



1 UNDERSTAND THE VIRTUAL DELIVERY PLATFORM



Laerdal uses Zoom Meeting. All learners who will be participating should take time to get comfortable with the platform in advance of the course. Keys to success:

- Ensure internet reliability and signal strength. If having issues or are concerned, you may try:
 - Disconnecting all non-essential devices
 - Hardwiring into router
- Check audio quality. Be sure to test volume settings, speakers and mics if using them.
- Pre-test access to the platform and familiarize yourself with the controls.

2 ESTABLISH THE ENVIRONMENT



When participating in virtual courses there are a few models that can be considered. No matter which is right for you, selecting and setting up your environment is an important step. Keys to success:

- If multiple learners are participating from the same location:
 - Plan to conduct the virtual training in a classroom with a projector connected to a PC running the Zoom Meeting session.
 - All attendees should sit within sight of the projected screen with individual PCs running the current LLEAP software.
 - Software maneuvers will be demonstrated by a Laerdal Virtual trainer on the projected screen while learners replicate each maneuver on their own PCs.
- If multiple learners are participating from different locations, consider these options:
 - Learner PC + Secondary Monitor – In this example, the Learner PC connected to a second computer monitor via HDMI/VGA allows the learner to extend their desktop. This would allow the learner to view Zoom Meeting on one screen while running their own LLEAP program on the other.
 - Learner PC + Second Laptop (or tablet/iPad) – Learner can run LLEAP software on their personal PC while viewing Zoom Meeting on a second laptop/tablet/iPad with internet access.
 - Learner PC only – This would be the least desirable option. While it is possible to receive a Zoom Meeting and operate software on one PC, it is a less than desirable learning environment for the learner.

3 PREPARE HARDWARE AND SOFTWARE



Properly working simulation equipment is critical to the effectiveness of your virtual course. Be prepared by doing a pre-training assessment of your hardware and software. Keys to success:

- All Laerdal software platforms require PC operating systems and will not work with Macintosh operating systems.
- A functional mouse should always be considered while operating the LLEAP software.
- Check that all pieces of equipment that will be used during the training have the most recent and matching software versions installed.
- Test the functionality on all Learner PCs.
- Have all pieces of equipment either plugged into a power source or have the batteries fully charged.

4 SET LEARNER EXPECTATIONS



The predominant goal of our courses is to provide participants with the skills essential to utilizing the simulator to its fullest capability. Additionally, we aim to provide participants with the knowledge to apply the simulator as an effective instructional tool in everyday healthcare educational activities. Keys to success:

- Encourage learners to interact with each other through open dialogue, chat features or private messaging.
- Seek support of an experienced moderator to oversee and troubleshoot problems so instructor and learners can remain focused on the training.
- Ensure learners have been briefed on how to use the technology and have properly working equipment.
- All learners should have awareness of the learning objectives of the course – all agendas may be found for the respective courses at laerdal.com/virtualtraining