



**Level I Blended Learning Course
Classroom/Student Requirements**

Version 20, March 2020

WebEx platform

1. Email access available for students daily. All correspondents for this course will be via email. Please ensure you provide us with a good email address that you are checking frequently.

2. All students will need their own separate computer during the live days of course.

- a. Each student will have a separate log in with quizzes for each section online.
- b. Headphones highly suggested/Possible Microphone for each computer suggested
- c. If you are at a home office, then using your personal computer is not a problem.

3. UE Systems DMS and Spectralyzer Software Installed on each computer.

4. Web Cam on Class or use Individual Web Cam per Computer:

- a. Individual Student Computer with Camera and Audio available to WebEx -or-
- b. One Camera with separate login to WebEx focused on whole classroom. i. A preselected site individual will be responsible for camera on/off-setup each day.

5. One Person assigned to receive, and unpack/repack course materials shipped by UE Systems, Inc.

- a. If receiving at home office, please let us know, this is not an issue.

6. Pre-work: Students will take 2-4 weeks before live class time to read required text and answer review questions from shipped material. They will also need to complete pre-work in the online blended learning system. You will need to access this system through **Google Chrome**.

7. Connection Test: Test Run of Webex, Cameras, Microphone, etc., one week before online course begins, setup by course instructor to each student.

8. Live Course: Approximately 8 hours (with 2 -15 min breaks and 1-hour lunch included) will be needed for 4 consecutive days for the students to be present the complete time.

9. A preselected Proxy Examiner from Company must give the exam, be present during the exam, collect exams, and mail in the exams to UE Systems. a. If this is not an option, please contact us and we will arrange something if you are at a home office for taking exam and mailing the exam back.

10. Exam: A 5th Day will be needed following course for approximately 3 hours to take 2 hr.-examination (multiple choice- 100 Questions – Closed Book, Closed Notes).