

Innovations Training Engagement Protocol

Be on-time and ready to learn using zoom functions.

All zoom meetings will open 30 minutes prior to the start to allow attendees to address any technical issues. Classes start promptly at 8:30 a.m. and 1:00 p.m. Late arrivals or unprepared learners will need to reschedule. [*prepared* means you have all technology required and it is in working order]

- Choose a quiet space that will allow for listening and sharing.
 - Use headphones as needed
- Set up your equipment at a desk or table and sit within arm's reach of your computer so that you can easily engage when prompted.
 - Do not lay down or sit far from your equipment.
 - Tablets must be propped up and in landscape view.
 - Keep the camera centered on your face and avoid walking around.
 - No driving or riding in vehicle or riding on a subway. Learners must remain stationary.
- **Limit multitasking and outside distractions:**
 - You will get a 10-minute break mid-way through, please use that time to address outside matters.
 - Do not make or take calls during class, including texting or scrolling.
 - Avoid having conversations with those around you, including others in the office taking the same training.
- Whether you are billing or not, you must fully participate and follow protocol.
- Must attend each course in its entirety to receive credit.
 - Be mindful of your time off camera.
- **Training cannot be completed on a cellphone.**
- Only 1 person per device. Attendees sitting in the same office while on training, should be focused on the class and their own device.

- 100% participation is required (chat discussions, poll questions, unmute and share, breakout rooms, etc.)

Innovations Training Engagement Strategies for Success

- Unfamiliar with zoom?
 - Seek instruction and support from your manager, co-workers, IT, kids, or any other experienced zoom user.
 - Access Zoom tutorials via Zoom website.
- Use the Zoom app and be sure to update regularly.
- Have you downloaded the class materials?
 - Go to Eleversity.org-> Resources-> OPWDD Innovations Resource -> [Scroll down to the desired class]
- Having an **unexpected emergency**? [flood in the kitchen, sick baby/pet, work related crisis, computer died].
 - If it can be resolved quickly, notify the TA in the chat box.
 - If it cannot be resolved, notify the TA in the chat box, remove yourself, and reschedule. If needed, call 585-340-2051.
- Need a bio-break or to refresh a beverage?
 - Message the TA that you will be right back
- Feeling sleepy or tired?
 - Stand up and stretch – move your body but stay in view of camera.
 - Grab some water, coffee, soda.
- Have you lost connection with zoom?
 - If you still have internet, use the link to return to the class
 - If you're having trouble resolving the issue, call 585-340-2051. If you do not reach a person, be sure to leave your name and the name of the class.
 - If the issue is not quickly resolved, you will need to reschedule for the course.