

# Video Conferencing Training Instructions

## All Online Training will be limited to 25 email accounts

### Create a Google Account

1. If you don't already have a Google email account, you will need to create one. You can find the instructions on how to create a Google account by following the instructions on this link <https://edu.gcfglobal.org/en/gmail/setting-up-a-gmail-account/1/>

### Register for Training

2. Once you have your Google email account you can register for upcoming training
  - a. To Register, click on the registration link assigned to each training topic
  - b. The link will take you to an online registration form
  - c. Complete form with your information, then click submit
  - d. You need to **register with your Google email account**
  - e. **Registration must occur prior to the day of the training**
3. Adriel Training will send an invitation to your Google email account to invite you to join training by video conference. Once you get the training invitation, you need to accept the invitation.

### Join Training by Computer

4. On the day of the training, you will need to log into your Google account.
5. Once logged in you will see in the top right hand corner of your screen an icon of 3x3 dots. These are your Google Apps. Click on the 3x3 dots.
6. Once you click on the 3x3 dots you should see a drop down of a variety of different Google Apps that are available.
7. You need to click on the App that looks like a white video camera inside a green circle that is titled "Meet".
8. When you click on "Meet" it should open a new browser window and you should see on the right hand side of the window a box with your training title available. Click on the training box. This should open a new screen.
9. Click "allow" on the pop up box that is asking to show notifications.
10. On the right hand side of this screen click "join now". This connects you to the online video training.
11. You need to mute your computer when the trainer is presenting. You can do this by hovering your cursor over the bottom of the screen and clicking on the microphone button. When you are muted, the microphone turns red. You can unmute your microphone by following this same process.
12. Do not shut off your camera. The trainer **MUST** be able to see you at any time during the online training.
13. You must be attentive to the training. That means no driving, working, making dinner, etc.

### Join Training by Phone

14. If you are using your cell phone to log in to the video training you will need to download the "Google Meet" app first.

15. You can get this app by going to your App store icon and then search for and download "Google Meet". (*this app is free*)
16. On the day of the training you need to login with your Google email and password using your "Google Meet" app.
17. Once logged in you need to select the training you plan to attend. This will take you into the video conference.
18. You need to mute your phone when the trainer is presenting.
19. Do not shut off your camera. The trainer **MUST** be able to see you at any time during the online training.
20. You must be attentive to the training. That means no driving, working, making dinner, etc.

**Knowledge Gained Forms**

21. Knowledge gained forms **must be completed by each participant** in order to receive credit for attending
22. Knowledge gained forms **must** be completed and submitted at the conclusion of each training and no later than close of business the same day

Week Of: 8/3/2020 through 8/21/2020

<b><u>Training Name</u></b>	<b><u>Trainer</u></b>	<b><u>Hours of Training</u></b>	<b><u>Date</u></b>
What Are Social Skills? <a href="https://forms.gle/qrixGth8Ckcf9q1P9">https://forms.gle/qrixGth8Ckcf9q1P9</a>	Warren Fitzpatrick	5:30pm to 7:30pm	8/4/2020
Helping Kids Be Kids <a href="https://forms.gle/oSXYGycSqm1TBNY49">https://forms.gle/oSXYGycSqm1TBNY49</a>	Natalie Coffman	9:30am to 10:30am	8/6/2020
Terrors at Night <a href="https://forms.gle/Uo4VhkjZXwBwaHQ98">https://forms.gle/Uo4VhkjZXwBwaHQ98</a>	Warren Fitzpatrick	5:30pm to 7:00pm	8/11/2020
Preventing Disruptions <a href="https://forms.gle/QPoxa1FNZ3zjHaEu7">https://forms.gle/QPoxa1FNZ3zjHaEu7</a>	Sallie Christian	1:00pm to 2:00pm	8/13/2020
Teaching Family Discussion <a href="https://forms.gle/5npvTB5HeLVLKXKQ8">https://forms.gle/5npvTB5HeLVLKXKQ8</a>	Warren Fitzpatrick	5:30pm to 7:30pm	8/18/2020
Creepy Crawlies <a href="https://forms.gle/6QLDPPVV9SBfZP5w6">https://forms.gle/6QLDPPVV9SBfZP5w6</a>	Cortney Coyle	5:30pm to 7:00pm	8/20/2020