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## CE for General Contractors ~

**Instructions to prepare for your virtual class. Please read carefully.**

### Computer or Device

- You must participate in this course from a computer or device with a working camera and microphone. You will be required to be on camera when requested and be heard if asked a question. While not encouraged, a tablet may be used. Please know that on a tablet some functions of Zoom can be limited. **Access by cell phone is *not* allowed as the connection can be broken when calls come in.**
- A hard-wired connection directly to the internet is highly recommended, as Wi-Fi connections can result in intermittent connectivity. Participants who cannot maintain connection throughout the class will be at risk for not receiving certification and need to take the course again. The instruction provider has the right to remove any participant from the meeting for failure to stay connected as it not only causes you to miss information, but it is also a distraction to the instructor and other participants. Please test your connection **prior** to the day of class.

### Zoom

- If you are a first-time Zoom user and have never downloaded the Zoom desktop application (or have but want to be more familiar), please visit:  
<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>  
This link will walk you through the process to set up an account and will test your camera and microphone. It even lets you do a test Zoom! It is free, easy, and worth the few minutes to be sure you are comfortable.
- If you are returning Zoom user, please be sure you have version 5.0 or higher. If you do not, Zoom will require you to update before you can join the meeting which will slow you down.
- Within Zoom, you will be asked to **set your name**. This will be seen under your image. Proctors must match you to the official registration list for you to receive credit. To match with NCLBGC records, use your **Qualifier Name** as it is found on the NCLBGC website:

<https://nclbgc.org/qualifier-search/>

Please use the following format:

- **Last Name, First Name** [e.g. Brown, Robert E.]
- If you are **sharing a screen** with another GC, list names in alpha order: **Last Name, First Name**

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camera and microphone off/on within Zoom, as well as the location of the chat box.

- The day of class, you must open the chat box. It will pop open in the middle of your screen. Use your cursor to move it to the right side of your screen so you can see. You are expected to participate by typing questions/answers into the chat box during your scheduled course(s). You can adjust the size of the box and its location.
- One tip about the camera: Once you are in Zoom, you need to click **Start Video** (bottom left on the screen). Even though your camera is on, you must start the live streaming of your camera for your image to be seen. When you are asked to turn your cameras off, click the **Stop Video** to go back to a box with your name (or a picture if you have one uploaded). This process is not automatic just because your camera is on. If you do not see your own live image, but know your camera is on, click the Start Video button to see if that fixes it. (The Mute/Unmute control is to the left of the Start/Stop Video control.)
- **If you are attending more than one class, you only need to check in one time. The same link will be used for all classes.**

## Check-In Process for all classes:

Check in starts at 7:00am for classes starting at 8:00am.

Check in starts at 9:50am for classes starting at 10:00am

Check in starts at 12:50 for classes starting at 1:00pm

Check in starts at 2:50pm for classes starting at 3:00pm

**PLEASE READ AND HEED:** *Per the NCLBGC, we can no longer allow anyone taking this class to participate in distracting behavior while on camera. This means doing anything other than participating in this class. You may not be in a moving vehicle while taking the class even if someone else is driving. We will have to disconnect and refuse course credit to any student qualifier participating in this behavior.*

If you have any questions, please contact us prior to the day of class  
at: Ashley Pack, 336-464-8001 or [membership@hbaws](mailto:membership@hbaws)