

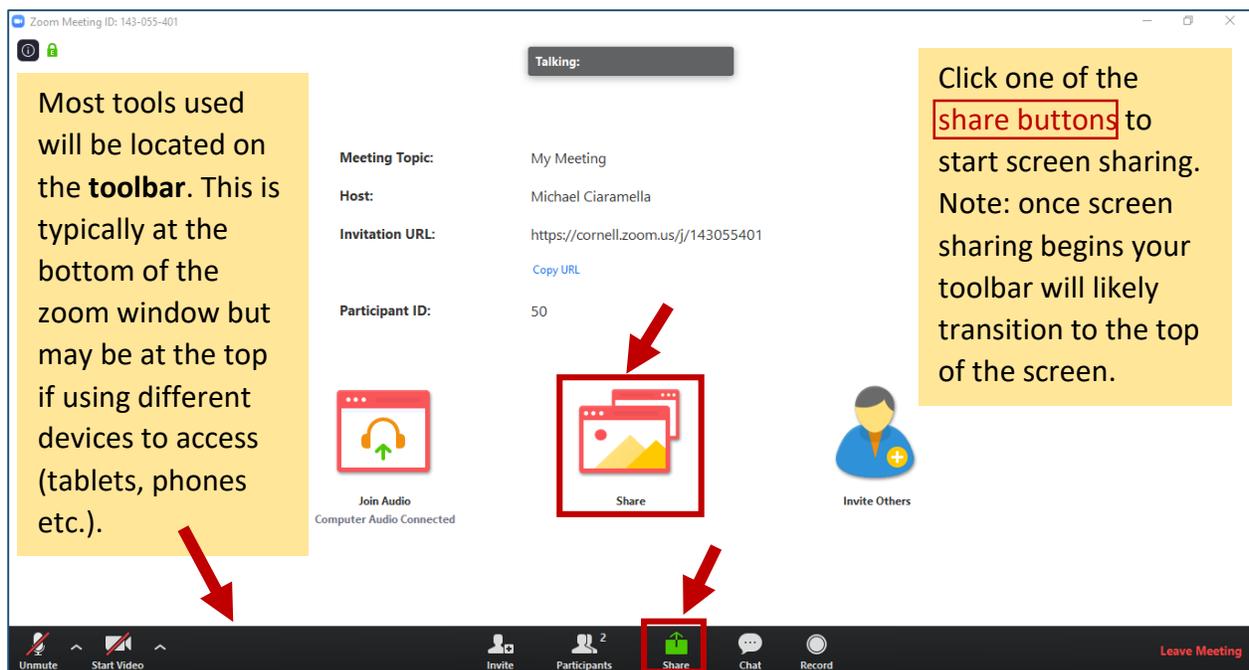
VIRTUAL TRAINING TECHNICAL LOGISTICS: ZOOM

