

Learning Online Guidelines

Before the Training

Before the start of the course (usually the week before) you will receive final details from us using the email address you provided on your application form. Therefore, please ensure this email is working or contact us immediately with your new email address. To avoid emails going to your spam folder, it may be helpful to add us to your address book/white list. Our email to you will contain: a link to the online classroom and a password that will enable you to enter the classroom. Keep this email in a safe place where you can easily find it each weekend. This link and password must not be shared with anyone else.

Participating in a Live Online Class

Use the link and password in the email that you have already received from us to join the online classroom.

If you are using them, ensure your earphones are plugged in to your computer and check your audio input/output settings on your device.

BeeLeaf Trainers will be presenting live. You will be expected to participate in discussion and exercises using your keyboard, camera and microphone as appropriate. More help and details will be provided once you are in the classroom.

So that you can get the best from the training experience it is important that you prepare your computer device and space beforehand as follows:

- **You should not run other applications in the background during meetings,** particularly web applications (email, chat, etc.) These are likely to impact the quality of your connection.
- **Minimize competition for your internet bandwidth.** Try to ensure the broadband system is setup to cope with your connection. Be aware that quality of connection *may* be compromised if other people on your premises are using the Internet at the same time.
- **Make sure your mobile is at hand** (with the ringer on silent). This will enable us to communicate with each other and provide assistance if there is loss of online connection. We will use the number provided on your application. Please inform us of any change.
- **Find a suitable learning space** It is important for you, the trainers and other learners that you are in a space where you can attend the training undisturbed. Also, you will be engaging in exercises where possibly you and your peers may be sharing personal information so privacy is important.
- **Prepare your visible surroundings** Be aware of what objects are within camera range and therefore visible to others. Check the lighting in the room is suitable. For example, it may be necessary to pull down blinds turn lights into a different direction.

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