Virtual Instructor-Led Training (VILT) Checklist

**Advance preparation is required for every training session**. Use this checklist and information on the WCWPDS Virtual Learning Training Materials webpage to prepare.

**Complete these items 3-7 days prior to the session**

1. **I have a reliable high-speed internet connection.**

Yes

Unsure?

* To check your internet speed, go to <https://www.speedtest.net/>
* Recommended minimum speed of 15-25 Mbps download and 3 Mbps upload. The higher the number the better.

No, my internet is unreliable or below recommended speed.

* Options: Connect to the Internet with an Ethernet cable or move closer to the router. Contact your home internet provider or agency supervisor/IT department.

1. **I have a computer/laptop with a camera and a microphone.**

Yes

No

* Use a smart device (e.g., phone, tablet) to attend the session virtually so you can see and hear others and they can see and hear you. Utilize your computer to access the materials that will be displayed during your training session. You will sign into Zoom on both devices.

1. **I have a Zoom account.**

Yes

No

* Go to <https://zoom.us/> and click on the orange button on the top right of the homepage entitled ‘SIGN UP, IT’S FREE.’ Follow prompts to register for a free Zoom account.

1. **I have used Zoom recently (within 2-3 weeks) on the device I will use in training.**

Yes

No

* Test your device: <https://zoom.us/test>. Follow the prompts to open the meeting and test your audio and video.
* If you are unable to connect to the Zoom test, contact your agency IT department to check for security features or firewalls preventing connection.
* If you would like to set up a short appointment to trouble-shoot audio/video issues or test your Zoom connection,
  + For child welfare professional trainings offered to staff in the 71 county agencies outside of Milwaukee and 11 tribal agencies, please email [office@wcwpds.wisc.edu](mailto:office@wcwpds.wisc.edu)
  + For foster parent, adoptive parent, relative caregiver, and congregate care training and child welfare professionals who work in Milwaukee for Children’s Hospital, Saint A, or DMCPS, please email [wcwpds-mke@uwm.edu](mailto:wcwpds-mke@uwm.edu)

1. **I know how to navigate Zoom features such as gallery/speaker view, resize screen, turn off and on audio/video, chat, reactions, etc.**

Yes

No

* Consult resources available on: <https://wcwpds.wisc.edu/virtual-learning-training-materials/>

**Complete these items 1 day before your training session**

1. **I have downloaded/printed materials as instructed in the course-specific email I received. Class materials are also available if you scroll down the virtual learning materials webpage.**

Yes

1. **I have completed any pre-training coursework requirements.**

Yes

No

* See the course in your PDS Online transcript to find any pre-coursework requirements.

1. **I have a quiet room available for training day/s (with no other training participants) and needed supplies (i.e., headphones improve sound issues; writing utensils; note paper)**

Yes

**Day of Training**

1. **I understand and agree to abide by the following training expectations.**

* Be live on camera, at all times while the training is in session.
* If you are not speaking, please mute your audio to reduce background noise for all participants.
* Appear back on video on time after breaks and lunch.
* Participate in activities by sharing your comments, responses, ideas, examples, and asking questions.
* Complete all activities, applications, and skills practices including interactive Zoom features.
* Be present for the full training as scheduled. Attendance will be recorded each day.
* If you need to step away, please use the Chat feature in Zoom to let the trainer know

Yes

1. **I have joined the Zoom training session link 10-15 minutes before my session start time each training day.** *NOTE: If your training session is more than 1 day, you will use the same Zoom link all training days.*

Yes

* You will be placed in a **Waiting Room** until the trainer opens the session – do not disconnect.
* While waiting, please test your audio/video and be ready to join via video when the session opens.

No

* To join your training session, see the course email sent prior to your session with the Zoom link in it and click on the link.
* If WCWPDS is experiencing technical issues, we will email you at the email address that is on your PDS Online Profile – please have access to that email account on the days of training.

1. **I have successfully been connected to the Zoom classroom by the start time of the training session.**

Yes

No

* If you are not connected to the classroom at the training session start time, please disconnect/close Zoom and try the link again.
* If you still cannot connect to the training session, please call the Support Person at the phone number provided in the training email you received. *(Note that the Support Person may be assisting others and will respond as quickly as possible).*

1. **I am having internet connectivity issues on my training day.**

Yes (try trouble-shooting options in the following order)

* Close all other applications on your device (e.g., email) and rejoin meeting.
* Connect to the internet with an ethernet cable or move closer to the router.
* Shut down your computer. Restart your internet router and modem. Restart your computer.
* Call or email the Support Person at the number noted in the training email to clarify next steps.

No