

## Is it your first time taking a Zoom Course?

If so, you might want to read the information below, before taking your first class.

First, thanks for your enrollment. We are looking forward to seeing you in your upcoming CALHR / Los Rios GTA online course.

All courses will be conducted on Zoom, an online teaching platform. Please watch this short video now to learn how to use the Zoom tools.  
<https://www.youtube.com/watch?v=Dcd6nNmtGo0>

For more information about Zoom. Go to [www.Zoom.us](http://www.Zoom.us). You can see lots of video tutorials.

Also, your instructor will start every class with a short orientation session to acquaint everyone with the technology.

Please join the class 30 minutes before starting time to make sure you can see and hear what's going on. We will have ample assistance the morning of the class to help anyone who needs it.

**All classes open at 8:00 AM, but the actual class will begin at 8:30 AM.** During this 30 minute period you will be able to test your technology, ask questions, and orient yourself to Zoom.

### **Minimum requirements to take full advantage of the Virtual Class as a Learner/Participant**

- Participants will need a desktop, laptop, or e-notebook to use Zoom's audio and visual platform. They will also need to access the class materials electronically or print a hard copy. (All files will be in pdf format.)
- Participants using a smart device such as a phone or tablet will need the Zoom app and a strong WiFi signal. Due to the limitations on some smart device, you will also need to print a hard copy of the class materials.
- Participants not using department-issued equipment will need to make sure they are following the proper guidance from their department regarding use of personal devices.

Check your system's compatibility automatically and/or see frequently Asked Questions (FAQs)

- [Zoom Compatibility](#)
- [FAQs](#)

If you have questions before your class, please [email us](#) .

We look forward to seeing you in our virtual classroom soon!

CALHR and the Los Rios Government Training Academy Team