



# Virtual Classroom Readiness Checklist

Use this checklist to ensure you're ready for a successful and productive virtual learning experience.



## 1. TECHNOLOGY CHECK - PRIOR TO TRAINING

- Use a computer, tablet, or mobile device with an updated operating system and web browser.
- Ensure you have a reliable internet connection.
- Test your audio (speakers or headset) and microphone.
- Verify your camera is working.



## 2. ACCESS CHECK - PRIOR TO TRAINING

- Locate your registration confirmation and training access details.
- Download** any required training materials before the session.
- Install or update the meeting platform if prompted by your registration instructions.
- Complete any platform or connection test provided in advance.



## 3. DAY OF TRAINING

- Join the session 10–15 minutes early.
- Close unnecessary applications and browser tabs.
- Have your training materials available.
- Ensure you are in a quiet environment with minimal distractions.



### NEED ASSISTANCE?

If you experience technical difficulties before your session, contact [training@a2lawpt.org](mailto:training@a2lawpt.org).

