Expectations & Best Practices for Virtual AK-CESCL Training

1. Prior to course date, participants are expected to download course workbook and material from http://ak-cescl.com/html/ak-cescl-course-materials.php.
2. Prior to course date, participants are expected to watch AK-CESCL Instructional Videos from http://ak-cescl.com/html/instructional-videos.php.
3. Do not share the Zoom link. The class registration is for one class participant only.
4. Attendance will be taken to confirm all participants are registered for class.
5. Make your screen name displayed to other participants your full name so it is easy for instructors to take attendance.
   o To Rename: Hover over your name, click **More**, and choose **Rename** to change your screen name displayed to other participants.
6. Only participants whose names are on the roster will be allowed to enter the Zoom course and participate.
7. Join Zoom meetings from a location with fast, reliable, and preferably wired internet connection.
8. Participants will need an electronic device with audio and video capabilities and to stay charged for the entirety of the course.
9. A Zoom account is not required to access the course.
10. Bandwidth considerations:
    o Close all other applications on your computer.
    o Avoid other users sharing your internet/bandwidth at the same time.
    o Communicate potential issues to your sponsor/instructor ahead of time to troubleshoot.
11. A Zoom link to your scheduled course as well as direction to course materials will be sent via email from your sponsor. If you do not see this email in your inbox, check your spam folder before contacting your sponsor.
12. Keep your microphone muted at all times unless talking to reduce background noise, minimize distractions and to maximize your bandwidth.
13. Cameras should be at eye level and positioned in good lighting.
14. Avoid sitting with your back against a window or other light source, if possible.
15. Be mindful of what is in your surrounding room that may be visible to other attendees.
16. Let others in your area know that you are taking a live online course; therefore, if they walk into the room, they will be on camera.
17. Your instructor will provide guidance on how attendees should ask questions (e.g., chat box, raising your digital hand in Zoom, or at designated Q&A times during the course).

How to Access Your Virtual Zoom Classroom

Click here for a short video with instructions on how to access a Zoom meeting. Please arrive to your class 10 minutes early to allow yourself time to troubleshoot.

Click here for Zoom FAQs.