enormously helpful.](#) This person, co-located with the student, can walk the video conference camera around in your direction. This will allow you to be very dynamic and fluid with the session, similar to working with the student in person.
- 2.6. [Using a tripod can be very beneficial](#) for several reasons 1) If there is no one that can work with you co-located with the student, a tripod will allow the student to set the camera in the appropriate positions under your direction. 2) If you are going to record the live session, a tripod provides stability in the recorded video. This stability will allow you to much more easily discern movements in the stroke and body mechanics, which can be more difficult to see when a camera is inadvertently moving when being held by a person. Phones, tablets, and webcams can all be mounted on a tripod using adapters which are described in the next section.
- 2.7. [Examples of helpful equipment for yourself and your student.](#)



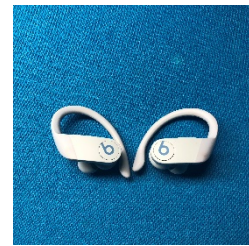
Smartphone and
Tripod Adapter



Tablet and Tripod
Adapter



Webcam with Tripod
Adapter



Wireless Bluetooth
Earphones



This picture above is an example of an iPhone mounted to a tripod using the iPhone's Facetime video conferencing. The smartphone is mounted to the tripod with the smartphone tripod adapter above. You can see there are no wires in the way and the student can easily reposition the camera at your direction during the live session to easily allow you to get virtually any viewing angle you need.

- 2.8. [Computer vs. mobile](#). On the student's end, a mobile device such as a smartphone or tablet is much more versatile for an online interactive video session than a computer. A computer, even laptops, tend to be more stationary and lack the flexibility to easily move the camera to desired viewing angles. If you or your student are going to use a computer, a webcam with a long cable can be used to provide the mobility of more viewing angles. Also consider a phone can also be utilized for video conferencing in situations where WIFI may not be available. All popular video conferencing platforms have mobile applications for smartphones & tablets, and in addition, most have imbedded video conferencing features. Overall, a smartphone offers more convenience and flexibility than a computer. For the instructor, a computer can be advantageous because the larger screen will provide the best observation of the student.
- 2.9. [If you would like to record the session](#), then you would want to use one of the online video conferencing applications vs. your phone's built in video conferencing capability. Online video conferencing applications such as Zoom and Google Meeting come with recording capabilities built into the applications. Video conferencing built into smartphones such as Facetime do not come with the ability to record the session. Fortunately, these video conferencing applications are available for smartphones which means you can still use your smartphone or tablet for the interactive online session when recording is desired. Recording the session can be extremely beneficial for your student and can be performed with virtually no additional effort when using one of these tools.
- 2.10. [The easiest use of audio is a smartphone and headphones](#). It is going to be important that you and the student can communicate with each other clearly throughout the session. As the student is moving around the table in your direction, it is possible they are further from the camera and stationary mic. If the student in particular is using earphones, it will better assure

that you both can communicate clearly regardless of where the camera is located in proximity to the student. In addition, sometimes there are echoes or other issues that arise when using a computer's microphone and speakers. If you don't have special equipment for that, a phone with Bluetooth headphones or a headset is a great choice.

- 2.11. [If you plan to demonstrate during the session](#), consider how the above would apply to you as well.

3. [Online classroom training](#)

Online classroom training is a structured form of creating a course with curriculum that allows a student to learn at their own pace. Contrasted with live video conferencing, online classrooms (courseware) provide the student with organized online training content to facilitate a student's learning along with collaboration areas to allow the student and instructor to interact through online posts.

Features of online classroom software

- Ability to create a specific course outline
- Provisions for creating rich lesson content
- Ability to structure logical progression and testing to insure student has a grasp of a topic before moving on
- Instructors as well as students can upload documents, videos, pictures to facilitate learning
- Ability for teacher and student to collaborate fluidly through posts
- All content remains available for student and teacher to reference over time

4. [Tutorials to get instructors started](#)

We will provide tutorials for getting started with interactive training via zoom as well as online classroom training via Facebook.

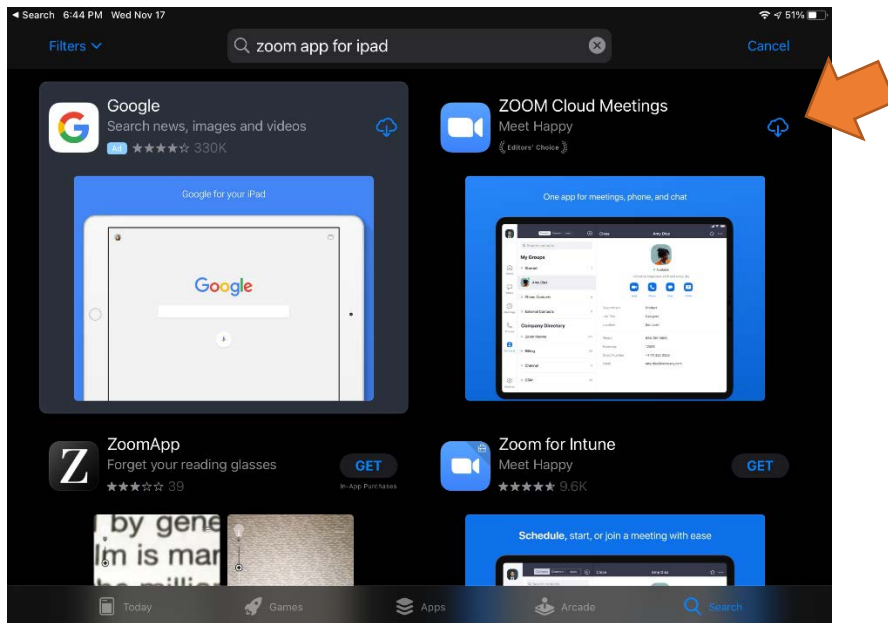
These tutorials will have you up and running in no time with online instruction. These are not the only tools and technologies that can be used for online instruction. The specific tools and technologies in this guide were chosen because they have free options, are popular and are easy to setup and use.

Please consider that technology is always changing, and it is not feasible for the PBIA to keep this document current with the latest technology. Therefore, please realize these instructions are "as of the time of this writing". If you are following along and things appear a bit different in the application you are setting up, google can be a helpful resource to getting the most current information.

5. Tutorial for getting started with Zoom for interactive online training

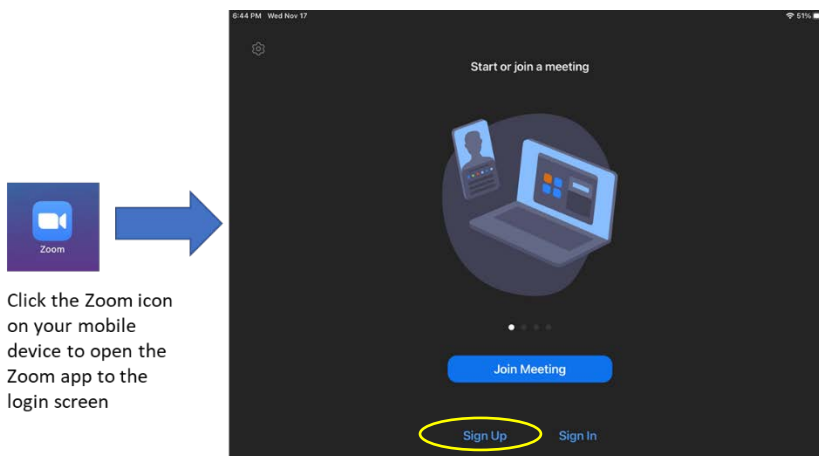
Getting started with Zoom is super easy. The following instructions are for a mobile device because it is the most versatile. These instructions are for an iPhone / iPad, but will be very similar for installing on android or even a PC.

