

HOW TO PARTICIPATE IN A LIVE STREAMING CLASS

McKissock Learning makes it easy to take your continuing education via live streaming.

This guide will walk you through:

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If this is your first time using the Webex Training platform, we recommend you watch the Webex Training video and review the Webex Training instructions available at: McKissock.com/Live-Streaming



“This live streaming format is awesome, easy to use, engaging, and convenient!”

- Dana K.

1. What you need

All you need to attend a live streaming class is:

- **A computer or smart device** with a webcam, audio, and microphone so you and the instructor can see each other and interact.
- **Reliable internet access** capable of video conferencing.
- **Photo identification**, which will be shared via video to verify student attendance. Note: Attendance is taken and requires that you show your ID at the beginning of class and remain on camera during the entire class.

2. Email notifications

After you have enrolled in a course, you will receive the following emails about your class:

- **Upon enrollment:** Email confirmation from McKissock with the date and time of your live streaming class.
- **48 hours before:** Email reminder from McKissock, which includes any student downloads for your class. If you are taking a USPAP Update course, this email includes a link to download a PDF copy of the USPAP publication.
- **24 hours before:** Email from messenger@webex.com, which includes the link to the live streaming session. Times are listed in the Eastern time zone.
- **1 hour before:** Email from messenger@webex.com, which includes the link to the live streaming session. Times are listed in the Eastern time zone.



3. Pre-class checklist

Prior to joining your live streaming class, we recommend you complete the following activities to achieve the best classroom experience:

- If this is your first time using Webex Training, **watch the Webex Training video and review the Webex Training instructions** available at McKissock.com/Live-Streaming.
- If you are taking a USPAP Update course, **have the 2020-2021 USPAP publication on hand.** (48-hours before your course you will receive a link to download a PDF copy.)
- If you are taking the Laws and Regulations for California Appraisers course, **have a desktop**

or laptop available to use (instead of a tablet or mobile device) as your class includes an exam and the testing functionality does not work well on smaller screens.

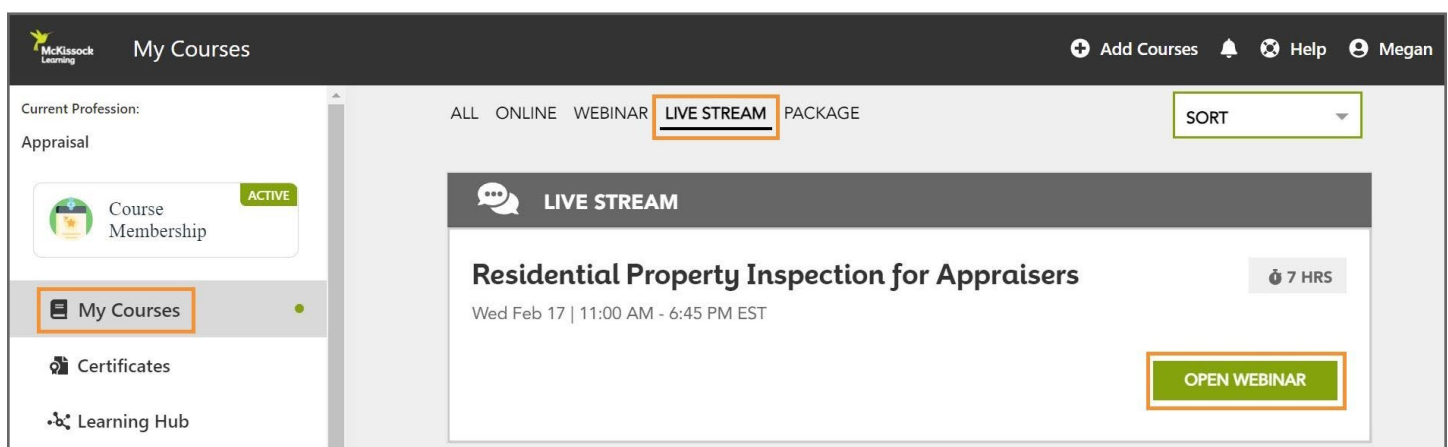
- Test your webcam.** It is a state requirement that you have the camera on during the entire class. 100% attendance for the duration of the class is required to earn continuing education credit for each class.
- Have your photo ID available to present via webcam** to confirm your identity at the beginning of each class. This is also a state requirement.
- Plan on joining your class 30 minutes early** to ensure a successful log in to the live streaming class.

4. Accessing your class

On the day of your class, there are two simple ways to access your live streaming course.

