IOEM Virtual Training Guidelines

General Guidelines
- Software used for virtual training coordinated by IOEM will be Webex.
- All courses will have a minimum of two instructors. When one is presenting, the other instructor will monitor attendance and the chat area. The State Training Officer or designee may also assist instructors during trainings.
- All courses will start and end on time according to the times provided.
- Prior to each course there will be a 30-minute check-in and troubleshooting time for students to ensure they are able to access materials and interact with the instructor.
- The State Training Officer or designee will be available throughout each course to assist students and instructors.

Virtual Instructor Expectations
- Instructors are required to use an electronic device that has a speaker, microphone, and camera, as well as an internet connection capable of streaming video and audio. Utilize the audio connection through your computer instead of calling in whenever possible.
- Instructors are expected to familiarize themselves with Webex prior to the start of the course.
- Instructors should coordinate with each other prior to each class to ensure the instructional units are divided up and assigned accordingly.
- Instructors should conduct student attendance checks when not instructing. However, in case of a disruption, each instructor should be prepared to cover for the other instructor.

Virtual Student Expectations
- Students are required to use an electronic device that has a speaker, microphone, and camera, as well as an internet connection capable of streaming video and audio. Utilize the audio connection through your computer instead of calling in whenever possible.
- Each student must have their own electronic device; students are not permitted to share a device with another student and receive credit for attending the course. Only the individual logged into Webex will receive credit.
- Students should familiarize themselves with the layout and compilation of learning materials prior to the course start time.
- Students should familiarize themselves with Webex prior to the course start time; resources are available at https://ioem.idaho.gov/training-materials/.
- Students are expected to mute their microphones and turn off their cameras when not speaking/actively participating.

Student Attendance
Students must attend at least 90% of the training to receive credit. A roster will be provided to all instructors prior to the course commencing. To ensure students are actually in attendance of the course, instructors will hold multiple attendance checks on each day of the course. Students can still step away for bathroom breaks or phone calls as they normally do for in-person courses.

Course Learning Materials

The State Training Officer or designee will email all course materials to students at least 24 hours prior to the course start time. Students are responsible for notifying the State Training Officer or designee if there are issues with course material receipt.

Hard copies of course materials may be available. The State Training Officer or designee will reach out to enrolled participants prior to the course regarding the shipping of hard copies.

Testing

Many of the courses offered require that a student pass a final test with a 70% or better score. Tests will be completed electronically. All exams are closed-book, and test-takers must leave webcams on throughout the duration of the test. Exams are scored upon completion. Instructors will record the scores and send to the State Training Officer or designee.

Students who do not pass the exam will be allowed the option to retake it one time. Students should inform the course host immediately if they do not pass the exam on the first try and require a retake.

Students should remain logged into the virtual classroom until they have received a passing score on their final exam. Instructors will be available during this time to answer questions.

Course Evaluation

Upon course completion, students will be provided a link to an online course evaluation. Instructors will be provided the evaluation results as requested.

Student Certificates

Once students have completed and passed the class and completed a course evaluation, the State Training Officer or designee will verify that the student met attendance requirements. Once that is confirmed, a certificate will be generated and emailed to the student.

Contacts

Questions or concerns about courses should be directed to:
Janelle Scheffelmaier
IOEM Training Operations Coordinator
208-258-6588 (o), 208-600-2726 (c)
jscheffelmaier@imd.idaho.gov