5.1. Download Zoom Cloud Meetings from the App Store



5.2. Open the Zoom app to the login page

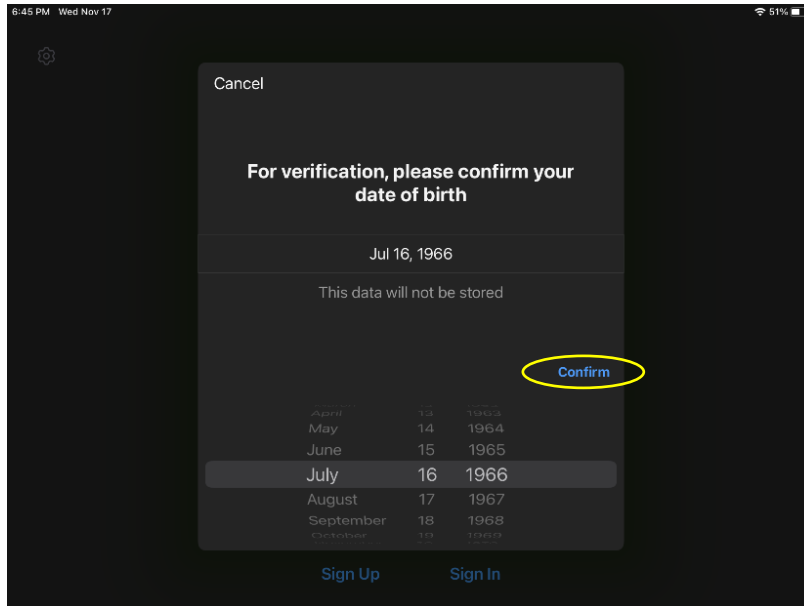
Click the Zoom icon on your mobile device to open the Zoom app to the login screen. Click “sign up”.



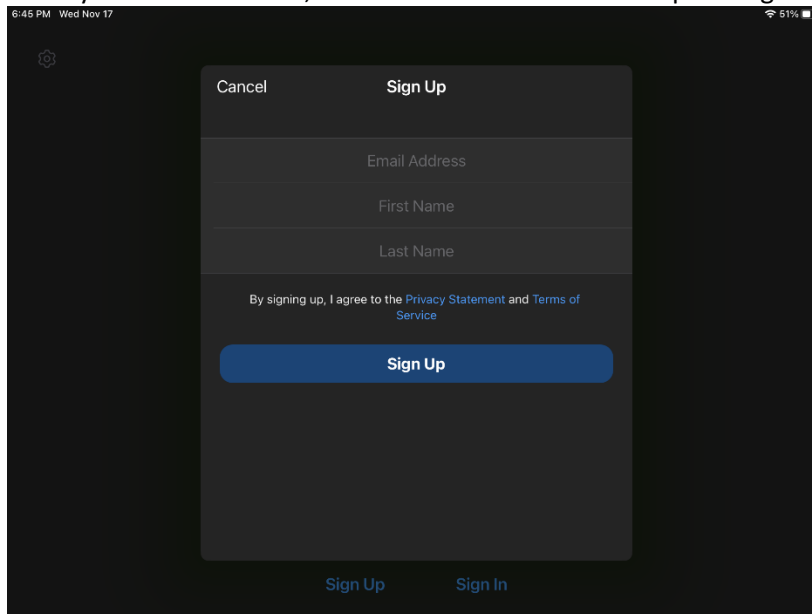
5.3. Sign up for a Zoom account

- Initially the recommendation is to sign up for the free service to try it out. The most significant limitation is the time limit for the meetings, which is 40 minutes. However, this will allow you to try the service at no cost. Later you can decide if you would like to sign up for the paid features

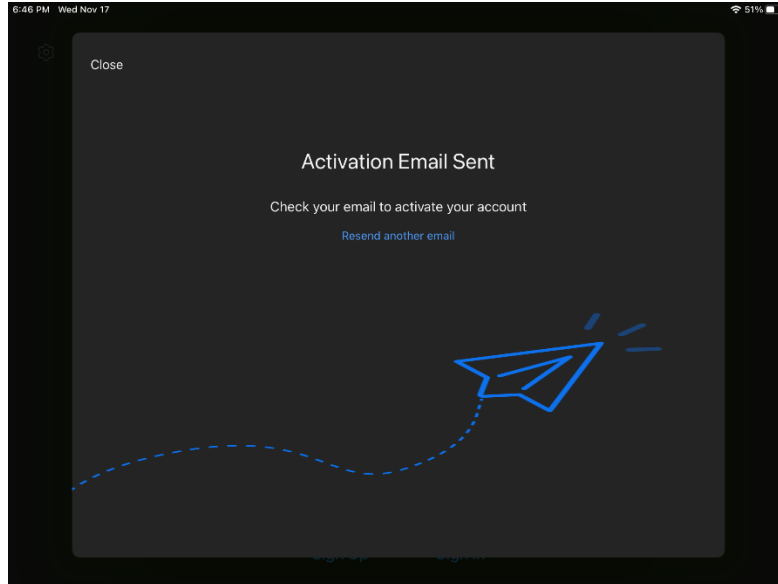
First screen will prompt you for your date of birth. Select your date of birth and press confirm.



- Enter your email address, first name and last name and press sign up



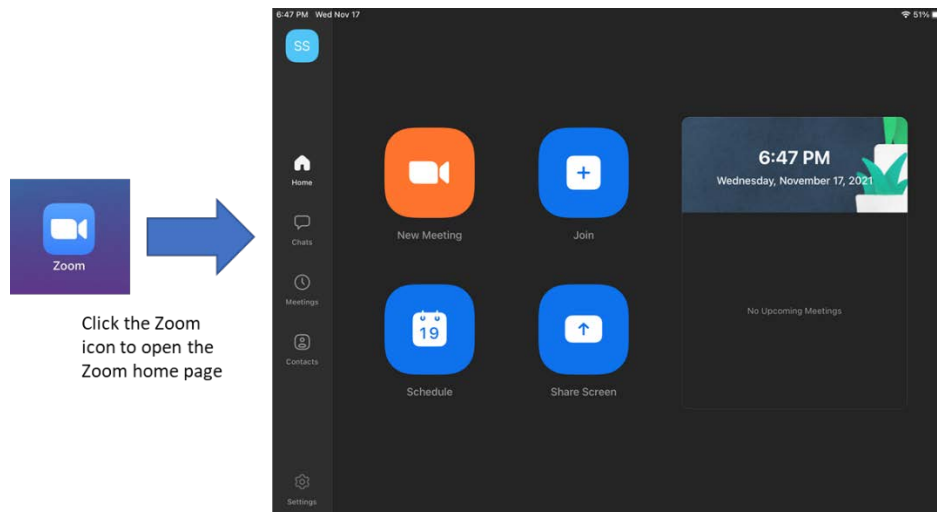
- An email will be sent to you to activate your account. Follow the instructions in the email to finish the activation process



Congratulations! You are all setup and are ready to host your first meeting!

