**Maximize your learning experience!**

**Learning Better, Together**

This is a social learning space, and is full of early learning advocates and experts (aka *you*!).

Take time to *update your profile*, *introduce yourself to the community*, and *review or contribute to session discussion forums* during our time together. Your fellow trainers are a great source for encouragement, accountability, and learning. This is your space – enjoy it: engage, reflect, share and keep learning!

**Make the most out of your online learning**

Learning takes focus and time. Your learning matters.

* **Create a space for learning.** Make sure you set yourself up for the best experience possible by creating a space for learning. Make space for your learning both at your desk and on your calendar.
* **Let others know that you are "in session"** and thatfor the next hour you are going to be busy! Stay focused and intentional during your allotted learning time.
* **Turn off distractions while you focus and learn.** [Did you just check Facebook? Email?] Be present to stay engaged. You'll be glad you did!

**Make the most out of your online community**

Some of the best trainers you're going to meet are right here in this group! Including you.

* **Update your profile settings** - directions below
* **Login a few times a week** for shorter blasts of learning!
* **Track your own progress** using the check mark squares next to each key activity.
* **Share your experiences** - come back to the forums and share what you did differently, better, or...not so well!

**Make the most out of discussion forums**

As you read through the discussion forums and reflection questions, remember that this is your opportunity to learn and share.

* Share what is meaningful to you
* Respond to your peers - encourage & share ideas
* You do not have to respond to all posts

[customize below your instructions based on your tools – this is sample content]

**Update Your Profile – Instructions**

Now that you have an account and are logged in, customize your profile by adding a profile picture and any information you'd like other trainers of the Supercharged community to know about you! Updating your profile is a great way to share a little bit about you and will bring a face to your forum posts and conversations.

[This is Moodle 3.4 specific]

1. Click on your name in the top right corner. A drop-down menu appears.
2. Click on **Profile**. You are taken to your user profile page.
3. Click **Edit Profile**
4. Scroll down to the **User Picture** section.
5. Separately, browse on your computer to an image you want to use. This image will end up being cropped to a square shape and resized to 100 x 100 pixels.
6. Click and drag your image over the New picture area, and drop it inside the dotted line box.
7. Click **Update profile** to finish.

**The Technology Part** [This is WebEx specific]

For most of this learning experience, the system requirements are basic. To take advantage of all content and activities, you need a computer or device with a current web browser that has Java and Flash enabled.

* We use **WebEx for the live sessions**.
* WebEx requires you to download and install, or at least **run a small application**.
* The best thing you can do to get ready is to **go to** [**http://www.webex.com/lp/jointest/**](http://www.webex.com/lp/jointest/) **right now** and test out your setup.
* You can also read the full [**system requirements**](https://help.webex.com/docs/DOC-6336), if you'd like.
* The **audio** is available either **via your computer, or over the phone**, whichever works best for you.