



## Webinar Training Classes

We are using a platform called Zoom to host our webinars. You will not have pay any extra (beyond normal training registration fees) to use Zoom.

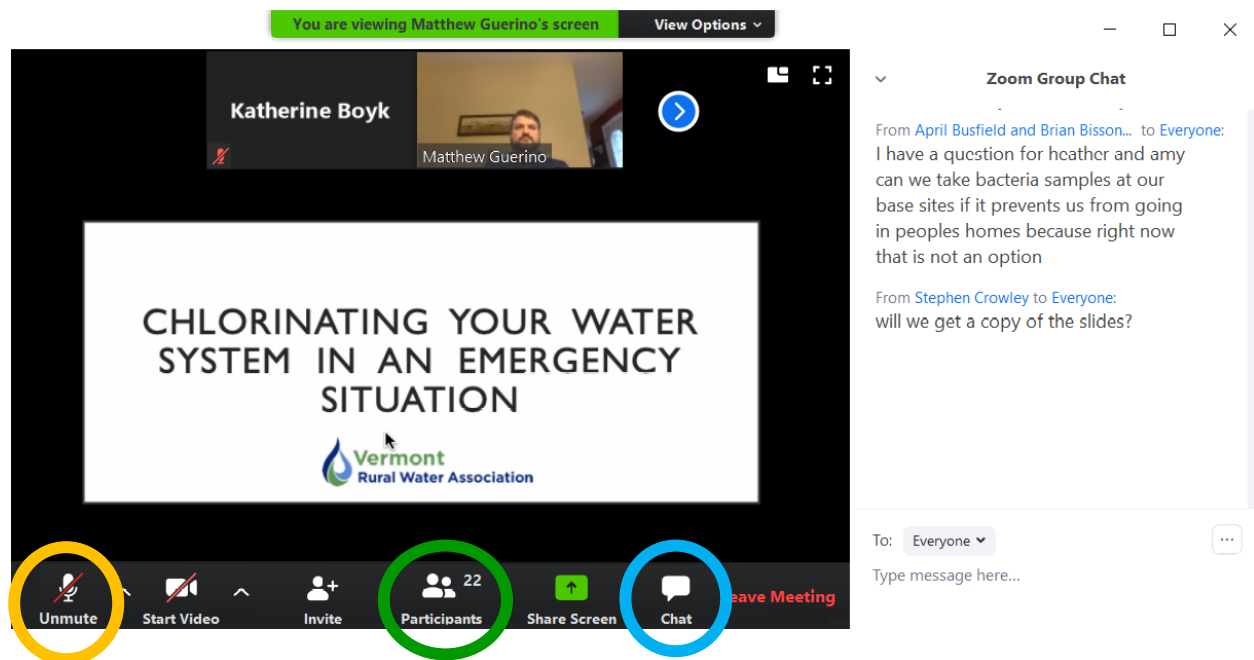
In order to view the webinar, you will need a computer, tablet, or smart phone, as well as an internet connection.

*Please Note:* We are aware that there have been some privacy concerns with Zoom recently. We are following best-practices guidelines to keep our webinar trainings secure. Our webinars are password-protected, and when you sign in you will have to wait us to approve you to join the class. This means that no one who isn't approved will have access to the webinar. 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.

## Logging In

The day before class, we will email you the webinar link. You should open the link 10 to 15 minutes before class starts. If you haven't yet downloaded Zoom, it will prompt you to download the application. Follow the installation steps; this should only take a minute or two.

Once Zoom opens, it will prompt you to type your name and email to sign in. You will then enter the webinar, which will look like this:

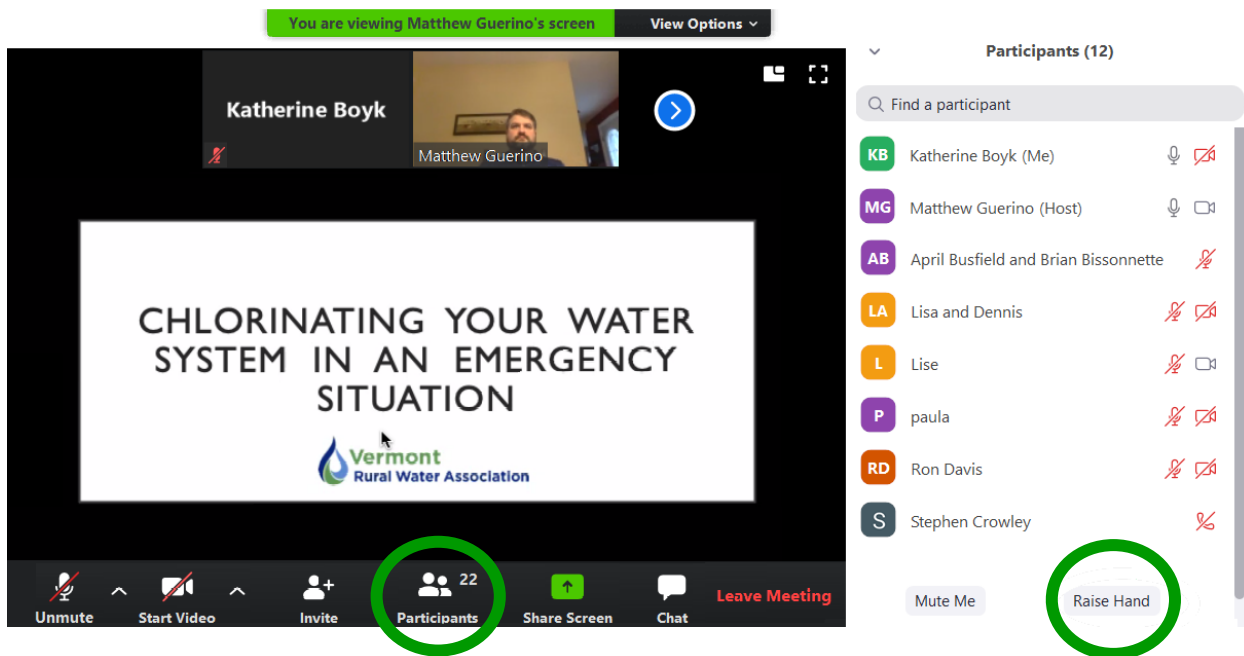


## Using Features

The display may be slightly different on your computer, but the controls will be the same. Move your mouse to the bottom of the screen to bring up the black bar with the control options.

**Microphone:** If your device has a microphone and the instructor has enabled the microphone feature, you will be able to speak and be heard by everyone. When not speaking, please keep your microphone on mute to reduce background noise. The Mute/Unmute feature is circled in yellow above.

**Raise Hand:** To signal to the instructor that you want to speak, use the Raise Hand feature. Click the Participants button (circled in green) which will open a new panel (see below). At the bottom of this panel is the Raise Hand button.



**Chat:** The instructor may ask you to use these features to check that you are paying attention and to ask or answer questions. Click the Chat feature (circled in blue) to open the chat box. Type your message and press enter to send.

Please practice online civility by keeping the discussion respectful and on-topic. It is best to avoid jokes or sarcasm because humor can be difficult to interpret online.

## Tips for Online Learning

It can be hard to stay engaged when you aren't in the same room as the instructor. Consider these ideas to help you stay focused and get the most out of the webinar:

**Engage your brain:** Take notes, ask questions, use the chat feature to share your ideas

**Engage your hands:** Doodle, knit, play with play-dough or fidget toys

**Engage your body:** Stretch, march in place, do lunges, do jumping jacks, sit on a yoga ball

**Avoid distractions:** Don't text, check email/social media/apps, or play games