



Ohio Emergency Management Agency Virtual Learning Policy

October 7, 2020

In an effort to ensure the continuation of learning in Ohio for emergency managers, first responders and partners, Ohio EMA has established the capability of distance learning. Creating a virtual learning environment allows students to continue vital learning in a non-congregate setting.

An important virtual learning goal is that students will interact with each other in much the same way they would in a classroom setting. Students will be encouraged to engage the instructors and their peers to establish professional relationships. Ohio EMA will continue to offer courses in a classroom setting when able, but the use of a virtual learning system ensures the continuity of valuable training to those who need it.

Ohio EMA will maintain its high standard of adult education whether the training is conducted in person or virtually. Please refer to the Ohio EMA Training Policy and Catalog for a full list of available courses and details on student expectations. Individuals can find the policy on the Ohio EMA training page at <https://ema.ohio.gov/Training.aspx>.

For questions regarding this policy, or the Ohio EMA training program, please contact:

David Nunley
Training & Exercise Supervisor
Ohio Emergency Management Agency
Ohio Department of Public Safety
2855 W. Dublin-Granville Road
Columbus, Ohio 43235

Phone: 614.799.3677
dbnunley@dps.Ohio.gov

Table of Contents

GENERAL GUIDELINES	3
STUDENT EXPECTATIONS	3
INSTRUCTOR EXPECTATIONS	3
STUDENT ATTENDANCE	4
COURSE LEARNING MATERIALS	4
TESTING	4
COURSE COMPLETION	4
STUDENT CERTIFICATES	4
APPENDIX A: VIRTUAL LEARNING AID - INSTRUCTORS	5
APPENDIX B: VIRTUAL LEARNING AID - STUDENTS	7
APPENDIX C: ATTENDANCE SHEET	9

Mission Statement

“To coordinate activities to mitigate, prepare for, respond to, and recover from disasters.”

GENERAL GUIDELINES

- Software used for virtual training coordinated by Ohio EMA will be Microsoft (MS) Teams.
- Virtual courses offered by Ohio EMA will be identified with a preface code of “V”.
- The Ohio Department of Public Safety (ODPS) developed the course “*WBT211, Microsoft Teams-Getting Started*”, as a resource for familiarization of Microsoft Teams before attending a virtual class. Access the ODPS training campus here: <https://trainingcampus.dps.ohio.gov/CourseMill/pstc/pstc.html>
- Students and Instructors must set up a free Microsoft account prior to the course starting, and provide that email to the Training Coordinator responsible for the course prior to the course start date
- All courses will have a minimum of two instructors. When one instructor is presenting, the other instructor will monitor attendance and the chat area. State Training Coordinators may also assist instructors during trainings.
- All Courses will start and end on time according to the times provided.
- Prior to each course there will be a 30-minute check in and troubleshooting time for students to ensure they are able to access materials and interact with the instructor. *(For instance if a class is from 8am-4pm there will be a check in and troubleshooting period from 7:30-8am and class will begin promptly following that)*
- The State Training Coordinator responsible for the course will be available at the start of each course to assist students and instructors
- Ohio EMA training staff will periodically attend parts of trainings to ensure that instructors are teaching courses to the expectations of Ohio EMA and to assist as needed with MS Teams navigation and course facilitation.
- Non-Ohio residents will be permitted to enroll in no more than two trainings at any given time. Ohio residents will be given enrollment priority. Ohio EMA reserves the right to deny enrollment for students that are not Ohio residents.
- If you have questions prior to a course please contact the state training coordinator responsible for the course you are enrolled in:
 - Lisa Jones at 614-799-3824, ljones@dps.Ohio.gov
 - Matt Jaksetic at 614-799-3666, mtjaksetic@dps.Ohio.gov.

STUDENT EXPECTATIONS

Please refer to the Ohio EMA Training Policy and Catalog for a full list of student expectations and conduct. The policy can be found on the Ohio EMA training page: <https://ema.ohio.gov/Training.aspx>

- Students and Instructors are required to use an electronic device that has a speaker, microphone and camera, as well as internet connection capable of streaming video and audio.
- Each student must have their own electronic device; students are not permitted to share a device with another student at the same location and receive credit for attending the course. Only the individual with the MS Teams account logged in will receive credit.
- Students must attend an acclimation and/or “tech-check” meeting with Ohio EMA training staff prior to the start of the course to ensure full functionality and familiarity of the Microsoft Teams platform. If you are unable to attend an acclimation or “tech-check” meeting, you will be unenrolled from the course.
- Students should familiarize themselves with the layout and compilation of learning materials prior to the course start time.
- Students are expected to be present for no less than 90% of the course.
- Students are expected to mute their microphones and cameras when not participating.