6. Tutorial for hosting an online training session with Zoom

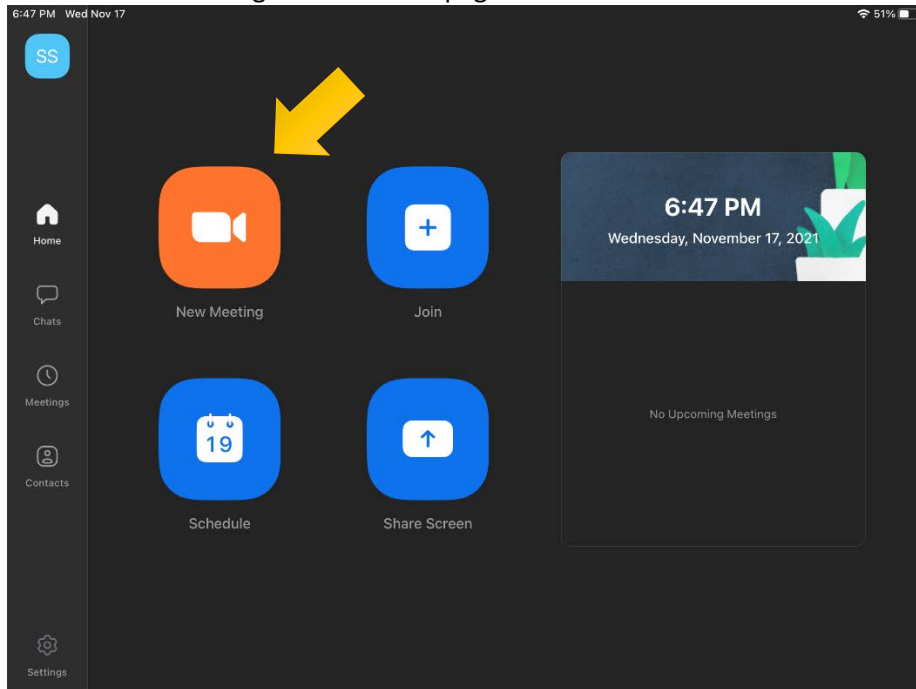
Click on the Zoom icon on your mobile device and it will open to the home page



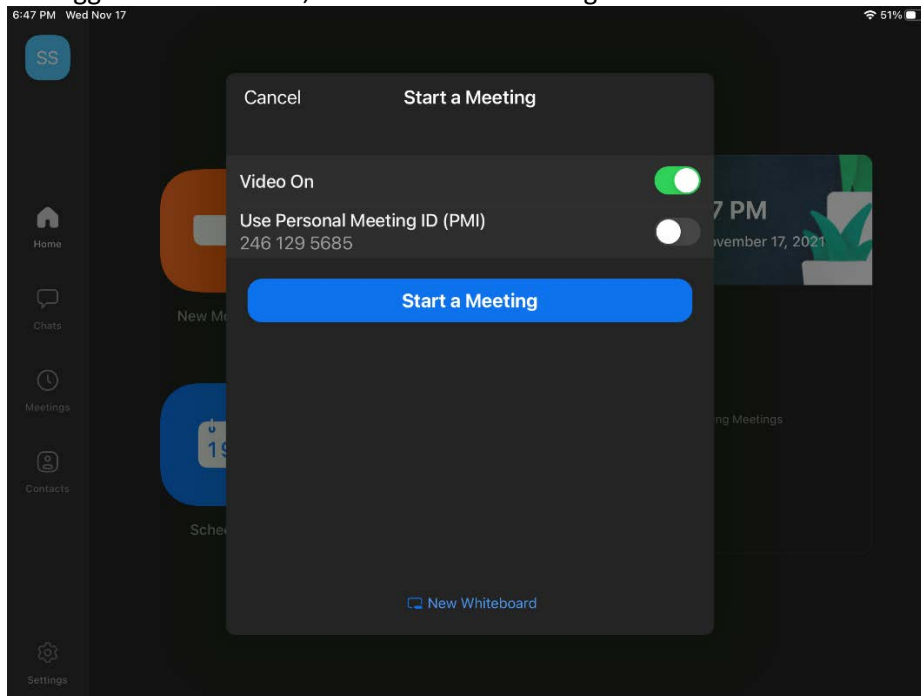
6.1. Start an online training session with Zoom

This will walk you through the process of starting an online training session with Zoom immediately. If you are looking to schedule a session to take place in the future, see the tutorial on scheduling a training session with Zoom

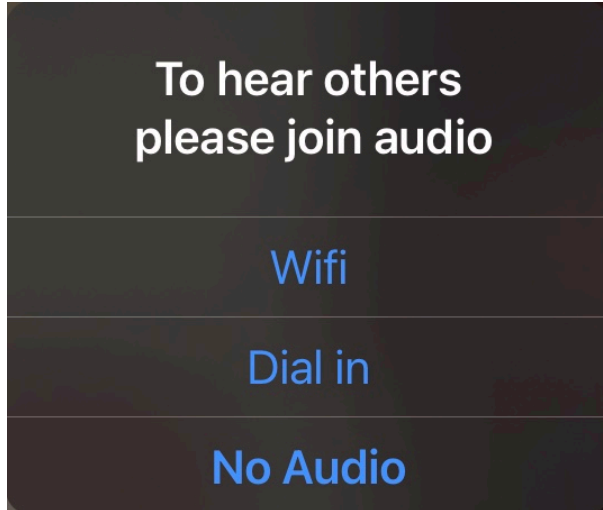
- Click “new Meeting” on the home page



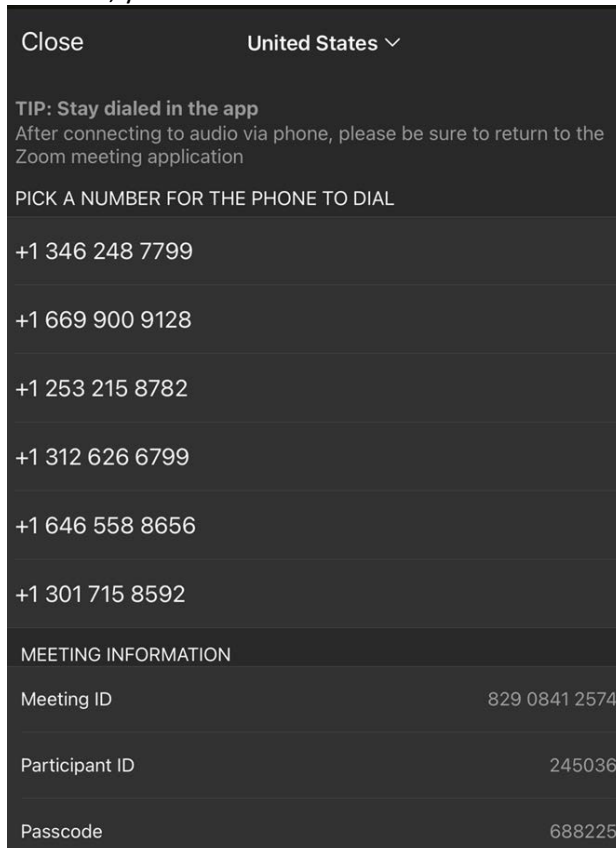
- Toggle the “video on”, then click start meeting



