Local Training and Development Transmittal Training Webinars Process

For FSWEBS, BPWEBS, Etc.

Before Event

- Send email to localsupport@dss.virginia.gov and inform them you need to put in a course or event, or both. They will then send you links to the course and event form. The purpose of these forms are to ensure you have a parallel event in the Virginia Learning Center (VLC) to document attendance on the learner's transcript.

- Request an course number from John Hein, LTD eLearning Supervisor, so you can inform participants of this course number and name to look for in the VLC. John will contact Judy Gundy to update the Local Training and Development Course Catalogue in the On-line Training section posted on our Fusion website with the new course description when it becomes available in the VLC.

- Complete the course and event form and they will be put into the VLC. This will start the VLC process.

- Each Program Manager will need to communicate the process to the targeted audience. Let them know they are required to register in the specific distance learning event and enroll in the VLC event. Ensure you let them know they must enroll or provide them with an alternative. LTD will not be able to provide batch enrollments after the event.

During Event

- Provide designated LTD eLearning staff with a clear start point for the webinar. We suggest that after you go over the housekeeping and other needed information for participants, you put in a duplicate of your title slide and start the program from there with a new welcome and intro. The recorded event needs the title slide but not the housekeeping information.

- In the housekeeping section and at the close of the event tell participants that are watching in a group to send you an email with the names and email addresses of all attendees and provide them with the course number.

- Scripts need to stay generic – no good morning/afternoon when opening, no dates

- Consider not mentioning other events, resources, etc., that may not be available by the time the recording is viewed (or identify/compartmentalize for easy post-event editing).

After Event

- Provide localsupport@dss.virginia.gov with the webinar account you used and the time and date of the session you want to use in the VLC.

- Send John Hein, LTD eLearning Supervisor, the mp4 recording of the webinar, or the WebEx/Zoom login information where the recording can be found. If you have it, please provide the course title and description. If not, we will ask for that information prior to publication.

- Attach all resources which will be placed in the Resource Tab (will be attached as PDFs - PPTs will be as handouts with notes - unless stated otherwise).
- Provide John Hein with editing timestamps of natural stopping points, as we will split each video into slides normally about 5-7 minutes per slide (more or less depending on the content). If applicable, give editing timestamps of material that should be edited out of
- the recording (ex. intro portion, Q/A, etc.)
- John Hein (john.hein@dss.virginia.gov) will download, edit and add to the VLC. Work with him to help set up the event, add documents as resources, etc. – Any questions and concerns you may have on both training and technical questions.
- Provide a list of last name, first name, agency, and email address to localsupport@dss.virginia.gov of the learners who attended the event, so we can contact the learners to enroll in the parallel VLC event.