

## Tips for Online Courses with CompuTaught

### Before Starting the Course

- Be sure to read and understand the online school policies. If you have not already read the online school policies on our website [www.ghar.info](http://www.ghar.info), you may also access it by clicking on the “School Info” tab at the top of the page.
- Make sure you check the system requirements prior to signing up for the course. This information is listed on our website [www.ghar.info](http://www.ghar.info) under “Online Education”. It can also be found under the School Policy. Refunds are not given.
- Please read the tech support information. The tech support information may be found in the school policy information or under the “Help/Utilities” tab at the top of the page.
- Please read and understand the course instructions, including the completion instructions, which are listed under the “Instructions” tab.
- Print all handouts for the course for reference throughout the course. Click on the “Course Handouts” tab at the top after logging into the course. Your computer settings must be set to allow pop-ups in order to view and print the handouts.
- Your course will expire exactly 180 days from the date AND time that you sign up. If you sign up at 2:10 p.m., the course will expire at 2:10 p.m. from the date you signed up. There are no extensions allowed. **EXCEPTION:** Per the Real Estate Commission, the course will expire on June 30, 2008. To receive credit, the course must be completed by 12:00 a.m. on June 30, regardless of the enrollment date.
- We suggest that you sign up for one course and complete it before signing up for a second course. Online education is not for everyone. This way you can find out if it’s for you without committing to more than what you wish to take.

### As you are Taking the Course

- If you did not print the handouts before starting the course, you must first log out of the course and log back in. The handouts are found on the first page after you log in and before you start the course.
- You move forward through the screens by clicking the left mouse button. After you are finished reading, click again.
- There is no minimum amount of time required to be logged into the course at any one time. When you exit the course, the system will bookmark the place for you to begin the next time you log in.
- When the questions appear, click ONCE to read the question THEN click once to get the answers. There is a timing mechanism that starts after the answer appears. Depending on the length of the answers, you will be allowed anywhere from 5 seconds for a true or false answer to a minute for answers that are in sentence format.
- CompuTaught has a mastery and fluency educational methodology which requires you to learn and understand the material. Therefore, you will have to make two passes through each lesson and answer each question correctly twice. The Mastery and Fluency
- Summary at the end of each module will detail this information.

### After Taking the Course

- You may access and review the course content for 90 days after completing the last lesson in the course. You will be unable to print any portion of the course with the exception of the course handouts.

**If you have any comments regarding a course you have completed, please email Heather Bledsoe at [heather@ghar.info](mailto:heather@ghar.info).**