## Preliminary Class Agenda**

**Day 1**

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| 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<br>**Systems Accessibility Check:**<br>• Forms Designer Toolkit downloaded<br>• 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**

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|---|---|
| 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 |

LiquidOffice Form Designer Training Class

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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**

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|---|---|
| 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**

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|---|---|
| 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.*