

## **Attention Parents:**

# **Online Parent Laptop Training is Now Available 24 Hours a Day, 7 Days a Week!**

If you have access to the Internet at home, at work, or at the public library, you can complete your training at a time that best suits your needs! Just watch a series of videos, complete an online form and you are done. No printing or paper needed! Simply follow the directions below and contact Doug Saunders, Wilder's ITRT, with any questions at [dasaunders@henrico.k12.va.us](mailto:dasaunders@henrico.k12.va.us).

## **Directions:**

1. **Open your web browser.** (Explorer, Firefox, Safari, Google Chrome, etc.)
2. **Type the following address into the address bar:** <http://blogs.henrico.k12.va.us/techtips/>
3. From the menu options at the top of the page, **hover over Parent Training and click on "2. Online Parent Training"**.
4. **Read the directions and then scroll to the bottom of the page.**
5. **Click on "EMS Parent Assessment"** to access the parent video questions.
6. **Open and watch the videos as you answer the questions.**
7. **Keep these items in mind when completing the assessment:**
  - a. Questions appear in order, one at a time, and indicate the video from which they were covered.
  - b. You must answer each question correctly to move to the next question.
  - c. If you miss a question, you will be prompted to go back and answer again (you do not have to start from the beginning).
  - d. You must answer all questions correctly to complete the assessment.
  - e. When you see this message, **"Congratulations you have successfully completed parent training"**, **click SUBMIT** for your information to be sent to the school's technology administrator, John Elmore at [jewelmore@henrico.k12.va.us](mailto:jewelmore@henrico.k12.va.us).
  - f. **If you do not click SUBMIT, your information will not be recorded.**
8. Once you have completed the online parent training, you do not need to attend the parent laptop training courses held at Wilder.
9. **In order for your child to receive a laptop**, you must also do the following in addition to the online training:
  - a. Sign and return the HCPS Code of Conduct (This is typically sent home with your child the first day of school, additional copies can be attained at school)
  - b. Pay the student laptop fee