

GOPAS Online Training

The GOPAS Corporation began to delve in distance education (online training) back in 2013. The two-year period of research and preparation came to fruition in fall 2015, when the company launched the pilot operation of its distance courses. At the beginning of 2016, distance education was included into the company's standard line of courses under the name of GOPAS Telepresence Training (GTT).

Nowadays, the company uses GTT training courses primarily to interconnect classrooms at its IT training centres in Prague, Brno and Bratislava.

In spring 2020, on account of public restrictions in response to the COVID-19 pandemic, the GOPAS Corporation officially began to provide courses of distance education (online training) to its clients.

General information for participants of online courses.....	2
Commencement of an online course	2
Recommended equipment.....	2
Basic rules of online communication.....	2
Videoconferences	3
Cisco Webex Meeting.....	3
Webex Meeting: Install client.....	3
Webex Meeting: Test call.....	3
Webex Meeting: For admins.....	3
MS Teams	4
MS Teams: Install client	4
MS Teams: Test call	4
MS Teams: For Admins.....	4
Courseware	5
Whiteboard	5

General information for participants of online courses

Generally, distance (online) training consists of three parts, which in conjunction provide every online participant with an interface that comes as close as possible to a classic attendance course.

Videoconference allows for mutual interaction between the lecturer and the student, as well as between individual students. Part and parcel of every videoconference is also the lecturer's presentation/desktop.

Courseware is an online software environment that allows all distantly connected course participants to discuss the topic or take part in the exercises, without the necessity to have the software environment installed on their computers.

Whiteboard allows for transmitting all information, drawings and notes the lecturer manually puts on the whiteboard onto the monitors of all distantly connected course participants.

Commencement of an online course

- Every online course begins at 9:00 on the first day of the course
- A videoconference may be joined at 8:45
- A courseware may be joined 8:45

Every course participant shall receive specific login data for each particular online course not later than one hour before the commencement of the course.

Recommended equipment

- Headphones/loudspeakers
- Microphone
- Camera (optional)
- Two monitors (recommended)
- Internet browser (Chrome recommended)

Basic rules of online communication

- The microphone shall remain "off" during the videoconference
- The microphone should be turned "on" only if you wish to ask a question
- When asking a question, please make your best effort to articulate properly
- When asking a question, please speak up and with an adequate tempo
- Make your best effort not to interrupt other course participants
- Remember that every question can also be asked via a chat application

Videoconferences

In order to implement distance education (online training), the GOPAS Corporation uses several videoconference platforms. The choice of a specific videoconference platform depends on a number of factors such as, for instance, the number of participants registered for each online/attendance course, the position of the lecturer, software/hardware requirements for the given course, etc. Therefore, it is impossible to select a particular videoconference platform for any given course in advance.

Every course participant shall receive login data for the particular videoconference platform of each given course not later than one hour before the commencement of the course.

With regard to any company's natural motivation to protect its own data and data of its users against undesired access from the outside (e.g. via the Internet) through a firewall, security protocols etc., we kindly **recommend** all participants of online courses who intend to get connected via company or home networks through company notebooks to **test their connection** to all videoconference platforms listed below sufficiently **in advance of the course commencement** and, in case of problems, turn to their IT specialists who can check the settings of company firewall rules or security protocols.

Cisco Webex Meeting

Webex Meeting is a cloud service provided by the Cisco Corporation. It is one of the few services that allow for connecting specific equipment (e.g. Cisco Room Kit) to videoconference; it is popular particularly with corporations that use it in their boardrooms or conference rooms.

It is possible to connect to the Cisco Webex Meeting service via Internet browser or through desktop client installations (recommended).

Webex Meeting: Install client

1. Go to <https://www.webex.com/downloads.html>

For the purposes of the online course, it is not necessary for course participants to have their own registration (account). Before the course commencement, every participant shall receive specific login data (i.e. meeting number).

Webex Meeting: Test call

1. Go to <https://www.webex.com/test-meeting.html>.
2. Enter your name and email address, and then click **Join**.
3. If you don't have the Cisco Webex Meeting app installed already, you shall be prompted to click the installer file. On Windows, click Webex.exe. On Mac, click Webex.pkg.
 - *Install the desktop app to get the full-featured Webex Meetings experience. If you are not using a Mac or Windows computer, or if you cannot install apps, no problem. You can still join directly from your web browser by clicking **Join from your browser**.*
4. Next, choose how you want to hear everyone in the meeting.

Original Source: [Webex Meeting Join a Test Meeting](#)

Webex Meeting: For admins

[How Do I Allow Webex Meetings Traffic on My Network?](#)

MS Teams

Microsoft Teams is a cloud service provided by the Microsoft Corporation. The MS Teams service focuses on facilitating teamwork cooperation allowing, inter alia, for videoconference calls. It is possible to connect to the MS Teams service via Internet browser or through desktop client installations (recommended).

MS Teams: Install client

1. Go to <https://www.microsoft.com/en/microsoft-365/microsoft-teams/download-app>

For the purposes of the online course, it is not necessary for course participants to have their own registration (account). Before the course commencement, every participant shall receive a specific link to the MS Teams meeting in the guest capacity.

MS Teams: Test call

1. To make a test call, select your profile picture, then go to **Settings > Devices**.
2. Choose **Make a test call** under **Audio devices**.

During the test call, you will see how your microphone, speakers, and camera are working. Record a short message following instructions from Test Call Bot. The message will play back for you. After that, you shall get a summary of the test call, and you can go to your device settings to make changes.

Note:

- *For make a Test call you must have user account*
- *The test call feature is only available in English for now; more languages shall be added soon.*
- *We shall delete your test recording immediately after the call. It shall not be retained or used by Microsoft.*
- *The test call feature is currently unavailable for Teams on the web.*

Original Source: [Manage your call settings in Teams](#)

MS Teams: For Admins

[Prepare your organization's network for Microsoft Teams](#)

Courseware

Besides theory instruction, part and parcel of all our online courses are practical exercises. For this purpose, every course participant is free to use the prepared interface featuring the compatible software a hardware configuration, which is referred to as Courseware.

Every online course participant may access the prepared interface via Remote Desktop Protocol (RDP).

Every course participant shall receive specific courseware login data for each particular online course not later than one hour before the commencement of the course.

Because companies naturally protect their data and their users data from unwanted access from the outside (Internet) through firewalls, security policies, etc, GOPAS primarily prefers a Web RDP client running in an Internet browser.

Connection to the courseware is also possible using an RDP client that supports Remote Desktop Gateway (RDG) connections.

Whiteboard

Whiteboard allows for transmitting all information, drawings and notes the lecturer manually puts on the whiteboard onto the monitors of all distantly connected course participants.

The Whiteboard service is available to all online course participants via Internet browser.

Every course participant shall receive specific login data to Whiteboard at the commencement of the course.