TDU

PRE-COURSE CHECKLIST

Good day!

This checklist contains information to help you get ready for the course. We look forward to seeing you soon!

ITEMS TO COMPLETE 2 TO 5 WEEKS BEFORE THE COURSE

☐ Complete the knowledge check and associated pre-learning in the Introduction to R for Public Health Investigations Self-Study Module

ITEMS TO COMPLETE 3 TO 6 DAYS BEFORE THE COURSE

☐ Advise the TDU if you are unable to access the Participant Guide located in Dropbox. Note that the Dropbox link will follow in an email and course content will be provided one week prior to the course.

☐ Install R and R Studio if joining from non-PHAC computer (please refer to the associated tutorial in the Introduction to R For Public Health Investigations Pre-Course Self-Study Module as needed).

☐ Test virtual classroom (Zoom) audio and video on the computer you will be using for the duration of the course: https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting

☐ Advise supervisor and coworkers that you will be unavailable for the duration of the course.

☐ OPTIONAL: Print course materials for note taking as needed.

ITEMS TO COMPLETE 1 TO 3 DAYS PRIOR THE COURSE

☐ Ensure that you have reviewed pre-learning for Day 1 (refer to the Introduction to R for Public Health Investigations Participant Guide).

☐ Download materials for the practical exercise on Day 1 and advise the TDU of any issues.

☐ Advise your supervisor and coworkers that you will be unavailable for the duration of each virtual classroom session (incl. ~15 minutes before and after).

☐ Locate the Zoom meeting details for the virtual classroom and office hours, and ensure that they will be easy to find during the course.

☐ Advise the TDU if you are unable to access the Slack workspace for this training. Note that the link to access this Slack workspace will follow in an email.

STEPS TO COMPLETE 15 MINUTES PRIOR TO JOINING EACH VIRTUAL SESSION

☐ Turn off all telephone notifications, and set wireless devices to silent.

☐ Prepare your computer by closing all non-required applications (incl. email and instant messaging).

☐ Access the virtual classroom 15 minutes prior to each session to resolve potential issues and get ready on time.

Please contact the Training and Development Unit at phac.ceprtraining-formationcmiu.aspc@phac-aspc.gc.ca for assistance.