



## WVAR Virtual CE Plan

1. Attendance monitoring plan.
  1. Registrants will be invited to the meeting/training through a link to the meeting which requires individual authentication and a password.
  2. Only those who have pre-registered and authenticated their accounts will be allowed to attend the meeting and receive credit for the class.
  3. All course participants must utilize the video component so their attendance can be monitored/verified.
  4. If the entire course is not completed by the student, they will not receive credit.
2. Proctor monitoring participants' attendance and participation and also issues with audio and sound.
  1. Registrants will be monitored by a proctor using Zoom meeting's attendance and attention settings which allow us to print a report showing the registrants' time on the meeting and any early log off.
  2. The attention setting will allow the proctor to monitor the time spent by the attendee away from the screen.
  3. Students with sound or audio issues who are not able to complete the course will be offered another opportunity to register (at no additional charge) for another course.
  4. Students will be invited to ask questions and participate in any discussion by utilizing the chat window or by raising their hand through the nonverbal response. The proctor will be able to unmute/mute all participants.
3. Limit number of breaks to 1 for a 3 hour course.
  1. The course will be scheduled for 3 and a half hours; however, instruction time will be for the required 175 minutes. This difference allows for a 15-minute pre-course instruction by the proctor for all attendees on technical issues and use of the system (things like hand raising, chat room use, and any technical issues that can be addressed) and 20 minutes maximum in personal breaks.
  2. No scheduled breaks will be set for the 175-minute instruction period. If an attendee needs to step away, they will be monitored by the proctor for time away from the screen. Should they be absent for longer than 20 total minutes, they will be removed from the meeting and will not receive credit for the course. The proctor will maintain the virtual "sign in/out" sheet and that will be included with the attendance report.
4. The Certificate of completion should indicate that the course has been delivered through a DE platform- zoom in particular in this case.
  1. Course certificates will be delivered to the attendees at the completion of the course by email and will note that the course was online. The certificate will be emailed along with a link to a course evaluation survey.
5. Limit the number of attendees to 100 people to allow proper monitoring.
  1. Courses will be offered by registration only and will be locked at 100 maximum registrations.



## Recommendations for Student Attendees

### Before the day of your class you should:

1. Download the ZOOM app by going to the ZOOM.us website and setting up an account. Student attendees must be registered for the course and must have authenticated their account prior to the course start date.
2. We suggest that attendees use a headset for the course instead of using the external speaker and mic. While a headset isn't required, it is recommended.
3. Be sure to test your headset or system speakers to be sure your audio works properly.



### Prior to the class start time, we recommend you:

4. Make sure all your equipment is fully charged.
5. The instruction time is 3 hours, so please make sure you'll be comfortable sitting and/or standing for that time period.
6. Grab a snack and a drink, you'll be glad you did!
7. Shut down all other windows or apps on your system so you won't be tempted to internet surf during the course.
8. If your course comes with a handout, please download it prior to class beginning.



### It's class time! We recommend you:

9. Log in a few minutes before your class is scheduled to begin just in case you have any tech issues and need to close out and re-join.
10. You will join the meeting muted, if you have a question, type it in the chat box and the class proctor will be right with you!
11. Remember, just because this course is being delivered online, you are still required to attend the entire course. If you must take a break, follow the directions from the class proctor to do so.
12. If you have questions during the course, please use the chat feature or raise your hand using the non-verbal responses (as instructed by your proctor). You are encouraged to ask questions, make comments, and interact during the course. The proctor will unmute you as necessary.



When class is over and the proctor ends the meeting, your attendance will be verified and submitted for your certificate to be completed. Once that process has finished, you will receive your certificate and a link to a course evaluation.