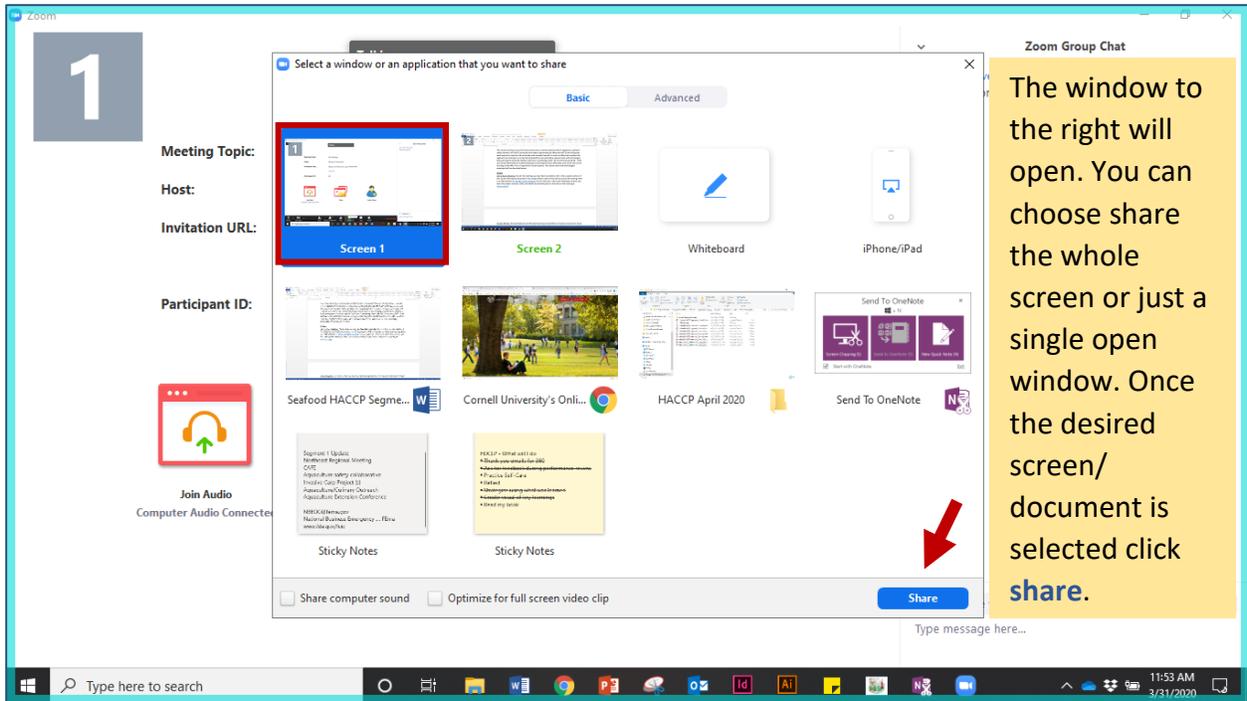
The virtual training course will consist of lectures to review seafood HACCP regulations, seafood safety hazards, the HACCP principles and steps to generating an effective HACCP plan and group work sessions to practice the principles and concepts learned. In order to effectively conduct the segment two training in a virtual learning platform we will employ several tools and technologies that participants should be familiar with prior to attending. Note: the first 30 minutes (8:30 – 9:00 am) will be dedicated to troubleshooting and resolving technical difficulties prior to the start of the training at 9:00 AM. This is required for all participants. The various tools and technologies employed are described below.

ZOOM

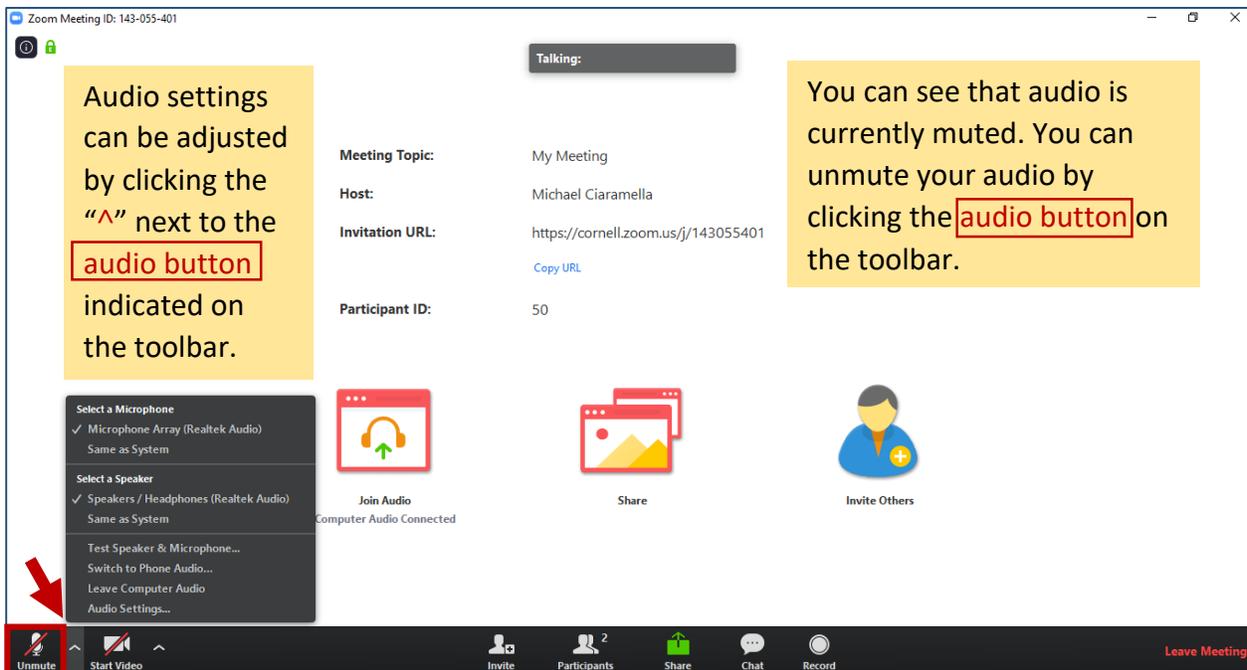
Join a Zoom Meeting: To join the meeting you have been provided a link in the Location section of this course information document. You simply need to click on that link to access the training. Here is a video tutorial on [joining a zoom meeting](#). You can also join a test zoom meeting to ensure you have the proper internet, video, and audio functionality prior to the start of the training at zoom.us/test.

