

# Preparations for Online Caregiver Training

**PLEASE DO the following before for you participate in online training:**

## For laptop or desktop computer access:

1. Please download the Zoom Desktop Client at <https://zoom.us/download>
2. It is recommended that you use Google Chrome (download here: [https://www.google.com/intl/en\\_ca/chrome/](https://www.google.com/intl/en_ca/chrome/)) for accessing the online training.
3. Access the training using the link provided in your class confirmation email.
4. If requested, enter the meeting passcode: Train123
5. Click the button to use your computer for audio. You can use your computer audio with your computer speakers, or by plugging in a headset.

**For Chromebook, tablet, or smartphone access, please keep in mind that Chromebooks, tablets, or smartphones may not be able to access all of the participation tools in Zoom:**

1. Please go to <https://zoom.us/download> to download the Zoom Mobile App from the Apple App Store or Google Play
2. Access the training using the link provided in your class confirmation email.
3. If requested, enter the meeting passcode: Train123

## When you log in for the training event:

- Sign in for training:
  - 1) Please click on the 'Chat' bubble in the toolbar at the bottom of your screen, and sign in for the online class by typing in the first and last names of everyone in your household who is working toward a certificate.
  - 2) Please click on the top right corner of your own camera tile (where you can see yourself on camera) and "Rename" your camera to include the first and last names of everyone in your household who is working toward a certificate.
  - 3) **In the event of technical difficulties, the trainers need to be able to contact you during training.** You can either add your phone number, where you can be reached, beside your onscreen name or provide it privately to the trainers in the chat.
- **Please leave your camera turned on during the training, and ensure that the faces of everyone in your household who is registered for the course can be seen on camera throughout the entire training event.**
- Attendance and participation will be monitored throughout the training event. This allows the trainers to confirm that you have engaged with all of the course content so you can receive your certificate for completing the course.
- Feel free to grab your favorite coffee/tea/water and a snack to enjoy as you participate in the training session.

Participants are expected to be engaged throughout the course and be able to participate in class discussion and activities. If you cannot attend your sessions as scheduled, please call (780) 427-0159 to leave a voicemail, or send an email to [cs.caregivertraining@gov.ab.ca](mailto:cs.caregivertraining@gov.ab.ca) to cancel your participation and make room for another person to attend the class instead.

We look forward to spending this time together, and to sharing this information with you!

**The Provincial Caregiver Training Team**

©2021 Government of Alberta | March 14, 2023 | Ministry of Children's Services

