



Virtual Instructor-Led Training

Guidance for Participants

Overview & Purpose

We offer live online courses to accommodate the changing needs of our learners. Much like our elective classroom courses, your active participation and engagement will provide a more meaningful user experience. These live online courses are designed to be a shared user experience that will influence the conversation and direction of the course. We utilize Zoom software to deliver our live online courses.

Note: These live online courses are actively monitored by CTAS staff to assist with engagement and operation of the session.

Live Online Course Requirements

- Participants **MUST** have speakers, a webcam, and a microphone to join and participate in a live online course session. No exceptions. You will not be allowed attend a session without these items.
- Test your equipment a day before the session to ensure your speakers, webcam, and microphone are working properly.
- It is *highly* recommended that you use a computer (laptop or desktop). If you need to use a tablet device such as an iPad, you will need to install the Zoom app prior to joining the live online session.
- Stay engaged -- We expect participants to respond to facilitator questions and to chat inquiries.

Learn How to Use Zoom

We offer a self-paced training course on [Learning Zoom](#) through [k@te](#). Click the link below to view this course. If you complete it, you can be eligible for 1 hour of COCTP Recertification credit.

Alternative Learning Opportunities

If you would prefer not to actively participate in these live online courses, we offer many [LinkedIn Learning](#) opportunities as an alternative. These courses are self-paced and do not require a microphone or camera for completion and credit.