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Online Cohort

Contact the Online Chair for the level in which you want to teach

Once assigned to cohort, you will receive Instructor Access to Axis.

Review how to use Axis as an instructor.

Communicate with the other instructors in your cohort to divide responsibilities

Prior to Day 1: Welcome students via email, provide Student Guide and contact info

Check into Axis at least weekly to review/grade student progress; mentor students as needed

Onsite Class

Contact your region/wing/unit ETO to teach or help plan a training event; check with the Onsite Chair for the level you want to teach for assistance

Prepare for your class by thoroughly reviewing the assigned modules, slides, training aids, and handouts

Teach on the selected date/time
- engage your class through
interactive classroom sessions
avoiding long lectures; ensure all
assignments are completed

Verify successful completion in eServices using Bulk Entry tool

Virtual-In Residence (VIR) Class

Contact either the national VIR
Coordinator or your
region/wing/unit ETO to teach or
help plan a training event; check
with the national VIR Coordinator
for assistance

Prepare for your class by thoroughly reviewing the modules and training aids.

Test your technology before the start of class.

Teach on the selected date/time

– engage your class through
interactive virtual sessions
avoid long lectures; ensure all
assignments are completed

Verify successful completion in eServices using Bulk Entry tool

^{**}All modules, no matter which modality, will be taught by approved VolU instructors; special exception requests should be directed to the Provost for consideration (i.e., guest speakers, etc.)