



# CLASS PREPARATION GUIDE

For Students attending an Online Class from their Home or Office

# ENSURE MINIMUM REQUIREMENTS



Supported Operating Systems



Supported Browsers



Dual Monitors (Recommended)



Headphones / Microphone  
(Recommended)

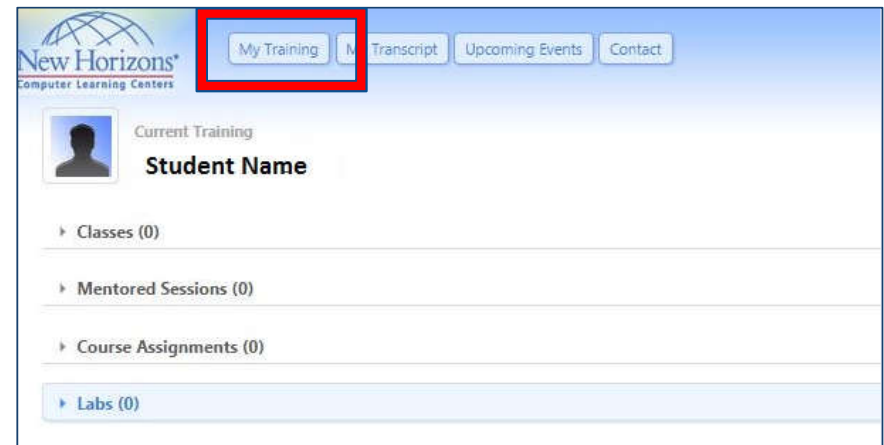


Wired Internet Connection  
(Recommended)

# CONNECTING TO ONLINE LIVE

## Get Started

1. Navigate to <https://lms.nhcms.net>
2. Username: Full Email Address
3. Default Password (Case Sensitive): Password.1
4. View your available classes by clicking the **MyTraining** button
5. Select your upcoming class by clicking on the class title in the class list.



# CLASS AGREEMENTS

- Please view and accept all the required Agreements. *(These will vary depending on your class)*
- You will not be able to launch your classroom environment if you do not perform this step.

**Pre-Class Preparation**  
You must complete the following activities prior to the start of your class.

**Software Check** Alert

**✗ 1. Sign Recording Agreement** View Agreement

This class will be recorded. In order to attend click the View Agreement button to review and accept the recording policy.

**✗ 2. Microsoft Virtual Lab End User Agreement** View Agreement

You must agree to this license agreement to access the content for this course.

#### Microsoft End Users License Agreement

This virtual environment is the copyrighted work of Microsoft or other providers and is licensed, not sold. Any reproduction or redistribution of the virtual environment is expressly prohibited by law.

Your access to and use of the virtual environment is governed by these terms and conditions ("T&Cs"). By accessing a virtual environment in any way, you agree to be bound by these T&Cs. If you do not agree, do not access or use the virtual environment.

**Recording Agreement**

By clicking the Agree button you acknowledge that this training session will be recorded and available for viewing by other students for 6 months after the training session has ended. This agreement is binding. If you change your mind you must contact your Account Executive/Educational Consultant to be rescheduled in a different class that is not available online.


able you to access the virtual environment associated with your subscription. You may not share, by third-party. If you believe the security of your password has been breached, you will promptly notify from your training provider. 6 months a training session teaching the Microsoft technology on the same topic as the virtual ware title or student lab manual that corresponds to the virtual environment from your training session lab hosting platform. with the Microsoft courseware or student lab manual taught in your training session. ssibly permitted under these T&Cs. al educational use. al environment or use your virtual environment account. al environment and you will not work around any technical limitations in the virtual environment, or vironment. sell, license, transmit, forward, make derivative works based upon or publically display any portion of horized to use the internet access as specified in the lab steps specifically associated with the course to prohibited. he lab steps specifically associated with the course to which you have access. Any other software ponent ("Online Services"), you acknowledge and agree: onal educational use, tions, licenses and agreements that are applicable to the Online Services. If there is a conflict between these T&Cs will control, but solely regarding use of the Online Services in the virtual environment and d affiliates, suppliers and all necessary sub-licensees all rights required to use and process all text, sound, d or stored using the Online Services. nties of any kind. is, suspended or otherwise limited at any time, without notice, if there is any suspected violation of

Disagree Agree

# SOFTWARE CHECK / LAB ENVIRONMENT

- The Virtual Classroom Environment test confirms that you have the basic software on your system needed to run our online classroom.
- If you do not have that software you will be prompted to “Install” that software.
- Enter the configuration classroom to ensure you are able to connect into our online classroom successfully.

