RIHS Virtual Training Participation
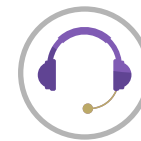
Prepare your workspace

- Download most recent version of Zoom
- Make sure your wifi can support video-conferencing
- Ensure your camera is enabled and working properly
- Use a headset and microphone when possible
- Find comfortable seating
- Ensure good lighting
- Gather all supplies ahead of time for participation
- Have snacks and water ready

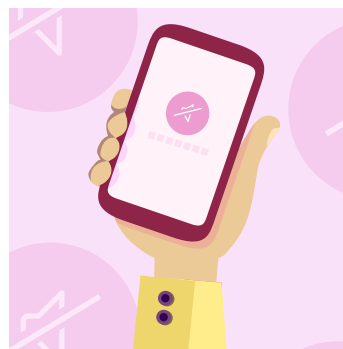## LIMIT DISTRACTIONS

Quiet work environment

Appropriate background (including virtual background)

Close all other applications (email, web browsing, social media, etc.)

Set aside the time to fully attend to training

Silence cell phones

Consider logging in early to troubleshoot tech challenges

Full participation means...

- registering for the training in the RIHS Learning Management System (LMS)

- not missing more than 15-minutes of training

- pre-registering in Zoom for the training prior to logging on (please note: this is an additional registration step after you are registered for the course in the LMS)

- ensuring your camera is on unless you're on break

- reviewing the reminder email to gather training materials (and other useful information)

- engaging in chat, breakout rooms, whiteboard activities, polling, etc. and utilizing participant tools including raise-hand, go slowly, and a coffee cup which signifies that you are stepping away from the training

- completing all pre-work before training

We're here to help! RIHS@sdsu.edu

RIHS
Responsive Integrated Health Solutions