

## Online training

### Getting started with online training

#### Introduction

You have heard that SET BC offers online training for your PSAP purchases but you don't know how that works. This tutorial will walk you through the process of registering and attending your first online training session.

This tutorial assumes...

- You have access to a computer with an internet connection
- Your computer has speakers (either built-in or external) to hear the audio
- You have a headset to hear the audio (optional)

#### Learning Objectives

Completion of this tutorial will give you experience with the following:

- Accessing the Events Calendar at [www.setbc.org](http://www.setbc.org)
- Registering for a workshop
- Attending an online workshop

# Getting Started with Online Training

1

Go to [www.setbc.org](http://www.setbc.org) to see the SET BC webpage.

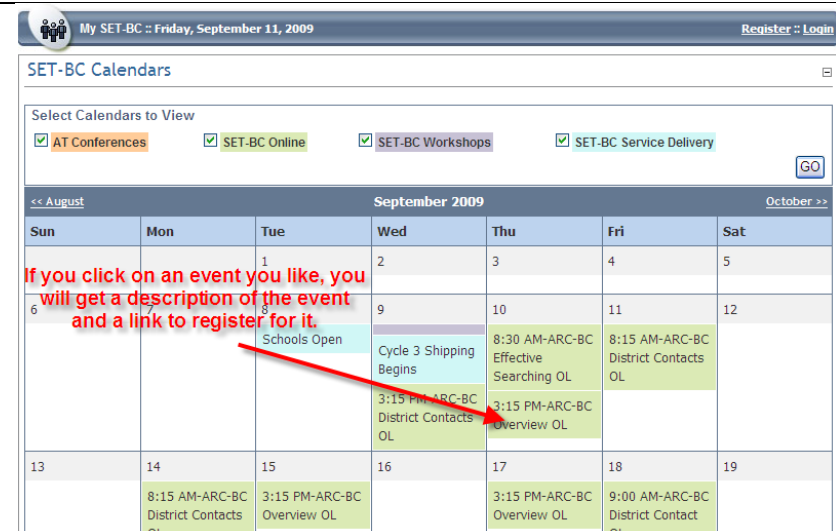
Once there, go to the “**News and Events**” tab and click on the “**Events Calendar**.”



2

At the Events Calendar, look through the calendar for which workshop you'd like to attend. Click on the name of the workshop for more information and how to register.

When the description of the workshop appears, you will see a **click to register for this session link**. If you click on the link, it will launch Microsoft Outlook or Entourage and create an email to the instructor. If you are using a different email account, note the email address of the instructor and write him/her an email from your account letting the instructor know you wish to attend the workshop. **Please indicate the date and time of the workshop in your email.**



## Getting Started with Online Training

After you have registered, you will receive an email from the instructor.

The email tells you the **time** of the workshop along with a link to the online workshop. You can click on the link to take you to the log-in page for the workshop.

You will also find important **information for first time users**. Please read this information carefully.

To hear the **audio**, you will need to have the computer volume turned up or have external speakers connected to your computer. Alternatively, you could use a headset plugged into your computer to hear the audio.

3

Thank you for registering for a PSAP online informational session...

xxx 9:00 a.m. – 10:00 a.m. (Pacific)

To join the session at that time, go to: <http://breeze.setbc.org/trainingsap>

Log into the meeting as a "Guest" (using your first name only) a few minutes before the actual training start time to make sure your audio is working properly. You will need to be able to hear your computer's audio through a headset or speakers. If you have difficulty accessing the meeting at that time, I can be reached at 250 732 6268.

**If this is your first online experience with us, read the following important information regarding access to our online meeting environment:**

\*\*\*\*Some school districts have indicated problems accessing our online resources including online sessions due to the school districts' network and firewall configurations.

1. You can **test** your access to the SET-BC online learning environment by going to: <http://breeze.setbc.org/onlineetest/>, clicking on "Guest", typing in your name and clicking "Enter". If you can get into the online meeting room, hear the music and see the information, then you should have no problems accessing the online session at the scheduled time (assuming you are using the same computer and internet connection ☺).
2. If you were not able to access the online test meeting, please go to the **Online Learning Participants Information page** on the SET-BC website ([http://www.setbc.org/requirements/online\\_learning\\_participant\\_info.html](http://www.setbc.org/requirements/online_learning_participant_info.html)) for important information on network requirements and a computer test link to ensure your computer has the necessary plug ins OR if you think there may be an issue with your access, you might want to direct your IT support person to our SET-BC online resources technical support page (this has proven very useful for some districts who have successfully solved their access issues). The information can be found at: <http://www.setbc.org/requirements>.
3. Contact me if you have any problems or questions about PSAP online training at [jdhami@setbc.org](mailto:jdhami@setbc.org) or by calling 604-261-9456.

4

When it comes time for the workshop, click on the link to attend and you will be taken to the meeting site and asked to enter your name. **Note that you will be entering as a Guest.**

Adobe® Acrobat® Connect™ Pro Meeting

Jinder Dhami

Enter as a Guest

Type your name:

|

Enter Room

Enter with your login and password

Type in your name then click on "Enter Room"



Tip...

At the bottom of the email you will receive from the instructor is a link that allows you to test your computer and browser. It is a good idea to try this prior to the meeting.

## Getting Started with Online Training

Once you are logged in, you will see your name with an icon beside it indicating you have joined the meeting.

At this point the instructor will show you slides or share his or her screen. Sit back and follow along.

You are able to Chat with the instructor or other participants by using the Chat pod.

5 At the bottom of the screen is a pop-up menu with icons that you can add beside your name. For example, you will find icons for speak louder, raise hand, applause, agree/disagree, thumbs up, etc.

If at any point you have a question, type it into the chat pod and/or choose the icon that indicates your hand raised.

The screenshot shows the 'Connect Pro Meeting' window for user 'Jinder Dhami'. The interface includes an 'Attendee List (1)' showing 'My Status: Active' and 'Jinder'. A 'Chat' window shows a message from 'Jinder Dhami: hello and welcome everyone!'. A 'Notes' window is also visible. A red arrow points to the name 'Jinder' in the attendee list, with the text: 'Your name will appear here to show you are a part of the meeting.' Another red arrow points to the 'Raise Hand' icon in the bottom toolbar, with the text: 'If you have a question or want to chat, you can type in this space then hit "return" and your message will display in the window.' A third red arrow points to the 'Raise Hand' icon in the pop-up menu, with the text: 'You can click on this arrow then choose one of the icons which will appear beside your name.'



Tip...

It is sometimes a good idea to have two computers - one computer to watch the workshop and the other to use the application. However, it is **not necessary** to have two computers.

For more information on PSAP training, please contact Jinder Dhami ([jdhami@setbc.org](mailto:jdhami@setbc.org)).