

International Staffing University

Student Orientation

Welcome to ISU Web-Based Virtual Classroom Training!

This orientation page is designed to help you to become comfortable in preparing for and participating in the interactive web class that is planned for you!

STUDENT MATERIALS PACKET

The STUDENT MATERIALS PACKET (SMP) consists of several documents that you will use in connection with your web class. Typically, the SMP will include 1) Student Orientation, 2) Student Questionnaire, 3) Workbook with handouts, 4) and Evaluation Page. The complete packet will be made available to you approximately one week in advance of the class.

Please complete and return the Student Questionnaire prior to the scheduled class date because we use these to understand your situation/needs more precisely. We can then ensure that the training will help you to achieve your goals.

Class Schedules:

The three hour classes (3.5 hours on the third day) commence at or within five minutes after 9:00 am Pacific Standard Time. **You may be located in another time zone** so join us accordingly. See the time zones listed below.

- Mountain Standard Time (MST), class starts at 10:00am and lasts until 1:00pm
- Central Standard Time (CST), class starts at 11:00am and lasts until 2:00pm
- Eastern Standard Time (EST), class starts at 12:00pm and lasts until 3:00pm
- Hawaii, class starts at 7:00am.

Headphones, Webcam and Computer

You must check your equipment and ensure it is working properly before joining the class because class time cannot be used for equipment troubleshooting.

To do this, check your computer, webcam and headphones by visiting istaffingu.megameeting.com and opening a meeting. After accepting the conditions, simply type in "checkup", enter your name, and join a conference that will look similar to what you will be participating in on class day. Enable your headphones and webcam at this time.

Daily Schedule:

The instructor has prepared a Class Lesson Plan that efficiently structures student time while allowing for dynamic interaction between student/instructor and student to student. There will be a 15 minute break during the classes, as well as homework assignments and a final exam (the exam will be emailed or a download link provided at the conclusion of the class.) To receive credit for the class each student must complete, return, and pass the final exam. A Certificate of Completion with ASA-accredited CEUs will be issued upon a "Pass" grade. Note that the third day is a 3 ½ hour class.

On class days, the student will join the class and see other students and instructor on their internet-enabled computer (MUST be broadband or cable-enabled; dial-up will not work). The student will participate in the class via live Q&A, role-playing, listening, taking notes in their workbook and so forth. Questions/comments can be emailed to the instructor.