

## NEW Online Classes & Workshops

Braille Institute brings workshops and classes to you! While our centers remain temporarily closed due to COVID-19, we provide online classes to you within the comfort and safety of your home. You can attend selected workshops and classes by video or phone conference call, enabling you to participate remotely. Braille Institute instructors will provide participants with an online link or phone number that will be used to participate in a “live” class session. Students will be able to engage with the instructor and other participating students. Sessions range from 1 to 1.5 hours in length. To view a listing of available classes and workshops, visit <https://www.brailleinstitute.org/classes-events>.

Braille Institute is using the “Microsoft Teams” (Teams) platform to deliver online classes. Below are some frequently asked questions you may have about utilizing the technology. Also feel free to watch [this video](#) for an overview of how to join a meeting using Microsoft Teams.

### Frequently Asked Questions (FAQs)

**Q: If I have a computer, do I need Microsoft Office 365 or Microsoft Teams on my computer in order to participate in a class by video call?**

A: No, you do not need Microsoft Office 365 or Microsoft Teams on your personal laptop or desktop computer. All you need is the link for the online class, which you will click on to join the remote class session. A Braille Institute staff member will email you the specific link for the call or class.

**Q: If I have a smartphone or tablet, do I need Microsoft Office 365 or Microsoft Teams on my mobile device to participate in a class by video call?**

A: Yes, you do need to download the Teams application on your mobile device - iPhone, iPad, Android phone or tablet, to join the class video session. One of our staff members can assist you, if you need help with downloading the Teams application.

**Q: If I don't have a computer or mobile device like an iPhone or iPad, can I still participate in an online class?**

A: Yes, can still participate. You do not need a computer to participate in a remote class or meeting. [Any student with a phone can use the provided call-in toll-free phone number to call into the meeting.](#) You will need to check with the class instructor to make sure this option is available for the specific class. For more information about using the call-in feature, please watch this video: [Video Link](#).

**Q. Do I need to register in advance for an online workshop/class?**

A: For a workshop, we ask that you register on our website by visiting <https://www.brailleinstitute.org/classes-events>. You can also call 1-800-BRAILLE.  
For a class, you will need to register with the Braille Institute center's registrar.

**Q: Is Microsoft Teams accessible with a screen reader like JAWS?**

A: Yes, it is! You can learn more about JAWS on Microsoft Teams by [clicking on this link](#).

Freedom Scientific is making JAWS, ZoomText and Fusion available for free until June 30, 2020. Click on the link below for more information: <https://www.freedomscientific.com/>

Freedom Scientific has provided resources for using JAWS with Teams. Click on the link below: <https://www.freedomscientific.com/webinars/microsoft-teams-and-jaws/>

**Q. If I cannot attend the “live online class,” will you be recording it so I can watch or listen to it at a later time on my computer?**

A: This option is currently not available.

**Q: Can I attend an online class hosted by a Center that I do not attend?**

A: Yes, while each class is hosted by a specific Center, the benefit of online classes is that all classes are open to all students, regardless of which Center you usually visit.

**Q: Is it okay to join an online class late?**

A: We highly recommend logging in to your class a few minutes early but will leave links and dial-in numbers open until five minutes after the scheduled starting time of class

**Q: How do I ask a question during the video class?**

A: We ask that all students keep their microphones muted unless called upon by the instructor. In Teams, there is a tool bar with a raise hand button. There is also a chat bar where you can type in your question and the instructor will answer it when time in the lesson permits. If attending by phone/audio, the instructor will prompt for questions during the class.