

## Class Agenda\*\*

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### **Day 1 - 2/7/21**

12:45 pm	Log into Webex Event using credentials provided
1:00 pm – 1:15 pm	<b>Welcome and Introduction</b>
1:15 pm – 2:00 pm	<b>Presentation:</b> Overview of eSign and Best Practices
2:00 pm – 2:15 pm	<b>Break</b>
2:15 pm – 3:00 pm	<b>Live Q&amp;A:</b> Lesson 1 – 4 and Lesson 6 Training Videos <b>Systems Accessibility Check:</b> <ul style="list-style-type: none"><li>• Forms Designer Toolkit downloaded</li><li>• LO and JSCG installed and functional</li></ul>
3:00 pm – 4:00 pm	<b>Presentation:</b> Lesson 5: Guidelines for Creating eSign Documents
4:00 pm – 4:15 pm	<b>Break</b>
4:15 pm – 5:00 pm	<b>Presentation:</b> Lesson 5: Guidelines for Creating eSign Documents

### **Day 2 - 2/8/21**

12:45 pm	Log into Webex Event using credentials provided
1:00 pm – 2:45 pm	<b>Presentation:</b> Lesson 5: Guidelines for Creating eSign Documents (Continued from Day 1)
2:45 pm – 3:00 pm	<b>Break</b>
3:00 pm – 4:45 pm	<b>Presentation and Hands-On Exercise</b> - Lesson 6: Uploading and Processing Documents in eSign
4:45 pm – 5:00 pm	<b>Quiz 1</b>

**Day 3 - 2/9/21**

12:45 pm	Log in using credentials provided
1:00 pm – 2:30 pm	<b>Presentation and Hands-on Exercises</b> - Lesson 7: JavaScript Lab
2:30 pm – 2:45 pm	<b>Break</b>
2:45 pm – 5:00 pm	<b>Presentation and Hands-on Exercises</b> - Lesson 7: JavaScript Lab

**Day 4 - 2/10/21**

12:45 pm	Log in using credentials provided
1:00 pm – 2:30 pm	<b>Presentation and Hands-on Exercises</b> - Lesson 7: JavaScript Lab
2:30 pm – 2:45 pm	<b>Break</b>
2:45 pm – 4:30 pm	<b>Presentation and Hands-on Exercises</b> - Lesson 7: JavaScript Lab
4:30 pm – 5:00 pm	<b>Quiz 2 &amp; Class Closing</b>

*\*\*Note, the information above is preliminary and may change closer to the date.*