



Zoom Training Guidelines

PSSA offers a variety of In-Person trainings, as well as trainings delivered via ZOOM. The current calendar can be found by visiting <https://palmettoservices.org/inperson-webinar-calendar>. Hosting a training on ZOOM is a lot more work than you would imagine. We want everyone who has joined us to have the best learning experience. In order to make this a seamless process, there are several things our Team wants you to know:

1. Once you have registered on SC Endeavors for a PSSA ZOOM training, you will receive an email to the email address you registered with. This email will contain the link to the ZOOM webinar and the handout. This email will be sent no later than 24 hours before the webinar is scheduled. Please print the handout before the session so you are ready to use it.
2. On the day of the training, be certain you know your 6-digit SC Endeavors ID number. If you cannot remember this number, take a picture of it with your phone and mark the photo as a favorite so you can always locate it. Not knowing your ID can prevent you from receiving appropriate credit.

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3. When you enter a PSSA ZOOM training, the first thing you must do is fill out the “Attendance Confirmation” by scanning the QR code on the first slide of the PowerPoint presentation on your screen. When you scan the QR code it will take you to another screen to fill out a questionnaire that confirms you were in attendance at the session.

*Current phone models use the camera application to read QR codes. If your phone is an older model and does not have QR capabilities, you can be ready for the QR code by downloading an app on your phone before the session. Click the links below (if you are reading this on your phone) for Android or IOS apps to download:

Android - https://play.google.com/store/apps/details?id=qrcodereader.barcodescanner.scan.qrscanner&hl=en_GB&gl=US&xs=1&xcust=1649753312700zii0&pli=1

IOS - <https://apps.apple.com/us/app/qr-reader-for-iphone/id368494609>

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4. After completing the questionnaire and returning to the ZOOM session, you need to open the “CHAT” and enter your name, and Endeavors ID. Failure to complete this step will prevent you from receiving credit. SC Endeavors requires that we send proof at the end of the session of those who attended. We send them the questionnaire and use the Chat responses as a back-up if there are any questions.

5. The last pre-session step is to change your name in your ZOOM box. If you are using your phone to attend the session, click on your name as it appears on your phone. If you are using a computer, click on the 3 dots that appear in the upper right corner, when you put the cursor on your image. Please change the text to the name that you registered for the session with on Endeavors and your Endeavors ID. We want to be able to call you by name during the session and this is another way we can verify that you did attend the whole session. This is not a permanent change, and it will revert after you log out.

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6. You must have your screen on during the presentation. This is non-negotiable. We must see your smiling face to give you credit for the course. If there is an issue with your camera, please make sure to notify Susan and or Emily BEFORE the session begins. Webcams are very affordable on Amazon. We highly recommend purchasing one if your camera is not working:

https://www.amazon.com/Webcam-Streaming-Recording-Built-Correction/dp/B07M6Y7355/ref=sr_1_5?cruid=1QN1JPFZ74GPS&keywords=webcam&qid=1679948494&sprefix=webcam%2Caps%2C121&sr=8-5

7. Please mute yourself when you enter the session. It is ok to say hello, but it is extremely distracting for the presenter when someone is talking in the background during the session.

8. For the best possible experience with PSSA Webinars we ask that you use a laptop or PC. Some of our activities will not work as well with some phones and tablets.

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9. And lastly, SC Endeavors requires that all webinar style trainings have aspects of peer engagement and discussion time. We do this by utilizing the Breakout Room feature on ZOOM. After the trainer opens the Breakout Rooms, a pop up will appear asking you to join the room you have been assigned to. Please remember which room you have been assigned to and accept the invitation. This is NOT a time for you to get up from your computer or turn your video feed off. You are EXPECTED to participate and report back to the group once the breakout room is closed. Failure to participate will prevent you from receiving credit. You are able to notify one of the trainers if something is not right in your room!

**PSSA reserves the right to withhold credit if any of our requirements are not met!*