INSTRUCTOR EXPECTATIONS

In addition to the below expectations, instructors should be proficient in the instructor certification policy: https://ema.ohio.gov/Training_InstructorCertificationInformation.aspx

- Instructors are required to use an electronic device that has a speaker, microphone and camera.

- Instructors are expected to be proficient in virtual instruction and the use of MS teams.
- Instructors are expected to have a reliable internet connection capable of presenting and streaming video and audio.
- Instructors will coordinate with each other prior to each class to ensure the instructional units are divided up and assigned accordingly
- Instructors will conduct student attendance checks when not instructing. However, in case of a disruption each instructor should be prepared to cover for the other instructor.
- Complete the daily attendance sheet. Upon course completion, ensure that both instructors validate with signature or electronic signature and send the sheet to the state training coordinator via email. If you have additional notes about the course please include those comments/feedback in the email with attendance sheet attached.

STUDENT ATTENDANCE

Students must attend at least 90% of the training to receive credit. A roster will be provided to all instructors prior to the course commencing. Instructors will use the sign in sheet listed in [Appendix C](#) of this document. To ensure students are actually in attendance of the course, there will be an AM and a PM student check and after breaks as necessary.

Instructors will also periodically check in with students during trainings to ensure the student is in attendance and participating. If a student is not available during check in the instructors will make note and follow up with the student. Students can still step away for bathroom breaks or phone calls as they normally do for in-person courses.

COURSE LEARNING MATERIALS

The state training coordinator responsible for the training will email a course material link to all students prior to the course start time. Students will be able to download the course materials prior to the course. The materials will also be made available in the files section of the team meeting.

Students should make themselves familiar with the layout and compilation of learning materials prior to the course starting

TESTING

Many of the courses offered by Ohio EMA require that a student pass a final test with a 75% or better score. Tests will be provided to students and proctored as necessary by instructors. Unless other guidance is provided by the instructor all exams will be closed book and electronic devices other than the device the student is using to complete the exam should be turned off.

Instructors will grade the exams at the end of the course and record the grades prior to sending them back to the state training coordinator responsible for the course.

COURSE COMPLETION

Upon course completion, students will be provided a link to an online course evaluation. Students will include their name in the survey to ensure evaluation completion. However, only the state training coordinator will have access to who completed the evaluation. Instructors will be provided the evaluation results as requested and those results will not be linked directly to students.

STUDENT CERTIFICATES

Once students have completed and passed the class, the state training coordinator will verify that the student completed an evaluation and were in attendance. Once that is confirmed a certificate will be generated for the student in the ODPS training campus and linked to the students account.

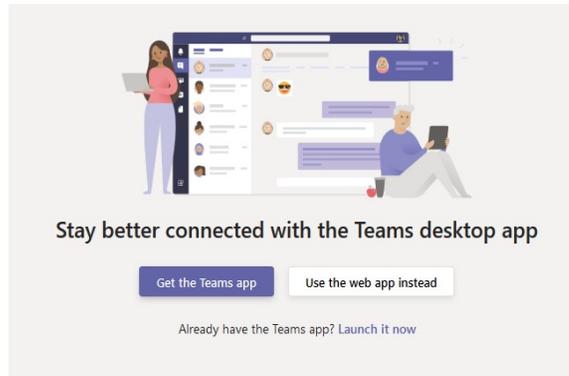
APPENDIX A: VIRTUAL LEARNING AID FOR INSTRUCTORS

Step 1: When you receive the information to attend the course, click on the link that says “Join Microsoft Teams Meeting.”

