

COURSE LINK:

Thank you for booking your course with Warwickshire CC. Due to the COVID 19 outbreak, all courses will now take place in a virtual classroom environment online. To complete, you will need a strong internet connection (broadband ideally), a device with a front facing camera (Laptops provide best results however smart phones are acceptable), a microphone and access to Microsoft Teams (free to download via App Store or Google Play). Please click the join Microsoft Teams link at the bottom of this email at your specified course start time to join. We recommend you test your access before the start of your course.

Instructions for joining and to complete the ID check are available on our website www.warwickshire.gov.uk/drivereducation. We strongly advise you to look at this prior to the start of your course.

If you would like to check your settings before the course you can make a test call

To make a test call, select your profile picture, then Settings > Devices.

Choose Make a test call under Audio devices.

In a test call, you'll see how your mic, speaker, and camera are working. Follow the instructions from Test Call Bot and record a short message. The message will play back for you. After that, you'll get a summary of the test call, and you can go to your device settings to make changes.

For advice on how to maximise your internet speed, please visit <https://www.bbc.co.uk/news/business-52027348>

The trainer will ask you to present a photo ID (Passport or Driving Licence) to the camera, this will be completed securely without other participants being able to view.

Please complete the course from a quiet space where you will be free from interruptions, background noise will have an adverse effect on the course. It is possible to blur your background to protect your privacy by pressing CTRL+Shift+P otherwise click the option button and select blur my background.

It is imperative that you are present for the entire duration both from a technological perspective and participant. If you are unable to fulfil these requirements you may be marked as failed to attend.

The trainer will need to see that you are present for the whole course duration in order for you to be logged as completed. Please have a pen and paper to hand to make notes.

Course details

Date:

Amount Paid:

Course Start: **Course is 2.5 hours long**

Terms & Conditions: See web page as above