

PRIOR TO CLASS DAY

The Online Live class environment consists of a live instructor and labs in an on-line classroom. Use this guide to make sure your system is properly configured. Please complete these steps on the computer and at the location you will be attending a day or two before the class to avoid any potential troubles on the first day of class.

CHECK MINIMUM REQUIREMENTS

Make sure your computer meets the following requirements:

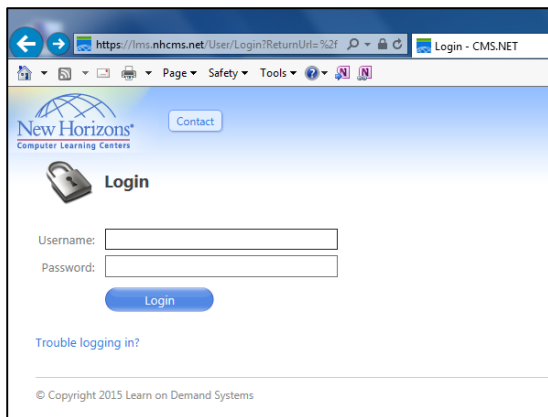
- Windows or Mac OS
- Headset with microphone
- Dual monitors
- Wired high-speed Internet connection

PERFORM A SOFTWARE CHECK

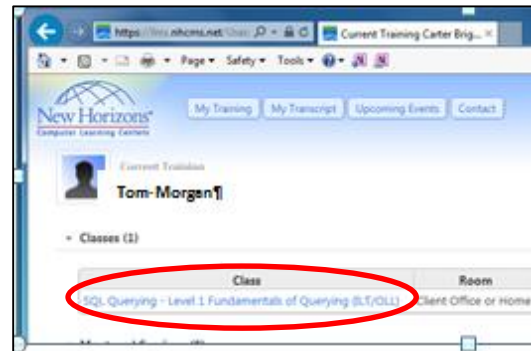
Certain software is required to participate in the classroom environment and to access the on-line labs. Please complete the following steps one or two days prior to each class to ensure your system is configured and ready.

Log into the LMS Classroom Delivery System

1. Go to <https://lms.nhcms.net>
2. Log in using the Username and Password credentials sent earlier or with these instructions.

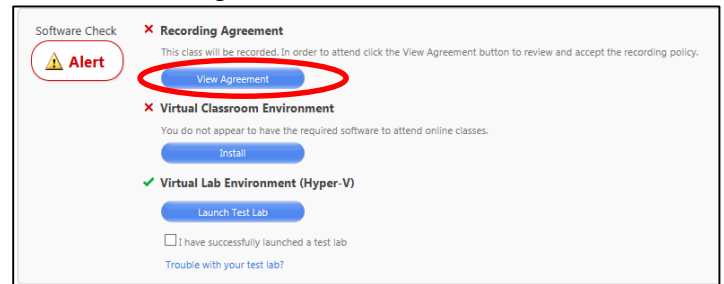


3. Select the link for the class you are attending.



4. View the Recording Agreement

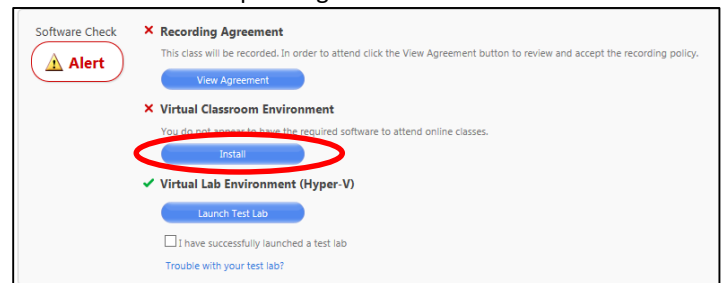
Locate the ALERT section located near the top of the screen and click on the View Agreement button.



Review the disclaimer and then click Agree.

5. Install the Virtual Classroom Environment software.

The Virtual Classroom Environment is generated with Adobe Flash Player and Adobe Connect. Both must be installed to access the classroom and corresponding lab environment.

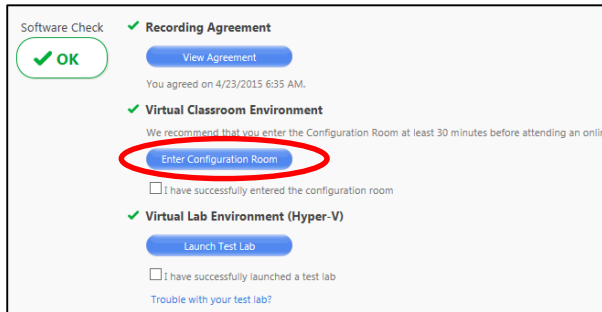


Locate and click the Install button found directly under the Virtual Classroom Environment section.

Select the RUN option provided by Adobe and bypass any Windows Security dialog boxes that might appear during the download and installation processes.

6. Enter the Configuration Room.

The Configuration Room allows you to verify access to the classroom delivery environment and to configure your speakers and microphone.



Locate and click the Enter Configuration Room button to launch Adobe Connect and connect to the classroom.

If necessary, close the Tips for Using Adobe Connect for Participants help screen.

7. Test your Audio and Microphone Settings.

Click on the Meeting button located in the upper left corner of the screen and select AUDIO SETUP WIZARD.



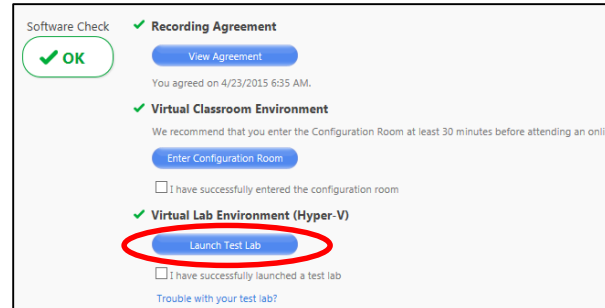
Proceed through the next three dialog boxes to test:

- Sound Output
- Microphone Volume
- Silence Levels

When all the tests have been successfully completed complete the process by selecting the check box directly under the Enter Configuration Room button indicating you have successfully entered the configuration room.

8. Connect to the Virtual Lab environment

During class, you complete hands-on tasks and exercises on a virtual machine. This final check makes sure you can access the lab environment before the start of class.



Locate and click Launch Test Lab to launch and access the lab environment.

Once the Lab is built, click the **NEXT** button in the lower right corner of the Lab Configuration Check (Hyper V) window. Then click the **OK** button on the second screen.

Close the lab environment by clicking on the **Exit: Cancel Lab** command in the upper right corner of the Lab. Then select **Yes, cancel my lab** to confirm the operation and the **Close window** button return to the Software Check area.

Complete the software check by selecting the check box in front of I have successfully launched a test lab.

CLASSROOM TIPS

Please log into your class 15 – 20 minutes early on the first day to provide adequate time in case you encounter any troubles.

Participants are prohibited from joining classes if they are more than 30 minutes late for the first session.

You can leave your microphone off until you want to speak – to avoid having the entire class hear any conversations or background noise at your location. You can toggle the mic on and off using the CTRL+F2 keyboard keys.

TROUBLE LOGGING ON?

For login assistance please contact the Student Support team at: **877.850.9223** or email student.services@newhorizons.com