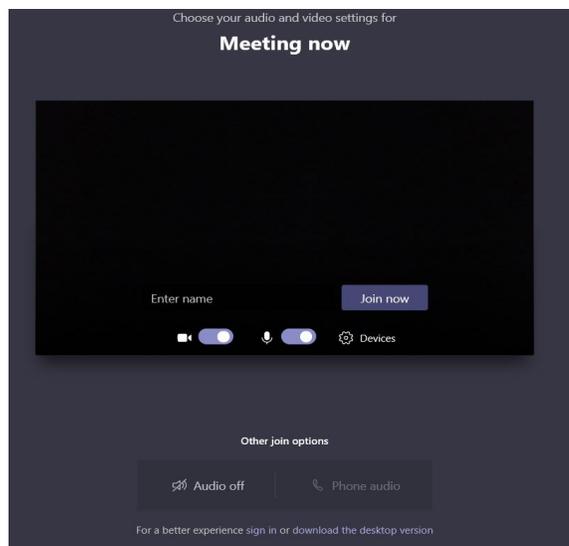
****You will need to create a Microsoft account (which is free) in order to access the Microsoft Teams Meeting****

Step 2: Open “Microsoft Teams”

Step 3: Click “Download or Get the Teams App”; the App will install onto your computer after it downloads (it may take two or three minutes to download and display on your computer). If you prefer to use the browser, be sure to use Google Chrome or Microsoft Edge as your browser, because Firefox is not supported by MS Teams).
**** You DO NOT have to download the MS Teams app **** But it is preferred that you download it for the best experience.



Step 4: Please turn your audio on and, if you have video, please turn your video on and “For a better experience, sign in by clicking on the “sign in” link at the bottom of the displayed box and you will have full use of MS Team. You will now see the four icons to the left of your screen (Activity, Chat, Teams and Files). Click “Join Now”.



Step 5: At this point, you are in the “Lobby” and awaiting admittance into the classroom. Once the Organizer (STO) admits you, please wait patiently as you are being connected to the classroom.

Step 6: Once you are connected, you will see the Organizer’s screen displayed on your computer.

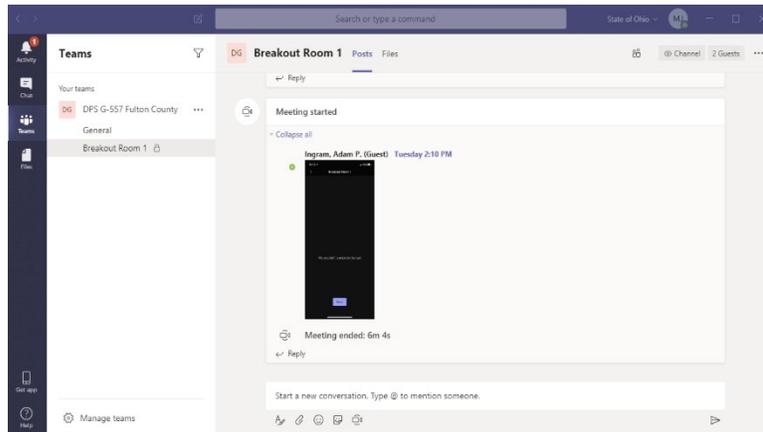
Step 7: With the assistance of the Proctor (STO), students will need to be marked as “Attendees” in the “Attendee list” on the right side of your screen.

Step 8: When an activity comes up during the course, you as the instructor will be able to navigate and enter into all of the rooms/groups. In order to enter a group, click the “Group” you want to access.

- Look to the Left side of your screen and find “TEAMS”



- Under TEAMS, find DPS “course name”



- Under the course name, find and click your assigned Breakout room
- You might have to click on “Join” to enter the breakout chat and breakout video conference.

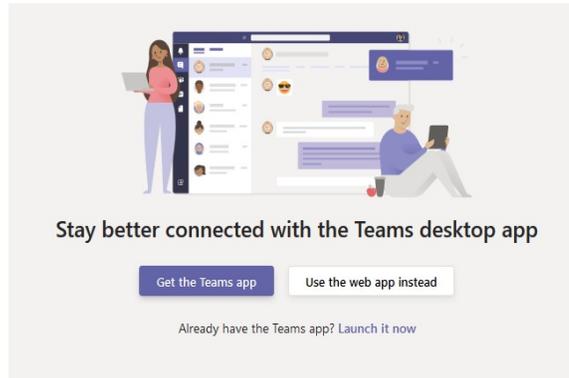
APPENDIX B: VIRTUAL LEARNING AID FOR STUDENTS

Step 1: When you receive the information to attend the course, click on the link that says “Join Microsoft Teams Meeting.”

