

Class Agenda**

Day 1 - 02/06/23

12:15 pm	Log into Webex Event using credentials provided
12:30 pm – 12:45 pm	Welcome and Introduction
12:45 pm – 1:30 pm	Presentation: Overview of eSign and Best Practices
1:30 pm – 1:45 pm	Break (15 minutes)
1:45 pm – 2:30 pm	Live Q&A: Lesson 1 – 4 and Lesson 6 Training Videos Systems Accessibility Check: <ul style="list-style-type: none">• Forms Designer Toolkit downloaded• LO and JSCG installed and functional
2:30 pm – 3:00 pm	Break (30 minutes)
3:00 pm – 4:00 pm	Presentation: Lesson 5: Guidelines for Creating eSign Documents
4:00 pm – 4:15 pm	Break (15 minutes)
4:15 pm – 5:00 pm	Presentation: Lesson 5: Guidelines for Creating eSign Documents

Day 2 - 02/07/23

12:15 pm	Log into Webex Event using credentials provided
12:30 pm – 1:30 pm	Presentation: Lesson 5: Guidelines for Creating eSign Documents (Continued from Day 1)
1:30 pm – 1:45 pm	Break (15 minutes)
1:45 pm – 2:30 pm	Presentation and Hands-On Exercise - Lesson 6: Uploading and Processing Documents in eSign
2:30 pm – 3:00 pm	Break (30 minutes)
3:00 pm – 4:00 pm	Presentation and Hands-On Exercise - Lesson 6: Uploading and Processing Documents in eSign

4:00 pm – 4:15 pm	Break (15 minutes)
4:15 pm – 5:00 pm	Presentation and Hands-On Exercise - Lesson 6: Uploading and Processing Documents in eSign – Quiz #1

Day 3 - 02/08/23

12:15 pm	Log in using credentials provided
12:30 pm – 1:30 pm	Presentation and Hands-on Exercises - Lesson 7: JavaScript Lab
1:30 pm – 1:45 pm	Break (15 minutes)
1:45 pm – 2:30 pm	Presentation and Hands-on Exercises - Lesson 7: JavaScript Lab
2:30 pm – 3:00 pm	Break (30 minutes)
3:00 pm – 4:00 pm	Presentation and Hands-on Exercises - Lesson 7: JavaScript Lab
4:00 pm – 4:15 pm	Break (15 minutes)
4:15 pm – 5:00 pm	Presentation and Hands-on Exercises - Lesson 7: JavaScript Lab

Day 4 - 02/09/23

12:15 pm	Log in using credentials provided
12:30 pm – 1:30 pm	Presentation and Hands-on Exercises - Lesson 7: JavaScript Lab
1:30 pm – 1:45 pm	Break (15 minutes)
1:45 pm – 2:30 pm	Presentation and Hands-on Exercises - Lesson 7: JavaScript Lab
2:30 pm – 3:00 pm	Break (30 minutes)
3:00 pm – 4:00 pm	Presentation and Hands-on Exercises - Lesson 7: JavaScript Lab
4:00 pm – 4:15 pm	Break (15 minutes)
4:15 pm – 5:00 pm	Quiz 2 & Class Closing

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