

Hello:

You are scheduled to conduct a virtual lead (VILT) class **during the week of [your assigned week to teach]** and will serve as instructor and host. You should have received your course confirmation email with Zoom Host login information as well as a copy of the participant course confirmation email.

To assist with your class, the following are a few important reminders:

### 1. **Course Login:**

- Using the Zoom Host login information, login into your virtual classroom at least 45- 30 minutes before start of class to ensure everything is properly operating. To assist with logging on to Zoom, please watch the 3-minute YouTube video, <https://youtu.be/2ZgPOX2iuQI>

### 2. **Attendance/Assessment:**

- You will receive an attendance roster and assessment sheet from the Office of Operations, Services and Delivery by 10:00 a.m. on the first day of class (check your email during first break). If any students are missing from your roster, please enter their name(s) onto the attendance spreadsheet.
- Virtual classroom courses are conducted from 9:00 am to 4:30 pm, except for most CPE designated courses, which run from 9:00 am to 5:00 pm.
- Participants are expected to complete the entire course to receive their certificate. Please encourage participants to complete their course evaluation and allow time during the last day of class to do so.
- Course attendance roster and assessment sheet should be returned via email to [tmtraining@graduateschool.edu](mailto:tmtraining@graduateschool.edu) **and** your assigned OSD Lead at the conclusion of your class.

### 3. **Class Recording:**

- The issue has been raised about use of recording virtual classes. GSUSA routinely records virtual classes using both video and audio capability. Recordings are not made public or offered for sale or other commercial use.

The following language is shared with student course registration:

- Graduate School USA (GSUSA) routinely records virtual classes using both video and audio capability. Recordings are not made public or offered for sale or other commercial use. By participating in a GSUSA virtual class, course, or other session, the student acknowledges that GSUSA has authority to record the classes and agrees to such video/audio recordings, which is covered by the Department of Education 504 compliance.

#### 4. Participant Course Guide:

- Participant course guides are Adobe (.pdf) formatted with the abilities to **navigate through their guides, add comments and highlight text ONLY.**

#### 5. Technical Support

- Technical assistant can be obtained by contacting our **Help Desk, 202-314-3389.**

If you have an emergency and cannot conduct this class, please call **855-235-3528** ASAP, and leave a message. In addition, if you have questions, I can be reached at 301-312-5046.

Take care and I look forward to seeing you in the virtual classroom.

Dean

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