Distance Learning Courses through GMAR

To provide members with an online learning opportunity to continue to receive various educational training courses through the GMAR Education Department using Zoom, or other similar programs, to facilitate the training.

Prepare to Use the Software

- Courses that use web conferencing for class meetings and section meetings use Zoom.

- If this is your first course using Zoom, we encourage you to complete a training before the first-class session. Zoom Training

- The meeting link for your class will be emailed to you prior to the course. If this is your first-time using Zoom, the program will automatically download when you join your first meeting.

- Please download our Zoom Guide to learn more

Participation Requirements

1. Computer minimum specifications:

Windows

- 2GHz or faster processor, 8GB RAM

- Please install the most recent operating system and web browser.

Macintosh

- 2GHz or faster processor, 8GB RAM

- Please install the most recent operating system and web browser.

We do not support

- Taking courses or viewing videos on mobile devices

- Linux/Chromebook

- Beta versions of any software

2. Internet Speeds

- Download/upload: minimum 4 Mbps, wired connection recommended.
- Can check here.

3. Video

- Students are required to use a webcam during class.

4. Audio

- Be prepared to use a microphone during class.

5. Student Conduct

- Students are expected to join from a suitable, quiet location with a computer that permits full participation in the class activities. If you do not adhere to all participation requirements you may be removed from your class meeting.

Attendance & Participation

GMAR supports activity and engagement from participants. We also expect students to behave professionally, treating others with courtesy and respect, refraining from using profanity or socially offensive language.

Students are prohibited from using recording devices of any kind in their courses.

To be courteous of the students and instructors for our courses, GMAR requests students to arrive/log in at least 15 minutes prior to the start of course.   As we must adhere to the agendas as approved by CEMarketplace and the respective councils and/or organizations that allow us to present these courses to ensure we cover all the necessary information, students who arrive more than 15 minutes after the scheduled start time, for both classroom and virtual courses, will not be permitted admittance and unable to receive credits for either continuing education and/or the respective certification/designation, etc.

Participation in Courses and Sections Using Web Conferencing

Students are expected to treat web-conference class meetings as if attending class on campus, which includes behaving professionally, treating others with courtesy and respect, refraining from using profanity or socially offensive language as well as wearing

appropriate clothing and avoiding inappropriate surroundings.

Students are required to have and use a camera and microphone when attending web-conference class meetings unless otherwise specified by the instructor.

Students may not join a class while driving or riding in a car. Students are expected to join from a suitable, quiet location, with a device that permits full participation in the class activities.

Courses may include activities that cannot adequately be performed on a mobile device.

Publishing or Distributing Course Materials

Students may not post, publish, sell, or otherwise publicly distribute course materials.

Registration, Cancellations and Refunds

For all classes, payment in full is required upon registration. We reserve the right to cancel classes at any time, and issue either a full refund (if class is cancelled prior to the first session) or partial refund (if cancelled after sessions have begun).

You may cancel your registration at any time **up to 24 hours** before the day of the first-class session. To do so, send an email and refund request to Traci@GMARonline.com. This must include the information necessary for us to identify your registration, such as the name, email address and other contact information you used while registering.