



Los Angeles County  
Office of Education

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CALIFORNIA CENTER  
ON TEACHING CAREERS

Tulare County  
Office of Education

*Tim A. Hire, County Superintendent of Schools*

# VIRTUAL JOB FAIRS

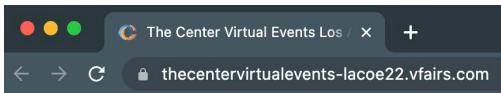
## A GUIDE FOR AGENCIES



# GETTING TO YOUR BOOTH



1. Go to <https://thecentervirtualevents-lacoe22.vfairs.com/>



2. Click "Login":

The screenshot shows the login interface of the virtual event platform. At the top left is the Tulare County Office of Education logo. To its right are several navigation links: Candidate Instructions, Agency Instructions, Candidate Registration, Agency Registration, Participating Education Agencies, Why Attend, FAQs, and a prominent 'Login/Update Profile' button with a red arrow pointing to it.

3. Go to Employers tab. Here you'll find the exhibit hall where you can browse other booths and access your own.

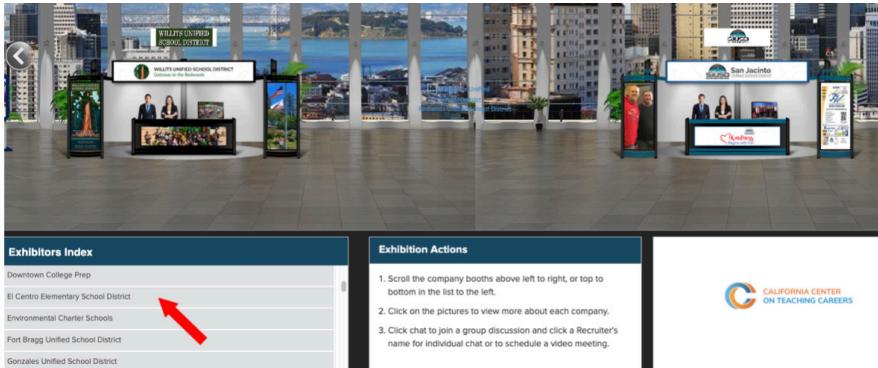


4. Find your booth. Your agency's name should be listed in alphabetical order in the Exhibitors Index.

The screenshot shows the virtual exhibit hall with the 'Employers' tab selected. In the bottom left corner, there is a sidebar titled 'Exhibitors Index' which lists several school districts. A red arrow points to this sidebar. On the right side of the screen, there is a section titled 'Exhibition Actions' with instructions: 1. Scroll the company booths above left to right, or top to bottom in the list to the left. 2. Click on the pictures to view more about each company.

Exhibitors Index
Altus Schools
Amethod Schools
Berkeley Unified School District

5. Click on your booth name.



6. Go to Chat. The chat button will appear and become active only when the event is live. *This is where you'll be stationed throughout the fair. When a candidate seeks to ask a question or get to know your team, they'll enter your chatroom, which is akin to speaking to you at your booth.*

(Please remember to refresh your screen when event goes live)

The Center Virtual Teaching Career Fairs  
Live Event: April 23, 2020 at 4PM

Lobby Employers Resources Auditorium Jobs Applicants Search Resume Announcements Technical Help Desk

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Tulare County Office of Education Tim A. Rine, County Superintendent of Schools

Teaching Pathways

- High School Teachers
- Para-educator or Teacher
- College Faculty
- College Students
- Waivers, ISET/STP
- Four-year College Students
- Career Changers
- Certified Teachers

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# WHAT TO DO DURING THE FAIR OPERATING YOUR CHAT ROOM



1. Go to Chat. The chat button will appear and become active only when the event is live. *This is where you'll be stationed throughout the fair. When a candidate seeks to ask a question or get to know your team, they'll enter your chatroom, which is akin to speaking to you at your booth.*  
*(Please remember to refresh your screen when event goes live)*

