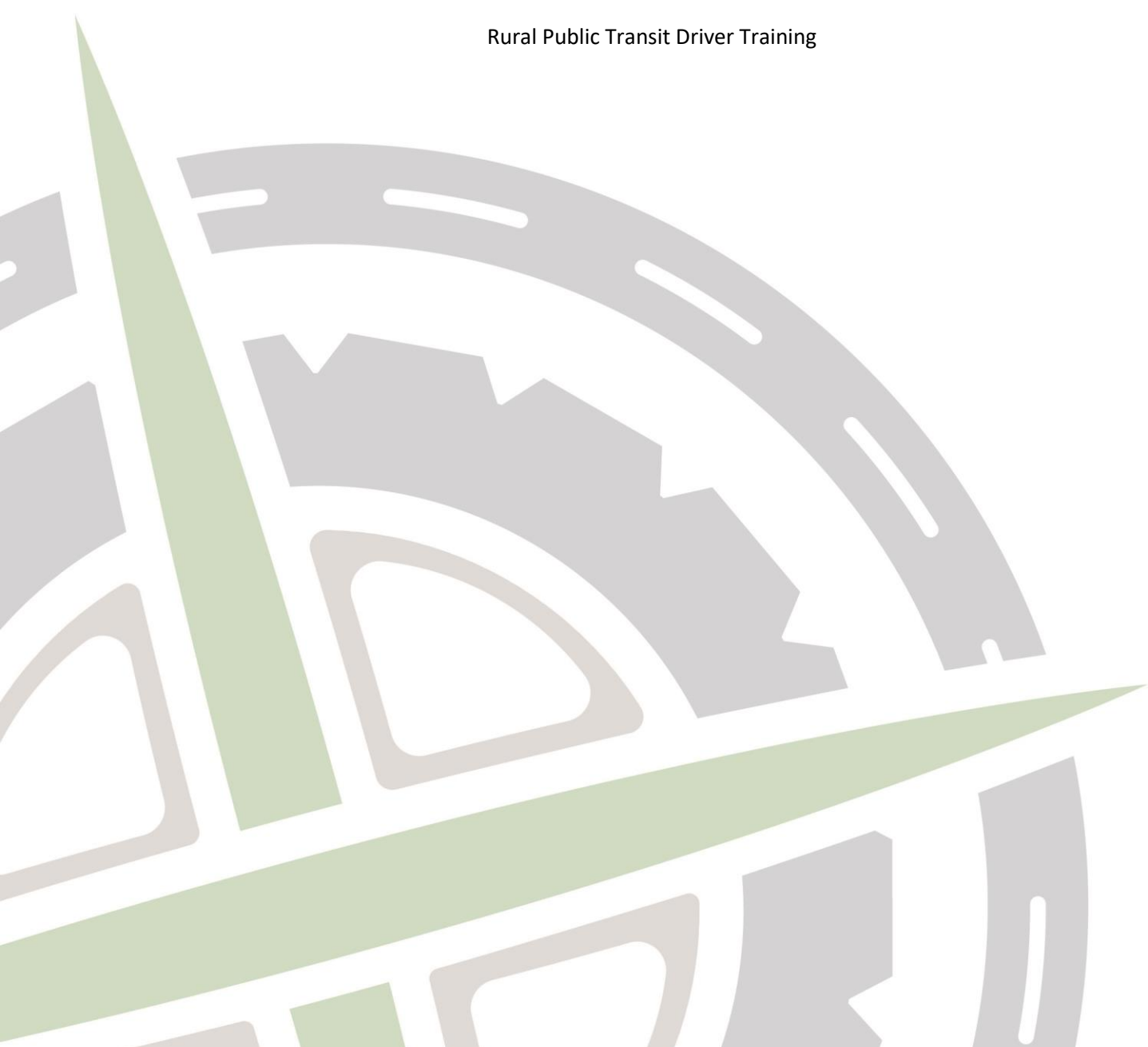


Distance Learning 2021

Nebraska Safety Center

Rural Public Transit Driver Training



Distance Learning will be an adjustment from our traditional in-person and hybrid sessions, and we hope to make it a great training experience for all attendees, but we need **YOUR** help.

This document was created to give drivers and managers a set of expectations as well as some guidance for the distance learning courses the Nebraska Safety Center (NSC) will be offering.

