



Online Satellite Class Hosting: Tools for our Mentors

The COVID-19 crisis offers our satellites an unprecedented opportunity to employ online tools for hosting our training classes. In this season, we are offering our sites a nimble means to continue equipping our students in cohort groups to allow students to access Capstone video online and to meet in online dialogue and classroom participation. As a Mentor, we want to provide a simple, clean, and usable format to host your class online. Using these methods, you will be able to host your online class as before using online tools for classroom assignments.

What TUMI provides you as a Mentor:

1. The ability for you and your students to view *video segments for all 16 Capstone Modules online* at no cost.
2. A *workable process to run your class online* (e.g., your students view video segment before your *online class-time together via ZOOM.** Meeting time together online is dedicated to covering material together in the Student Workbook, e.g., case studies, class materials, questions).
3. A *Sample Class Information Template* to give your students with specific information regarding your contact information, class meeting times, and specific online details.
4. A *Sample Class Contact Sheet*, to capture student's contact info for the class

What our Satellites Must Provide You:

1. Satellites follow *our standard protocol for student enrollment* (e.g., application, pastor's reference).
2. Satellites must ensure that these protocols for a Capstone module are kept for each class (e.g., purchase of Student Workbooks, Required Textbooks, that all assignments are fulfilled, grades recorded and transcripts are sent to students)
3. Satellites must *own the DVD or streaming video* for each lesson segment to be viewed online
4. Satellites will provide *access to the Mentors for Module quizzes and final exams.*

What You Will Be Responsible for:

1. You should *purchase a \$15 per month ZOOM account* to facilitate your online classroom training
2. You must watch the *"Hosting a ZOOM Meeting"* video which shows you how to schedule, start, and manage your ZOOM meeting and *"ZOOM Meeting Overview"* which shows a person how to join a ZOOM meeting, control your audio and know meeting etiquette (find this under tuminetwork.com, satellites)
3. You must provide them a *schedule of all online meeting times* (see *Sample Class Info Page*)
4. You must send your students *your specific contact information* (i.e., mailing address, email, and phone number) so they can send you their completed assignments
5. You must *facilitate your online class as you would in a physical classroom setting*, making sure that students complete all assignments of their work (including online sessions, Quizzes and Final Exams, Scripture Memory and Reading Assignments, and Ministry and Exegetical Projects)
6. You should refer regularly to *Discussion Forum* in the TUMI Network (tuminetwork.com, Satellites, Discussion Forum) to ask questions and monitor tips and best practices of other sites to improve your online training

What Your TUMI Students Must Provide:

1. They must be *an approved Student of TUMI*, having gone through our normal application process
2. They must purchase a *Student Workbook* for the Capstone Module being hosted
3. They must *purchase Required Textbooks* for the class (links to Student Workbook and required textbooks for each class can be found in TUMI Network (tuminetwork.com, Satellites, Online Training)
4. They must *view assigned video segments prior to ZOOM Class session* as directed by Mentor.
5. They must make up class sessions appropriately.