

Student Information Packet for Web-based Courses

Webinar Student Info

Web-based training students will have to register on our [E-campus](#)



For Student Information:

Toll Free: (888) 282-7817

Phone: (901)748-0293

Web-based Attendance and Participation:

HS University is proud to announce web-based training instructions. Web-based training enables instructors to build and customize face-2-face, online and hybrid course offerings. In addition, students enrolled can become engaged in an interactive learning environment. Study from work, from home or in a café – anywhere you can find an internet connection. All of our programs are available online, so you can work towards earning a credential or license while living your life.

A web-based training is a live virtual event that is executed online. It is an educational or instructional session that includes audio and visual communication between a speaker and attendees. Our web-based software enables the sharing of slides and interactive participation through chat boxes and Q&A features.

Once you have registered for the event, then you can click on "[student eCampus](#)" at the top of HS University's home page and login.

Use your student registration information at the scheduled date and time, provided in your confirmation and reminder emails. Once you have logged into your Ecampus Student Center account, you will see *Join Session*, for the web-based scheduled for that day.

Student Information Packet for Web-based Courses

Our webinars are run through Blackboard Collaborate. A web registration entitles you to webinar access by one computer. Blackboard Collaborate uses your *unique session link* to help each session identify you. Each link is associated with an individual session and a specific user email address in that session. You must ensure your email address is correct. This means that the *unique session link* only works for you in that moment. You are not able to use the link to join the session again or share your link with another user. Session links expire after 5 minutes. Each webinar has a course room. The course room is an open Collaborate session dedicated to the webinar. You can join this session any time. The instructor will have the session set to a specific webinar time. You will need to select the session name and Join Course Room to join the session. This again generates a unique link to help the session identify you. Only one computer can join a link..

How many can participate in a Web-based?

A registration fee for our web-based training entitles you to webinar access by one computer. In order to participate, you **must** have **video and audio connected** to your live event. We require participants to not charge per person under the following conditions:

- Participant(s) shall have only the registered participants viewing the training. (*Live video from the student's side is required.*)
- Participant(s) shall not charge any person a fee in order to watch the web-based training.
- Participant(s) viewing the event shall not make an audio and/or video recording of any portion of the web-based training.
- Participant(s) cannot rebroadcast and/or retransmit any portion of the webinar.
- Participant(s) shall not post the course materials, webinar audio or visual on any website or portal or otherwise share the University's work product (e.g., through email).
- Participant(s) shall not distribute the course materials to any persons outside program's organization.

How many can attend a Webinar?

Only the registered participant(s) can view a web-based training. And each registration is limited to a single login. To document participation for a group, student names must appear in the Attendance section of webinar course. A \$200 per person fee will be charged for each student over the first registered participant listed in attendance. Program must ask student services for a multiple Attendee form and register each participant(s) prior to session.

Can I cancel a Web-based?

Live Web-based Training: For live web-based training, HS University will issue a full refund for cancellations requested at least two week (14 days) PRIOR to the live web-based training. We do not provide refunds for no-shows; however, you may request access to the recorded version of the web-based training.

Recorded Web-Based Training: No refunds will be provided for recorded web-based training. HS University can transfer a registration to another staff person within your organization or, provided you have not already viewed the web-based training, transfer the registration to another on-demand program. Where the registration fee for the new web-based training is higher, you must also pay the difference between the original course and the new course registration fee at the time of transfer. Administrative fees may also apply.

What if I can't or don't make the web-based training?

Students will be contacted by email. Emails will be sent at three times before the session date. It is the student's responsibility to ensure they got emails and are enrolled in each session. All of our web-based training are available in live and recorded formats. If you do not make the live

Student Information Packet for Web-based Courses

session, the recorded session will be available 48 hours after the live session. If you purchase the live session and are unable to make the session, contact Student Services at 1-888-282-7817 and we can switch your enrollment to the recorded session. NO REFUND WILL BE GIVEN FOR NO SHOWS

What is the web-based training time zone?

This website does not adjust posted web-based training times for the time zone you are viewing it from. Since our trainers are located all over the US, all posted times for scheduled HSU web-based training are CENTRAL STANDARD TIME (CST OR CDT). NOTE: Program specific webinar request will be based on the program location and the trainer location. The time will be coordinated upon the registration of the program specific web-based training.

Do I get a Certificate of Attendance?

HS University presents one Certificate of Attendance to the name of the student register who purchased the web-based training. All students must be in participation pay course fee.

System requirements for Blackboard Web-based Trainings:

Prior to attending assure your current system configuration meets the system requirements below.

Hardware Minimum Requirements

- 1) 1.5 GHz CPU or greater with minimum of 1GB RAM
- 2) Network adapter: LAN (Ethernet) or wireless (WiFi)
- 3) DSL or cable broadband Internet (Dial up not compatible)
 - a) 3G & 4G connections not recommended when taking tests
- 4) Speakers are required; refer to course requirements in your registration packet

Operating Systems, Web Browsers & Plugins

- Windows XP, Vista or 7
- MAC OS X 10 or later
- OS x 10.4 Tiger not supported
- JAVA Runtime Environment 6
 - Blackboard Learn requires the latest version of Sun JRE 6.
 - The JRE can be downloaded from <http://java.sun.com/javase/downloads/index.jsp>.

In addition, you should have at least two approved browsers installed on your computer to accommodate for ongoing browser version changes.