Expectations:

- Participation
 - This is one of the most important pieces to effectively do distance learning. We will be adding short quizzes to the sessions as well as mandatory discussion sections. If there is no participation from participant(s), we will not give credit for the class. **If you are unable to participate due to technology restrictions or other issues, please reach out to NSC at (402) 480-5867 or bartholomewc@unk.edu.**
- Ask Questions
 - Easiest way, by far, to show you are participating in the course is to ask questions. You may unmute or use the chat function at any point to ask a related question.
- Attendance
 - Attendance will be monitored throughout the length of the session. If there seems to be an issue with participation, attendance credit will not be given for the course unless there is communication with the instructor or other NSC staff.
- Breaks
 - We will give an opportunity for a short break in each 2-hour continuing education session and will have multiple breaks scheduled for the longer 8-hour sessions. Please use these times to use the restroom, chat with peers, and use your cell phone.
- Phones/Other Electronic Devices
 - Phones will need to be put away as they serve as a distraction to not only the participant, but also the instructor.
- Cameras on
 - The NSC understands that not every individual will have access to a video camera for their Distance Learning at home. This is an **agency responsibility** to make certain that their driver(s) has/have access to the technology to make these sessions a success.
- Evaluations
 - Evaluations are key to the success of our continuing education program as well is a conduit for drivers and managers to voice their opinion about the potential future direction of training. Evaluations are anonymous so please be truthful about your likes/dislikes and what we could do to improve these sessions. The Course Evaluation will be posted in Chat at the end of each course.
- Multiple Drivers on One Call
 - If there are multiple drivers from a particular agency on one session, please make sure we know who they are by typing every attendee into the Chat window with Full Name and Agency (e.g. Mitchell Locken – Nebraska Safety Center). If attending more than one course on the same call you will need to sign-in for every session in order to receive credit.
- Test Technology Ahead of Session
 - Test your technology ahead of your distance learning session. We have limited time to troubleshoot the day of the course. Make sure your equipment is ready to go.
- Arrive Early
 - Plan to sign in a little early to prevent technology issues from popping up. The sessions will be open 15 minutes prior the start time with scrolling slides with instructions on frequently asked questions/troubleshooting.

Zoom Instructions (App):

- If you do not have the Zoom Client (App) downloaded on your computer, you can download at zoom.us. Having the Zoom Client will create the best possible interactive experience
- Click on “SIGN UP, IT’S FREE” button at the top of the page

zoom

SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

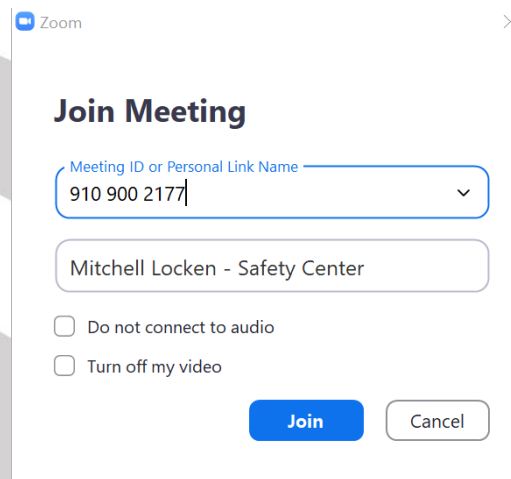
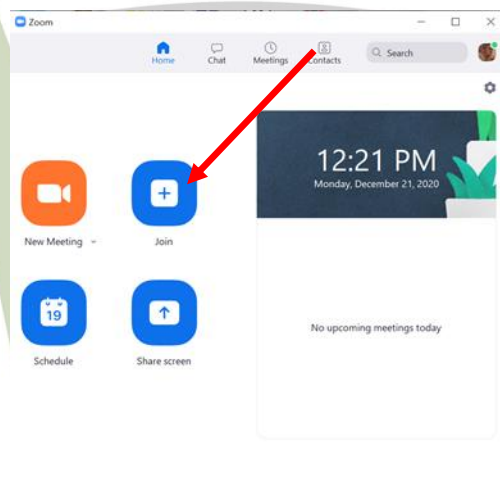
JOIN A MEETING

HOST A MEETING ▾

SIGN IN

SIGN UP, IT'S FREE

- Enter your information, it will ask for the following information
 - Birthdate; Click “Next”
 - Email Address; Click “Next”
- You will then be sent an email from Zoom to finish set up of your account
- Once you have set up your account and downloaded the Zoom Client (App)
- Open Zoom Client (App), click on Join
- Enter 910 900 2177 in the Meeting ID or Personal Link Name box click Join. The spaces are added automatically.
- Enter your name and agency (e.g. Mitchell Locken – Safety Center)
- Then enter the password 123456

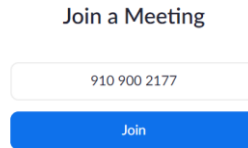


Zoom Instructions (Web Browser):

- Alternatively, you can sign in via your web browser (Chrome/Firefox/etc.) by clicking on the “JOIN A MEETING” link

