

# STEPS TO DELIVER A VIRTUAL RSC

Using RentSmart Online to Deliver a Virtual RentSmart Certificate Course

1

## REGISTER YOUR COURSE ON THE EDUCATOR DASHBOARD

You will receive an email confirming the course registration and links to:

- The consent to collect information and an introduction form
- The "About You" demographics form
- The Online Evaluation form

2

## ORDER PARTICIPANT MANUALS

Decide if you are able to give participants physical copies or contact us for electronic link to RentSmart Basics Booklet\*.

3

## DOWNLOAD COVID-19 SPECIFIC SLIDES FROM DASHBOARD

You can insert them in your slide deck wherever you will be discussing COVID-19 information.

4

## SEND PARTICIPANTS LINKS TO ONLINE MODULES

You have access to the RSO make-up modules through your Educator Dashboard.

## RECOMMENDED DELIVERY PROCESS

- Participants do Module 1 and 2 through RSO modules
- Educator hosts a Virtual Meeting to do some activities, answer questions and check for understanding
- Participants do Module 3 through RSO modules
- Educator hosts a Virtual Meeting to do some activities, and share information on Tenancy during Covid-19 (new Powerpoints are available in your Dashboard)
- Participants do Modules 4-6 through RSO modules
- Educator hosts a Virtual Meeting to do some activities, answer questions and check for understanding and CELEBRATE the completion of the course.

**Note: Digital versions of RS Basics are available, however, RS Certificate manuals are not.**

**Please Note:** While participants can do all 6 modules through RentSmart Online (RSO), the virtual sessions are important to check for understanding, troubleshoot scenarios and general Q+A. The RSO modules also do not contain COVID-19 tenancy information, which will be important to cover in virtual sessions.

5

### RUN VIRTUAL MEETING SESSIONS USING THE ONLINE PLATFORM OF YOUR CHOICE

Ensure participants know of the risks of online learning. Remember these support resources available in the Dashboard.

- Tips for online engagement
- Tips for virtual learning
- Suggested outline for virtual RS Basics
- Videos

6

### CREATE STUDENT RECORD IN THE DASHBOARD

Student records will be used to generate certificates and to assign unique, individual I.D. #'s

7

### AFTER THE 1ST SESSION, SEND THE LINK TO PARTICIPANTS TO FILL OUT THE FIRST 2 FORMS

The online Introduction Form asks participants for permission for RentSmart to hold their name in our records for their certificate. Please make sure participants fill out the form so we can Register them.

\*Remember that the About You Form (demographics) is optional but greatly appreciated.

8

### AT THE END OF THE COURSE, SEND THE LINK TO PARTICIPANTS TO FILL OUT THE ONLINE EVALUATION FORM

9

### ISSUE CERTIFICATES

**OPTION 1:** Using the certificate template, manually add their individual names and email it to them.

**OPTION 2:** Order printed certificates from your local printer.

**OPTION 3 (COMING SOON):** Certificates will be generated in the Dashboard for Educators to download and distribute to participants.