

Student Information Packet for Webinar Courses

Webinar Student Info

Webinar students will have to register on our [E-campus](#)



For Student Information:

Toll Free: (888) 282-7817

Phone: (901)748-0293

Webinar Attendance and Participation:

To view a live webinar, once you have registered for the event, if you are a current online student or have a Blackboard Learn account, then click on "[student eCampus](#)" at the top of the page or you can login [here](#). If you are not a current student of HS University or don't have a Blackboard account, you can access Blackboard Launcher at the apps store. Then 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 webinar scheduled for that day.



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..

What is a “webinar”?

A webinar is a live or recorded, virtual event that is executed online. It is an educational or instructive session that includes audio and visual communication between a speaker and attendees. Webinar software enables the sharing of slides and interactive participation through chat boxes and Q&A features.

Live Webinars:

A live webinar is a recording that includes both the presentation slides and the accompanying audio. All of our live webinars are recorded and available for purchase before and after the live date. We usually post the recorded webinars 48-72 hours after the live event. Once posted, you can view anytime on-demand during the access period identified in your purchase confirmation and in your account. We typically retire our webinars after 12 months, or sooner if there are compliance changes that impact the substantive content of the webinar

How many can participate in a Webinar?

A registration fee for our webinar entitles you to webinar access by one computer. We

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encourage you to gather with colleagues to watch the webinar together in a conference room and do not charge per person under the following conditions:

- Program/participant(s) shall not charge any person a fee in order to watch the webinar.
- Program/participant(s) viewing the live or recorded shall not make an audio and/or video recording of any portion of the webinar.
- Program/participants(s) cannot rebroadcast and/or retransmit any portion of the webinar.
- Program/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).
- Program/participant(s) shall not distribute the course materials to any persons outside program's organization.

How many can attend a Webinar?

An unlimited number of participants can view a webinar together, but each registration is limited to a single login. To document participation for a group, please see the certificate of attendance section below.

Can I cancel a Webinar?

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

Recorded Webinars: No refunds will be provided for recorded webinars. HS University can transfer a registration to another staff person within your organization or, provided you have not already viewed the webinar, transfer the registration to another on-demand program. Where the registration fee for the new webinar 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 webinar?

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 webinars are available in live and recorded formats. If you do not make the live 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 Webinar Time Zone?

This website does not adjust posted webinar 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 webinar 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 webinar.

Do I get a Certificate of Attendance?

HS University presents one Certificate of Attendance to the name of the student register who purchased the webinar. We can provide Certificates of Attendance for groups. If you need to document attendance for someone other than the registered participant, you must pay a \$25 per person administration fee and must provide the University with a sign-in sheet of participants along with the name and email of each of their participants.

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System requirements for Blackboard Webinars:

If your computer does not have the proper hardware, Blackboard™ Learn Release 9.1 may run slowly or may not run at all. Prior to using Blackboard™ Learn Release 9.1 on your computer, compare your current system configuration with 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) CD/DVD drive and speakers may be required; refer to course requirements

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>.

To determine which web browser to use with the Blackboard Learn System, find your operating system in the left column and choose a web browser. When possible choose a recommended browser which Blackboard has certified compatibility. In addition, you should have at least two approved browsers installed on your computer to accommodate for ongoing browser version changes.