



VIRTUAL LEARNING

YOUR GUIDE FOR THE MOST EFFECTIVE ONLINE EXPERIENCE

Because of our recent circumstances, we are more dependent on online learning for professional development. Our goal is for you to get the most from this experience so to better equip you with the skills you need to implement best practice in your classroom.

To this end, the following includes suggestions about how you can most effectively utilize technology to create a positive learning experience.

1. JOINING AN ONLINE TRAINING:

You will need a device such as a **computer, a tablet, or a smartphone** with **internet access**.

Make sure you have a reliable signal. If Wifi is not readily available, we suggest using your smartphone. All video conferencing platforms such as Zoom and WebEx have an app that you can download on your phone.

Xfinity is also offering free Wifi by accessing the following resources:

- 1.) <https://www.internetessentials.com/>
- 2.) <https://wifi.xfinity.com/>

We also recommend you to **close all applications** that could influence the **connection speed**.

Some of the online content will be prerecorded for you to download. Please make sure your device has enough space for this file.

Make sure you log in to join the webinar **5-10 minutes before** the start time and follow the link you have received from the webinar organizer.

Once you click the link, a training prompt will open in your window. Depending on what platform you are using, you may need to fill in all the fields such as your name, e-mail address, and the password/ID number you received from an instructor.

When using Zoom, click the link sent to you via email or click on the **Meetings** tab to join a scheduled meeting and you'll automatically be brought into the meeting. More information can be found [here](#).

You **do not** have to have a **Zoom account** to attend a Zoom meeting or interview. You will be prompted to download the software, once you have clicked on the link that has been provided. You may also wish to create an account, but that is not required for participation.

2. PARTICIPATING IN AN ONLINE TRAINING:

Focus – Imagine you are in a classroom, and the teacher is right in front of you. To eliminate distractions, put your phone on silent (if you're using a computer) and close all the other windows on your computer.

Be sure to **mute yourself** if you are not speaking. This prevents audio feedback and makes it much easier to listen to those who are speaking/presenting.

Engage – Don't be afraid to ask a question. Also, because most webinar platforms have a chat section, you can communicate with your instructor this way.

Another tool to make sure you are focused and engaged is to take notes. **Write down key points**. These notes will be helpful when you complete the reflections portion of the training.

TECHNOLOGY DIFFICULTY?

If your frame freezes, be patient, it typically will be live again. However, if it persists, the best option is to log out and then log in again.