Student dashboard

1. Sign into your McKissock.com account.
2. In the My Courses section, click **Live Stream** at the top of the page.
3. Find your class and click **Open Webinar**. A new Webex Training window will open.



Example Student Dashboard

Email Invitation

1. Open the email from messenger@webex.com.
2. Click the link included. A new Webex Training window will open.

M messenger@webex.com
To Megan Vogel

Hello Megan Vogel,

Lori Jeffers invites you to participate as an attendee in the following online training session:

Topic: Laws and Regulations for California Appraisers
Host: Lori Jeffers
Date: Thursday, August 6, 2020
Time: 4:00 pm, Central Daylight Time (Chicago, GMT-05:00)

Session number: 132 447 5107
Session password: mckissock

To join the training session

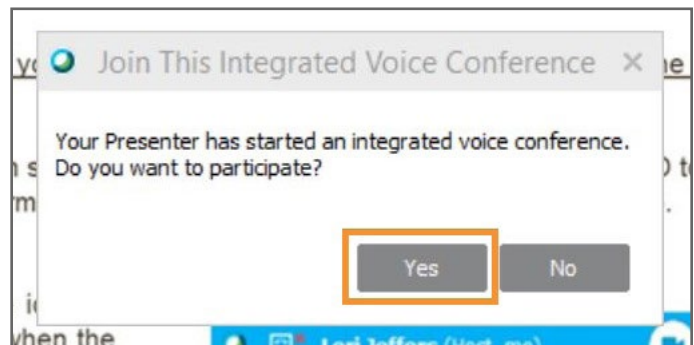
1. Go to <https://mckissocklearning.webex.com/mckissocklearning/k2/j.php?MTID=t2787cfc00cd74324aaf0905f3905241c>
2. Enter your name and email address (or registration ID).
3. Enter the session password: mckissock
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

Tip: Never choose the option "Join by Browser", as that limits your functionality in Webex Training.

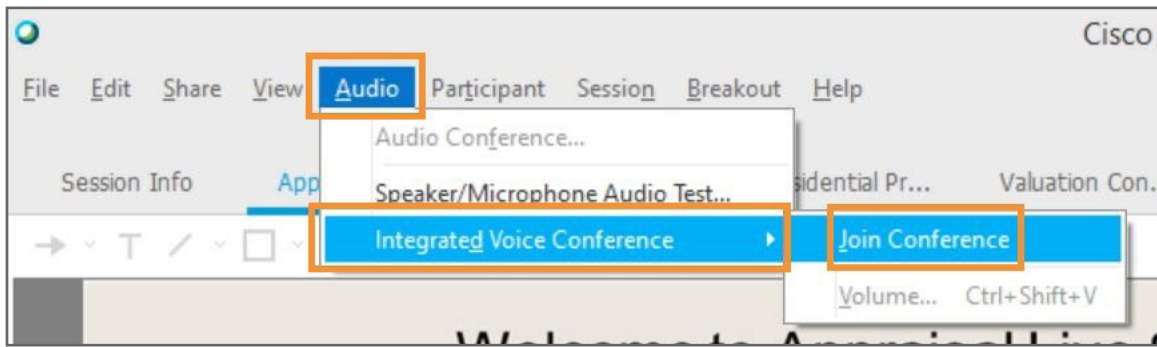
Example Email Invitation

Joining Audio

Once the Webex Training platform opens, there will be a pop-up box that tells you your presenter has started an integrated voice conference and asks if you want to participate. Click Yes to enable your audio so you can hear everyone.



If you accidentally clicked No or missed the pop-up, you can join the audio from your settings. At the top of your screen, select **Audio**, then **Integrated Voice Conference**, then **Join Conference**.



5. During Your Class

In addition to the live instructor, there will be a McKissock Learning team member available to help everything run smoothly.

Reminder: As an appraisal student, it is a state requirement that you have your camera on during the entire class.

6. After Your Class

If you are taking the "Laws and Regulations for California Appraisers" course, the state requires an exam at the end to receive CE credit.

For the rest of our live streaming courses, there are no post-class tests required!

**If you have questions,
reach out to our team of education specialists 7 days a week
(Mon-Fri 8am-8pm ET, Sat-Sun 12pm-3:30pm ET):**

1-800-328-2008

AppraisalAdvisor@McKissock.com

DID YOU KNOW: Unlimited Learning members can take any of our live streaming classes at no additional cost.

Even better? Take advantage of professional development resources as a member, including an online community of appraisers, expert-led webinars, and certification programs.

Learn more at [MCKISSOCK.COM/ULM](https://mckissock.com/ulm)