

# WHAT TO EXPECT

## VIRTUAL CHECKLIST



# 1

## WEEK BEFORE YOUR COURSE

### Download the Zoom Application & Test Your Systems

- Install the application: <https://zoom.us/download>.  
\*IMPORTANT: Click "Download the app" button - follow the steps on the screen.
- If you have any difficulties, please visit: <https://support.zoom.com/hc>

### Ensure You Receive Education Week Emails

- Add [info@calbo.org](mailto:info@calbo.org) and [no-reply@zoom.us](mailto:no-reply@zoom.us) to your contact list.
- Check your spam filter setting to ensure these addresses are not blocked.

# 3

## DAYS BEFORE YOUR COURSE

### Ensure You Received Your Zoom Webinar Email

- Look for an email from Zoom (via: [no-reply@zoom.us](mailto:no-reply@zoom.us)) with the subject line "Reminder: XX (Course Title)".
- In the middle of email, there will be a icon button that says "Join Webinar". See example.
- Each student receives one "Join Webinar" link email per course.
- If you did not receive such email(s), email [info@calbo.org](mailto:info@calbo.org).
- \*IMPORTANT: Each student must use their personalized join link to watch their course for credit. Do not share with others.

LOOK FOR THIS ICON

Join Webinar

### Download Your Course Materials

- In an email from CALBO (via: [info@calbo.org](mailto:info@calbo.org)), find the link to download your materials.
- Each student receives one email per course with a material link.
- Please save materials to your files. Course material links de-activate and materials are not available after each course ends.
- If you did not receive such email(s), email [info@calbo.org](mailto:info@calbo.org).

## BEFORE YOUR COURSE CHECKLIST

Before you join your course, go through this checklist to make sure you're prepared.

- |                                                           |                                                                               |
|-----------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Download and tested Zoom         | <input type="checkbox"/> Added CALBO emails to your safe sender list          |
| <input type="checkbox"/> Recieved your unique Zoom Link   | <input type="checkbox"/> Reviewed your course start time                      |
| <input type="checkbox"/> Downloaded your course materials | <input type="checkbox"/> Downloaded the <i>Technical Difficulites</i> handout |