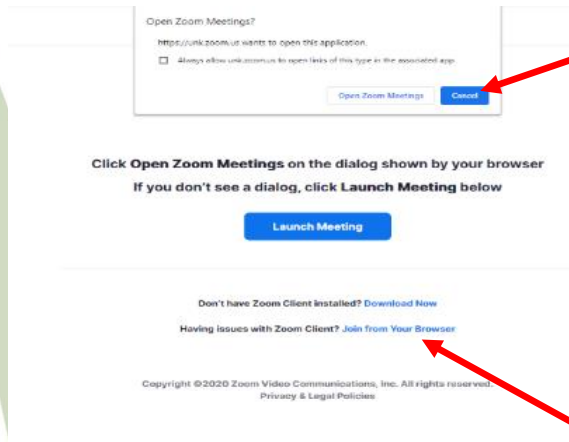


- Enter 910 900 2177 in the Meeting ID or Personal Link Name box. The spaces are added automatically
- Then enter the password 123456

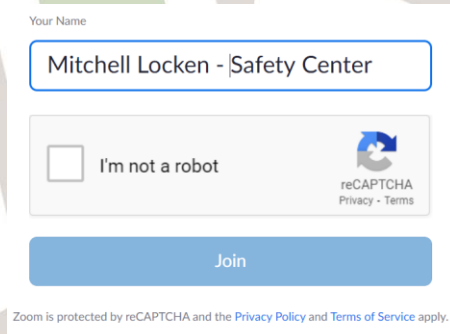
The image shows a 'Join a Meeting' form. At the top, it says 'Join a Meeting'. Below that is a text input field containing '910 900 2177'. Underneath the input field is a blue button labeled 'Join'.

[Join a meeting from an H.323/SIP room system](#)

- You should then see a screen like the one below, click on the cancel button and then the Join from Your Browser link.



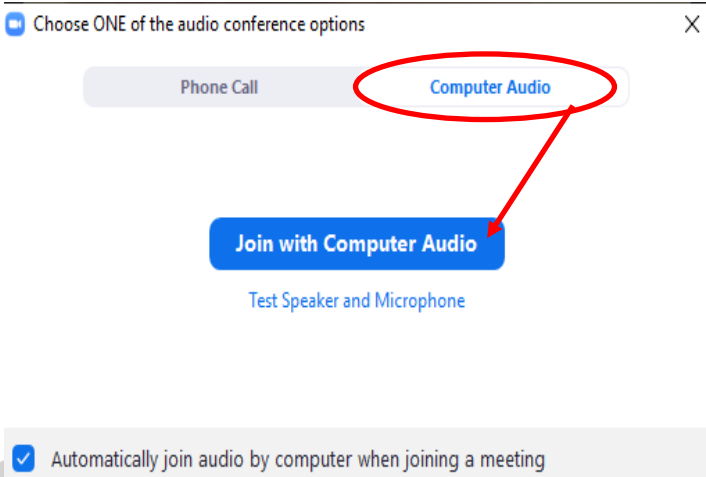
- Type in your name and agency (e.g. Mitchell Locken – Nebraska Safety Center), and click that you are not, in fact, a robot, then click the Join Button

The image shows a registration form. At the top, it says 'Your Name'. Below that is a text input field containing 'Mitchell Locken - Safety Center'. Underneath the input field is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. Below the checkbox and logo is a blue button labeled 'Join'. At the bottom of the form, there is a small text: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.'

- Zoom may ask for the password again if so, enter the password (123456).

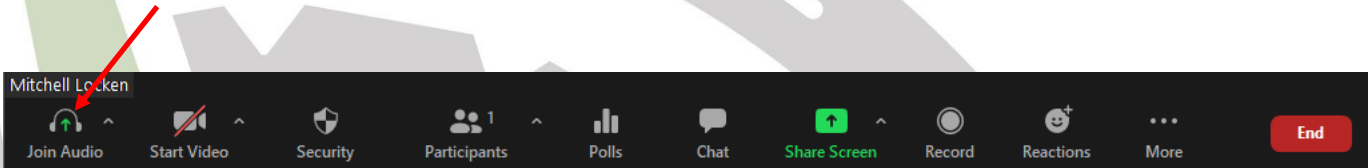
Zoom Instructions (In the Meeting):

- If your computer did not connect with computer audio automatically you can choose it from this menu. You have the option to listen via your computer audio or dial in via a phone call (this is a long-distance phone call)
- For computer audio (probably the easiest way to connect). Just click on join with Computer Audio button.

