

Tips for getting the most out of your Instructor-Led Training course

1. Think Small Institute ILTs are scheduled, real-time training sessions that are conducted using virtual video technology.
2. Whenever possible, use a **laptop or desktop computer** with either Google **Chrome** or Mozilla **Firefox** as your web browser. For detailed instructions on device types and web browsers, please refer to the User Guides page [here](#).
3. Be sure you have access to and regularly check the email account you used to set up your Think Small Institute user account. That is where any communications and updates about the course will be sent.
4. The trainer's presentation is available to you only during the scheduled time of the training session. It is not recorded and made available later. The scheduled time is in the **CST time zone** – if you live in a different time zone, please be sure to account for that difference.
5. Be sure your device is set up for **Zoom**, which is the application through which the actual session is held. Visit the Zoom set-up pages [here](#) if you need to make sure. If you are using a laptop/desktop computer, there is no need to pre-install anything as the Zoom application will load automatically when you join the session.
6. Be sure your device has a working camera and microphone. Think Small Institute ILTs require your visual presence and your ability to talk to the trainer and your fellow attendees.
7. Please check the **File Repository Area** of your course ahead of the scheduled session for any accompanying materials.
8. Give yourself some extra time when logging into your course and accessing the Zoom session. You may gain access to the Zoom space starting at **15 minutes** prior to the scheduled start time.
9. Access the Zoom space here in the learning-platform course area by clicking on the green JOIN WEBINAR button. If you experience difficulty in joining Zoom after clicking the green button, check your email for an email from TSI Support that contains a direct link into the Zoom space. That email is sent out approximately 10 minutes before the scheduled start time.
10. You must join the Zoom session no later than 15 minutes after the scheduled start time in order to receive credit for the training. Please contact TSI ahead of time if this will be an issue for you.
11. If you have any additional questions or are in need of some technical assistance, please contact us by email at support@thinksmallinstitute.org.