



## **PLEASE READ ALL INFORMATION CAREFULLY!**

### **System Requirements**

In order to participate in the virtual classroom courses being delivered by the Rocky Mountain Education Center, you must have all of the following system requirements:

- a computer with a webcam built-in or USB plug-in;
- Speakers and a microphone built-in or USB plug-in or wireless Bluetooth.
- internet connection with sufficient bandwidth for video conferencing.

The Rocky Mountain Education Center will be using Cisco WebEx as the platform for our virtual training. You can join the WebEx training by simply using your web browser. Cisco WebEx web app supports the following browsers: Chrome, Chromium, Edge, Firefox, Internet Explorer and Safari.

For a step by step process to join a meeting or training session you can click on the following link: <https://help.webex.com/en-us/9eed9t/Get-Started-Joining-a-Meeting-Event-or-Training-Session-with-the-Webex-Web-App>

### **RMEC Video Conference Course Rules of etiquette**

- Please login to the meeting using your full legal name
- Roll will be taken at beginning of the session and after each break
- Participants are expected to keep their web cams active during the course delivery
- Keep your microphone muted during the course - unless you have a question for the instructor, are contributing to a class discussion, or if the instructor asks you to unmute.
- When you microphone is unmuted please refrain from typing, shuffling papers or other activities that will distract participants. Make sure when using your microphone, you are talking directly towards the microphone, otherwise it may be difficult for others to hear you.
- Raise your virtual hand or use the chat function to ask questions.
- Make sure you are participating in the course and group discussions in a productive manner. Your participation will help make the class a more of an engaging experience.
- Your video must be on during the course. Having your video on makes the course a more engaging experience for all of the course participants.
- Do not use virtual backgrounds, they can be distracting for the other course participants.

- You can use the chat box to convey technical issues directly to the class instructor or moderator. You may also use the chat box to send messages to the entire class that are useful and respectful.
- Try to avoid physically raising or waving your hand – use your function keys.
- Keep in mind others can see you, so please refrain from private behaviors, eating meals, or chewing gum.
- If a participant is disrespectful or inappropriate they may be removed from the virtual classroom.

Please remember that we are all in the process of learning the nuances of virtual course delivery. We ask that you please have patience with us as we work out any kinks in the technology. We hope you enjoy your virtual training experience and we do look forward to the day when we can see you all again back at the Rocky Mountain Education Center.

After the course, you will be sent a course evaluation in the form of an online survey. Please complete this to give us feedback and help us improve both our content and our delivery.

If you have any questions in advance of the course, please email us at [rmec@rrcc.edu](mailto:rmec@rrcc.edu) and someone will get back to you shortly.