

Welcome to your CALHR / Los Rios GTA online course

Course Materials

Links to all the materials for this course are on the previous landing page. (The page you left in order to open this document)

Any of this material may be printed before the class or accessed and used via your computer during the class. We recommend printing, but all documents to be used during class will be fillable pdf documents. (Fillable pdf documents allow you to take notes in the actual online document and save this work.)

Some instructors will actively use these materials during class and others will simply refer you to the materials as reference materials after the class. This will be explained at the beginning of each class.

Policy for the day (in order to receive a CALHR Certificate)

- Please be prepared to be actively engaged and participating throughout the day. This is not a lecture or webinar. You will be responding to questions, discussing issues in small groups, completing assignments, and more throughout the day. We will be taking frequent breaks.
- In order to receive a certificate, we will verify your participation through an attendance and participation report generated on Zoom. This report records attendance, and participation in polls, chat, assignments and a final late day required evaluation.
- When you plug in to your Zoom course you will be prompted to select your audio preference. If using a computer, a headset is recommended, but not required.
- If you are using a phone, I Pad, or tablet (which is allowed, though not optimal) then make sure you are connected to WiFi! Neither CALHR nor your agency will reimburse for overused data, if you fail to use WiFi.
- 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. Classes open at 8:00 AM for orientation and testing of technology, and class content will begin at 8:30.

All courses will be conducted on Zoom, an online teaching platform.

- For more information about Zoom. Go to www.Zoom.us. You can see lots of video tutorials Also, your instructor will start every class with a short session to acquaint everyone with the technology.

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!

The CALHR / Los Rios GTA Staff