

How to have the best experience of this virtual class:

- **NOTE:** The course will be done using **ZOOM**...please ensure the following:
 - Make sure you have a camera AND a microphone (as there are some who've thought they could take this class without either!). Also, there will be NO dial-in capability for the audio for this class.
 - Use the most **current version** of Zoom (desktop or app, but app seems to work better).
 - **Use a headset**, if possible – this aids all of us to hear you better and for you to hear us better.
 - **HIGHLY** recommended to be **hard wired** to the internet via a PERSONAL network, i.e, NOT on a VPN or Sandia network. (There are some things you might not see if you aren't.)
- **Have all course materials available (download prior to class):**
- PDF of course Powerpoint slides (6 per page) of the course (optional to print)
- PDF of the course manual (no need to print out, unless desired)
- PPT file of the exercises that will be used in breakout rooms (no need to print unless you want to) – All participants should have access to this file to use when in breakout rooms.
- **DO PRINT OUT the Course Worksheets for exercises to be done in class (highly recommended for this class as there are many exercises to do!)**
- Ensure your “away from office – in training” message is ON.
- **Have a place to take notes**....pen and paper, or open Word Document.
- **Come prepared to put your video ON**, as it's great to see you AND you will be working with your team in breakout rooms at certain times during the course.
- Remove all distractions and be prepared to PARTICIPATE!