



TECHNICAL ASSISTANCE NOTE

No. 03-08

**Bureau of School Business Services
FOOD AND NUTRITION MANAGEMENT**

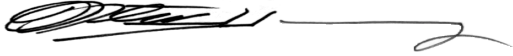
**Contact:
Linda Searight**

**(800) 504-6609
(850) 488-8378**

Charlie Crist, Commissioner

DATE: November 22, 2002

TO: Sponsors of the National School Lunch Program

FROM: Milton T. Tankersley, Administrator
Food and Nutrition Management 

SUBJECT: Virtual Classroom Training Opportunities

Food and Nutrition Management is launching a Virtual Classroom to offer on-line training for sponsors providing National School Lunch, School Breakfast, Afterschool Snacks, and Summer Food Service Program meals to children in Florida. This is being done in an effort to meet sponsors' needs for technical assistance and support by maximizing the effectiveness of the limited state staff available to supply training opportunities.

The classroom will open November 15, 2002. The schedule of classes to be offered is posted on the F&NM website at <http://fnm.doe.state.fl.us>. Select *Virtual Classroom Schedule* from the yellow menu box. As classes are developed or added to the schedule, the updates will be posted to this website. Each class is limited to 20 participants.

You must pre-register in order to participate in a training class. Instructions for pre-registration are detailed on the [Virtual Classroom Schedule](#) link.

The *tentative* training class schedule includes:

December:	Basic Food Safety
January:	Introduction to School Food Service
February:	TBA
March:	TBA

Should you have any further questions, please contact Linda Searight at 1-800-504-6609, or email linda.searight@fldoe.org.

LS:ld

cc: David Morris

Technical Requirements for using the HP Virtual Classroom

1. Hardware: A PC or Workstation, and one Internet connection for access to the website.
2. Software: Internet Explorer 4.01 (or greater) or Netscape 4.06 (or greater). Your browser must be configured to run JAVA software.
3. Test your web connection BEFORE attending a meeting. NOTE: It is recommended conducting this test two (2) workdays before the scheduled class session. This test will check that your web browser and internet connection are capable of delivering the HP Virtual Classroom to your desktop. **Here's how to test your setup:**
 - go to website: <http://www.hpe-learning.com>
 - select 'Attend Event'
 - select 'Test your setup,' then 'Test your setup' again
4. If your test is not successful, please review the technical requirements to ensure you meet the minimum requirements, which will allow the HP Virtual Classroom to be delivered to your desktop.
5. You will need a land-line phone. Cell phones, remote phones, and portable phones may not be used as they interfere with the conference call. Multiple-line phones should not be used unless the ringer can be disabled.

If you encounter any problems accessing your classroom, or if you have problems with any of the features, please contact the HP Online Operations and Support Helpdesk at 1-888-351-4732 or 1-916-748-1037.