

Cadspec Virtual Classroom

Prerequisites, Procedures & Protocols.

Virtual Training

Prerequisites

- A good Internet connection
- Autodesk Software to be loaded on each attendees PC,
(Current Version 2020)
- Dual Monitors for each attendee or Training/meeting room with Large TV/Monitor connected to a PC (setup as an attendee) and Single Screen attendee PC's.
(Required: it is unproductive to only use a single screen PC where viewing the presentation and application simultaneously is difficult).



- Webcam , Microphone & Speakers/Headphones for each attendee.
(Required).
- Any Training files to be downloaded prior to the first day of training.
(link to be provided in joining email).

Procedures

Joining the Meeting

As an attendee you will receive a Virtual Training Email containing the joining information and link to the training room similar to the text below. *(This will require a small install of the zoom software. If you have restrictions on installing software, please ensure IT run the link and install Zoom before the meeting).*

Example:

You have been Invited to a scheduled Zoom meeting.

Topic: CADSPEC Virtual Training: Revit Architecture Fundamentals

Join Zoom Meeting:

<https://us04web.zoom.us/j/6691320190>

See Video Below for step by step guide for joining a meeting:

https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1

Note: This can be followed before the meeting takes place to test audio and video setup.

It is possible to Join the training session from your web browser without installing the Zoom client. Chrome is the preferred browser for this, however there are some limitations with this method, one being that the trainer will not be able to take control of your PC to correct problems.

To join using your browser, select the Meeting link and when prompted to install the Zoom Client, you can cancel this and select the **join from your browser** link as the alternative.

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

Virtual Training

Protocol

Starting your video, Unmute:

The attendee controls appear at the bottom of your screen if you're not currently screen sharing. They appear at the top when you screen share.

Please display Video on entry to the training room and unmute to allow us to see and hear you.

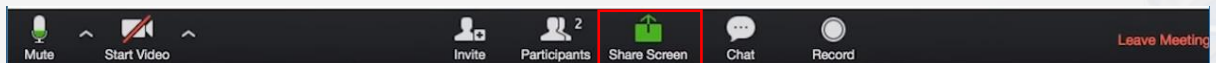


We want to make this as close to a physical training session as much as possible, please ask questions, but be aware of others when doing so, especially if they aren't in the same room as yourselves.

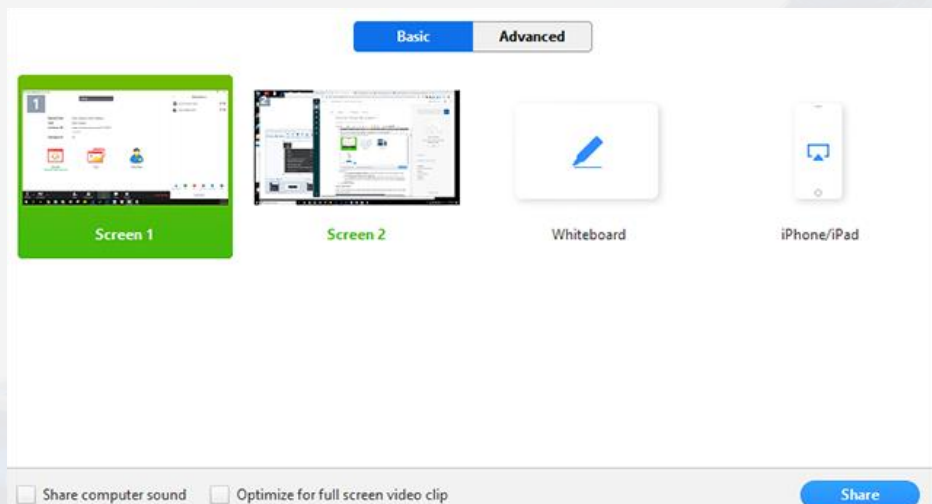
Sharing your screen

During virtual training you may need to share your screen to allow the trainer to help with any problems which occur during training only do this when asked to do so.

Click the **Share Screen** button located in your meeting controls.

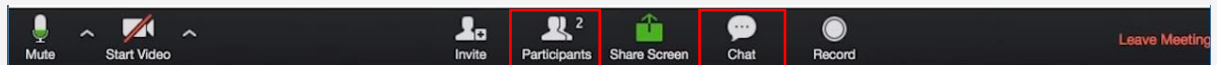


Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a [whiteboard](#), or an [iPhone/iPad](#).



If it is necessary, the trainer will make you the host and ask for remote control of your PC to help/correct or show everyone else the problem which may have occurred.

Participants / Chat

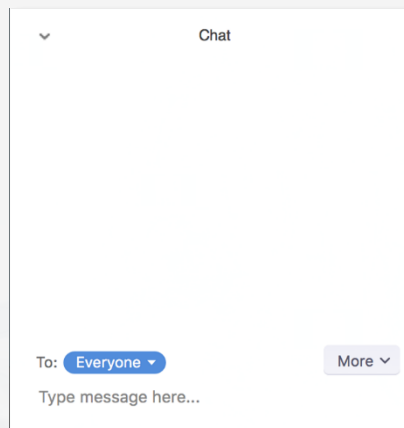


Participants

This will open the Participants window on the right. In here you can raise or lower your hand to ask a question, however as you will be on video and the trainer can see and hear you physically raising your hand towards the camera and asking the question will be more effective.

Chat

You can type a message into the chat box, click on the drop down next to **Tip:** if you want to send a message to a specific person, this is possible only if it is enabled by the host.



Virtual Training

Training Agenda

We want to make this as close to a physical training session as much as possible, therefore we will be following a normal training agenda, please see below example:

9:30 am – Start

11:00 am – Break

11:15 am – Training

1:00 pm – Lunch

2:00 pm – Training

3:15 pm – Break

3:30 pm – Training

4:30 pm – Finish



Virtual Training



Useful Links

Please see below useful links for further information. If anyone has any questions please let us know before the training commences.

Zoom PC & Performance Specification:

<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>

