 

# GETTING READY FOR A VIRTUAL CLASS

We are so excited to have you join us for a virtual class! This document will provide you with tips and tools to help you have a smooth, fun and exciting virtual class.

## PREPARE YOUR LEARNING ENVIRONMENT

* + Reserve a quiet workspace free from distractions where you can participate in

sessions. In your workspace, you’ll need:

* + - A computer with internet access (preferable hardwired internet but will work on WIFI).
		- A phone (preferably a desktop phone but will work on a cellphone).
	+ Add conference times to your calendar and inform others that you will be unavailable during these times.
	+ Remember to have **FUN!**

## TECH PREP

* + Complete a system test of the computer you will use during the conference.
		- Make sure you can access the platform that the class will be delivered on.
	+ If you are using a laptop, make sure your charger is nearby.

## PREPARE TO BE A LEARNER

* + Take advantage of opportunities to learn and engage
	+ Make sure you are familiar with your technology and the best ways you can participate virtually. Do you know how to use the chat, or whiteboard, or other features?
	+ Most importantly, get to know others and have fun!

## DAY OF TECH ISSUES

* If you have any issues during your sessions, contact [add who they can contact]