



Dear GRI, CRS & Alumni Registrant,

As a reminder, NAR requires you treat each class as though you are sitting in a live classroom. What does that mean? Well, do you DRIVE while you are attending a live class? No! Do you paint your nails while in a live classroom? No! Do you work out while you are in a live classroom? Do you take calls, send texts, talk to co-workers, meet others for lunch, walk your dog, work another job, do projects in the kitchen, outside or around the house while you are attending a live class? No! And finally, wear clothes! Please be professional and dress like you are going to class.

Login/check-in for the class begins **5 minutes prior** to class start time and ends **10 minutes after**. After 10 minutes the class will be locked, and you will not be able to log in. Attendees must be registered in advance and logged in before the class start time. Late logins will not be admitted.

IMPORTANT: Attendees should NOT log out at any time during class.

STUDENT REQUIREMENTS/EXPECTATIONS:

- Attendees **MUST** be visible on camera at ALL times. We will have several Dean's assisting every class for the duration of the course, checking attendance, monitoring participation, and making sure you are paying attention. Engagement in class activities is required to receive credit.
- Ensure you have a quiet space, do not have distractions, and do not take phone calls or texts. Childcare must be taken care of prior to course sessions.
- If engaged in any activity other than class participation (such as the items listed in the above intro) you will be removed from the class. You will not get credit. You will not be refunded. If such behavior is observed by a Dean, you will be given one notice by text message or private chat. If such conduct continues, you will be removed from the class with no refund and no CE credit.
- In order to receive CE credit, students may not 'step away' from the camera for any reason. Random polls, hand raising, and screen shots will also be used to verify attendance for CE credit. If an emergency arises, please use the 'chat' feature to privately notify the moderator of your situation.
- Instructors will provide time for breaks. Coffee and snacks should be easily accessible, so you don't need to leave the session to retrieve these items.
- Course materials will be accessible via the GRI Attendee Hub. It is your responsibility to make sure you have access to those materials for each class. Please print or download the materials prior to class.

- With the exception of our Opening Keynote Speaker, Meagan Johnson, each class will include a quiz. Some classes will conduct the quiz verbally with a chat response and some you will receive a link at the end of the class. You will have 30 minutes after class to complete the online quiz. You must receive a score of 70% in order to pass. A Certificate of Completion will be emailed to you after the conference.
- Upon a passing grade for all exams, polls and 'on camera' screenshots, your Certificate of Completion will be emailed to you after the conference.

TECHNICAL REQUIREMENTS:

- Attendees must have a video and audio connection, therefore, a device with a camera and microphone is required.
- Testing of video and audio connections must be done PRIOR to the start of each day.
- **No sharing devices with another student. No exceptions!**
- Best practice is to use earphones for clarity purposes.
- Make sure your device is connected to electricity throughout the course.
- To ask questions, use the Chat feature that will be visible to Dean's only. A class monitor will refer questions to the instructor. Please keep your microphone muted during the class.
- Attendees are responsible for the performance of their own technology including audio, volume, video clarity and reliable internet connection.
- Instructors, staff, and volunteer moderators will not be able to assist you with performance of your technology.

With the unfortunate cancellation of last year's GRI, we are excited to bring GRI 2021 to you virtually.

As a reminder, you must abide by all class regulations. If you do not, you will be removed from the class, you will not be given CE credit and you will not receive a refund.

Sincerely,

Montana Association of REALTORS®