

Prior to Your Class Day

The Online LIVE[®] class environment consists of a live instructor and labs in an online classroom. Use this guide to make sure your system is properly configured. Please make sure to complete these steps on the computer at the location you will be attending three days before the class start to avoid any potential issues on the first day of class.

1 ENSURE YOU MEET MINIMUM HARDWARE REQUIREMENTS

Make sure your computer meets the minimum Hardware requirements:

- Windows Vista[®] or higher
- Headset with microphone
- Wired Internet connection (recommended)
- Dual monitors (recommended)

Additional Documents to Review:

- Requirements for Connecting to Online LIVE[®]
- Requirements for Connecting to Labs on Demand

2 CONNECT TO YOUR CLASS

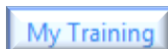
Log into the New Horizons Learning Management System (LMS) website.

- Launch your Internet browser.
- Go to <https://lms.nhcms.net>.
- Login using the following credentials:

Username: Your Full Email Address
(YourEmail@example.com)

Password: NhTraining1
(Password is case sensitive)

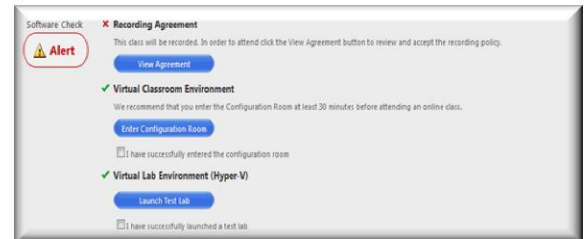
- View your available classes by clicking the “My Training” button.



- Ensure that your upcoming class is listed in the “Classes” section.
- Select your upcoming class by clicking on it in the class list.

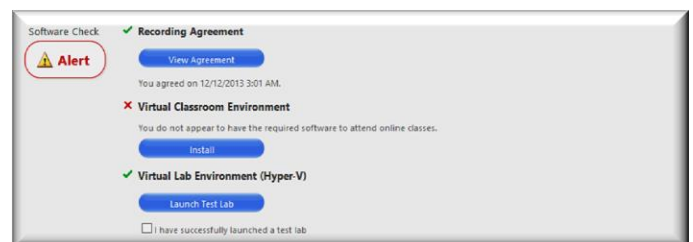
Note: If you do not see your class please contact your Account Executive directly.

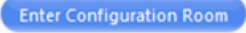
3 THE RECORDING AGREEMENT AND SOFTWARE CHECK

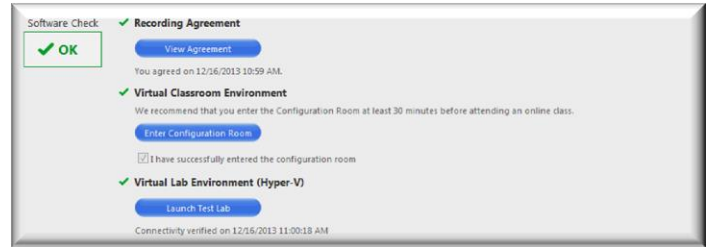


- Online LIVE classes may be recorded. These recordings are available to you and your fellow students and may include your text communications and any voice or webcam interactions you have in your class. We respect your privacy and want to be sure that you are aware of and agree to this recording before the class starts.

Please view, read and approve the Recording Agreement for your class.



- The Virtual Classroom Environment section confirms that you have the basic software on your system needed to run our online classroom.
 - If you do not have that software you will be prompted to “Install” that software.
 - Enter the configuration classroom to ensure you are able to connect into our online classroom successfully. 
 - To ensure proper software configuration and test your connection performance, please connect to: http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm.

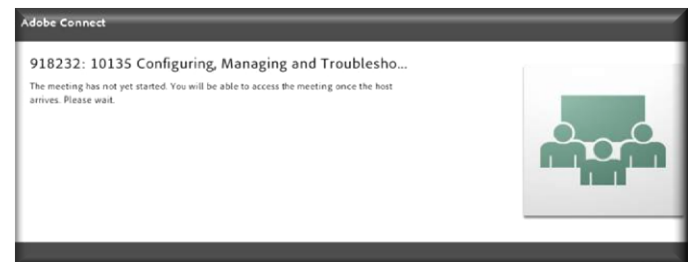
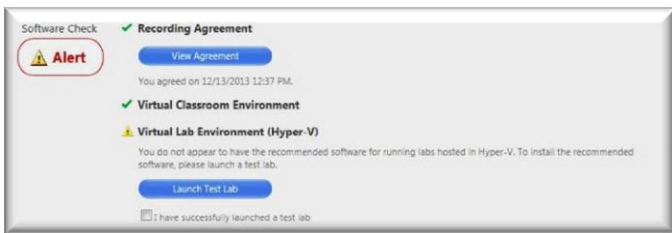


5 CONGRATULATIONS!! YOU'RE READY FOR YOUR CLASS



Below the Software Check area, the “Launch Class” button will appear thirty (30) minutes prior to your class start day/time.

NOTE: If your instructor has not already entered the class, you will be placed in the waiting room and launched into the classroom when your instructor arrives.



CLASSROOM TIPS

- Please log in to class on time. The facilitator can turn away attendees that arrive late, to minimize disruption to the other attendees.
- Close all chat windows, video or any music/radio media running on your computer as they can interfere with your audio reception.
- Leave your microphone muted unless you need to speak.
- To activate/deactivate your microphone during a session, mute/unmute using the microphone button.

4 CONFIRM YOUR SOFTWARE CONFIGURATION

Your Software Check window should now have check marks (✓) by all of your online class components.

Having Trouble? Please contact: ollhelpdesk@globaloll.com