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.

✓	DAA 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.
✓	**Bring a copy of…**	**Used for**	**Additional information**
	CFCSA	Referencing throughout the 8 weeks of ASW delegation training.	Find it here: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96046_01
✓	**Mitigating broadband issues**		

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

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

- Ensure ASW 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 ASW 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 ASW participants to use for the duration of the ASW training

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

IPS Moodle Settings

Enable Mozilla Firefox browser settings

NOTE: *If you do not have the ability to adjust these settings, contact your agency liaison or tech support to have your settings changed.*

Pop-up Settings

Changing these settings in Firefox settings will allow you to view all content with the IPS Moodle system. These settings can also be adjusted in both Chrome and Microsoft Edge; you may need to do a Google search to learn how to change these settings in those or other browsers.

1. In Firefox, click on the settings icon (the 3 grey lines) near the top of your screen, on the far right side.
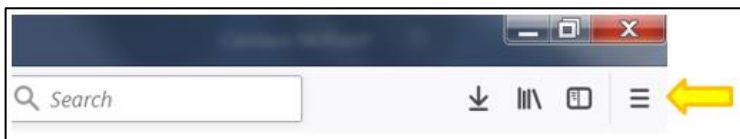
2. Open the Options settings, and choose Privacy & Security (from the menu on the left).
   Look for the Permissions section, locate Block pop-up windows and click on the Exceptions box
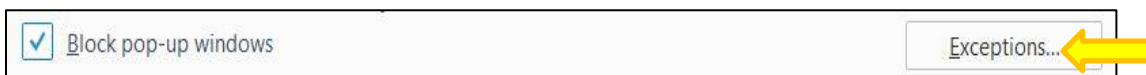
3. Then in the Address of website box type: **ipstraining.ca**

4. Next, click Allow

5. Finally, click on Save Changes

Delete existing cookies in Firefox

Websites store cookies in browsers to remember (and make it quicker) to reload data and settings when returning to the same site. This can become an issue when a new user of a computer accesses the same site as a previous user. Some sites will default to opening the previous users pages. This can happen in both Moodle and in Zoom. Changing these settings will force Firefox to load new cookies for the new user.

1. In Firefox, click on the settings icon (the 3 grey lines) near the top of your screen, on the far right side.
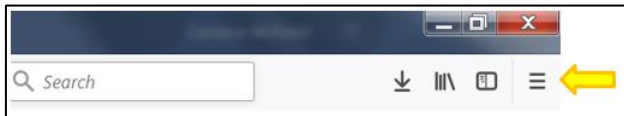

2. Click to open the Options settings, and then locate the search box at the top of the page
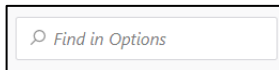
3. Type **cookies** into the search box and the display will change to showing the word cookies highlighted in yellow. Locate the 3 link boxes to the right and choose Manage Data, the middle link
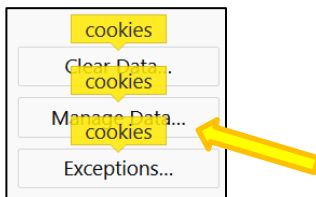
4. On the next screen, type **zoom** into the search box and click when **zoom.us** appears to change it to blue highlight. If more than one zoom.us appears, select all
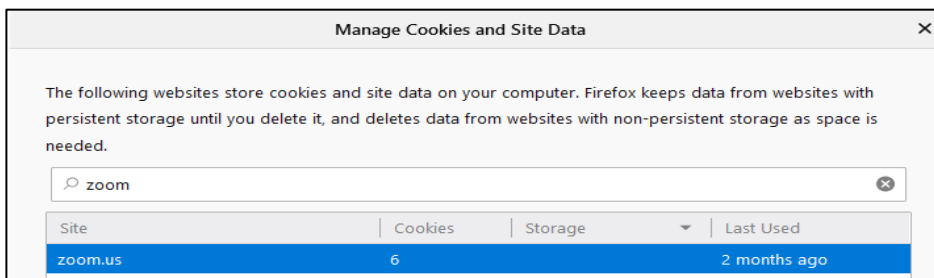
5. Then click to choose Remove selected and Save changes

6. Next, type **ipstraining.ca** in the search box, and again, click to highlight, then choose Remove Selected and Save Changes

**Setting Firefox to Auto Refresh every time you go to a new page**

At times, Firefox may load what is called a cached page instead of loading the newest content on a page. These settings are defaulted to 'true' which instructs Firefox to enable the memory of the last time it loaded the webpage; changing the setting to 'false' ensures Firefox never looks for a stored page and always looks to the website to retrieve the latest copy of the page.

1. Open a new window in your Firefox browser.

2. In the <u>address bar</u> type (or just copy and paste): **about:config**

3. Next, in the <u>Search</u> window type: **browser.cache.memory.enable** and your screen will display:
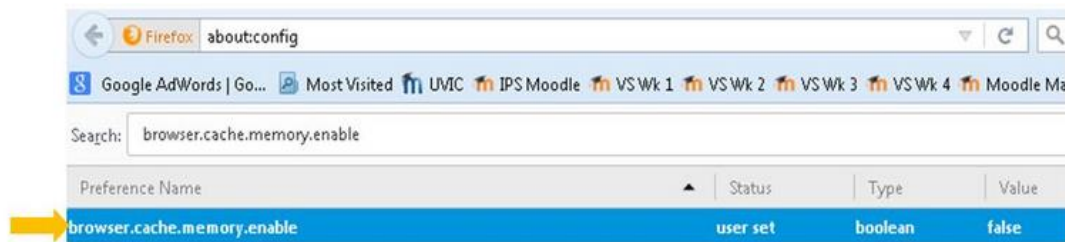
    Then double click on the line for browser.cache.memory.enable (where the yellow arrow is pointing) the Value will change from true to **false**. Note that if it already says false, there is no need to change this setting.

4. And lastly, in the <u>Search</u> window type: **browser.cache.disk.enable** and again, double click to change it to **false**
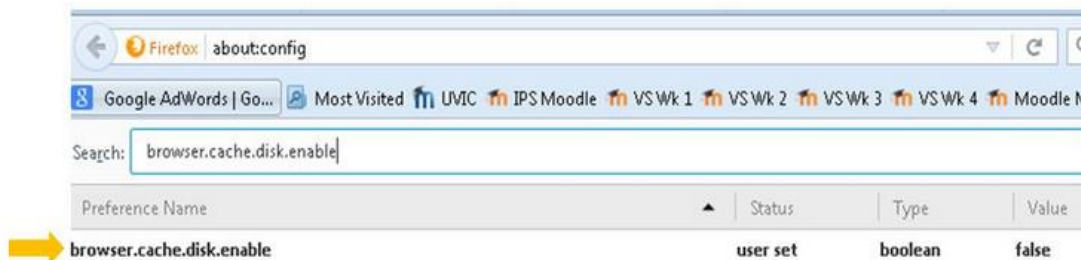
Congratulations! You have now learned more about browser settings than most computer users.