

[HEADING]

Preparation for your Asynchronous Classroom and Synchronous Touch Point sessions:

[SUBHEADING]

ONLINE CLASSROOM

[TOPIC]

THINKIFIC

[BODY]

We are using the Thinkific learning management system to deliver the course content. The platform has several great features that allow us to deliver content dynamically.

The website is responsive, meaning it adjusts to your screen size, whether on a computer or mobile device. There is no mobile or desktop app available, but you shouldn't have any problems viewing the course on whatever device you choose. Notice that the platform looks and navigates differently on different sized devices. Please familiarize yourself with how the system works on your device.

We prepared a brief tutorial, which you may have already seen in a previous chapter: [\[LINK\]](#) A Walkthrough of the Asynchronous Online Classroom (Thinkific).

[TOPIC]

COMMUNICATION

[BODY]

DISCUSSIONS: When you receive a reply to a post or are participating in a discussion thread on a Lesson, you will be notified by email.

COMMUNITIES: General discussions not related to course content occur in Communities. If a topic not related to the current lesson is posted in the Lesson discussion, we may move it to the Community. Your instructor will let you know.

Before every session, we recommend you check the Community board and follow new discussions in order to be notified by email when a response is posted.

OUTSIDE COURSE COMMUNICATIONS: Occasionally we send administrative emails about course logistics: schedule changes, content updates, and tuition payments due. We also communicate with you in advance of a Touch Point session or Clinical Workshop to remind and prepare you for the upcoming event. Please be sure to open emails from us.

[SUBHEADING]

TOUCH POINT SESSIONS (LIVE, ONLINE)

[TOPIC]

BEING IN A ZOOM ROOM DURING A LIVE MEETING

[BODY]

We host all Touch Point sessions on Zoom. A link to the live event and entry code is posted in the online classroom and emailed to you 48 hours before the event. The Zoom session is embedded directly in the Thinkific platform.

Be sure your technology is working properly and you have good connectivity before the live event as we don't use valuable time to troubleshoot tech issues.

Touch Point sessions are 90 minutes, so time is limited. Please be prompt in your arrival. The goal of these sessions is summarize the material from the previous module, answer questions, and prepare us for the live In-Person Clinical Workshop.

Your instructor will be focused on teaching, so we always have an assistant in the Touch Point sessions who monitors Q&A's, chat threads, and when students raise their hands. All questions are important, but please consider if yours pertains to the topic at hand. Unless for point of clarification, questions are often answered as the instructor continues to teach. That said, please don't be shy; your participation is important!

[TOPIC]

CONSIDERATIONS WHEN ATTENDING A LIVE TOUCH POINT SESSION:

[BODY]

- Find a quiet, non-distracting space to participate in the meeting. Your focus and attention is important. Be sure whatever environment you're in isn't distracting for you or others in the live meeting.
- Turn on your camera! Michael really likes to connect with his community when he teaches.
- Sit in a well lit space so we can see you.
- Use the 'Raise Hand' feature in Zoom if you have a question to ask, or ask your question in the chat window.

[TOPIC]

INTERNET SPEED DURING A LIVE TOUCH POINT SESSION

[BODY]

During a live meeting, be sure your internet bandwidth is at least 5mbps (download speed). Most average household bandwidth in the US is at least 15-25mbps.

There will be at least 12-15 people using video and audio in the live meeting, so if you live in a household with others who are streaming movies or playing online games, you may experience latency and buffering of your video connection (your video or audio may freeze or slow down). You may also disrupt the connectivity of the meeting.

If your internet speed is on the slow side, consider requesting others who are using the internet to refrain from high bandwidth activities during your live meeting time.

[TOPIC]

CHECK YOUR INTERNET SPEED:

[BODY]

1. Visit [speedtest.net](https://www.speedtest.net).
2. Click "GO" in the center of the screen.
3. Wait for the results. Ideal speed should be at least 5mbps download.
4. If your results are low, please consult your internet service provider.
5. Let us know if you have questions or issues before the next live meeting.