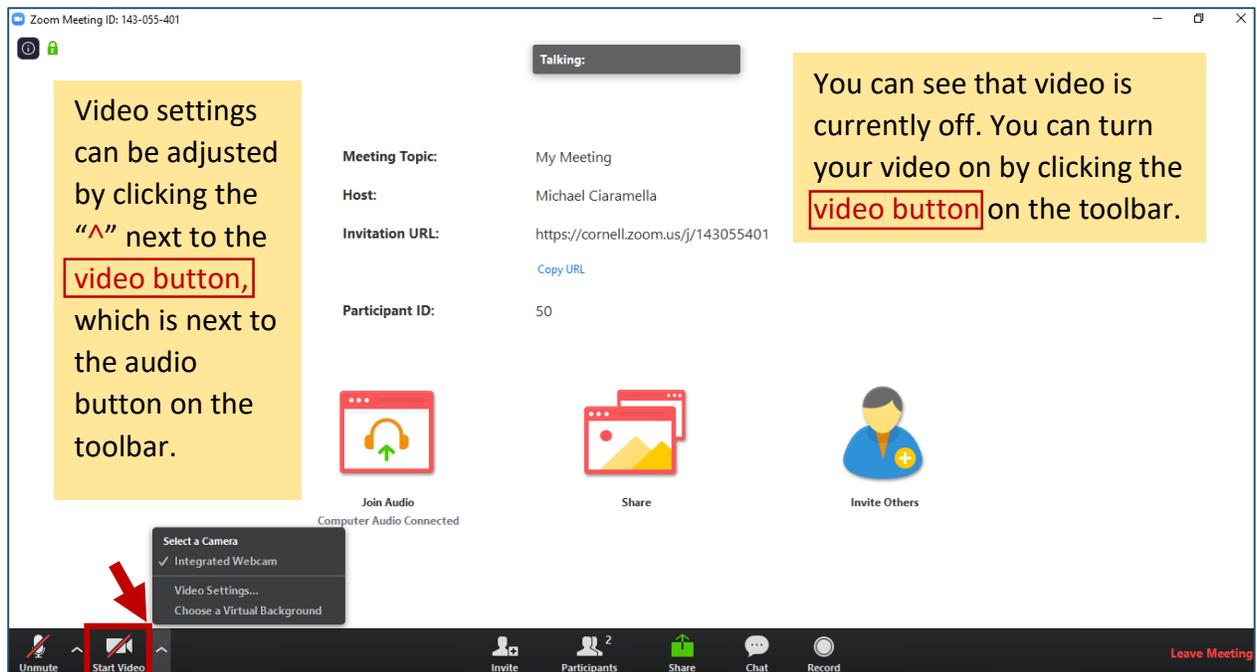
Screen Sharing: During breakouts and during the group presentations it may be necessary to share your screen so the whole group can see what you are seeing. Here is a quick video on [screen sharing](#). You can also review the images provided below to assist in the screen sharing process.



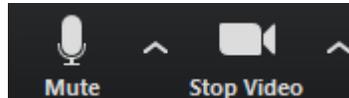


Video and Audio: While video is required for the duration of the training we will ask participants to mute themselves when not speaking to limit feedback and background noise.

