AAP Distance Education Guidelines
(as of October 26, 2020)

Requirements for Individual Students with an Individual Device
with a Camera and Microphone

1) The classes will be held via Zoom and will be live and interactive for both the student and the instructor with visual identification possible at all times.
2) A student's county/employer must allow the student to use the Zoom platform for these classes.
3) The student's county/employer must provide a quiet location, conducive to classroom learning for students along with a stable internet connection. Preferably, that location would be in the county offices. If that is not possible, perhaps another location like a local library would be available.
4) We recommend that students have a backup plan if their primary device encounters any issues or outages. Zoom can also be used on iPads and smart phones. Please consult with your IT department about what your options are and have them ready as a backup. *Please note that AAP is not responsible for any data charges.*
5) At the beginning of each class students must show verify their attendance by sharing a photo ID which can be a county ID, driver's license or any other form of identification with the student's name and picture. If using a driver's license, please be sure to cover up any information other than the student's name and photo**. It is preferable to use county IDs.**
6) We advise you to test your connection to the Zoom virtual meeting platform. You can do this by visiting *https://zoom.us/test*. If you encounter any issues during the test, we recommend connecting with your IT department to troubleshoot.
7) All students must sign into Zoom using the same name they used to register for the class. If you are using someone else's computer, please use these instructions to change your user name in Zoom to show your county's name and then your name, last name first.
8) All students must enter Zoom with cameras on to expedite the check in process before the class starts.
9) When you sign into the meeting in Zoom, you will be place in a waiting room and then placed in the conference class after your attendance is noted by our class monitors.
10) The instructor and virtual class monitors will maintain an attendance roster, which includes verifying classroom attendance. For example, the instructor will take attendance at various established times during the class and after each break.
11) The students must have the ability to interact with the instructor via microphone or Zoom Chat function messages in real time.
12) Each virtual class will have monitors who will assist the instructor with questions and class monitoring on the virtual platform.
13) All materials for the classes will be available on the AAP website. Students must print out all handout information in preparation for each class. Zoom links for each class as well as instructions to access handouts will be emailed to all students by **November 11**.

Requirements for Students in a Group Setting

These requirements apply to students who do not have an individual device but will be using one computer, microphone or audio speakers and a projector to hold the class in a group setting.

1) The group must provide a classroom setting for no more than 12 students where the instructor and/or monitor can maintain visual contact with the students at all times.

Requirements for Students in a Group Setting- continued

2) The group must also maintain proper social distancing and adhere to safety standards according to the CDC guidelines and their employer.
3) At the beginning of each class students must show verify their attendance by sharing a photo ID which can be a county ID, driver's license or any other form of identification with the student's name and picture. If using a driver's license, please be sure to cover up any information other than the student's name and photo.
4) When your county signs into Zoom, please change the Zoom screen name to your county's name. This will help our monitors identify who is present for the class. Please use these instructions to change the user name in Zoom to show your county's name.
5) The students must have the ability to interact with the instructor via microphone or Zoom Chat function messages in real time.
6) We do not recommend using one computer for the entire group to be able to view the instructor. Please plan to use a projector to project the instructor onto a screen or use a larger monitor for better viewing.
7) You may need one computer with a camera so the instructor can view the registrants and then one that can used to view the class using one of the set ups listed in #5 above.
8) The instructor must have ability to ask students questions and get real time answers.
9) A monitor must be in the classroom at all times to ensure the photo identities of all registrants are accurate and the attached monitoring procedures (please see attached) are being adhered to. The instructor and in-class monitors will verify student attendance via photo identification. Acceptable forms of ID include a driver's license, ID card or employer ID card.
10) The instructor and classroom monitors in the group setting must maintain an attendance roster which includes verifying classroom attendance. For example, the instructor and in-class monitors will take attendance at various established times during the course and after each break.
11) All materials for the classes will be available on the AAP website. Students must print out all handout information in preparation for each class. Zoom links for each class as well as instructions to access handouts will be emailed to all students by **November 11**.
12) AAP will send out sign in sheets for your group by **November 11**. They are very similar to the regular sign ins used for AAP's in-person conference.

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Important Information for Chief Assessors – Group Class Viewing
1. If your staff will be taking the conference classes in a group, please email a list of all of your registered staff and who from your staff will be monitoring each class at your county viewing site to Lori Lawyer at llawyer@pacounties.org by **November 6**.
2. Lori Lawyer will be emailing you the sign in sheets and instructions for the students at your county.
3. The county staff monitoring the classes will responsible for verifying the photo ID of each attendee and taking roll call for each class. Please send Lori a message in the Zoom Chat box when all students from your county have been checked in.
4. Please email the sign in sheets for your county to Lori by November 28.

Additional Important Information

Checking Your Internet Connection and Zoom Questions: Please check in with your county IT department to make sure your connection is secure and stable for the days you are registered for classes.
Before the conference, AAP will provide a quick guide to using Zoom and there will be a brief overview at the beginning of each class. However, if you have additional questions, please consult with your county IT department.

Being on Camera During Class: The student and instructor's cameras must be on anytime classroom instruction is occurring.

Signing into Class: Because we will have 200 to 300 people registered for each class and AAP staff and volunteer members will be need time to verify each attendee and their photo ID, please plan to be on camera and have your photo ID ready by 8 a.m. for morning classes and 12:30 p.m. for afternoon classes. Virtual class monitors for AAP will be admitting each attendee from the Zoom waiting room and verifying their attendance and their photo ID.

Zoom Connections for Your Classes: Each class you registered for has an individual Zoom link which will be emailed to all registrations on **November 11**.

Handouts: All class handouts will be posted on the password-protected section of the AAP website. The password and link to the section will be emailed to all registrants by **November 11**.

Class Certificates: Due to the unusually high volume of Fall Conference registrations, the time required to verify registrant attendance and the impending holidays, certificates for all classes will be emailed each county's chief assessor and/or individual attendees by **January 15, 2021**.