The screenshot shows the 'The Center Virtual Teaching Career Fairs' lobby. At the top, there's a banner for the event: 'Tulare County Office of Education' and 'The Center Virtual Teaching Career Fairs' with the date 'Live Event: April 23, 2020 at 4PM'. Below the banner, there are several icons for 'Lobby', 'Employers', 'Resources', 'Auditorium', 'Jobs Applicants', 'Search Resume', 'Announcements', and 'Technical Help Desk'. In the center, there's a booth for 'Tulare County Office of Education' featuring a man and a woman standing behind a counter with social media icons. To the left and right of the booth are informational displays about 'Teaching Pathways' and 'High School'. At the bottom of the screen, there's a navigation bar with links: 'About Us', 'Contact Us', 'Products', 'Commission on Teacher Credentialing', 'Social Media', 'Satellites', 'Chat Timings', and a red-highlighted 'Chat' button.

2. Engage teacher candidates visiting your booth - as a group. *To speak with booth visitors, enter a message in the text bar. Anything you say here will be displayed to everyone in the chat. This is best for answering common questions and welcoming folks. This is known as a chatroom.*

The screenshot shows the 'vFAIRS - CHAT' interface. On the left, there's a sidebar with sections for 'Chatrooms' (Elk Grove Unified School District), 'Direct Messages', 'Booth Visitors', and 'All Online Users'. In the main chat area, a message from 'Sundeep Dosanjh' is shown: 'Hi, how are you?'. On the right, there's a list of 'Booth Reps Online' (TCOE Admin, Sundeep Dosanjh) and 'Online Users' (TCOE Candidate (Attendee)). At the bottom, there's an 'Enter Message' input field with a red arrow pointing to it.

3. Get information about teacher candidates at your booth. *Click on a candidate's name to see their profile.*

The screenshot shows the 'vFAIRS - CHAT' interface, similar to the previous one. It displays the same sidebar and chat area. In the 'Online Users' list on the right, there's a profile for 'TCOE Candidate (Attendee)' with a red arrow pointing to the profile picture. The rest of the interface is identical to the previous screenshot.

A pop-out screen will appear with the candidate's profile. You can see their name, contact information and resume link here.

The screenshot shows the vFairs platform interface. On the left, there's a sidebar with 'Chatrooms' (Elk Grove Unified School District), 'Direct Messages' (TCOE Candidate (Attendee)), 'Booth Visitors' (TCOE Admin), 'All Online Users' (TCOE Candidate (Attendee)), and 'Animol Arora'. The main area is titled 'TCOE Candidate (Attendee)' and displays the candidate's profile. The profile includes fields for First Name (TCOE), Last Name (Candidate (Attendee)), Subject Area (Multiple Subject), Career Status (Intern Teaching Credential), Photo URL (https://thecentervirtualevents.vfairs.com/uploads/resume1), Country (Pakistan), Zip Code (90002), How did you hear about this event? (CaliforniaTeach.org), Resume (Show Resume), and a note about sponsorship. To the right, a sidebar titled 'Booth Reps Online' lists 'TCOE Admin' and 'Sundeep Dosanjh' under 'Online Users', with 'TCOE Candidate (Attendee)' highlighted. A red arrow points to the 'Chat' button in the top right corner of the pop-out window.

- Chat with teacher candidates individually. Click on the chat button to connect with teacher candidates privately. We call this a Direct Message. The messages here will only be seen by you and the candidate.

The screenshot shows the vFairs platform interface. The sidebar and candidate profile are identical to the previous screenshot. The 'Chat' button in the pop-out window is now highlighted with a red arrow. The right sidebar shows 'TCOE Candidate (Attendee) Contacted'. The main area now shows a direct message window for 'TCOE Candidate (Attendee)', with a green 'Contacted' status indicator next to the name. The message input field at the bottom contains the text 'Hello Ad'.

Type your message to the teacher candidate in the text bar. If a candidate has already been contacted by someone on your team, a green box will appear next to their name (right).

The screenshot shows the vFairs platform interface. The sidebar and candidate profile are identical to the previous screenshots. The 'Chat' button in the pop-out window is highlighted with a red arrow. The right sidebar shows 'TCOE Candidate (Attendee) Contacted'. The main area shows a direct message window for 'TCOE Candidate (Attendee)', with a green 'Contacted' status indicator next to the name. The message input field at the bottom contains the text 'Hello Ad'.

