

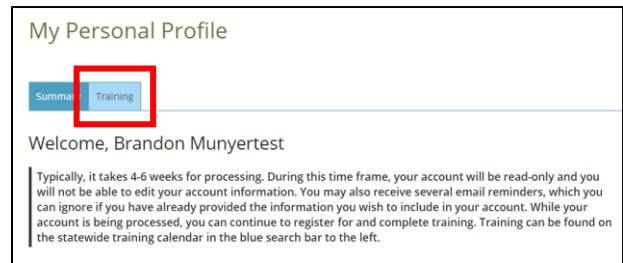



Accessing the Chat Sessions

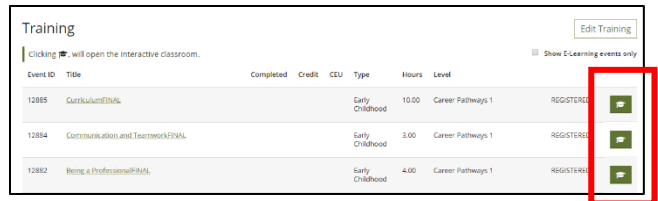
1. Go to www.ndgrowingfutures.org and log in to your Growing Futures Registry account.



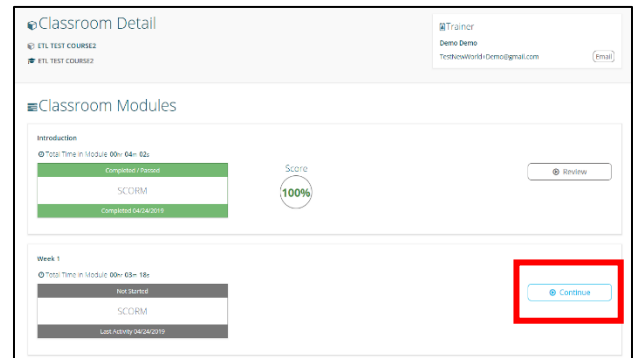
2. Click the **Training** tab at the top of the screen.



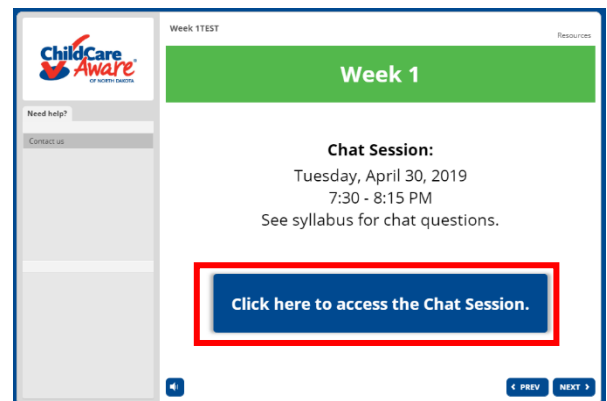
3. Click the  for the online, instructor-led course you want to begin.



4. Click **Continue** next to the weekly module you want to access.



5. Stop at the Chat Session slide. Click **Click here to access the Chat Session.** to access the Chat Session.



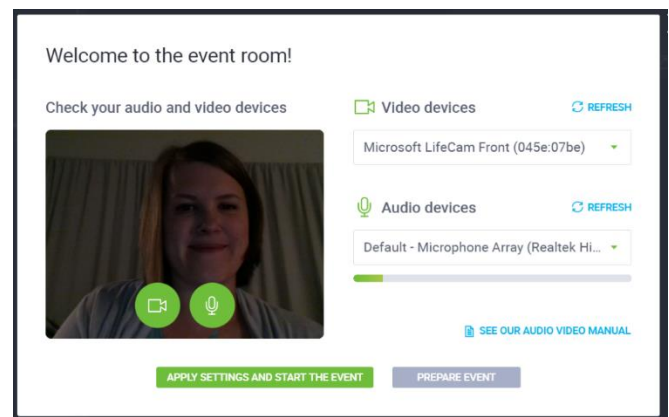
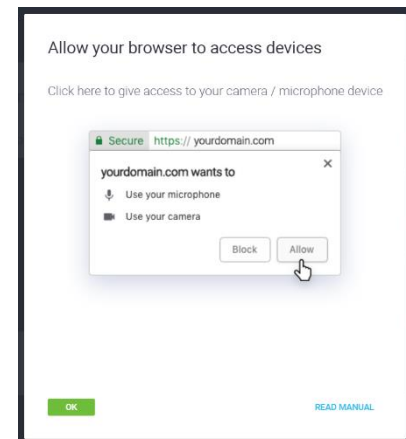


Accessing the Chat Sessions

- The Chat Session will open in a new tab. Enter your name and email address and click **ENTER**. You will wait in the Lobby until the instructor starts the Chat Session.

A screenshot of a web page titled "Building Connections with Diverse Families Week 1" by LSS ND 831-637-771. It features the ChildCare Aware logo at the top. Below the title, there are input fields for "Your Name:" and "Email:". At the bottom, there is a blue button labeled "ENTER" which is highlighted with a red rectangular box.

