

vitero basic training

Service description

General information:

- Goal: getting to know and learning how to operate the vitero basic functions; moderating online meetings (groups up to approx. 10 people) in **vitero**
- Target group: people who lead and moderate small online sessions or who need a basic knowledge of **vitero** in other contexts, e.g. project manager, team leader, coaches, support personnel, trainer, seminar administrator
- Group size: 4 – 8 participants
- Requirements: basic computer skills, no previous knowledge in online communication necessary
- Handout: training material
- Participants receive a confirmation of participation

Technical information:

- Duration: 1 x 120 minutes (online in **vitero inspire**)
- Requirements: Windows PC or Mac with internet connection (4 Mbit/s in up-/download), PC-headset, webcam (optional); Each participant is responsible for their own hardware.
- Please check our system requirements: download [click here](#)

Training content:

- Basic **vitero** features and communication channels (audio channel, text chat, gestures, change seats/roles, notepad, ...)
- Technical basics: adjust your own and the participants' audio settings, dial-in via telephone
- Presenting contents in **vitero**, amongst others via application sharing
- **vitero** moderation tools; referencing in the virtual room; documentation
- Basics in online moderation and self-management
- Hints to: Vitero Management System (VMS)