

Virtual Visit Best Practices

Test the Virtual Meeting Link

- Test your ability to join the teacher’s virtual classroom prior to the event. If the teacher did not provide a virtual classroom link, please share yours. Teachers typically have challenges using WebEx so we recommend Microsoft Teams if available. Please email TruistPrograms@EVERFI.com for a virtual classroom link if one is not accessible to you.
- For best results we suggest signing into the meeting a few minutes early on the day of the event.

Present the PowerPoint Presentation

- If using the PowerPoint presentation for the trivia game, be sure to present and share your screen to the class. To present, go to the top ribbon and choose “Slide Show” > “From Beginning” OR click “Present” on the right-hand side



Set All Notifications to “Do Not Disturb”

- Set all computer notification (i.e. Teams, Slack, Outlook, Messages, etc.) to do not disturb to avoid messages showing up on you screen while presenting and additional pings in the background.

Use The Teacher To Support You

- Teachers can be a great resource for getting the student’s attention, calling on individual students, adjusting volume, helping with screen sharing, and much more! Don’t be afraid to ask.

Be Flexible

- Not every school will have the best virtual set up. Be flexible and do your best.