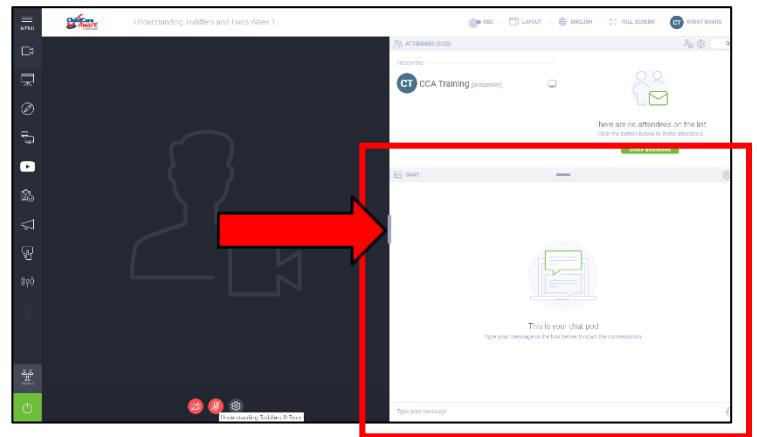
- When you enter the chat session, you will be prompted to adjust your audio and video settings. Please be sure to mute your audio. You are not required to turn your video on, but you may do so if you are comfortable.



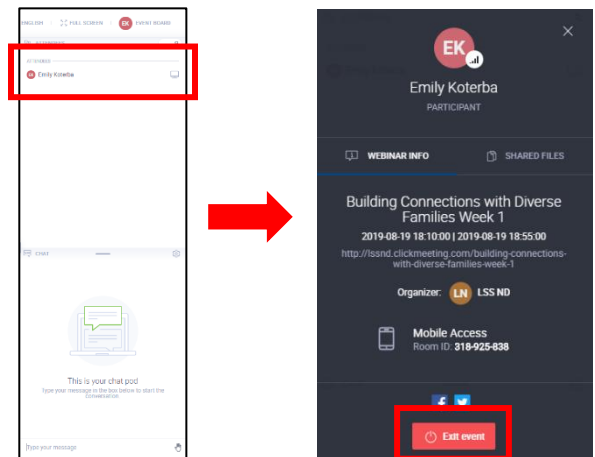


Accessing the Chat Sessions

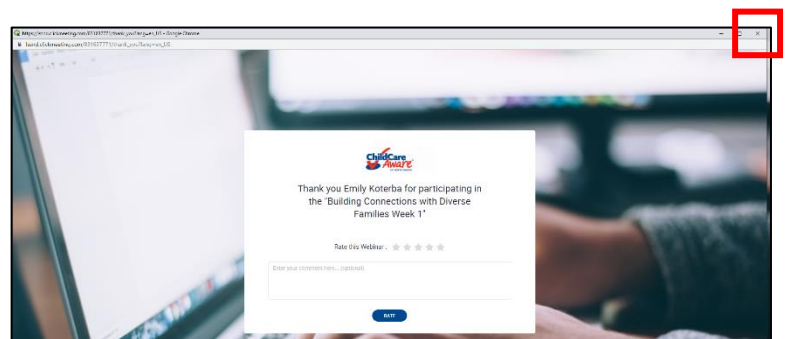
8. Chat Sessions will start with the instructor asking if everyone is ready. Each student will respond with "*" (asterisk) to indicate readiness. The "*" (asterisk) will continue to be used as a readiness and question transition indicator. Type your responses in the chat pod. You can make the chat pod bigger by clicking and dragging the gray slider to the left.




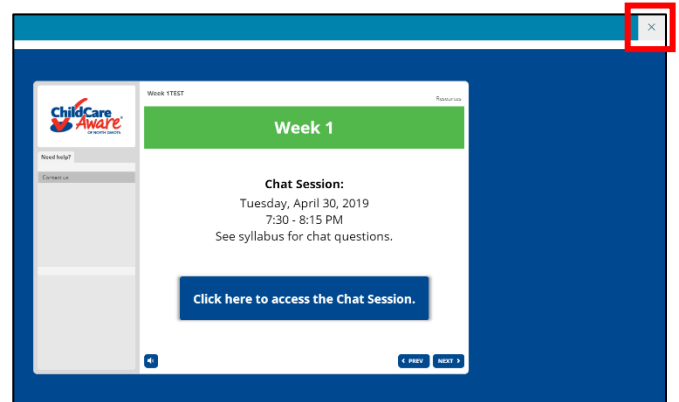
9. To exit the Chat Session, click on your name under "Attendees" and then click **Exit event**. You will be asked if you are sure you want to exit this event.



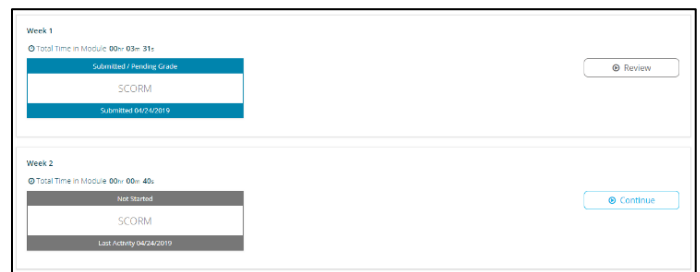
10. Click the "X" in the upper right-hand corner of your screen to close the tab.



11. After you close the Chat Session, you can go back to your course. Click the  in the blue bar at the top of the screen to exit the course or the *Next* button to proceed to the next slide. There are *Previous* buttons in the course to allow you to go back and visit a previous slide.



12. There is a new Chat Session each week throughout the duration of the course, so always access the Chat Session through the appropriate weekly module (i.e. clicking on the button for the Week 1 Chat Session will **NOT** be the same as clicking on the button for the Week 2 Chat Session).



Tips for a Successful Chat Session:

- Test your technology and check that everything functions properly prior the chat session (including your speakers and internet connection).
- Try to participate in each chat session from a quiet, distraction-free environment. If you choose to use video, sit in a place with a background that you do not mind others seeing.
- Give the chat session your full attention. It may be tempting to check your email or work on other tasks, but don't do it! You might miss out on key information or an opportunity to give input. If you're using video, use attentive body language: sit up straight, don't make big movements, and don't let your eyes wander too much.