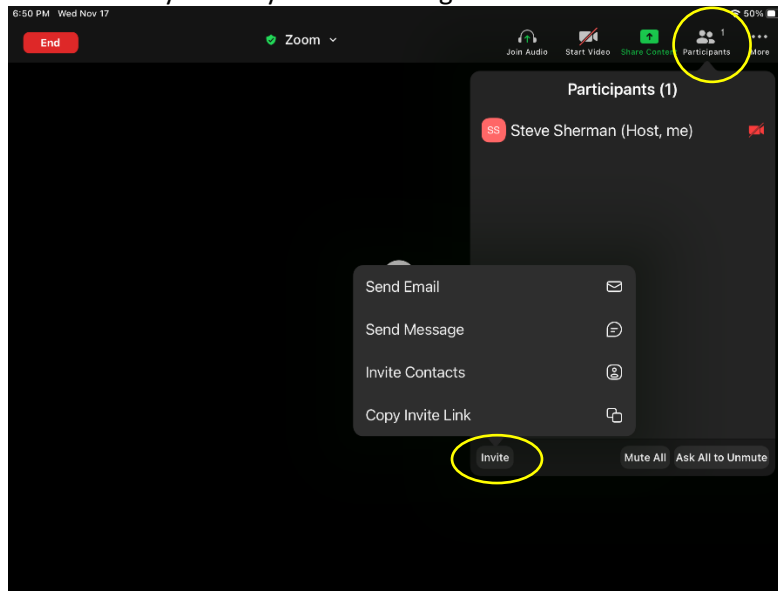
- Select your audio. Recommend that you dial in with your phone. Select “Dial in” to do so.



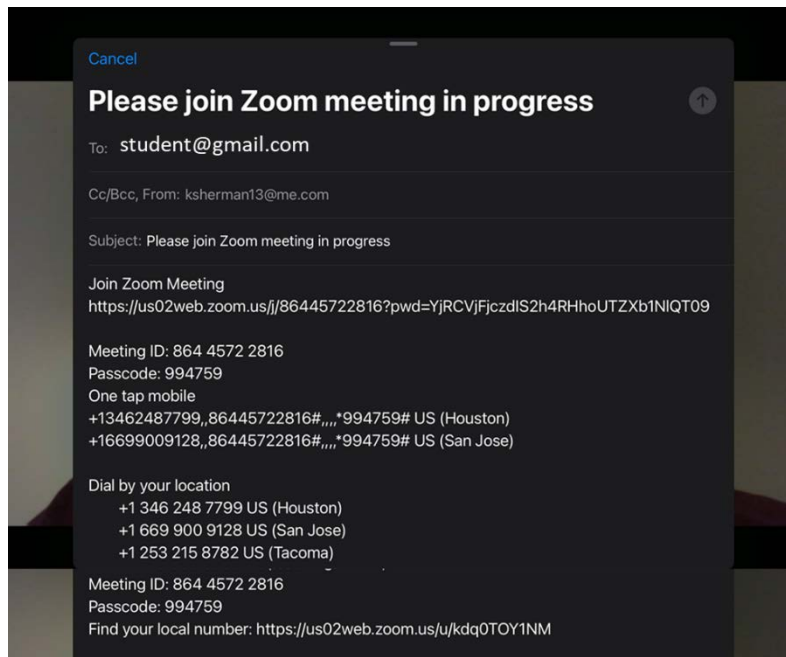
- Select one of the numbers you will use to call into the meeting with. Dial while looking at this screen because you will be prompted to enter the meeting id and the participant ID. Once dialed in, you can close this screen.



- You are now in the meeting and ready to invite your student
Click on the participants icon. Initially, you will be the only person in the meeting. Then click “invite” to invite your student. It will give you a number of ways to invite your student. Select the one that you and your student agree on.



- Whichever method of inviting your student you choose, your student will receive a link that will allow them to join your session with a single click. The following is an example sent by email.

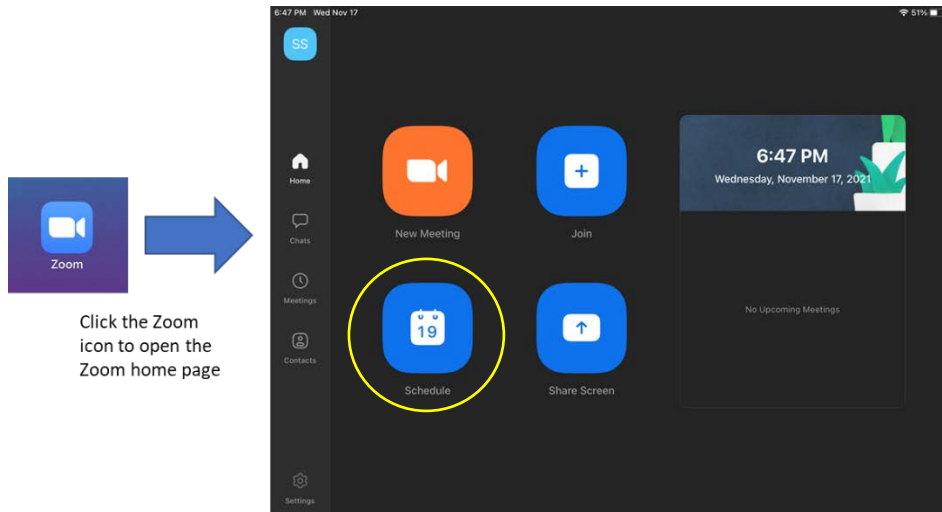


Congratulations! As soon as your student joins, you will be in your live session!

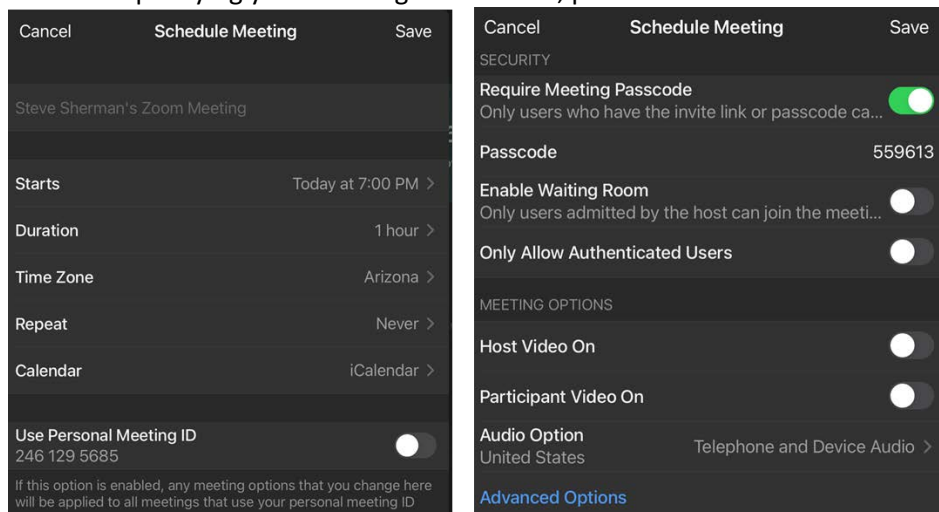
6.2. Scheduling an online training session with Zoom

This will walk you through the process of scheduling a Zoom session with your student to take place in the future.

