

## 15 TIPS TO MAKE THE MOST OF YOUR ONLINE TRAINING (via ZOOM).

1. If possible, attend using a computer, laptop or monitor i.e. a reasonably large screen. This is because a fair degree of Viva Access training involves viewing and commenting on architectural drawings and looking at diagrams. A tablet / iPad will work well enough but the larger the screen the better. You can attend with a mobile phone if wished but just to be aware that it will limit to a degree what you can see.
2. If using a computer, we suggest you restart it before the training. This will help to clear out any odd apps and programmes that you may not realise are running in the background and thereby slowing down your computer.
3. We also suggest that you close down any apps and programmes that are not needed, particularly ones like dropbox, google chrome etc as these involve high memory usage.
4. Note down the url (web link) and Meeting ID and Password. In the event that you become disconnected from the training, you can simply log in again using your log in details.
5. Print off all training materials (if you can) and also have them to hand on your computer/tablet. It is a good idea to create a computer folder for them in advance so you can access them all very easily.
6. Ensure your internet connection is reasonably strong. If not, then it can be very useful (and relatively cheap) to purchase an ethernet cable simply connect this directly to your router/modem and lap top. You will then have consistent internet connect as you will be connected directly to broadband. Ethernet cables can be ordered via Amazon for example, or purchased in most electrical / computer shops.
7. Use earphone, airpods or headphones if you can. You will find the listening experience much better with these.
8. Check the following are switched on and working before logging in:
  - a. Webcam
  - b. Microphone
  - c. Speaker i.e. headphones etc
  - d. Volume on your computer!
9. Have a mobile phone charged and accessible, in case for any reason you get cut off and are unable to access the training again. Text 0044-7501 089143 in the event of any issues.

10. Apart from emergencies, please try and avoid checking emails and texts during the training. Online training demands higher levels of concentration than face to face training and we recommend that refreshment or other breaks be used simply for downtime and chatting!
11. We recommend you register for the course as soon as you possibly can (by clicking the link in the email we sent you). This will save time on the morning of the training as it will be easier to access the training if you've already registered.
12. Bring a notepad and pen, for taking notes
13. Have to hand (a) tape measure and (b) scale rule (if you have one). These are not needed on all courses but they are needed on some so if available, then useful to have them ready just in case.
14. Pets are welcome (if you're working from home!).
15. Finally, the virtual training room is always open 30 minutes before the start time. We strongly recommend that you log in 30 minutes beforehand just in case of any technical issues. You can then go and have coffee etc while waiting for the training to start.

Viva Access Ltd