



Virtual Training Policy for Participants

Participant Expectations:

Here are the expectations for participants in Zoom training sessions:

- Join the virtual Zoom workshop for the **entire time** it is scheduled.
 - Each virtual Zoom workshop will require registration so that a report can be made of the Zoom session. You will click on the link in the instructor's email and it will provide you with a login. Each meeting will have a specific meeting ID and a specific password which will only work for that particular class.
 - Prior to the start of the virtual Zoom workshop you will join the by clicking on the link in your email. Be logged in and ready to go at the beginning of the workshop.
 - During the workshop:
 - "Mute" your microphone *unless* you are talking as this will cut down on background noise and feedback.
 - Use the "Chat" feature to answer questions, ask questions and engage with classmates and instructor through the live Zoom class.
 - Use the "Video" feature so we can see that you are present in class.
 - Participate as much as you can in the virtual classes – you will get more out of it if you are more involved.
- Participants who log on late or log off early to a Zoom training session will only receive credit for the portion of time they are logged into the session. Credit will be awarded in ECE TRIS to the next 15-minute increment.