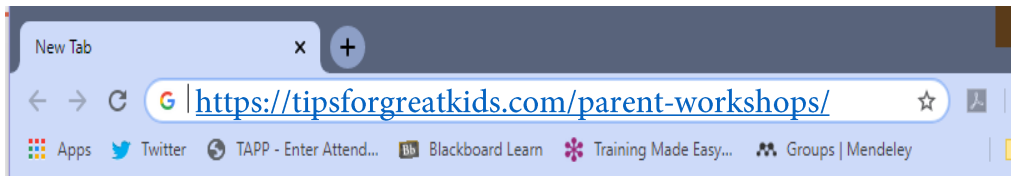


Online Parent Workshop Guide

1. Begin by typing the following link into Google Chrome or Firefox (**do not** use Safari or Microsoft Edge)



2. Once you finish watching the training, click the course completion button on the screen. It can look a bit different. (examples below)



3. Once you click the course completion button, the form below will appear on your screen.

A screenshot of a survey form with a light purple background. The form contains the following questions:

- 4) E-mail: Correo Electronico. A text input field.
- 5) Which webinar did you just complete?: ¿Cuál seminario en línea usted acaba de completar? (*respuesta requerida). A dropdown menu with a blue arrow pointing to it from the right. Below the dropdown is a red asterisk and the text "* must provide value".
- 6) If you have any comments about the webinar content or platform, feel free to enter them here. (if not, please skip this question). A large text area with an "Expand" link at the bottom right.

At the bottom of the form is a "Submit" button.

4. In the drop down menu, pick the workshop you watched.

5. Fill out the entire form and click submit. Once you click submit you will then see this page.

A screenshot of a confirmation page. At the top left is a "Close survey" button. Below it is the text: "Thank you for taking the survey. Have a nice day!". At the bottom is a green box with the heading "Enter your email to receive confirmation message?". Below the heading is the text: "A confirmation email is supposed to be sent to all respondents that have completed the survey, but because your email address is not on file, the confirmation email cannot be sent automatically. If you wish to receive it, enter your email address below." Below this text is an input field labeled "Enter email address" and a "Send confirmation email" button. At the bottom of the green box is the text: "* Your email address will not be stored".

In order to get credit for watching this training you **MUST** enter a valid email address, that you have access to, and click send confirmation email. This is your proof of watching the training. You will need to show this email to your caseworker!

Online Parent Workshops

English and Spanish

<https://tipsforgreatkids.com/parent-workshops/>