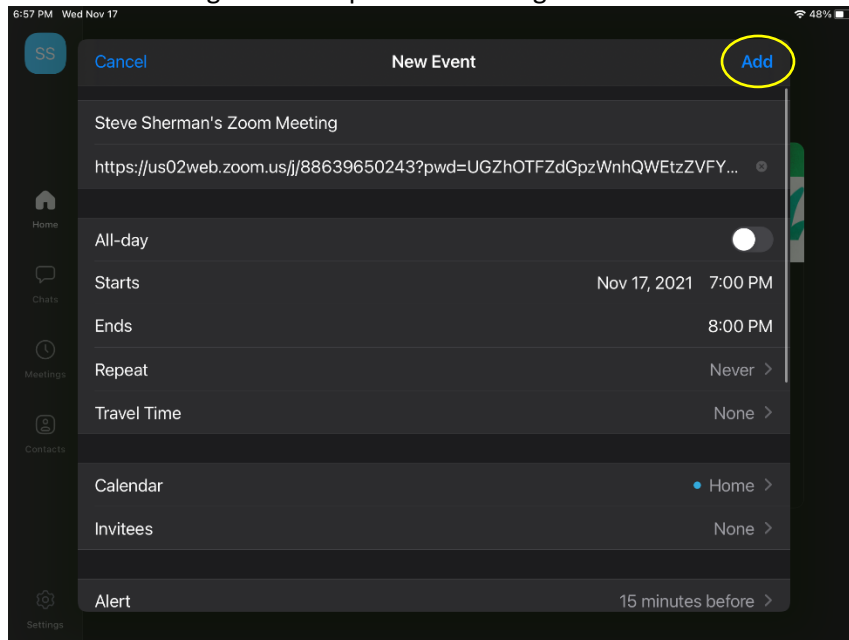
Click on the Zoom icon on your mobile device and it will open to the home page. Then click "Schedule" on the home page



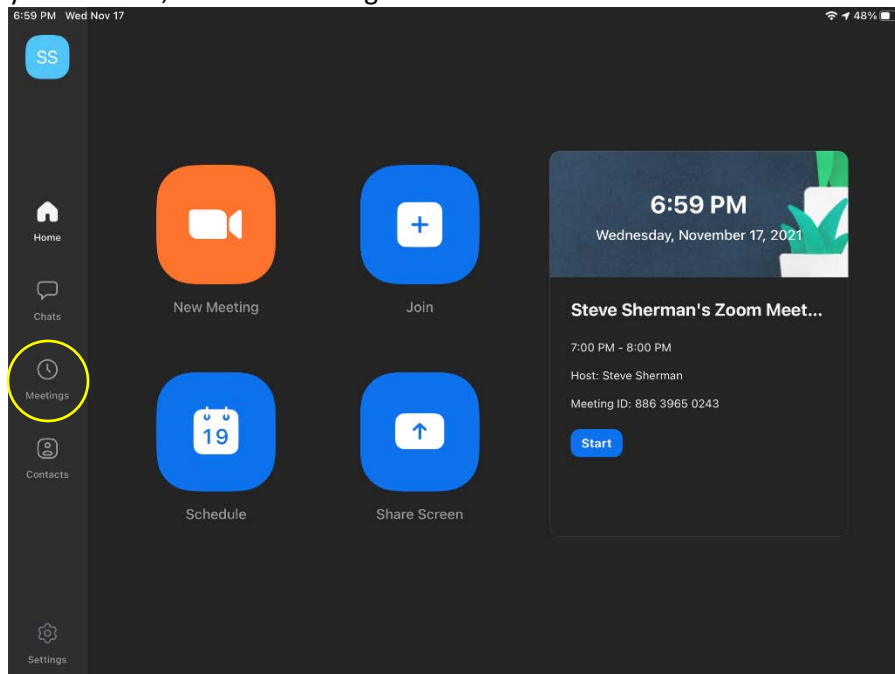
- You will be prompted for the details of the meeting. Here you can set the meeting start time, duration, time zone, etc. The following is a scrolling screen, represented side by side below.
 - o The calendar is an advanced feature, you do not need to use it. It allows this meeting to be recorded to a calendar you use, such as google calendar for example).
 - o Requiring a meeting passcode is a good idea to insure your meeting remains private between you and your invitees
 - o Recommend setting the host video on and participant video on so you and your student can see each other during the session.
 - o Audio option is recommended to be telephone and device audio to give you the most options
 - o After specifying your meeting information, press save.



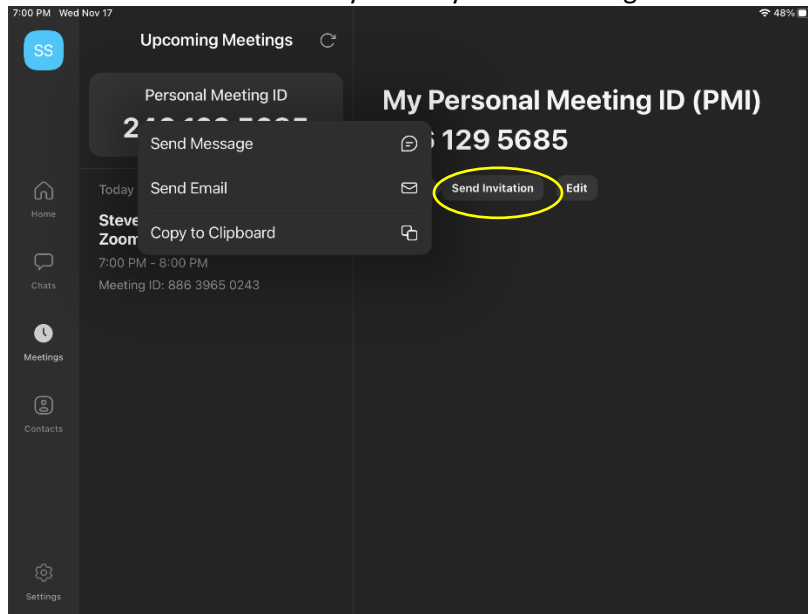
- You will then be given a recap of the meeting. Press add to add the event.



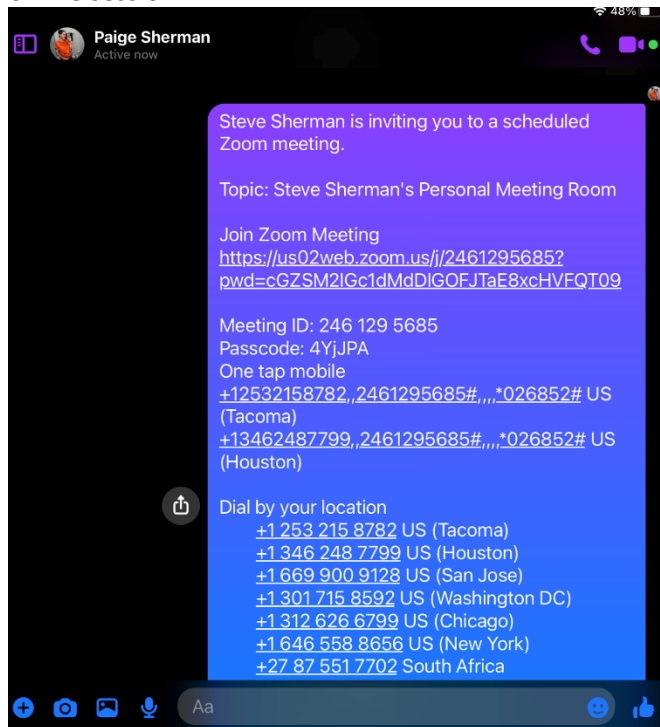
- Your meeting will show up on your home screen for convenience. To send an invitation to your student, click the meetings icon



- Click “Send Invitation” to invite your student. It will give you a number of ways to invite your student. Select the one that you and your student agree on.



