



Consortium for Advancing and Supporting Employment

[NYS CASE Distance Learning Protocol](#)

NYS CASE is pleased to offer a number of distance learning opportunities in response to user request. The advantage of Distance Learning is to allow learners the benefit of professional development trainings with the convenience of not having to give up a full day from work or the need to travel. In order for Distance Learning to work, it is important to have a commitment from all learners wishing to participate.

The expectations NYS CASE has for learners participating in Distance Learning fall under two categories:

1. Responsibility for Attendance

- A commitment to attend the Distance Learning training requires you to put aside the time in your calendar, to arrange for access to a computer, and to login early enough to have time to troubleshoot any technical difficulties
- Proactive notification of absences will allow trainers and support staff to know that your intention was to attend the training, but were unable to due to some last minute conflict
- When NYS CASE is properly notified, then we can follow-up and provide you with access to the archived video

2. Responsibility for Participation

- As with any training, NYS CASE expects 100% participation
- During the 90 minutes of the webinar, we ask that you not multitask; the trainings are for YOUR benefit, multi-tasking affects your ability to focus
- Participation includes active learning; please be ready to participate when called upon, whether by answering questions in the Q/A box, having yourself unmuted to speak, or participating in a poll or quiz