



## Tips for Getting the Most Out of Online Training

### **Technology Requirements**

We are using a platform called Zoom to host our webinars. You will not have to pay anything extra to use the Zoom app. In order to view the webinar, you will need a computer, tablet, or smart phone, as well as an internet connection.

Our webinars are password-protected, and when you sign in you will have to wait for the training facilitator to admit you to the class. If you or your employer are concerned about the security of your work computer, you may consider using a smartphone or tablet that does not have access to sensitive information.

### **Using Zoom**

The day before class, you will receive an email with the webinar link. About 10 to 15 minutes before the class starts, open the link.

### **Tips for Online Learning**

It can be hard to stay engaged when you aren't in the same room as the instructor. We incorporate polls and questions throughout the class to keep you engaged. Leave your video camera on to help create a feeling of a "real" class room. When you have a question or interesting comment to share, type it in the chat box.