- The following is an example of copying to the clipboard and pasting it into a Facebook messenger message. This contains an easy “one click” ability for your student to attend your online session.



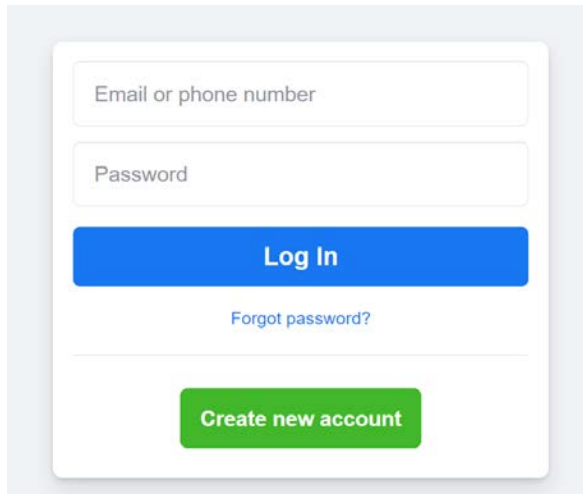
Congratulations! As soon as you start your scheduled event and your student joins, you will be in your live session!

7. Tutorial for setting up an online classroom using Facebook Groups

Starting a Facebook group (online classroom) for a student is free and easy. Just follow the procedures below

7.1. Sign up for a Facebook account if you don't have one

If you don't already have one, sign up for a free Facebook account by visiting <http://www.facebook.com>. Click "Create new account" and follow the online instructions.

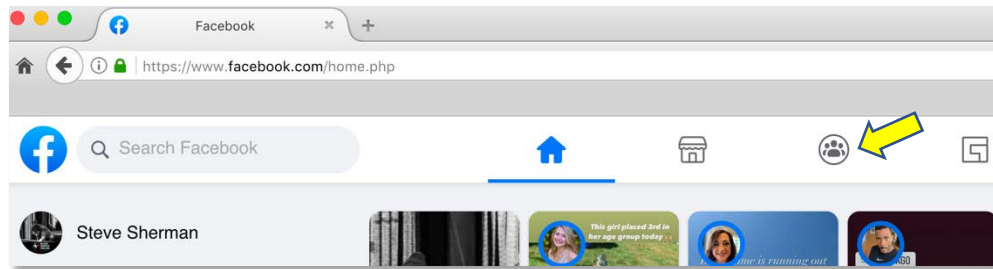


7.2. Creating a Facebook group (online classroom)

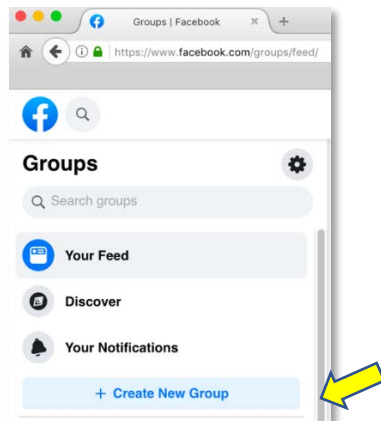
The core of the Facebook online classroom are Facebook Groups. For the purposes of providing guidance in how to utilize Facebook groups for online training, you can think of them as being synonymous with an individual student's private online classroom. This is a private classroom exclusively for the student and other individuals that are explicitly invited to participate or contribute to the student's training.

Within the group you will have a forum / collaboration area for you and your student to post messages, upload videos, share files, etc. You will also have an area to create your course curriculum in the form of "guides" which are categories / training modules for which lessons or other instructional material will be contained. Some ideas for modules might be drills, stance, alignment, grip, tangent line, etc.

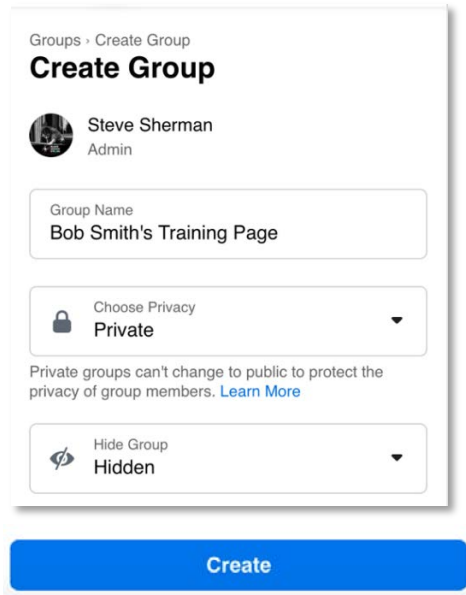
To create a group, click the group icon on your profile page. See the yellow arrow below



Click "Create New Group"



Fill in the name of the group, which is the name of your classroom. Also choose the privacy settings. Recommend choosing private and hidden to restrict to only those individuals you invite to the classroom. Then click the create button to create the group.



Groups > Create Group

Create Group

 **Steve Sherman**
Admin

Group Name
Bob Smith's Training Page

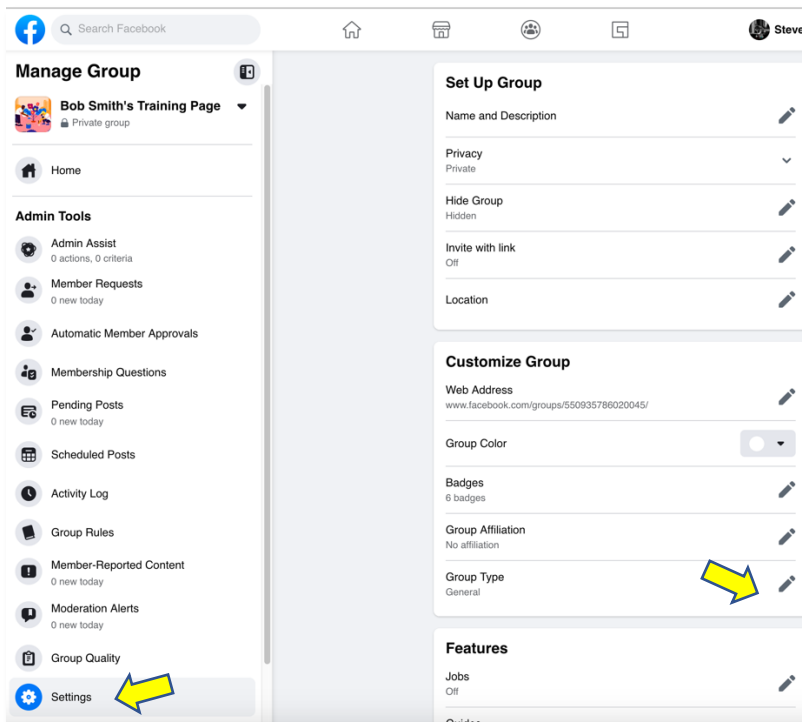
Choose Privacy
Private

Private groups can't change to public to protect the privacy of group members. [Learn More](#)

