

Innovations Training Participation Guidelines

Welcome!

To ensure a high-quality learning experience for everyone, please review the following participation expectations before attending an Innovations training. These guidelines help create an **engaging, interactive, and productive** virtual classroom.



BEFORE YOU JOIN

Attendees must have access to:

- ☐ A desktop computer, laptop, or tablet
- ☐ Cell phones are not permitted for video
- ☐ A working camera, microphone, and speakers
- ☐ Reliable internet access
- ☐ A power source or charging cord readily available



Class start:

- ☐ If you arrive after 8:30 AM or 1:00 PM, you will be required to reschedule
- ☐ Zoom Meeting opens 30 minutes prior to class start time
- ☐ Be prepared to test your equipment



DURING TRAINING

Attendees are expected to:

- ☐ Keep cameras on for the entire training
- ☐ Respond to polls and activities
- ☐ Participate in chat box and discussions
- ☐ Engage in breakout room activities
- ☐ Unmute and contribute when prompted
- ☐ Message the TA with any tech issues, or other situations that will interrupt engagement



YOUR LEARNING ENVIRONMENT

We recommend:

- ☐ Using headphones when appropriate
- ☐ Informing coworkers, family members, or others that you are attending training
- ☐ Minimizing interruptions throughout the session



SET UP FOR SUCCESS

Please:

- ☐ Keep your camera centered on your face
- ☐ Sit upright and remain attentive
- ☐ Prop tablets securely in landscape mode
- ☐ Remain stationary throughout training



The following are not permitted during class:

- ☐ Driving or riding in a vehicle
- ☐ Walking around while connected
- ☐ Lying down or lounging on camera



Limit Distraction:

- ☐ Avoid texting, scrolling social media, or performing other work tasks during training
- ☐ Do not make or receive phone calls during class
- ☐ Avoid side conversations with others nearby, including coworkers attending the same training
- ☐ Excessive time off camera may result in needing to reschedule



ATTENDANCE AND CREDIT

To receive credit for a training:

- ☐ Sign in and out in the chat box
- ☐ Attend the entire session
- ☐ Participate in all required activities
- ☐ Remain visible on camera throughout the training

