

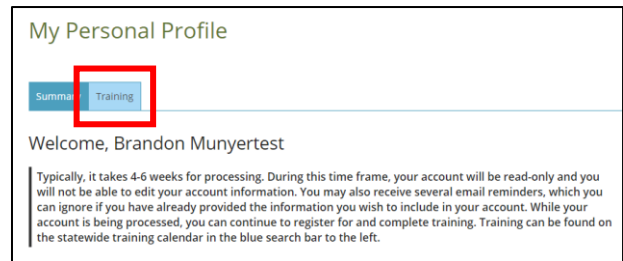



Accessing the Chat Sessions

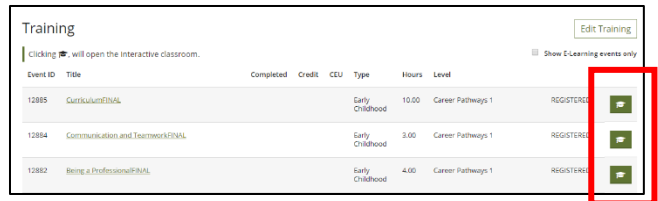
1. Go to www.ndgrowingfutures.org and log in to your Growing Futures Registry account.



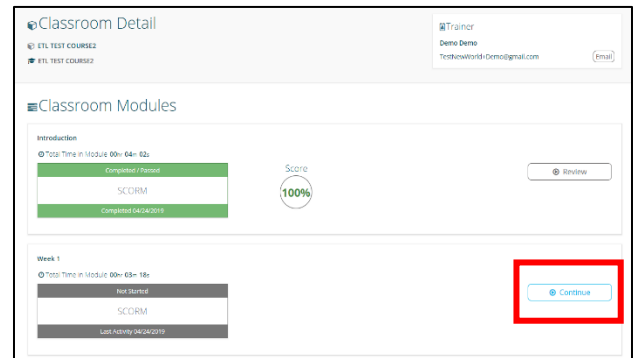
2. Click the **Training** tab at the top of the screen.



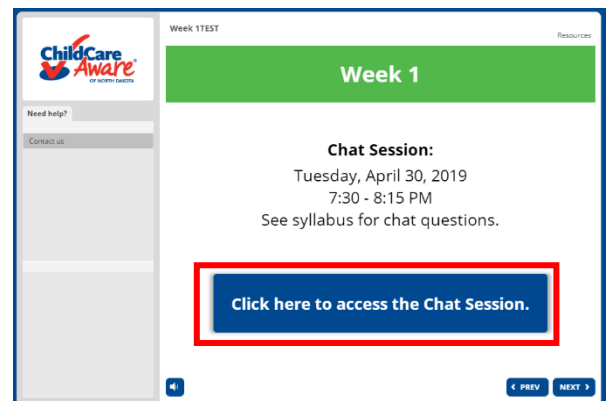
3. Click the  for the online, instructor-led course you want to begin.



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.

ChildCare Aware
OF NORTH DAKOTA

Building Connections with Diverse Families Week 1

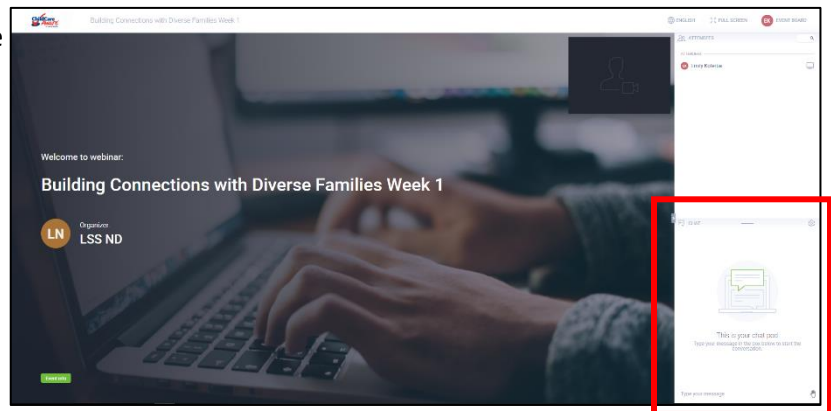
by LSS ND 831-637-771

Your Name:

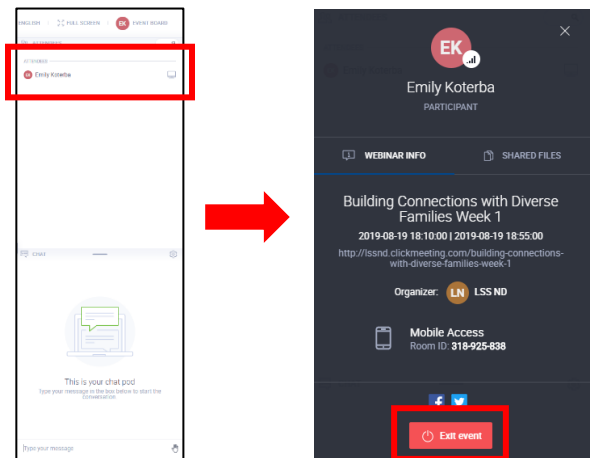
Email:

ENTER

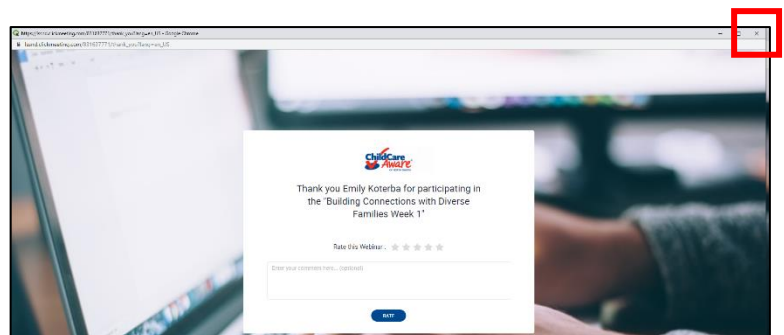
- Chat Sessions will start with the instructor asking if everyone is ready. Each student will respond with "*" (asterisk) to indicate readiness. The "*" (asterisk) will continue to be used as a readiness and question transition indicator. Type your responses in the chat pod.




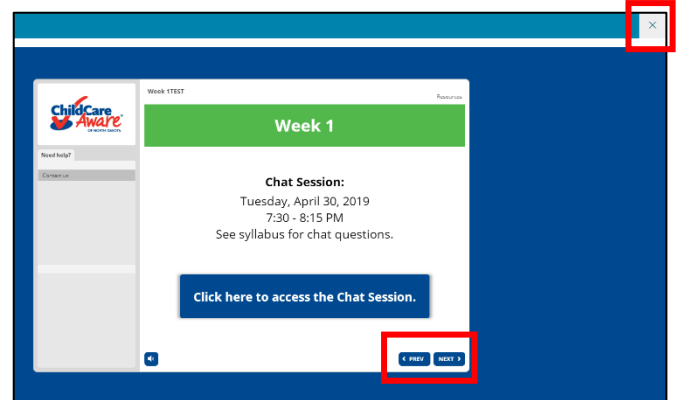
- To exit the Chat Session, click on your name under "Attendees" and then click **Exit event**. You will be asked if you are sure you want to exit this event.



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



10. 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.



11. 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).