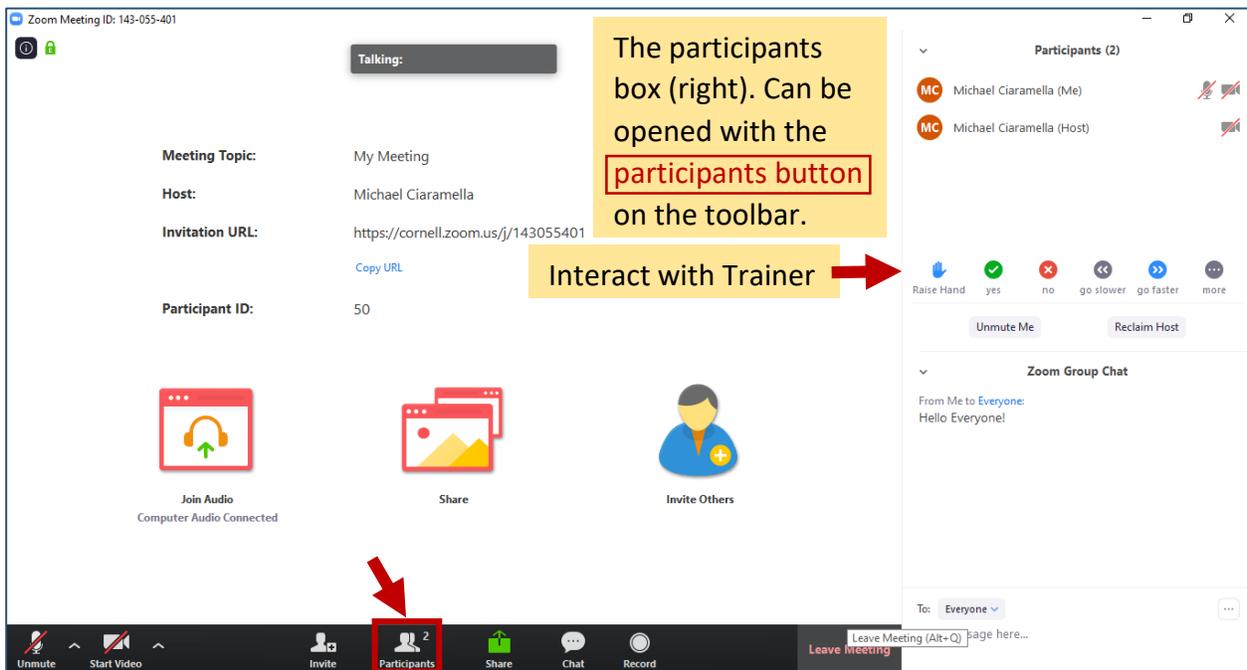
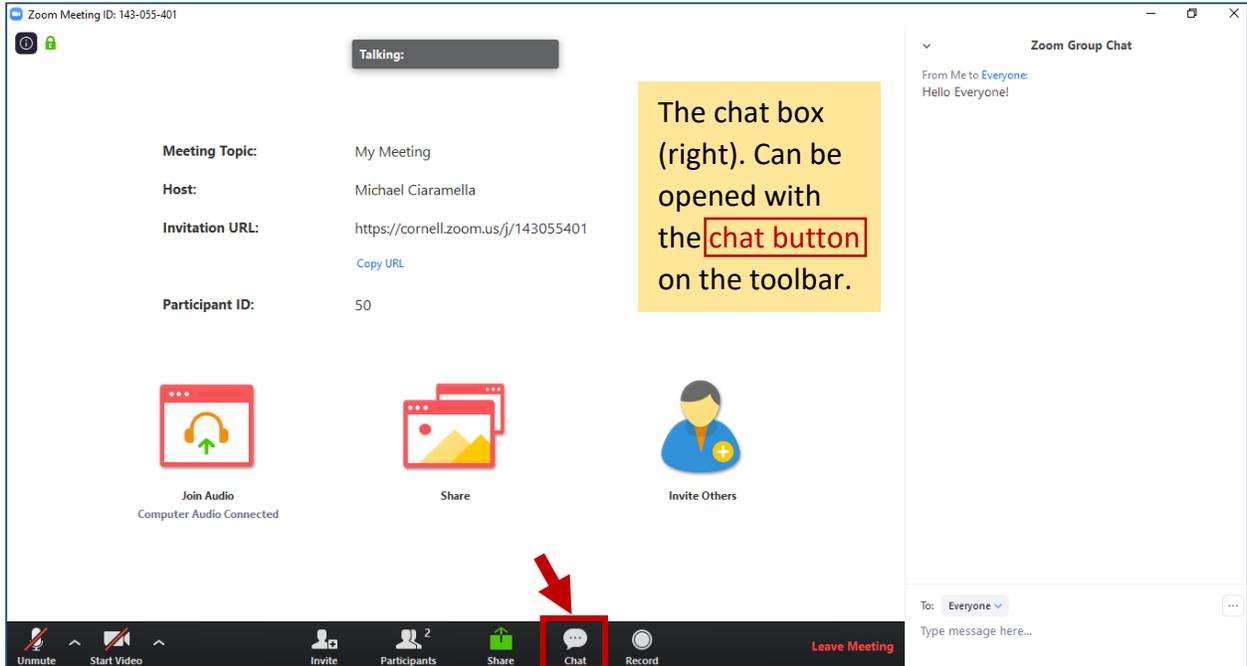




When video is on and you are unmuted the video and audio buttons will not have the red line through them as depicted below. Clicking the buttons again will mute and stop video respectively.



