

New Horizons Online LIVE® Preparing For Class

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 and at the location you will be attending two to 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 or Mac OS
- Headset with microphone
- Wired Internet connection (recommended)

Additional Details:

- 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.

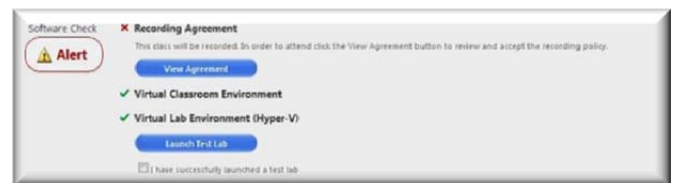
1. Launch your Internet browser.
2. Go to <https://lms.nhcms.net>.
3. Login using the following credentials:
 - Username:** Your Full Email Address
(YourEmail@example.com)
 - Password:** Password1
4. View your available classes by pressing the “My Training” button.



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

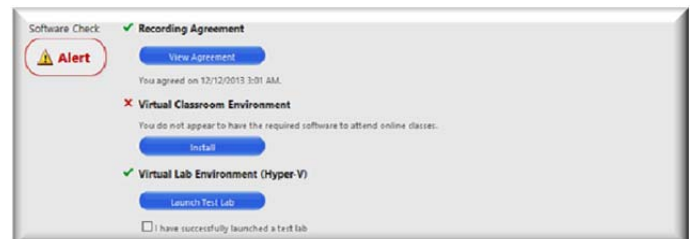
Note: if you do not see your class please contact your Account Executive directly.

3 THE RECORDING AGREEMENT AND SOFTWARE CHECK

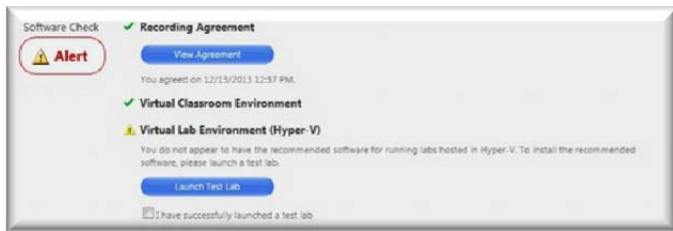


1. Online LIVE classes may be recorded. These recordings are available to you and your fellow students and may include your text communications and any voice or webcam interactions you have in your class. We respect your privacy and want to be sure that you are aware of and agree to this recording before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

Please view and approve the Recording Agreement for your class.



2. 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. Once the base software is completed please connect to: http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm to finalize the classroom software check.



3. Your Online LIVE class may include a lab from the New Horizons Virtual Lab Environment. If so, you will need to install the appropriate software for your lab. To install the software click on “Launch Test Lab”. Accept the prompts for installing software on your system.

If you have never used our lab system, please take this time to become familiar with the lab environment by stepping through the test lab instructions (located on the bottom of the lab screen). When finished check the “I have successfully launched the test lab” in the “Software Check” screen.

6 CONFIRM YOUR SPEAKER AND MICROPHONE FUNCTIONALITY

Once in the classroom, select the <Meeting> button, and then select the <Audio Setup Wizard> to confirm the functionality of your headset and microphone.



4 CONFIRM YOUR SOFTWARE CONFIGURATION

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



CLASSROOM TIPS

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

5 CONGRATULATIONS! YOU'RE READY FOR YOUR CLASS

Fifteen (15) minutes before you class please:

1. Launch your Internet Browser and connect to your class via the New Horizons LMS at <https://lms.nhcms.net>.
2. The “Launch Class” button will appear below the “Software Check” window 15 minutes before your class is to begin.



TROUBLE LOGGING ON?

For assistance logging on, contact the New Horizons Student Support Services team:

Phone: 877.850.9223

Email: student.services@newhorizons.com