IPS Online Training Checklist

✓	Required equipment	Used for	Additional information
	Telephone	As backup for live sessions	Used to ensure that all participants can engage in live sessions (when broadband width is an issue)
	Head-set w/microphone	Live sessions	Used when device has lesser quality sound/speakers
	Camera w/microphone	Live sessions (if not using headset)	Used when device has no camera installed, or when built in camera is of lesser quality
	Laptop/tablet/mobile device (with installed camera)	Week 2 onsite training	**this device needs to be reset and tested prior to participant attending Week 2
	Desktop/laptop/mobile device	Online training	**If using a different device from the onsite training, all software/firewall settings need to be reset and tested prior to Week 3
✓	**Software/Firewall Settings**	**Used for**	**Additional information**
	The following settings need to be reset and tested each time a computer is assigned to a new ASW participant		
	Mozilla Firefox	Recommended Moodle browser	See **Enable Mozilla Firefox browser settings** on page 3 below
	Delete cookies in Firefox	Removing these cookies ensures participants will not be inadvertently directed to the wrong session	See **Delete existing cookies in Firefox** on page 4 below Cookies to be deleted: • **zoom.us** • **ipstraining.ca**
	Zoom Application	Live sessions	Download the app here: https://zoom.us/support/download
	YouTube	Online video viewing	Ensure firewall settings allow for access
	Google+, Chrome, Facebook, and other social media (Twitter, etc.)	Online collaboration	Ensure firewall settings allow for access
	PDF printer	Participant printing of online course materials	Ensure a PDF printer option is installed on all participant devices/computers. This option allows for saving of any webpages as a pdf document.

✓	ICFSA email settings	Used for	Additional information
	Email addresses to be added as safe senders: **ipsociety.ca** **ipstraining.ca** **ipsregistration.ca**	Group email notices from IPS may be sent to participants and/or team leads from any or all of these addresses	Ensure agency email settings are updated to include all IPS email domains
✓	**MCFD IDIR email**	**Used for**	**Additional information**
	MCFD IDIR email is set up and working	Participants to access the MCFD intranet	Ensures easy access to MCFD's fillable forms, policies, etc.
✓	**Access a copy of…**	**Used for**	**Additional information**
	CFCSA	Referencing throughout the delegation training.	Find it here: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96046_01
✓	**Access a copy of…**	**Used for**	**Additional information**
	Your field guide	The completion of your ICFS Training	Find it here: https://ipstraining.ca/
✓	**Mitigating broadband issues**		

IPS is aware that some agencies have experienced issues with limited broadband capacity. We suggest that agencies could try some of these strategies:

- Arrange for participants to work from their homes, except Wednesdays during field day activities

- Ensure participants are using a lower resolution camera setting during the live sessions

- Request that staff (who are not in training) restrict or limit their internet usage while training is in session; particularly watching/streaming any videos, music or news media as many of these sites also have live advertising feeds that can further impact on broadband usage

- Request that staff (who are not in training) avoid uploading or downloading large files, pdfs, video and audio files while ASW training is in session and to schedule these file transfers when participants are not in a live session

- Consider asking the local Ministry office if there is space available for participants to use for the duration of the training

- Contact your internet provider to investigate costs associated with increasing broadband width/capacity