

## Webinar Requirements Placed on Gregory Enterprises

Problems required to be addressed for webinar approval after first and second denial. Each of listed required items were demonstrated during 3 webinar sessions, with the committee.

Second denial was because I was using home office (.1326 (c) ), and because I could not determine if students were looking at other materials on their screen. I corrected both issues and the webinar was approved on Jan 2014. This is the list of the specifications that were required and that we have maintained over the last 6 years.

### **Instruction and Monitoring**

Provide State with (2)webcams and laptop computer with a camera to evaluate the system and join webinar,

1. Instructor cannot be responsible for monitoring students
2. Technical assistance must be available throughout 4-hour class and at least one hour prior to class.
3. Webinar under 25 student requires minimum 3 people ( Instructor/Monitor/Tech). Monitor and Technical assistant cannot be the same person.
4. Must add One Tech and One Monitor for every 25 people, all Monitors and Techs must stay entire class.
5. Tech and Monitor must be able to work together, instructor should not be required to stop class or interrupt class if an event with a disruptive student or student event with technical issues occurs. Monitor must be able control and or eject student without instructor input.
6. System for the Monitoring attendance and participation must have a method to make sure students are not viewing other materials on screen such as TV or sports. System must ensure that students are viewing State material, lock screen to State material, or to method to make sure they are viewing presentation.
7. Camera must be on for at least 75% of the course, if bandwidth is low student can make a request to the Monitor to turn camera off. If camera is off, Monitor must be able to determine that a student is inactive or if student is not present.
8. Cannot allow presentation to be viewed by a phone. System must note when Student is viewing from phone. Full size table is okay, but must have all features as computer, including being able to monitor for inactivity and that State content is being viewed.
9. To avoid technical problems sample or Test login sessions must be offered to students and provided when requested. Must provide an option if students want to do a sample short webinar prior to the class.
10. Webinar should be given without any additional cost needed for participation such as phone data or camera.
11. Must provide camera and camera/ microphone to all students, at registration students must be informed that you will provide if needed.
12. Must provide voice or audio phone plan for students in areas with low bandwidth, where VOP does not work, so that students can use public libraries where VOP is not allowed. Service for call in for audio must not cost student, must have voice data plan to ensure students are not charged by their carriers.
13. Class must be live, not recorded, and last for the full 4 hours, with breaks. Must document attendance after each break, cameras on

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14. Must make sure each student is working interactive, randomly call on students, if they do not answer or participate no credit.
15. Must provide copy of material prior to the webinar, must provided printed material when requested.
16. Must provide method for course evaluation.
17. Must let students know requirements for attendance and that credit can be denied