5. Call or video chat with a teacher candidate. You can place an audio or video call to a teacher candidate here. Speaking to a candidate directly **will help you stand out** by putting a name and face to your agency. Be proactive.

The screenshot shows a user profile for "TCOE Candidate (Attendee)" with the status "Online". The profile includes fields for First Name (TCOE), Last Name (Candidate), and Highest Level of Education (Associate's Degree). A red arrow points to the "Edit Profile" button at the bottom right of the profile card.

An audio or video call will take place directly in the platform.

A screenshot of the vFairs software interface. On the left, there's a sidebar with a navigation menu: Chatrooms, Elk Grove Unified School District, Direct Messages, TCOE Candidate (Attendee), Booth Visitors, TCOE Candidate (Attendee), TCOE Admin, All Online Users, and TCOE Candidate (Attendee). The main area shows a video call window for 'TCOE Candidate (Attendee)'. The participant's name is Sundeep Dosanjh, and the status is 'Online'. Below the video, there's a message from Sundeep: 'Hello Attendee'. A red arrow points to the top right corner of the video frame, where there are several small circular icons representing different communication or control functions. A large red box highlights the central video frame.

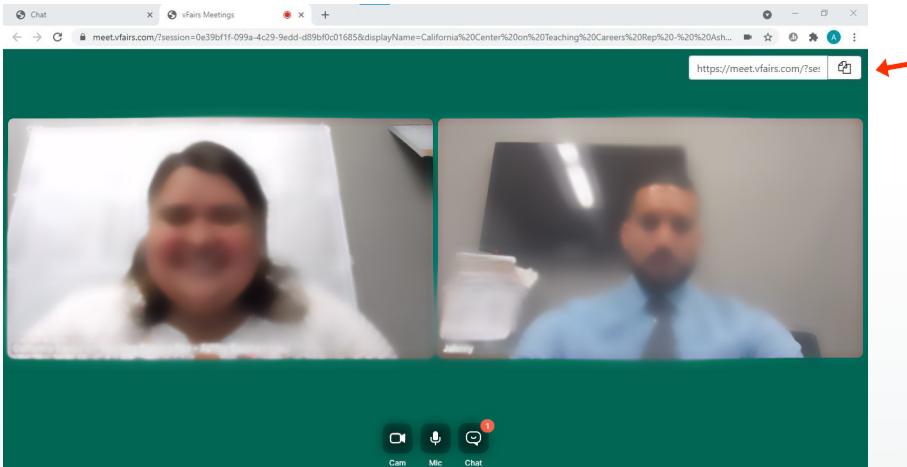
Once connected, your audio or video call will open a new tab. Tab titled vFairs Meetings.

A screenshot of a video conference interface. At the top, there's a browser bar with the URL "meet.vfairs.com/?session=0e39bf1f-099a-4c29-9edd-d89bf0c01685&displayname=California%20Center%20on%20Teaching%20Careers%20Rep%20-%20%20Ash...". Below the browser bar, the main video feed shows two participants. On the left, a woman with long dark hair is smiling. On the right, a man with a beard is also smiling. In the bottom right corner of the video frame, there is a small red notification bubble with the number '1'. At the very bottom of the screen, there are three control icons: a camera icon labeled 'Cam', a microphone icon labeled 'Mic', and a speech bubble icon labeled 'Chat'.

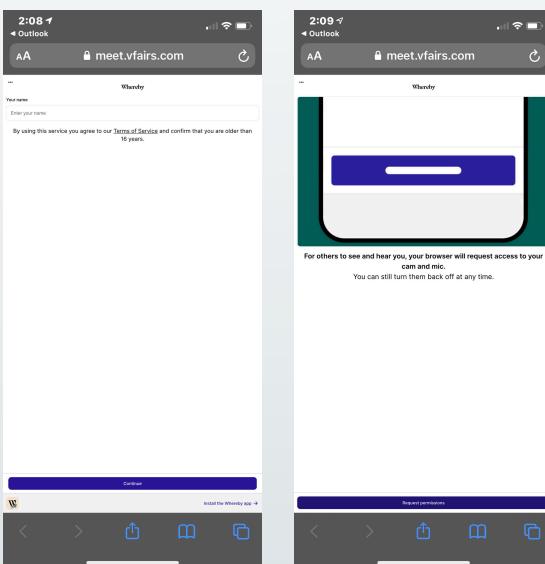
If you are prompted, please allow for use of the Microphone and Camera on your device. We recommend using Chrome as your web-browser and in case you need to change the settings, you can do so by clicking the little camera icon at the right side of your URL.

