Virtual Classroom Best Practices

• Log on 10-15 minutes before each live session
  o Test your audio
  o Participate in the warm up activity (purpose is to connect with your class)
• Have your participant guide with you for each live session
• Do not multitask during the session
  o Turn off email and cell phone and ignore any other distractions
  o Exit other applications to ensure better bandwidth
• Participate and be prepared to be called on by name
• Be on your own computer, using your own phone*
  o Do not share a PC or phone with other colleagues
  o Do not join using a mobile device or tablet as your primary device. OK to use as a secondary screen for your audio.
• Mute and unmute yourself as needed
  o Click the microphone icon next to your name in the Participant Pane
  o Contact the Facilitator in private chat if you need help
• Participate in exercises in the system

Attendance and Participation Policy

Attendance Policy
• Unable to attend a session? Please message your Instructor via email
• To be eligible for completion, you must:
  • actively participate in the session
  • complete the course requirements (i.e., exercises, on-hands practice)
  • pass the proficiency exam with 80% or higher score
  • complete the post-course evaluation

Participation Policy
• This program is a learning event
• CareConnect requires active participation & engagement to receive credit
• Active participation includes, but not limited to:
  o participating in virtual classroom activities,
  o discussions,
  o following along in CareConnect, and
  o breakout sessions