



<https://www.iat.gov>

Thank you for participating in IAT virtual course offerings. All training sessions will be held virtually (webinar) utilizing the Zoom platform. We understand there are various levels of comfort with utilizing new and different platforms. To support successful delivery, we have built in time before each course to address technical issues students and instructors may have. The following guidelines will help with flow and functionality of course delivery:

- Please be on time (or early) to class. Introductions will cover several technical aspects of the virtual environment as well as set expectations that will be monitored to ensure attendance credit is given.
- We are requesting students use a laptop or desktop computer to minimize potential trouble shooting during class.
- Please be in a quiet, dedicated learning space to allow for a focused mindset throughout the course.
- Small group participation and interaction are key in offering a successful, student engaged learning environment. Instructors have put a lot of effort into modifying course materials from classroom to a virtual environment, please be respectful of that effort and help contribute to making the course a success for everyone.
- Please use your mute button when you are not speaking.
- You do not have to share your screen or turn on your camera if you are not presenting. If you are speaking, you have the choice to turn on your camera. Courses may have 30 or more students/instructors that will be logged in simultaneously. Limiting camera usage will save band width during the meeting.
- The chat box will be used to ask questions and make comments during unit presentations. Instructors will also use the chat tool to share information or hyperlinks for additional information or reference documents. Please remember everyone can see your comments and questions, not only the instructor. The instructor cadre will try to address all comments in the chat box and give an opportunity for further discussion.
- Your commitment to be an engaged, active participant will contribute to the learning, information sharing, and positive class experience for yourself and others.