Hide Group
Hidden

Create

Change the group type to a social learning group. Click settings to bring up the settings for the site, then select the “group Type” pencil



Search Facebook

Manage Group

Bob Smith's Training Page
Private group

Home

Admin Tools

- Admin Assist
0 actions, 0 criteria
- Member Requests
0 new today
- Automatic Member Approvals
- Membership Questions
- Pending Posts
0 new today
- Scheduled Posts
- Activity Log
- Group Rules
- Member-Reported Content
0 new today
- Moderation Alerts
0 new today
- Group Quality
- Settings**

Set Up Group

- Name and Description
- Privacy
Private
- Hide Group
Hidden
- Invite with link
Off
- Location

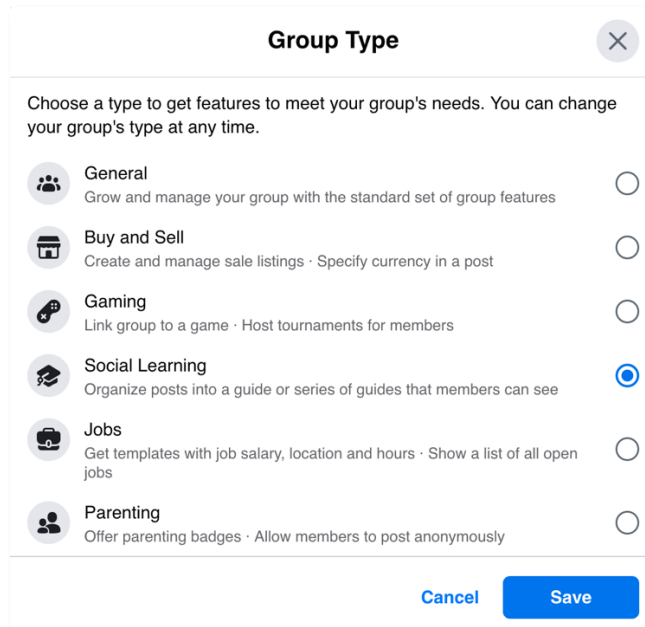
Customize Group

- Web Address
www.facebook.com/groups/550935786020045/
- Group Color
- Badges
6 badges
- Group Affiliation
No affiliation
- Group Type
General

Features

- Jobs
Off

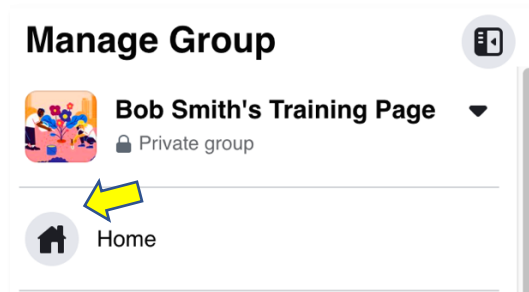
Select “Social Learning” from the Group Type menu and press Save. Facebook has different types of groups. Setting the group to social learning instantiates it as a classroom style group.



The image shows a 'Group Type' selection dialog. At the top, it says 'Choose a type to get features to meet your group's needs. You can change your group's type at any time.' Below this are six options, each with an icon and a description, and a radio button to its right. 'Social Learning' is selected, indicated by a blue dot in its radio button. At the bottom right are 'Cancel' and 'Save' buttons.

Group Type	Description	Selected
General	Grow and manage your group with the standard set of group features	☐
Buy and Sell	Create and manage sale listings · Specify currency in a post	☐
Gaming	Link group to a game · Host tournaments for members	☐
Social Learning	Organize posts into a guide or series of guides that members can see	☒
Jobs	Get templates with job salary, location and hours · Show a list of all open jobs	☐
Parenting	Offer parenting badges · Allow members to post anonymously	☐

For the rest of the steps, begin by going back to the home page for the group by clicking the home icon

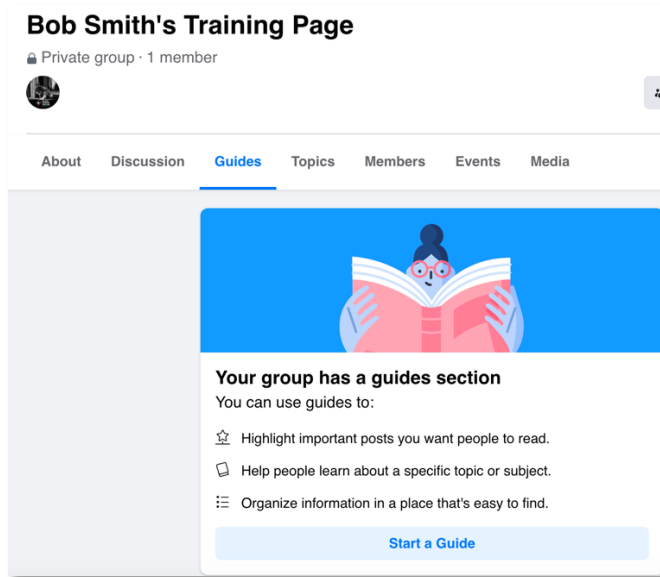


7.3. Creating a guide

Create the first guide. Guides are subject categories for which lessons or other instructional material, or modules will be contained. For training, the following are some ideas for modules might be drills, stance, alignment, grip, tangent line, etc.

For this example, we will create a guide for drills and post our first drill. You will be able to post many lessons within a single guide.

- First, Refresh your browser as the guides menu item may not be immediately visible after changing the site to social learning.
- Create the drills guide by clicking the guides menu items and clicking start a guide



Create the drills guide and provide a description. A suggested title and description is provided in example below. Press save to create the guide.

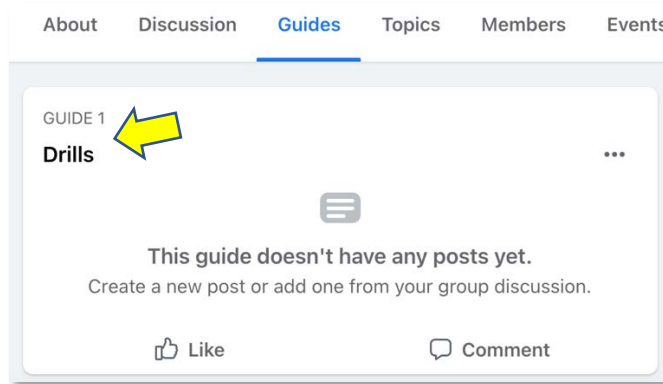
GUIDE 1

Guide Name
Drills
6/70

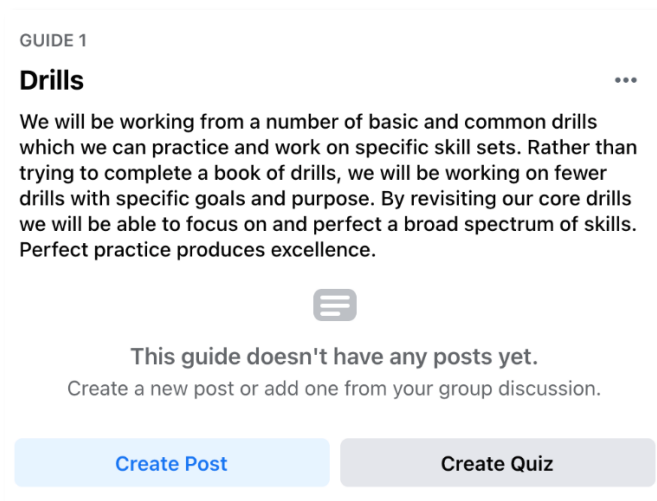
Guide Description (optional)
We will be working from a number of basic and common drills which we can practice and work on specific skill sets. Rather than trying to complete a book of drills, we will be working on fewer drills with specific goals and purpose. By revisiting our core drills we will be able to focus on and perfect a broad spectrum of skills. Perfect practice produces excellence.
367/1,000

