ONLINE CLASSES AT PROKIDS

ProKids will be using Zoom Videoconferencing and Webinars for all future online classes. Below is information created by the ProKids Professional Development about registering and attending our online classes. You can also find additional technical support for Zoom by navigating to support.zoom.us in your internet browser.

REGISTERING FOR ONLINE CLASSES:

As in the past, you will use Eventbrite to register for all ProKids classes. Moving forward, you'll notice two types of classes being offered. All ProKids online classes will be marked as "Online Session" in their title after the class name. All in-person classes will just list the class name.

When you register for a class regardless of it being in-person or online, you will receive the same confirmation email from Eventbrite as you have in the past. You will also automatically receive reminder emails about online trainings two days, two hours and ten minutes before the start of the training.

If you need to cancel a class or reschedule, you will follow the same procedure through Eventbrite to do so. You can find an up-to-date list of classes at www.prokids.org/calendar.

ATTENDING VIRTUAL CLASSES:

We suggest using a computer for all online trainings. If a computer is unavailable, you may use a tablet or phone but this will greatly reduce your ability to participate in training. The below instructions are for using a computer. If using a tablet or phone, please download the Zoom app from wherever you normally access apps for your device.

You will automatically receive reminder emails about online trainings two days, two hours and ten minutes before the start of the training. From any of these reminders, click on the link which will automatically take you to a page where you will see "Click Here to Access Training." Click on image.

- If this is your first-time using Zoom, we suggest installing the Zoom application on your computer prior to attending any ProKids online training. Go to zoom.us/download and click the "download" button under the "Zoom Client for Meetings" option. Follow your computer's typical process for installing the application.
  - If you are unable to download the application prior to the start of class, simply click on the link in your reminder email from Eventbrite and then click "download & run Zoom" to proceed. Follow your computer's typical process for installing the application. After the application has been installed, you may need to navigate back to the Zoom webpage (you can click the link in your Eventbrite reminder again). Click "Allow" when you see the prompt to the allow this page to open "zoom.us" or "Open Zoom Meetings".
- If you have used Zoom prior and it is already downloaded to your computer, click on the link in your Eventbrite reminder email. Click "Allow" when you see the prompt to allow this page to open "zoom.us" or "Open Zoom Meetings".

Fill in your name and email to begin the online training. **Please fill in full name. Do not use abbreviations or other handles as this may affect credit for class.** Please arrive to training on time and be prepared to stay for the entire scheduled class. If the training has started, you will automatically begin viewing the presenter and material. If the training has not yet started, you will see a screen saying that you are waiting for the host to start the webinar. ProKids will be utilizing participant waiting rooms to protect the privacy of our online trainings. A member of the ProKids Professional Development team will accept you into each training. The training video and sound will start

automatically once ProKids begins the class. **For all ProKids online trainings, if a password is requested to access the material, the password will be 2605.**

When attending class, join using your computer's audio. Raise your hand or unmute yourself to communicate with presenter by hovering over the video and clicking on the icons on the bottom of the screen.

You will enter the training automatically muted. At certain points in the training, the trainer may unmute a participant so that the participant can verbally answer a question. If video has been enabled for a specific training, you will need to allow access to video from your computer. To unmute yourself, you can hold down the space bar or click it microphone icon in Zoom.

Some trainings will utilize polls to engage with participants. When this happens, a poll will appear on your screen. Simply click an answer and then wait for further instructions from the trainer. Some trainings will utilize breakout rooms. Trainers will prompt you to join. Please accept the prompt shown on your screen to enter and exit the breakout room when necessary.

At the end of the training, you will receive a link to an evaluation for the training. Please click on that link or cut and paste link into browser and fill out the survey to receive credit for attending the class.

ProKids Trainings have increased in capacity due to this virtual option. Trainers may limit responses during training in order to keep training on schedule.

If at any time you have technical issues while attending an online training, please email prusso@prokids.org for assistance. Please know that trainers are unable to provide technical assistance once the training has started.

See Zoom Task Bar User Information Below

Zoom Menu Bar