
Taking an Online Class

Now that you are registered for an online Zoom class, it's important to check that your equipment is set up and ready before the class starts. You must also make sure that you have paid for your class in full or you will not receive the materials and your spot may not be held. Cost of the class is \$15.00 (plus shipping and handling if you choose to have materials mailed to you). If you have any questions about how to access Zoom classes, talk to the Human Development & Relationships Educator **prior** to the start of the class.

BEFORE CLASS STARTS

- ✓ Set up and check your PC, Laptop or Tablet at least 24 hours before the class. Classes run for 2 hours and occur on 2 separate days.
 - ✓ Make sure your audio and visual set up is working on your PC, Laptop or Tablet that you have run the basic tests on your equipment.
 - If you cannot be seen **AND** heard during class, your participation cannot be counted for purposes of certification.
 - ✓ The following is a link to test your audio and visual set up through Zoom (<https://uwextension.zoom.us/j/682877955>, Meeting ID: 682-877-955). You should go to this link 30 minutes **before** the start of your class.
 - This is an opportunity for the educator to help students with any last connection difficulties and to answer any Zoom based questions prior to the start of the class.
 - If you go to this link **earlier than 30 minutes before the class** you must wait for the educator to come online to activate the classroom.
 - Ten minutes prior to the start of the class, the educator will close the above link. If you try to join the above link after the educator has closed it, you will not be able to get any assistance through that link.
 - ✓ Make sure that you receive your *Parents Forever*TM Manual and handouts. If you registered in person you will collect your materials before you leave. If you registered online or over the phone your materials will be mailed to you at the address you provided at registration.
 - ✓ It is rare that an online class should need to be canceled, but in an urgent or emergency situation should the class need to be canceled please make sure you check the phone or email you provided as your emergency contact **prior** to the class time to make sure no changes have been made.
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