Save

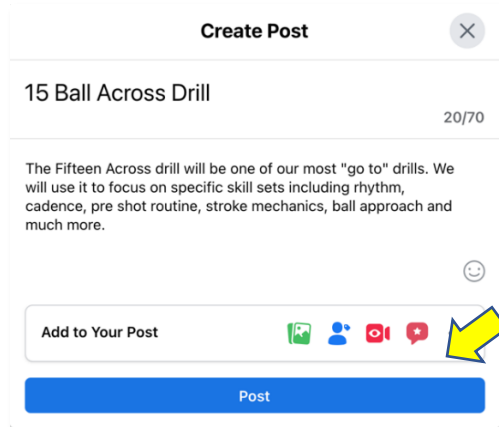
Upload the first drill (lesson) into the unit. Additional drills / lessons are added exactly the same way. Click on the drills guide to open it



Click “create post” to create the post in the guide



Enter the name of the post and description as follows. Then press the ellipse to upload the pdf



Create Post

15 Ball Across Drill

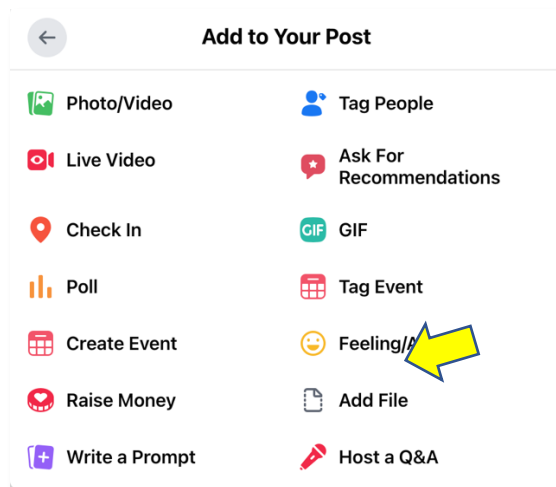
20/70

The Fifteen Across drill will be one of our most "go to" drills. We will use it to focus on specific skill sets including rhythm, cadence, pre shot routine, stroke mechanics, ball approach and much more.

Add to Your Post

Post

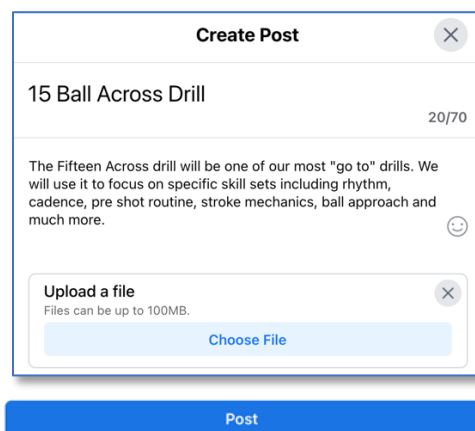
Click Add a File from the menu



Add to Your Post

- Photo/Video
- Live Video
- Check In
- Poll
- Create Event
- Raise Money
- Write a Prompt
- Tag People
- Ask For Recommendations
- GIF
- Tag Event
- Feeling/
- Add File
- Host a Q&A

Click Choose File to upload the 15 ball across pdf drill. Once you select the file to upload, the post button will appear. Click it to complete the post.



Create Post

15 Ball Across Drill

20/70

The Fifteen Across drill will be one of our most "go to" drills. We will use it to focus on specific skill sets including rhythm, cadence, pre shot routine, stroke mechanics, ball approach and much more.

Upload a file

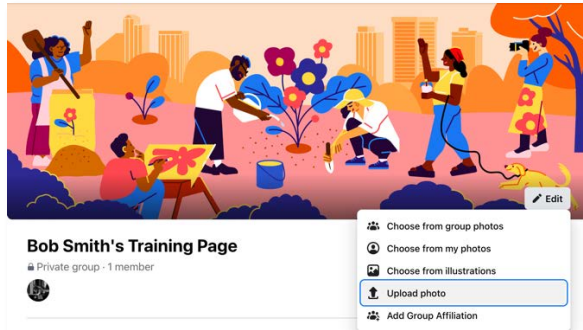
Files can be up to 100MB.

Choose File

Post

7.4. Create a custom cover page to brand your training site

Press edit on the group cover and select upload photo from the menu. Select the file you want to use as your cover, press open.



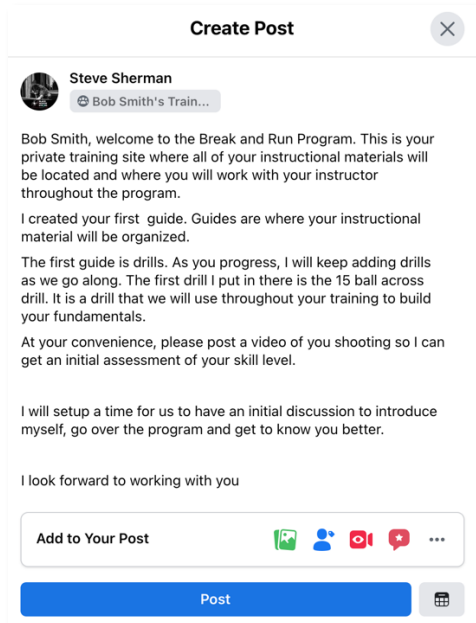
A preview of the new cover will appear, press save to change the cover photo



7.5. Create your first post.

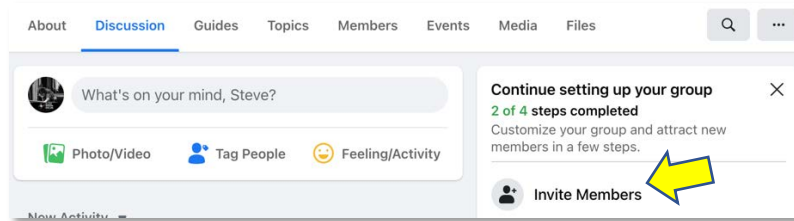
Posts are the means by which you and your student will collaborate.

The following is an example of a welcome post



7.6. Invite your students and other members to the site

Click on the invite members icon to invite the student and others who will be participating in this training site.



8. Additional resources

The following additional resources were not authored by the PBIA, but they are likely to be helpful resources for online sessions. Click on them to access the material.

- [Everything teachers need to know to use Zoom for online teaching](#)
- [Getting started guide for new users – Zoom help center](#)
- [Google Meet quick start](#)
- [How to teach seniors to use Zoom \(the complete guide\)](#)