Zoom Chat: Since participants will be asked to mute their audio when not speaking the chat feature is enabled to ensure participants can interact with the Trainer and other participants throughout the training. You can also open the participants window to view other participants and utilize the interactive buttons to communicate with the trainer(s).

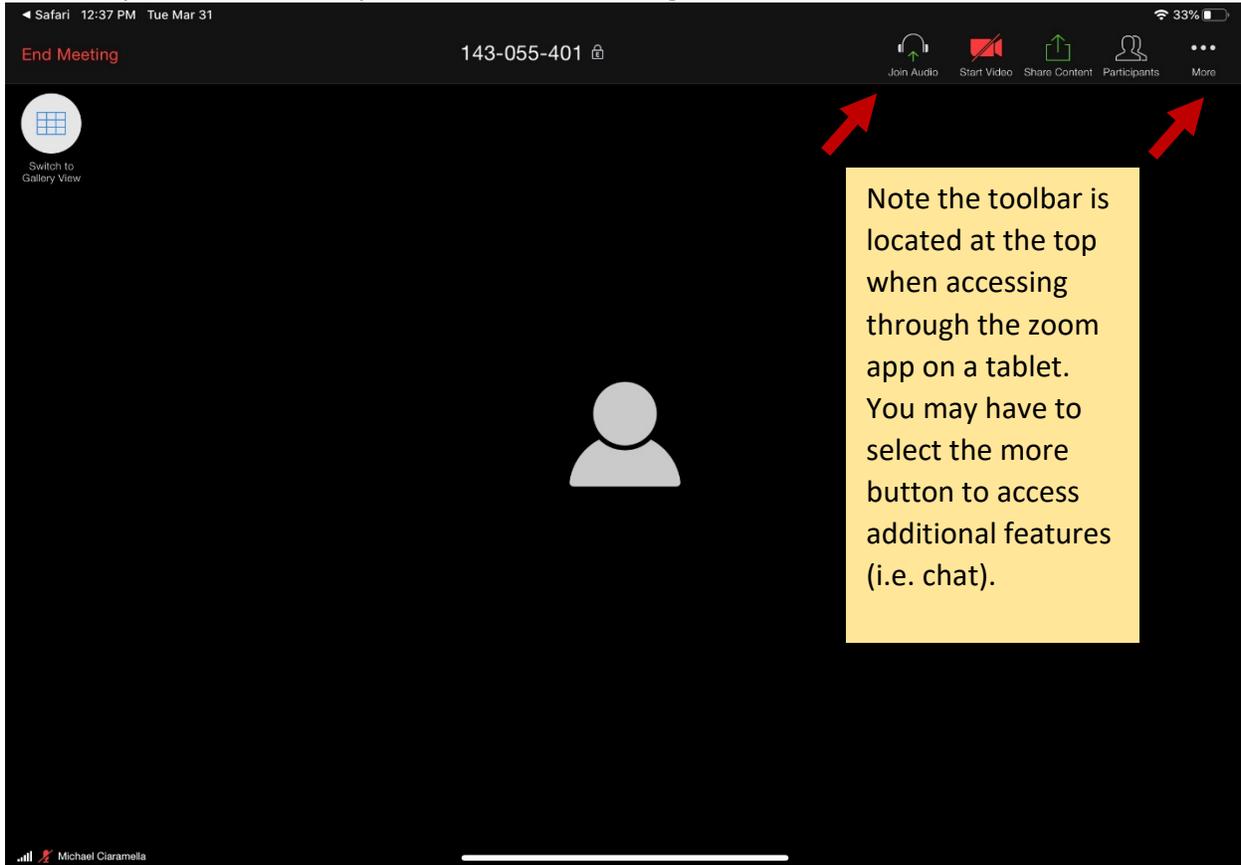


Breakout Rooms: During group work sessions the trainer will break participants into teams using the breakout room feature in zoom. The instructor will assign you group and initiate breakout rooms when necessary throughout the training. Once in a breakout room you will only be able to see and hear the members of your group. This will look and function the same with a few minor changes, which are highlighted below. Trainers will have the ability to jump between rooms to assist as needed. You can use the “Ask for Help” feature to contact your trainer for assistance.

