LiquidOffice Form Designer Training Class

Preliminary Class Agenda**

Day 1 - 05/13/24

12:15 pm	Log into MS Teams meeting using details 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:** - 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 - 05/14/24

12:15 pm	Log into MS Teams meeting using details 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

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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 - 05/15/24
12:15 pm   Log into MS Teams meeting using details 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 - 05/16/24
12:15 pm   Log into MS Teams meeting using details 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.*