Software Check

 **Alert**

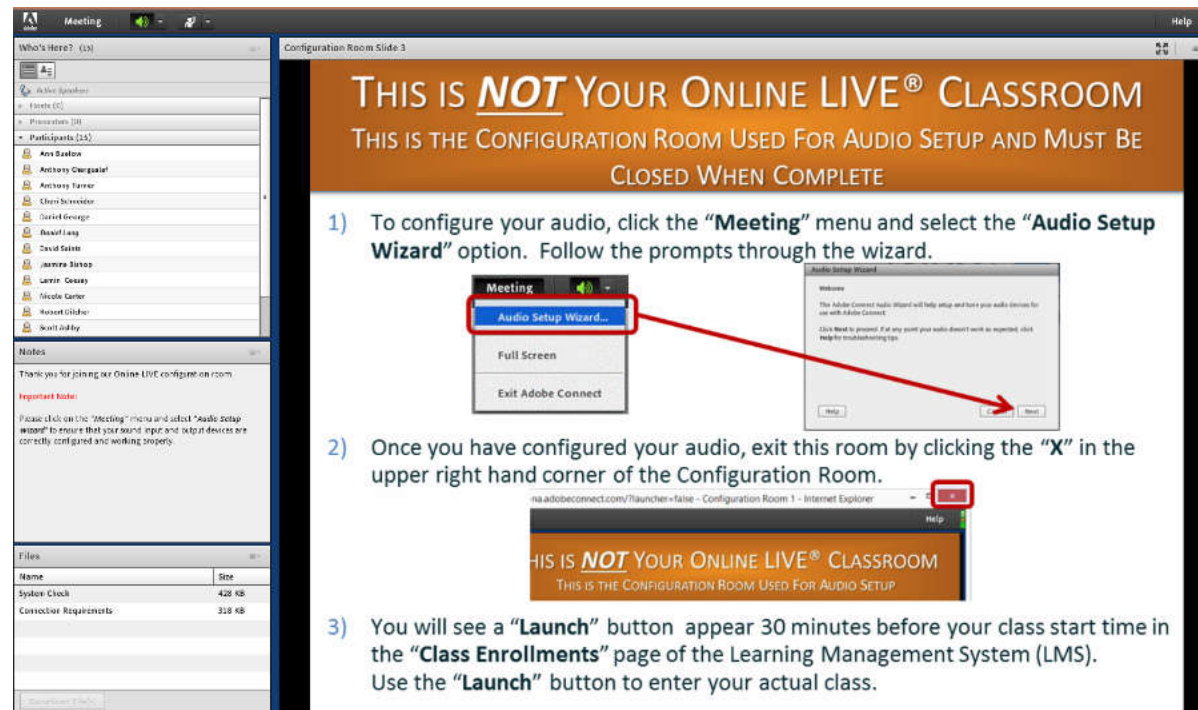
✓ **Recording Agreement**  
[View Agreement](#)  
You agreed on 9/19/2014 11:23 AM.

✗ **Virtual Classroom Environment**  
You do not appear to have the required software to attend online classes.  
[Install](#)

✓ **Virtual Lab Environment (vSphere)**  
[Launch Test Lab](#)  
Connectivity verified on 9/19/2014 11:01:25 AM

# SOFTWARE CHECK / LAB ENVIRONMENT CONT.


- This is what the Configuration Room looks like.
- Please follow the instructions in the Configuration Room and then close this window to return to <https://lms.nhcms.net>




Configuration Room Slide 3

THIS IS **NOT** YOUR ONLINE LIVE<sup>®</sup> CLASSROOM  
THIS IS THE CONFIGURATION ROOM USED FOR AUDIO SETUP AND MUST BE CLOSED WHEN COMPLETE

- 1) To configure your audio, click the “Meeting” menu and select the “Audio Setup Wizard” option. Follow the prompts through the wizard.



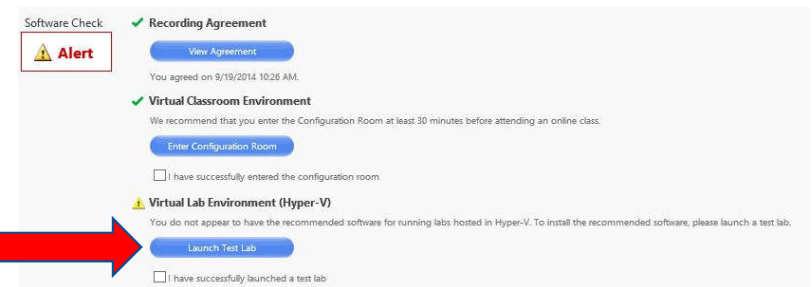
- 2) Once you have configured your audio, exit this room by clicking the “X” in the upper right hand corner of the Configuration Room.



