Virtual Instructor-Led Training (VILT) Participant Checklist for Caregivers

In order to attend virtual training, **training participants must prepare, in advance, to attend each training session.** This checklist and the associated information and documents on the MCWP *Virtual Learning Training Materials* webpage will support your preparation for and participation in the session you are registered to attend.

**Preparation for Training: 3-7 Days Prior to Training Session**

[ ]  Participant has a reliable high-speed internet connection

[ ]  Participant has access to an electronic, internet connected device that supports audio and video and **has a camera and microphone**

* If you **DO** have a computer with these specifications, use the computer
* If you **DO NOT** have a computer with these specifications, use your smart device to attend the session virtually so you can see and hear others and they can see and hear you - and utilize your computer to access the course materials that will be displayed during your training session.  **You will sign into Zoom on both devices.**

[ ]  Participant registers for a free Zoom Account

* See Zoom Docs: **Creating a Zoom Account and Setting Up Your Profile**

[ ]  Participant reviews instruction on how to join a virtual Zoom session

* See Zoom Docs: **How to Join a Virtual Training Session Via Your Computer, Phone or Tablet**

[ ]  Participant reviews instructions on using Zoom features and a virtual background

* See Zoom Docs: **How to Use Zoom Features** and **How to Use a Virtual Background**

[ ]  Participant attends a Zoom Test Drop-In Session to assure Zoom account and features are working

* This is a self-guided test that will take just a few minutes
* Troubleshooting support will be available during the Drop-In Sessions
* See Zoom Docs: **Zoom Test Drop-In Session Calendar**

[ ]  Participant **prints** the required course handouts and materials for sessions attending

* Directions about your course handouts are contained within the course email that you received 8 days prior to the first day of your training session. If you are requesting printed handouts, that request must be made in advance of the class to allow us to get the materials to you.
* Course handouts and materials for all sessions being offered virtually are found on the MCWP **Virtual Learning Training Materials** webpage – scroll down the webpage to find the name of the course you are attending and click on the course name to access the course materials

[ ]  Participant arranges to have supplies available to support their attendance at the training session

* A quiet room
* Headphones, if available, as they help you hear better and eliminate sound issues
* Pen and paper, as taking notes on your computer will limit your ability to be actively engaged in training

**Day of Training**

[ ]  Please join your training session at least ½ hour ahead of time. Please join no later than 15 minutes prior to the scheduled class start time. This varies by class, so please check your PDS Online confirmation for class times. To join your training session, **see the course email you received with the Zoom link in it** and click on the link

* You will be placed in a **Waiting Room** until the trainer opens the session – do not disconnect
* While waiting, please test your audio and be ready to join via video when the session opens
* If you are not connected to the classroom, please disconnect/close Zoom and try the link again
* If you still cannot connect to the training session, please call the Support Person at the email provided in the course email you received
* Note that the Support Person may be assisting others and will respond as quickly as possible

[ ]  Have available your Zoom instructions for logging into and using Zoom

* See Zoom Docs: **How to Join a Virtual Training Session Via Your Computer, Phone or Tablet**
* See Zoom Docs: **How to Use Zoom Features** and **How to Use a Virtual Background**

[ ]  Attendance will be recorded for the training session and course completion noted on your transcript in PDS Online

* It is expected that you will be present and participating in the entire session, just as for in-person training sessions
* We are aware that many training participants have parenting and teaching responsibilities during this time, therefore we will take regular breaks throughout the training day – please see the course email you received to learn more about break and lunch times
* If you are not speaking, please mute your audio to reduce background noise for all participants
* Connect back with video from breaks and lunch on time