A screenshot of a video conference interface. At the top, there's a browser-like header with a back/forward button, a search bar containing the URL "meet.vfairs.com/?session=0e39bf1f-099a-4c29-9edd-d89bf0c01685&displayName=California%20Center%20on%20Teaching%20Careers%20Rep%20-%20%20A...", and a red arrow pointing to the close button. Below the header is a URL bar with the same URL. The main area shows two video feeds side-by-side. The left feed is a woman with long dark hair, smiling, wearing a white top. The right feed is a man with a beard, wearing a blue shirt. At the bottom is a toolbar with three icons: a video camera, a microphone, and a speech bubble labeled "1". Below the toolbar are three buttons: "Cam", "Mic", and "Chat".

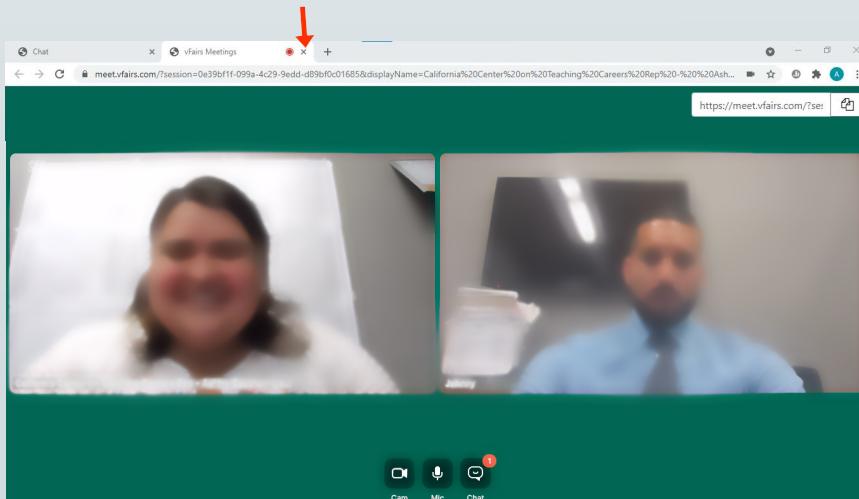
6. In order to conduct a group video chat you will need to invite other admin team members by sharing the video chat link. You will find this at the top right corner with the copy icon (see arrow location).



Once you receive the group video chat email invitation from your team member, click on the link provided and make sure to accept the terms and conditions and submit your name.



When the group video chat is completed, make sure to close out the tab.



At this point you may return to your virtual event booth chatroom.

## POST ANNOUNCEMENTS (NEW)



- Post announcements in your chatroom for all your booth visitors to see. *This is especially good for answering questions that keep coming up in the chat.*

The screenshot shows the vFAIRS Chat interface. At the top, there's a navigation bar with a megaphone icon and the text "vFAIRS | CHAT". Below it is a sidebar with "Chatrooms" and a list of users: Elk Grove Unified School District, Direct Messages, Booth Visitors, TCOE Candidate (Attendee), TCOE Admin, All Online Users, TCOE Candidate (Attendee), and Anmol Arora. The main area is titled "Elk Grove Unified School District" and has a "See Old Messages" link. On the right, there's a sidebar for "Booth Reps Online" listing TCOE Admin and Sundeep Dosanjh, and an "Online Users" section listing TCOE Candidate (Attendee). At the bottom is an "Enter Message" input field with a send button. A red arrow points to the pinned message icon (a circle with a checkmark) in the toolbar above the message input field.

- Pin announcements to top of chat.

The screenshot shows the vFAIRS Chat interface, similar to the first one but with a red arrow highlighting the pinned message icon (a circle with a checkmark) in the toolbar above the message input field. The rest of the interface is identical to the first screenshot.

To learn more, visit  
*CaliforniaTeach.org*



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