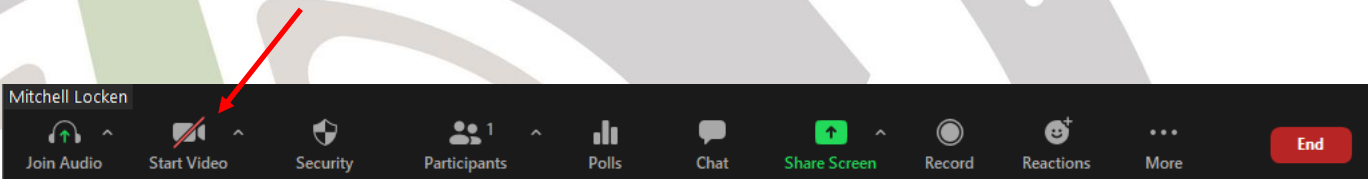


This is a long-distance phone call

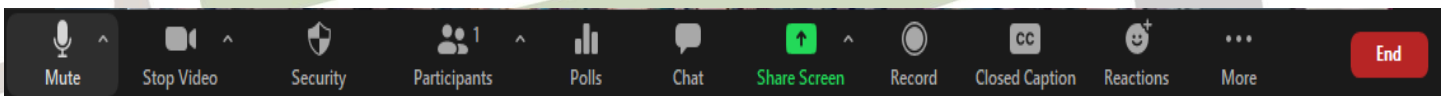
- If you did not connect with computer audio or phone call and need to connect you still can by clicking the join audio button at the bottom of the screen (follow steps above to connect this way)



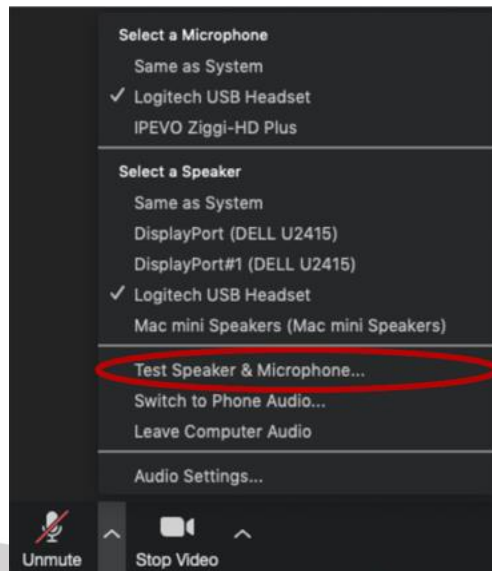
- Keep your camera turned on by making sure your video is enabled



- The bottom bar of your computer screen in the Zoom Application (whether web-based or app based) will look something like this. There are probably more icons in this picture than you will have access to.



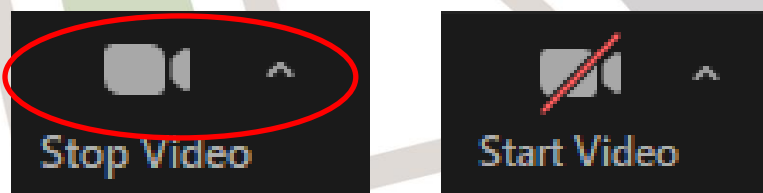
- If you are having trouble with your audio; you can test your speakers and microphone by clicking the small arrow by the mute button and clicking on Test Speaker and Microphone...
- You may also change your Speaker or Microphone from this menu.



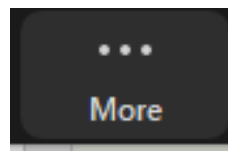
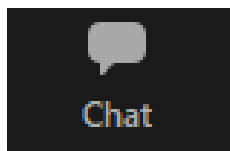
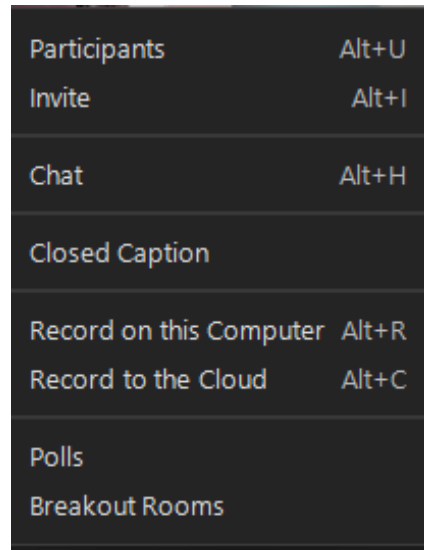
- Mute/Unmute: To avoid excess noise please keep your volume on Mute unless we are in a discussion or you have a question. You can Mute and Unmute yourself. There will be times when the instructor will ask everyone to Unmute to facilitate a conversation.



- Keep your camera on at all times. It will make for a more interactive session as well as is a requirement for participation in a distance learning course.



- You can utilize the Chat function by clicking the Chat button at the bottom of the screen. Sometimes this chat function is under the More button.
- The course evaluation link will be posted in Chat at the end of the course.



Web Cam Options:

For informational purposes only. The NSC does not endorse any of the following web camera options.

[Amazon Under \\$25](#)

[Amazon \\$25-\\$50](#)

[Best Buy \\$25-\\$50](#)

[Office Depot <\\$50](#)