

### Computer System Requirements

All course work is completed online, thus learners are required to use a computer, a tablet or a smart phone to work on our learning platform which is powered by D2L's Brightspace Learning Environment. Click here for a brief video on navigating Brightspace Content: <https://www.youtube.com/watch?v=IztwWJnIXU>



#### **Please Note:**

*Due to confidentiality, learners are expected to **log in individually** to complete course work on the learning platform as well as to attend classroom sessions via Zoom.*

### The Learning Platform

*Following receipt of your course welcome email, you will receive an email from D2L Brightspace Support with username and password details for logging into the platform.*

**Connecting to the Learning Platform** Click [here](#) for log in instructions

- Log into the PFPE platform using your username and password (sent via email by Brightspace)
- Once read, close the pop-up Welcome Page (if applicable)
- You should now be on the Course Home Page
  - On the left you will see:
    - Activity Feed - Review the message from your facilitator under Latest Posts
    - Table of Contents (TOC)
  - On the right you will see:
    - D2L Welcome
    - Announcements
    - Calendar – in the calendar, you will find the scheduled online classroom sessions.

**Note:** *You can always navigate to the Course Home page by clicking on Course Home on the blue navigation near the top of the page*

### Connecting to the Virtual Classroom via Zoom

Learners participating in virtual classroom (VC) sessions are required to use a device with a **microphone & camera** to allow two-way communication between them and their coaches.

- Zoom links to the virtual classroom sessions may be found within the Course Calendar.
- Any homework assigned must be completed before the next virtual classroom session.
- Attendance at classroom sessions, and completion of all course components, is required to receive a certificate of completion.

### Connecting to Virtual Classroom

Once logged into the learning platform, go to the course calendar. Find the date you desire and click on the Zoom link.