Technical Requirements & Systems for Participating in California's COVID-19 Virtual Training Academy (VTA)

■ ■ GENERAL REQUIREMENTS

✱ **Because the VTA is live interactive and virtual, participants must:**

| Have a **computer or device** that **meets system requirements** for Zoom & Canvas | Have access to a **microphone** (via computer or phone) | Have a **stable internet** connection | Be able to download & use the **Zoom desktop client or app** | Be able to access the learning management system – **Canvas** |

Recommended but not required: webcam

✱ **Participants must have basic computer skills, including the use of word processing software, email, and the ability to use internet browsers.**

✱ **Participants must be able to access Zoom for live webinars and Skills Lab trainings.**

— *Before the training, it is essential that you verify that the computer you will be using for the training supports Zoom access.* If you will be using a work computer, please be sure your IT department at work is aware of this requirement and will enable you to access Zoom from your work computer if necessary.

— Accessing the training via the Zoom link should not require downloading the Zoom application to your device. Training should be accessible via the browser option after clicking the training link.

— If you are using Citrix, make sure to connect to Zoom and the VTA sessions outside of Citrix and in a different browser session.

— If you have access problems, please check with your work IT department for support.

■ ■ IMPORTANT SYSTEMS & LINKS

REGISTRATION PORTAL

The *Registration Portal* allows you to enroll in Contact Tracing or Case Investigation trainings.

Please read all directions thoroughly and follow the instructions. Chrome or Firefox browsers are recommended to complete registration.

▶ Navigate to Registration Portal to register using: uclaextension.edu/ca-vta

▶ Create your student profile (please use your work e-mail address).

▶ Register for your Skills Lab Training sessions (links will be provided).

▶ For VTA registration assistance, email ca-vta-registration@uclaextension.edu.

■ ■ IMPORTANT SYSTEMS & LINKS *[continued]* ■

CANVAS LEARNING MANAGEMENT SYSTEM

Canvas is the learning management system (LMS) for the VTA. Canvas is an easy-to-use, cloud based LMS using your web browser or the Canvas mobile app.

Please review the following important information about Canvas:

▶ ***Log-in to Canvas is required every day in order to access links to attend the live Zoom webinars and Skills Labs.***

▶ *Log-in to Canvas every morning BEFORE the 9:00 am start time.*

▶ *You can review the training syllabus, complete surveys, and read/download course materials to practice your skills.*

▶ *Connect with other participants in the discussion portal.*

▶ *Complete the training Knowledge Assessment that is required to receive your Record of Completion.*

Browser Requirements:

▶ **Participants are responsible for meeting the technical requirements of *Canvas* and familiarizing themselves with the *Canvas* Learning Management System.**

▶ Review browser requirements online: https://community.canvaslms.com/docs/DOC-10720-what-are-the-browser-and-computer-requirements-for-canvas

Accessing Canvas:

▶ Quickly access Canvas: my.uclaextension.edu *(once you have received the registration confirmation email inviting your to access Canvas).*

▶ If it is your first-time accessing Canvas, enter your email address as the username, then click "*Forgot Password*" to reset/establish a password for Canvas. ***Note: Use the same email address you provided when you registered.***

Contact 24/7 technical support for Canvas: support@unexonline.zendesk.com