How to Prepare for Online Courses

The Sacred Window School offers many of our courses through an online webinar format for two main reasons. We feel it is the best way to support you in:

1) ***Learning*** at your own pace and in the comfort of your own home

2) ***Digesting*** these principles with as much time and repetition as you need

Online webinars with Sacred Window are offered using ***Anymeeting.com.*** If you are enrolled in a professional program, you will also be given a personal website where all your classes, assignments, tests and personal dialogs with your mentor will be kept for you to use whenever you want.

Technology is still not perfect in the world of online instruction. To experience optimal learning when participating in a Sacred Window webinar here are a few requirements FOR ALL STUDENTS.

Webinar Requirements

Our current video webinar service, ***Anymeeting,*** is an adequate system for our basic needs, but sometimes falls short technically. During the past few years, we have discovered the following:

1. ***Anymeeting*** works best with a computer or laptop wired directly to the modem via phone wire, Ethernet or cable because this configuration provides the strongest signal.
2. Weak or even moderate wi-fi signals are often not able to maintain a good connection to the webinar broadcast. Look for 5 bars on your signal or it might not work.
3. You will need to purchase a headset (microphone and earphones) before joining a webinar. This ensures that there will be no feedback during the broadcast – an annoying problem that unfortunately affects everyone on the broadcast. The headset will be required for both phone and computer audio reception.
4. Having the most current technology will be important for good reception. Computers that are even a few years out of date often do not have the ability to transmit the large amount of data in a webinar broadcast. Please upgrade your computer as soon as possible.
5. While ***Anymeeting*** has apps for iPads and Android tablets, they still do not have apps for smartphones, so you will not be able to use your smartphones reliably. If you choose to use your tablets and install the available apps, please be aware that if the signal is not strong, you may still have technical difficulties.

You will receive an email from Sacred Window School to establish your webinar login as soon as you register. Following are some tips to help you maximize your webinar experience.

Webinar Tips

1. Test your system before all classes, even if you think it works. The best way is to login at least 10 minutes before class. It's pretty disruptive to come late to class and then have technical difficulties.

   - There is a system test provided by ***Anymeeting*** that will be included in your first email from us:
     https://www.anymeeting.com/webconference-beta/systemtest/AnyMeetingSystemTest.aspx?presenter=0
   - Read the notes for new attendees from ***Anymeeting*** on the link provided in your email from Ysha.
     http://support.anymeeting.com/customer/portal/topics/531626-attendee-guides/articles?b_id=338
   - If you need more extensive help, or want to learn more about the system, please contact the support team at ***Anymeeting.com***. http://support.anymeeting.com/

2. Turn off SKYPE before you login to ***Anymeeting***, otherwise it won't work.

3. Please log off at breaks and then logon again when the break is over. This enables us to make shorter recordings.

Student Etiquette

We are largely an online school. This means that new rules apply to "entering" and "leaving" a classroom when it is in session. It also brings with it other challenges that come with it being a new paradigm for learning. Here are some gentle reminders/requests.

1. **Please be on time.** Coming late to an online class means interruptive "dings" for everyone who is already in class. Each late entry (or early departure) causes a little disturbance. Some sessions are only a 1.5 hour long, yet the teacher might hear multiple dings during that time, and it's kind of distracting. Let's start on time so we can end on time also, and everyone has the best experience.

2. **Kindly respect the teacher's preference for class prayers.** Opening prayers are an ancient and powerful ritual that are part of the Ayurvedic tradition and also a profound knowledge transmission. We believe they create a sacred learning space for everyone in class. If you like, please join in; most of the prayers we use will be made available to you. If you don't want to join, please silently respect the others in their choice.

3. **During Live Webinars, please keep your webcam on, so the teacher can see you.**

4. **Be prepared.** Prior to logging into a webinar, please read all assigned course materials and be prepared for the lecture or seminar.

5. **Try to stay on topic.** Please make sure that all comments during the live webinar are constructive and relevant to the discussion. Technical problems are not the responsibility of Sacred Window, they are the state of today's technology. We request that you not use the webinar to discuss any technical problems that may arise during the webinar. We will do whatever we can on our end, and ask that you do the same on your end. It can only get easier as time goes by.

6. **We take your education seriously, with a warm heart.** It is a great responsibility to support someone, whether it is your own self, your family or your clients. For us, supporting our AyuDoula students is our number one priority — both educationally and personally. We believe as much in making sure you are learning the material as we do in making sure you are taking care of your own wellness needs. Please keep us informed of your needs if it supports you.