

**With Susan Allen-Evenson, RDN, CCN, FMNS**

**IFMNT COT Training FAQs**

**How can I make the most of my time in this online program?**

Develop a time-management strategy. Students can easily fall behind on their webinars, material review, and quizzes…don’t let this happen to you. You will enjoy the course much more immensely if you keep caught up. Live sessions offer valuable interaction on the spot while learning is most applicable though Q and A through our class forum is perfectly acceptable as well for those who can’t get into a live session. Either way, your best learning will happen if the material is fresh in your head and you can connect the Q and A to the learning content during or within the relative timeframe in which it is delivered.

**Make the most of online discussions via our private group forum.** Again, this means keeping up with the course to be best prepared and able to fully participate.

**Prepare questions useful to your learning**…but be mindful of your colleague’s time. Our Class forum is best managed with single topic questions. One post with several questions quickly becomes overwhelming. Page 6 of 8 This is also not the place to work up a case. While we encourage general case questions here – fuller case work-up is best done through private mentoring.

**Put your new knowledge into practice.** Start incorporating what you are learning into your practice. The more you do this (even just bits and pieces), the faster you will become proficient and confident. Ask for help along the way. Again, this is where private mentoring is very instrumental.

**Take advantage of the mentoring sessions.** They are offered at a discounted rate just for you. They can be invaluable in helping you put together what you learn in the program into practical application with the guidance that you are doing it right. You can go over your own health concerns, that of one of your clients’ or family members or receive strategic business advice for your personal practice.

**What happens if I fall way behind on my class due to unforeseen circumstances?** We want to see you get the most out of your time with us. Please refer to course our terms and conditions form (you agree to terms and conditions upon registration) for details regarding deferment should you have an extreme circumstance that prevents you from staying on track. This is only an option available during the first 7 months of our program – the halfway point. Note: This does not include a deferment of payment for the course – if you are on a payment plan, you’ll be expected to meet your obligations for same.

**What Internet skills would be helpful for our online class?**

• Know how to use a web browser

• Know how to use an email program

• Familiarity with web-based interaction

• Experience in internet research using a variety of search engines, including Google Scholar

**Are there specific login or online participation times?** A preliminary course schedule is posted in your course portal. As we continually update our courses (one of the benefits of live training), this schedule is subject to change. You will also get an orientation in your first session with all the details to ensure your success.

**How many students are in our online course?** The average class is anywhere from 30-50 students per level or group. This small group format ensures there’s good interaction and networking potential. This also ensures all questions asked in live webinars are addressed on the spot, while learning is most applicable. We prefer to limit to this size to ensure your experience is most personalized. We certainly wouldn’t want anyone to get lost in a crowd. Hopefully, you will make long-lasting connections and be an excellent source of support for each other. Live interaction in webinars and via our class forum makes this possible at the highest level.

**What online and email etiquette rules do you have?**

* IMPORTANT: When emailing us at the office, please identify yourself by name and class in the subject heading for each email that you send to us (for example, Sue Smith, 19/20 COT). Even after several months of correspondence when you think we know you well, this will still be necessary. While we strive to know each of our students personally and by name, remember, we have several classes going on at once. You’ll make it a lot easier on us if you remember this important step. If you forget, we will respond by asking before we answer your correspondence issue – this will only slow the process.
* All inquiry emails should be sent to ifmntrd@gmail.com. This email is monitored closely by staff so we can give you the timely response you deserve. You may have other emails for us but please use this one only for class correspondence.
* Always be supportive of each other. This is a learning community and we all have a lot to offer each other. Not everyone will share the same opinion always and that’s perfectly fine – we just ask that you respect this possibility.
* Forum postings need to be related to our course.
	+ No personal messages posted to our Forum please. No self-promotion.
	+ No promotions allowed in general – Any events you’d like to share with the group should be emailed to us first.
* Likewise, any educational offerings you’d like to share with the group should also be emailed to us and as we approve them as congruent with our training, we’ll post for you. This includes educational summits.

**How do I find class items such as hand-outs?** All course slides, handouts, etc. are found in your course portal – you’ll have a virtual tour provided in your orientation session.

**Once our training is complete how can we continue to network with each other?** All NFLN members connect on a member forum. As of now, this is a private Facebook page and at some point, it will change to a member forum accessible through your account portal on our website. It will then be a list-serv forum, just like the one for your course. This is where all our past grads are as well. If you choose not to become a member at this time, you can join anytime in the future giving you the opportunity to stay connected to your IFMNT community!

**I see slides are given in one-per-page format. How can I print multiple slides per page to save paper?** To print the PowerPoint Slides in PDF from one slide to multiple slides per page

* Open your PDF document.
* Click on File.
* Find the Print button at the bottom of the list and click on it.
* Find the page range you wish to print from the PDF document.
* Select the appropriate button.
* Configure the paper size and handling.
* In the page sizing and handling group, select multiple.
* This allows you to print multiple PDF pages or slides on one sheet of paper.
* Change the settings so that the desired output layout appears in the preview pane to the right.
* Select the preferred orientation of your document. (Landscape or Portrait).
* This selection will affect the layout displayed in the preview pane also which settings are appropriate.
* Often, selecting Custom will enable you to set up your preferred layout most easily.
* Options: Click on the Print page border check-box to print a line around each page Click on Print on Both Sides of Paper to save even more paper. If binding the printout, you will have the choice of binding on the side. (Flip on the edge) or on the top (flip on the short edge.)

Note – computers may vary for this process

**Please direct any additional questions related to this course to** **ifmntrd@gmail.com**

**Remember to put your class in the subject line (COT 19/20)**