This screenshot shows the Zoom Breakout Room interface. On the left, the meeting details are displayed: Meeting Topic: My Meeting, Host: Michael Ciaramella, Breakout Room: Breakout Room 1, and Participant ID: 281778. Below this are buttons for 'Join Audio' (Computer Audio Connected) and 'Share'. On the right, the 'Breakout Room Participants (2)' list shows two participants: Michael Ciaramella (Me) and Michael Ciaramella (Host). Below the participants are controls for 'Raise Hand', 'yes', 'no', 'go slower', 'go faster', and 'more', along with 'Unmute Me' and 'Reclaim Host' buttons. The 'Zoom Group Chat' section is visible, with a text input field and a 'Type message here...' prompt. At the bottom, the Zoom toolbar is shown, with the 'Ask for Help' button highlighted by a red box and a red arrow pointing to it. A yellow callout box with the text 'Only work group team members will appear here.' points to the participants list. Another yellow callout box with the text 'If the trainer is not in your room you can request assistance as needed below.' points to the 'Ask for Help' button. A third yellow callout box with the text 'The chat feature in breakout rooms is shared only with your team and will be saved between work sessions.' points to the chat input field.

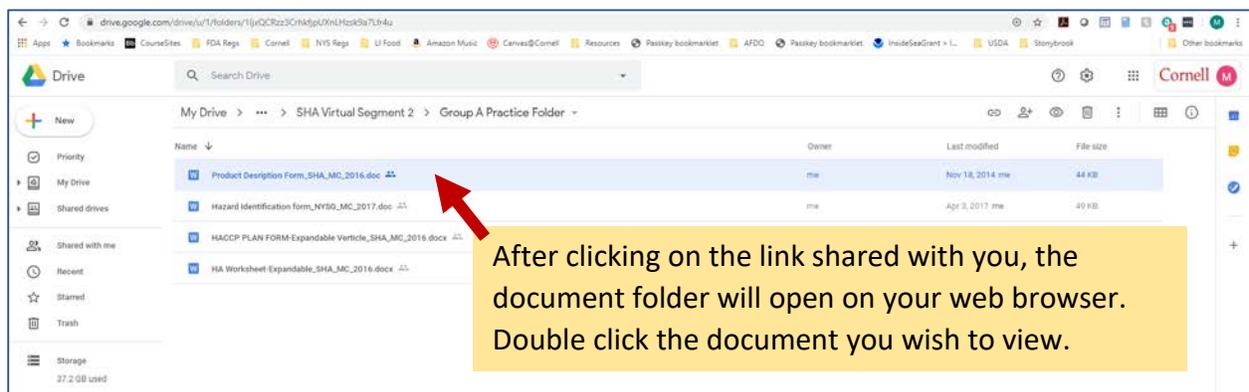
This screenshot shows the Zoom Breakout Room interface during a session. A yellow callout box on the left contains the text: 'At the end of each work session the trainer will close the breakout groups and a 60 second countdown will be initiated. If ready, you can select return to main session to join the whole group for the next phase of the training.' In the center, a dialog box titled 'Breakout Rooms' is displayed, with the message: 'Breakout Rooms will close in 52 seconds. You will be returned to the main session automatically.' A blue button labeled 'Return to Main Session' is visible in the dialog box, with a red arrow pointing to it. The background shows the same Zoom interface as the previous screenshot, but with the 'Ask for Help' button and the 'Share' button highlighted by red boxes and red arrows.

Note: If using another platform or app to access the zoom meeting your toolbar may appear differently. See below example when accessed through a tablet.



Google Documents

When doing breakout group work sessions, teams will collaborate on completing various forms as you develop a HACCP plan for the models provided. Each team will be provided a link to a google drive folder that contains all the necessary form templates. When these documents are opened as google documents, all team members can work on the document simultaneously and see each other's work in real time.



You are now working on a google document. You will see any others working on it as well.

Fish or Shellfish Species	Where Product Is Purchased	How Product Is Received	How Product Is Stored	How Product Is Shipped	How Product is Packaged	How to be
	From a Fisherman From a Fish Farmer From a Processor	Refrigerated Iced Frozen	Refrigerated Iced Frozen Shelf-stable	Refrigerated Iced Frozen	Air Packed Reduced Oxygen/Vacuum Packed	Raw to be cooked by consumer Raw Ready to Eat Cooked Ready-to-Eat General Public At Risk Population

Other collaborators will appear here.

