



VECTORWORKS

ONLINE CLASSROOM TRAINING FAQ

WHAT IS VECTORWORKS ONLINE CLASSROOM TRAINING?

These are live training classes that take place in the comfort of your home or office. Using the online GoToMeeting classroom, you are able to communicate with your instructor and receive hands-on Vectorworks training anywhere in the United States.

WHAT HARDWARE DO I NEED TO PARTICIPATE IN TRAINING?

All OS specifications are available on our website [here](#).

WHAT IS THE RECOMMENDED INTERNET CONNECTION?

5 Mbps (or Mega Bits Per Second). To check your speed, use the computer and internet connection you will be using during the training and visit [speedtest.net](#). A “wired” or plugged-in internet connection is strongly recommended to ensure you will not lose your connection during the training session.

WHAT ARE THE PREREQUISITES FOR VECTORWORKS ONLINE TRAINING?

To qualify for online training, you must have the required hardware and internet connection speed explained above. You also should be familiar with your computer’s OS and OS settings, be comfortable working with a dual monitor setup running two applications at the same time, and understand how to download and install an application from the Internet. You also need to understand the difference between basic mouse operations (e.g., single click, double click, click and drag, scroll wheel, and right click). If you are new to computers or coming from hand-drafting, we recommend taking a training class in person or one-on-one online training.

WILL I BE ABLE TO ASK QUESTIONS DURING THE CLASS?

Once you have logged into the GoToMeeting session and class begins, attendee microphones will be muted. In the GoToMeeting control panel, there will be a chat window where you can type a question or get the instructor’s attention by typing “H” for help. The instructor can then unmute your microphone to ask a question or respond to the typed question by repeating it to the class and responding.

WILL I BE ABLE TO REVIEW THE FILES WE WORKED ON IN CLASS?

Yes, upon request via training@vectorworks.net, these files can be emailed to you after the training session.

WILL OTHER PEOPLE BE ATTENDING THE ONLINE CLASSROOM TRAINING CLASS?

Yes, other Vectorworks users will be attending the Online Classroom Training class, but only one participant per computer is allowed.

HOW WILL I RECEIVE LOGIN INFORMATION FOR THE CLASS?

Login information will be provided to the email address you registered with the morning of the training.

WHAT IF I LOSE CONNECTION DURING THE CLASS?

If you lose connection during the class, you will be able to log back into the class using the provided links emailed prior to the start of the class.

ADDITIONAL RECOMMENDATIONS

Please respect your instructor and fellow participants and remain engaged throughout the training session by limiting distractions (e.g., pets, co-workers, children, television, social media, etc.).

