

Index	Topic	Audience	Description
Train the Trainer			
	Attitudes about Virtual Teaching	Instructors	Make the change from Classroom to Virtual Training
	Setup and Management	Instructors	
	Technology Challenges	Instructors	
	Art of Presentation	Instructors	
	Adult Learning Principles	Instructors	General Training Principles
	5 Step Model for Training Sessions	Instructors	How to structure a training session for students to be engaged and learning
Recording Instructional Videos			
	Reasons to Record a Presentation	Instructors	About creating Instructional Videos
	Tips on Editing	Instructors	Editing PowerPoint Videos
	Making a PowerPoint Slide Show with Audio	Instructors	Record a PowerPoint slide show with narration and slide timings
	Turn your PowerPoint presentation into a video	Instructors	Create a PowerPoint video from your PowerPoint
	Screencast Video Recording Software	Instructors	Video Recording Software Link - Screencast
	Screencast Video Recording Software	Instructors	Video Recording Software Link - Screencast
	Compress MP4 video files	Instructors	Software to convert and compress your MP4 video files
Google Meet			
	Google Meet User Guide	All	The "ins and outs" of Google Meets
	Google Meet Instructions	Instructors	Scheduling, Inviting, Starting, Joining, and Recording a Meeting
	Using Google Meet	Instructors	Step-by-Step Instructions on Hosting a Google Meet Webinar
	Webinar Etiquette & Tips	All	Helpful Tips to Enhance Your Webinar

Google Meet Features			
	Nod	All	Raise hand and other features
	Mute all on meet	All	How to mute
	Change Layout	All	change what or who displays on your screen
	Present Now	All	Show your screen to others
	Turn on captions	All	close captions
	Chat	All	How to chat with everyone and submit questions
	Pin/ Unpin	All	How to lock or unlock your screen
Web-Ex			
	Web-Ex	Instructors	Everything Web-Ex
	Web-Ex Computer Audio Set-up	Instructors	If you are having difficulty with your Audio, how to setup PC WebEx VoIP Audio for your Windows PC
	Web-Ex Computer Audio Set-up	Instructors	If you are having difficulty with your Audio, how to setup PC WebEx VoIP Audio for your MAC
	Web-Ex One Person Seminar Set-up	Instructors	How to practice using Web-Ex; One Person Seminar Set-up
Tax Law: Core			
	The Basics of Tax Law	New Volunteers	An entry level discussion of Federal Law taxation
	Jeff Bogart's Toolbox	All	A walkthrough of the tax preparation tools made available by Jeff Bogart, a tax volunteer from Colorado
	Intake and Interview - late delivery	All	to be updated for 2020 tax season

Tax Law: Comprehensive			
	Bogart's Education Calculator	Experienced Volunteers	How to Use the Bogart Calculator to Determine and Optimize Education Credits
	Health Savings Account Contributions: Full Year	All	Health Savings Accounts now part of Advanced Test
	Health Savings Account Contributions: Part Year	All	
	Health Savings Account Distributions	All	
	Health Savings Account: Married	All	
	Medicaid Waiver Payments	Experienced Volunteers	
	Qualified Charitable Distributions	Experienced Volunteers	How to enter in Taxslayer; included in New Tax Law IRAs
	Basis in IRA	Experienced Volunteers	How to enter in Taxslayer; included in Evans Bryant
New Tax Law			
	New Tax Law Forms	All	Presentation of new IRS forms for TY2020
	Tax Law Changes - EIP (Economic Impact Payments)	All	Powerpoint video regarding EIP and tax return preparation
	Tax Law Changes - Schedule C	All	Powerpoint video regarding Self-Employment (Schedule C) changes for TY2020
	Tax Law Changes: Deductions (& Adjustments)	All	Presentation of changes to income deductions and adjustments for TY2020
	Tax Law Changes - IRAs	All	Presentation of changes to IRAs Rules for TY 2020
	Tax Law Changes - Education	All	New applications of Education benefits

