

YOUR GUIDE TO ONLINE CPD

TAKING PART IN LIVE,
ONLINE TRAINING IS A
PRACTICAL AND EASY
WAY TO ENHANCE YOUR
SKILLS AND DEVELOP
PROFESSIONALLY.

Our online CPD events are interactive, convenient and value for money, giving you the flexibility to participate from school or home so you don't have to worry about travel or supply cover costs and missing valuable teaching time.

It's easy to take part; you can listen through speakers or headphones (on a PC / laptop or MAC), take part in group activities, type your questions and chat with colleagues.

Once you've booked your place, we'll send you an email confirming your initial booking and then send you another email with joining instructions from 10 days before.

WHAT DO YOU NEED?



A PC OR LAPTOP

with:

- An up-to-date browser, such as Internet Explorer 8, or later, installed.
- Adobe Connect and an Adobe plug-in installed. Use this link to download the software should you need to:

[admin.adobeconnect.com/
common/help/en/support/
meeting_test.htm](http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm)

(If you do not have administration rights for the PC you will use for the training, ask your IT Technician to install the software for you.)

- A screen large enough for you to read text easily.



AN INTERNET CONNECTION

An **internet connection** and download speed sufficient to stream short video clips.

An Ethernet cable connection to the internet provides the best connection and sound quality but you can also use wireless connection.



SPEAKERS OR HEADPHONES

Speakers or headphones to listen. You **don't need** a microphone or webcam.



AN EMAIL ACCOUNT

An **email account** to receive instructions on how to join the event from info@insetonline.co.uk

BEFORE YOUR TRAINING

About **ten days before** the live event, our provider will email instructions on how you join the online training room.

At least **two days before** the event, on the PC or laptop you intend to use during the training, click on the test and pre-event links in the email and follow the instructions on screen. Make sure you download any general PC updates also to avoid these installing automatically during the live event.

ON THE DAY

About 30 minutes before the start, go to the joining instructions email again and click on the link to the live, online event.

Select '**Enter as a Guest**' and then type in your name.

Adjust the sound level if necessary, making sure you can hear comfortably.

Enter as a Guest

Name

CONTACT US

To make any changes to your booking, please contact us by email at cpd@wjec.co.uk or by telephone on **029 20265024**.

Should you have any technical difficulties in the run up or on the day of your training, email info@insetonline.co.uk or telephone **01273 704461**.

