

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. **All Students must have their own individual emails (i.e., 2 employees can not use the same email address)*

- a. After registration you will receive a confirmation email containing the full course syllabus and a questionnaire (regarding your access to equipment/where materials will need to be sent/exam preference) that you will need to be complete and return.

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 Spectralzyer 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
- b. One Camera with separate login to WebEx focused on whole classroom. (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. 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).

- a. **Paper Exam - 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.

b. Online Exam – An active google account. The exam is through Google Forms, in order to access the exam you need to have an active google account that you are logged into at the time of the exam.

*You only need to be logged in and do not need to use your gmail otherwise unless that is your preference.