

GUIDELINES FOR GHRI VIRTUAL CLASSES

Before Class

- Registration is required and available on our online education calendar.
- GHRI will send class materials to students via e-mail prior to the class with a link to download them through Dropbox. Please review the documents before class.
- We recommend that all attendees download the Zoom app prior to class and have access to a webcam. Students are required to stay on camera throughout the duration of the class.
- Make sure you have proper WIFI capability. To improve your WIFI in your home, turn off or disconnect other devices using the internet like phones and TVs. You may also buy a WIFI extender (1). Test the speed of your internet to make sure you are getting what you are paying your internet provider for and call your provider if not.(2)
- Attendance will be taken at the beginning of class. Students should be prepared to show a Photo I.D. or Driver's license.

During Class

- All GHRI classes will begin promptly at the published start time.
- If any technical difficulties arise during the class or if the instructor is late to begin the class, students should stay on the call until the issues are worked out. If a student loses connection they can get back on through the link again.
- We ask that students keep their microphone muted unless your instructor or meeting host says otherwise.
- Students must join the class with video to ensure presence and attention.
- When entering the Zoom class, we ask that students please type their name, and "here" in the Chat Box.
- Students must display their full name as it appears on their Real Estate License. (If you right click the right side of your screen, you should be able to rename yourself.)
- A GHAR staff person will attend each virtual class to monitor attendance and the chat feature.
- For attendance and PA SREC auditing purposes, classes will be video recorded.
- Students can and should ask questions in real time through the chat feature.
- For exams (if applicable), after the instructor leaves, staff will stay on zoom while the exam is administered via camera to monitor. Students will e-mail the exam to staff when completed.
- All Real Estate School policies apply to virtual classes.

(1) A Range Extender, WiFi Booster or WiFi Extender is a device that repeats the wireless signal from your router to expand its coverage. It functions as a bridge, capturing the WiFi from your router and rebroadcasting it to areas where the WiFi is weak or nonexistent, improving the performance of your home Wifi.

(2) use this or any other speed test. <https://speedtest.xfinity.com/>

Thank you for your cooperation!

For any questions, contact Kim Tauriello at kim@ghar.realtor.