

Home Coach School Distance Course Learning Agreement



LIVE ZOOM CLASS

Timeline

- ZOOM Classroom “OPENS” for check-in to begin starting 1 hour prior to class – have your pocket card handy in case we need to see it. Adjust your zoom name to reflect your pocket card name and number
- Once you check-in keep the connection with the class on the computer, you are able at that point to get up from your computer as needed.
- **Orientation 15 min prior to class...** Seated for class! This will let you be sure your settings are right and you know how to interact.
- Class begins at appointed time.
- Expect 1 ten minute break each hour. **You MUST maintain connection during that time.**
- **If you lose connection 3 or more times during the class you will not receive credit for the class. There will be no refunds or exchanges.**

Section 1: Technology and Equipment

REQUIRED

- Computer (PC or Apple)
- Broadband internet access (preferably wired)*
- Webcam
- Headset or speakers
- Keyboard
- A strong, consistent internet connection to stream audio and video in both directions
- Ability to see the full screen and access a keyboard at the same time
- Use of camera for the duration of the course

RECOMMENDED

- Wired connection (as opposed to wifi)

* "Broadband" means minimum speeds equivalent to DSL, satellite, or cable connections of at least 8 mbps. Note: wifi connections are typically significantly slower than wired connections.



PROHIBITED

DO NOT Login from a phone or other small device

Section 2: Environment

Requirement to take the course from a quiet environment
The session will be recorded by Home Coach

Section 3: Engagement and Attendance

- 90% attendance policy requirement; no course credit awarded if 90% is not met, even due to connectivity issues
- Requirement to connect/check-in at least 30 minutes prior to the start of each class session
Home Coach Zoom Classroom will open 1 hour before the class.
- Must use your camera to verify your presence and identity
- **GENUP, BICUP and Electives do not have required quizzes to receive credit**
- Agreement not to disconnect from room during breaks
- Requirement to close other programs / apps while class is in session except for pdf of book

Section 4: Required 10-minute Orientation Meeting

- Everyone must establish their connection and check at your appointed time (usually within 30 min of class.
- Orientation will be 15 min prior to class.

Section 5: Certification – once the class is completed Home Coach will transmit all students meeting the class requirements to the NCREC the next day.

BY LOGGING IN TO YOUR ZOOM CLASS INVITATION FOR CLASS YOU ACCEPT THE ABOVE AGREEMENT.