

BMHA - RIVERWOOD CENTER OFFICE OF RECIPIENT RIGHTS

ONLINE TRAINING INSTRUCTIONS & EXPECTATIONS



Riverwood Center Recipient Rights Training is online but considered a face to face training. Students are **required** to use a device with a camera and microphone to interact and be present during the entire training. *Riverwood Center Rights Office does not provide the necessary equipment needed to join the training.*

BEFORE THE TRAINING:

- **Register for the Session:** All students must register individually for the session.
- **Check Your Technology:** Ensure your device is charged or plugged in. Test your internet connection, webcam, and microphone. There is no call in only option. All students must be able to listen, view, and interact during the training.
- **Set Up a Quiet Space:** Choose a quiet, well-lit area free from distractions.
- **Be On Time:** Log in 5–10 minutes early to ensure everything is working. Late arrivals may miss important information and disrupt the session. *Students that are more than 10 minutes late will be asked to reschedule for another training.*

DURING THE TRAINING:

- **Turn Your Camera On:** Training is considered face to face. All students are expected to stay on camera during the session.
- **Stay Engaged:** A lot of information is covered. Students are expected to stay engaged and refrain from background conversations, working, or activities like driving.
- **Stay Muted:** Mute yourself when not speaking to reduce background noise. Unmute when contributing to discussions or answering questions.
- **Take Notes & Ask Questions:** This training is considered face to face. Students are encouraged to take notes and ask questions for clarification.
- **Stay for Entire Session:** Students are expected to complete the entire session including the attendance portion at the end. If students are not present for the entire training including attendance a certificate will not be issued.

AFTER THE TRAINING:

- **Quiz:** A short link to a quiz will be emailed to all students shortly after the session ends. Deadline to complete the quiz is the Friday after the training session. *All students are expected to complete the final quiz individually and on their own.*
- **Certificates:** All students who actively participated in the training and completed the quiz by the required deadline will be issued a certificate.
- **Keep your Certificate:** Students are expected to keep, maintain, and share their certificates with their employer.

