

Ensuring a Successful Virtual Learning Experience

You should expect quality learning delivered by subject matter experts and experienced instructors, however, you should also expect to assume responsibility for your own learning.

EMI's virtual classroom setting is similar to a traditional classroom environment, in that most sessions are instructor-led, and everyone participates live at the same time using virtual training platforms. Most sessions will still take the same amount of time as an in-person training, and sessions will still have the same expectations on project deadlines, exams, and class participation, such that the program complies with third-party certification requirements.

Video Participation



Video participation is required during EMI's virtual sessions in order to promote interaction and engagement with your instructors and classmates, as well as the course topics. To participate in EMI courses, **participants must have a working built-in camera or webcam.** Mobile devices/tablets do not have the necessary features for participation in the course activities and are not permitted.

Minimum Requirements for Zoom

Supported Operating Systems:

- Windows 7 or newer version;
- macOS X with macOS 10.9 or later;
- Other supported Operating Systems.

Supported Browsers:

- Windows: Internet Explorer 11+, Edge 12+, Firefox 27+, Chrome 30+;
- macOS: Safari 7+, Firefox 27+, Chrome 30+;
- Linux: Firefox 27+, Chrome 30+;
- Other supported browsers.

For more information about Zoom's Minimum Technology Requirements, please visit the [System Requirements for Zoom](#) page.

Before the session

- **Test your equipment.** EMI courses have minimum technology requirements so participants can be successful in a course, which include: a computer or laptop, reliable internet connection, working camera and microphone.
- **Learn the technology.** EMI courses will be deployed through Zoom, and we encourage you to attend EMI-led Zoom orientation / walkthrough sessions to familiarize yourself with the platforms prior to the first class. Additional resources are:
 - [How To Join a Zoom Meeting](#)
 - [How to configure Zoom Audio/Video](#)
 - [How to use Zoom Meeting Controls](#)

During the session

- **Prioritize your learning.** Identify a conducive learning space in your home or work location, and as much as possible, refrain from working on other tasks during the class.
- **Participate and connect.** Use the Zoom platform features to engage with your instructors and fellow learners. All participants are highly encouraged to add to the discussion, as learners usually find value hearing their colleagues' real-world work experience.
- **Communicate if you experience technical issues,** have further questions, or encounter external concerns that impact your participation, please let the instructor and program manager know. We will work with you to troubleshoot or identify possible accommodations.

After the session

- **Share feedback.** Provide honest responses about your virtual training experience through surveys or course evaluations.
- **Continue learning.** Take advantage of virtual learning opportunities, such as other EMI courses, [DCAS Citywide Training Center](#) courses and external webinars and conferences.
- **Apply your new skills.** The City has just invested time and money on your training. We hope you are ready and confident to play your part in supporting the citywide energy reduction goals!