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**Virtual Classroom and Blended Learning:
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Using Enterprise Social Networks to Create a Virtual Learning Environment

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Virtual Learning Environment Feature Recommendations

Many social collaboration applications offer a variety of tools that designers, managers, and facilitators can use to engage participants to create an effective virtual learning environment (VLE). Here are some common features available in Enterprise Social Networks and example activities:

Feature	Description	Example
Announcements	An area for the trainer to share immediate information to the class (within group)	<ul style="list-style-type: none"> • Prompt learners to check or perform a certain action that was learned in class • Post agenda changes or classroom visitors
Blogs	Ongoing chronicle of information in a diary-type style	<ul style="list-style-type: none"> • An area to recognizing or feature a learner • Share praises from clients, managers, & peers
Discussion Boards	A set of messages grouped by a topic thread or a simple thread	<ul style="list-style-type: none"> • Create job based scenarios or open-ended question based on content for the learners to answer & demonstrate comprehension
Document	Display content or documents	<ul style="list-style-type: none"> • Create the class agenda, share courseware and lesson pages • Post self-help documents that focus on the best uses of features instead of sequential steps
Links	Store all the relevant links to be used in class	<ul style="list-style-type: none"> • Provide links to other tools, resources, supporting websites, and production tools for easy navigation
Polls	Get feedback or let learners vote on selected topics	<ul style="list-style-type: none"> • Create scenarios for learners to vote on the best response or answer
Q & A	Allow learners to ask questions	<ul style="list-style-type: none"> • Post FAQ from previous sessions • Capture questions from instructor led session as follow-up • Have SME answer classroom questions online
Status Updates	Participants provide a status update similar to Facebook	<ul style="list-style-type: none"> • Participants update their status to share what they have learned
Surveys	Gather responses from learners	<ul style="list-style-type: none"> • Capture learners feedback on a training session or an activity within the class • Real time feedback on activities and content
Ideas	Capture light bulb moments	<ul style="list-style-type: none"> • Participants are given time to write ideas for enhancing the training session, content, or facilitation
Wiki	Allows people to add, modify, or delete content in collaboration with others	<ul style="list-style-type: none"> • Create an area for learner's to take turns writing class notes, share insight, and supplementary reading list • Current news articles about a classroom topic.