



Virtual Training Guidelines of Attendee Participation

RCAP Solutions offers virtual training using the GoToTraining Platform.

The following is a guideline for virtual attendees:

Requirements to receive TCHs:

- Log in to the session from your personalized JOIN button that is emailed to you
- One person per device (prior permission must be given for exceptions if allowed by the board)
- Attend at least 90% of the schedule time
- Submit at least 75% of the polls and or tests that are launched
- Complete the evaluation
- For more details, see **GoToTraining Platform** below

TCH Certificates will be emailed to you within 2 weeks (if you are eligible) based on the above.

Technology Requirements:

- Only 1 attendee per device (The platform keeps track of ALL participation)
 - Prior permission must be granted for exceptions: RNovak@RCAPSolutions.org
- Device must have audio capabilities (speakers)
 - Attendees are "listen only", so there is no need for a microphone
- If you need help with signing in, contact Rebekah Novak and she will assist you when she is available
 - RNovak@RCAPSolutions.org, 978-870-2053 (cell)
 - You can also join a session by visiting: www.gototraining.com. In the upper right hand corner click "Join". Enter the 9-Digit ID from your reminder email, and your email address
 - GoToTraining is designed to work with Chrome or Firefox
- If you need assistance connecting to audio once you are in, use the chat feature to ask for help, or contact Rebekah Novak

GoToTraining Platform:

- Log in from your personalized/unique JOIN button that is emailed to you
 - Your JOIN button is how you are recognized in the platform. Do not share this link with anyone or use anyone else's (we will not be able to verify your participation)
 - JOIN button is sent in the reminder email, 1 hour before the session starts
 - You MAY need to click the "OK, I'm all set button" which hides at the bottom of the screen
 - Either hit the TAB button a few times, or zoom out (hold cntrl button, spin mouse wheel)
 - Verify by writing "test" in the chat box and seeing your name stamp
- Attend at least 90% of the schedule time
 - The platform keeps track of attendee's signed-in time
 - If you have technical difficulties, please email Rebekah Novak with an explanation
- Write your Questions for the speakers in the chat box
- Submit poll questions when they are launched using the Submit button
 - if you have problems submitting, write your answer in the chat box
- Complete the Evaluation
 - Launched at the end of session AND emailed to you after the session
 - Only complete one evaluation per person
- If you are not familiar with the GoToTraining platform, sign on early and the organizers can answer any questions and will go over the features.