



# 12-Hour Broker-in-Charge Online Course Instructions

In order to participate in the *12-Hr Broker-in-Charge Online Course*, you will need a laptop or desktop computer with broadband access (internet), a webcam, microphone, and speaker(s).

After you register for the course, you must complete the following three steps **PRIOR TO** the first class session. These steps must be completed in the prescribed order.

Please note that **you will be required to login thirty (30) minutes before each class session** to ensure that your connection is successful and that you can see and hear the instructor and other students and they can see and hear you.

## Step 1

### PERFORM THE SPEED TEST

Perform a speed test on the computer at the location from which you anticipate taking the class and email the test results to us. **NOTE: This test MUST be performed 10 days PRIOR to the class.** This test is necessary to ensure you are able to maintain a stable connection and high audio and video quality throughout the class.

#### 1) CONFIRM COMPUTER & LOCATION REQUIREMENTS

Your computer **MUST** have a broadband connection with minimum upload and download speeds of 768kbs (or .768 mbps). Wireless connections are not recommended. You will not be allowed to participate in the online course if your connection does not meet the minimum speed requirements.

#### 2) COMPLETE SPEED TEST

Once you are on the computer and in the location from which you will access the course, **[CLICK HERE...for SPEED TEST.](#)**

#### 3) TAKE SCREEN SHOT

Upon successful completion of the speed test, take a screen shot of the results and e-mail it to LaToya Simms at [latoya@ncrec.gov](mailto:latoya@ncrec.gov).

Please type in the subject line: **SPEED TEST FOR 12HR BIC COURSE**. A confirmation of receipt will be sent once it's received.

# Step 2

## WATCH THE NETIQUETTE VIDEO

The Netiquette video provides a quick review of expectations for classroom attendance, behavior, dress code, etc.

Click on this link to launch the video:



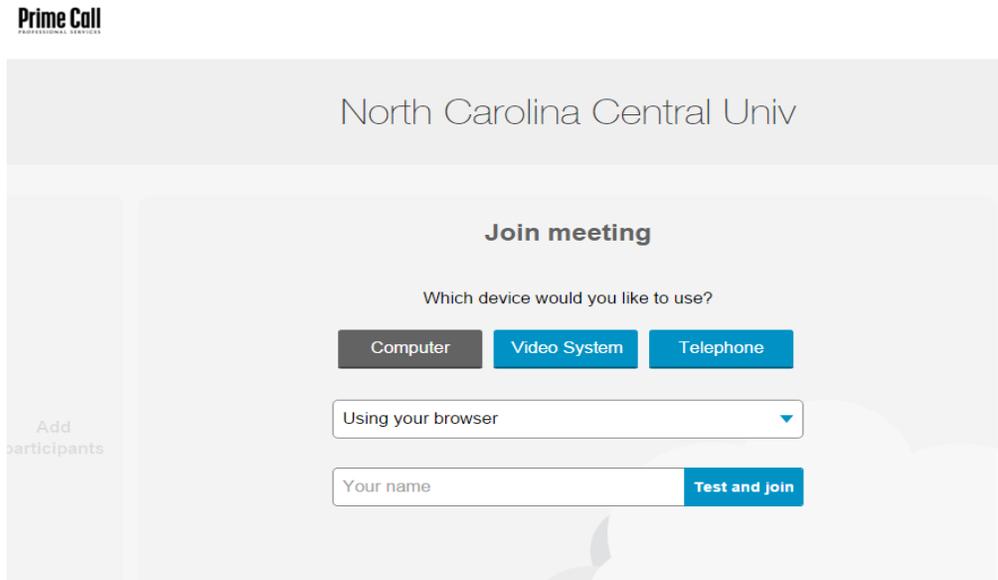
If you cannot view the video using the image above, please click [here](#).

# Step 3

## JOIN WEB CONFERENCE ON THE DAY OF THE CLASS

The course is hosted by a third party web conference service; therefore no software installation is needed. Note: For best results, you will need to use Google Chrome as your browser.

1) Copy and paste this link into your browser <https://my.pcomm.vc/meet/58726104>. The screen should look like the sample below:



Prime Call

North Carolina Central Univ

Join meeting

Which device would you like to use?

Computer Video System Telephone

Using your browser

Your name Test and join

2. Select the “Computer” tab to choose the device you would like to use.
3. Select “Using your browser” on the scroll down bar.
4. Enter your first and last name and click “Test and Join”.
5. Click “Test Call” to test the connection.
6. Click JOIN.



For more information about the **12-Hr Broker-in-Charge Online Course** or if you need additional assistance, please contact our office by calling (919) 875-3700 or via email at [educ@ncrec.gov](mailto:educ@ncrec.gov).