- 3) You will see a “Launch” button appear 30 minutes before your class start time in the “Class Enrollments” page of the Learning Management System (LMS). Use the “Launch” button to enter your actual class.

# SOFTWARE CHECK / LAB ENVIRONMENT CONT.

- Your Online LIVE class may include a lab from the New Horizons Virtual Lab Environment. If so, you will need to install the appropriate software for your lab.
- To get the software click on “Launch Test Lab” and allow any installs that the lab prompts you for.



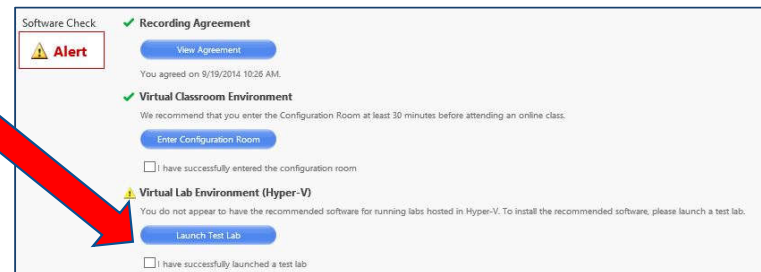
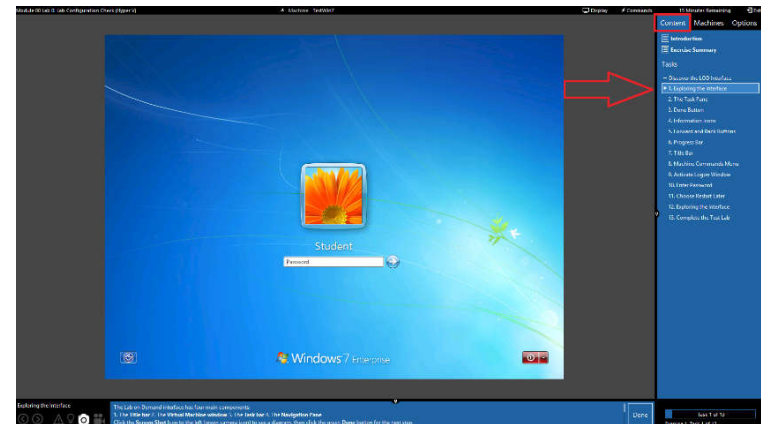
The screenshot shows a 'Software Check' window with the following sections:

- Alert**: A warning icon and the word 'Alert' in a red box.
- Recording Agreement**: A green checkmark, a 'View Agreement' button, and the text 'You agreed on 9/19/2014 10:26 AM.'
- Virtual Classroom Environment**: A green checkmark, a recommendation to enter the Configuration Room at least 30 minutes before attending an online class, an 'Enter Configuration Room' button, and a checkbox labeled 'I have successfully entered the configuration room.'
- Virtual Lab Environment (Hyper-V)**: A yellow warning icon, a message stating 'You do not appear to have the recommended software for running labs hosted in Hyper-V. To install the recommended software, please launch a test lab.', a 'Launch Test Lab' button, and a checkbox labeled 'I have successfully launched a test lab.'

A red arrow points from the text 'Launch Test Lab' in the second list item to the 'Launch Test Lab' button in the screenshot.

# LAUNCH TEST LAB

- If you have never used our lab system, please take this time to become familiar with the lab environment by stepping through the test lab instructions (located on the bottom of the lab screen).
- Click “Done” after every step.
- When finished, check the “I have successfully launched the test lab” checkbox in the “Software Check” screen.





# COURSEWARE

If your class will utilize physical courseware, it will either be shipped to you or waiting for you when you arrive at our center. Most of our classes now utilize digital courseware and the methods used to access that courseware may differ by publisher. Click on the **View Courseware Notes** button in the **Get Ready** section for more information on the courseware for your class. Courseware Notes are entered by our Courseware Fulfillment team in the afternoon one business day before the first day of class.

### Get Ready

You must complete the following activities before you begin.

Software Check	<a href="#">✓ OK</a>
✓ 1. Test Virtual Classroom	<a href="#">Enter Configuration Room</a>
We recommend that you enter the Configuration Room at least 30 minutes before attending an online class to configure your account.	
✓ 2. Test and tour the virtual lab environment (Hyper-V)	<a href="#">Launch Test Lab</a> <a href="#">Trouble with your test lab?</a>
3. View Courseware Notes	<a href="#">View Courseware Notes</a>



# READY FOR CLASS!

- You have successfully tested your system for your class and your upcoming labs!
- Below the Software Check area, the "Enter Virtual Classroom" button will appear thirty (30) minutes prior to your class start day/time.
- **NOTE:** If your instructor has not already entered the class, you will be placed in the waiting room and launched into the classroom when your instructor arrives.



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## QUESTIONS OR PROBLEMS?

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