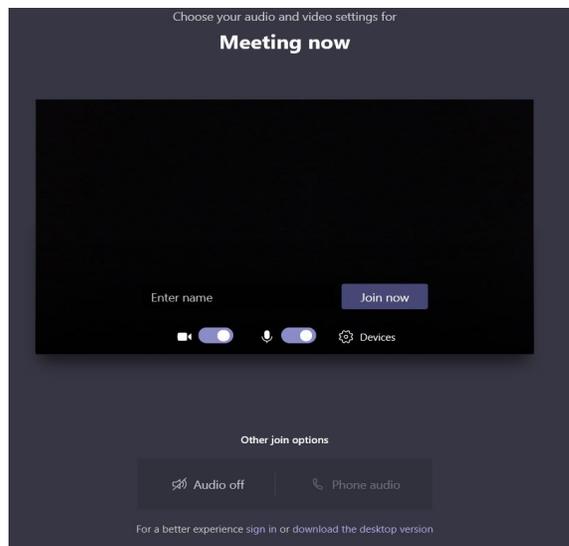
****You will need to create a Microsoft account (which is free) in order to access the Microsoft Teams Meeting****

Step 2: Open “Microsoft Teams”

Step 3: Click “Join on the Web Instead.” if you do not already have the Microsoft Teams App. (Use Google Chrome or Microsoft Edge as your browser. Firefox is not supported) **** you DO NOT have to download the MS Teams app **** But it is preferred that you download the MS Teams app.



Step 4: Please turn your audio on and, if you have video, please turn your video on and “For a better experience, sign in by clicking on the “sign in” link at the bottom of the displayed box and you will have full use of MS Team. You will now see the four icons to the left of your screen (Activity, Chat, Teams and Files). Click “Join Now”.



Step 5: At this point, you are in the “Lobby” and awaiting admittance into the classroom. Once the Organizer admits you, please wait patiently as you are being connected to the classroom.

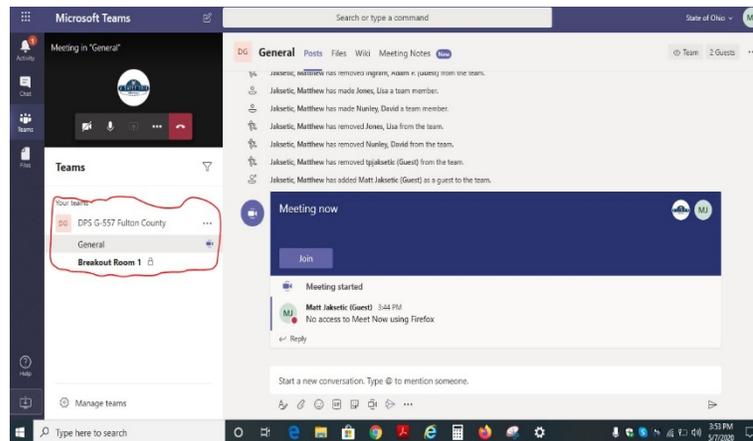
Step 6: Once you are connected, you will see the Organizer’s screen displayed on your computer.

Step 7: When an activity comes up during the course, you will be assigned a group. In order to enter a group, click the “Group” you are assigned

- Look to the Left side of your screen and find “TEAMS”



- Under TEAMS, find DPS “course name”



- Under the course name, find and click your assigned Breakout room
- You might have to click on “Join” to enter the breakout chat and video conference

Step 8: Once you have completed the activity with your Breakout room group, you will return to the General Session by clicking the “resume/play button” on the left side of your screen (typically it will appear after toggling the mouse”; don’t click the “Hang up” button for the breakout room or you will need to click the join button to rejoin for the next activity.

APPENDIX C: ATTENDANCE SHEET

Course Name:				
Course Date(s):	Start Date:	MM/DD/YYYY	Finish Date:	MM/DD/YYYY
Instructor Name(s)				

STUDENT NAME		AM Check In 00:00am	PM Check In 00:00am	Post Break Check Ins	Final Test Score
(Last, First)		(Instructor Initials)	(Instructor Initials)	(Instructor Initials)	(If Applicable)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

NOTE: By signing below, Ohio EMA Certified Instructors agree that all above information is accurate

Instructor Name Sign:		Date:
Instructor Name Sign:		Date: