



Workforce
Advantage
Since 1988
Learning Solutions

Hello welcome to our online courses.

Firstly, we suggest that you verify that your device is ready for this new experience and you have everything you need to use the **Newrow** platform.

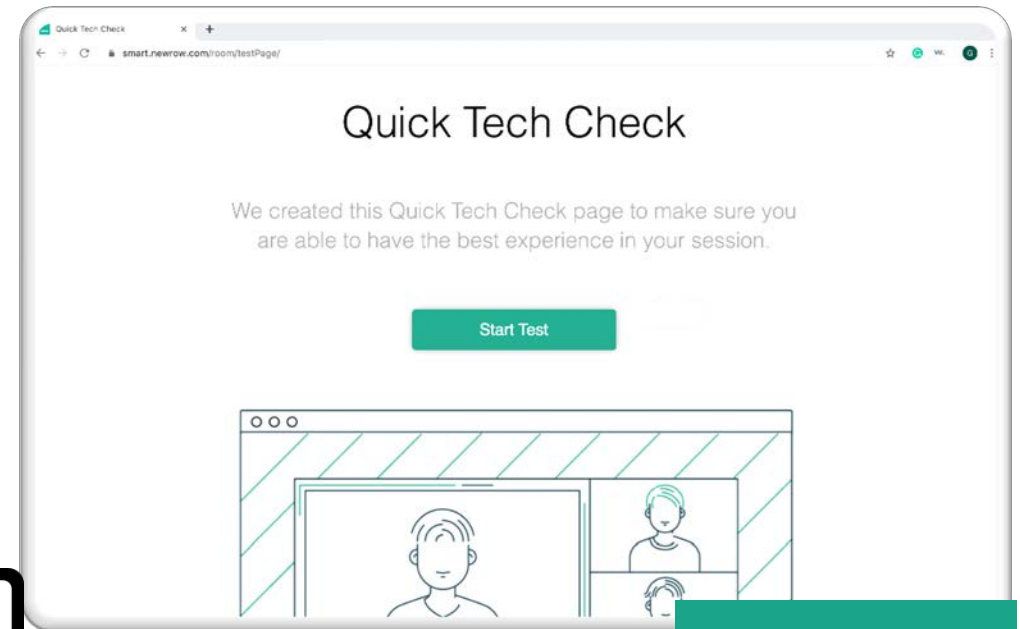
Click on the following link:

<https://smart.newrow.com/room/testPage/>

or just scan the **QR code** we show you on screen with your mobile device.

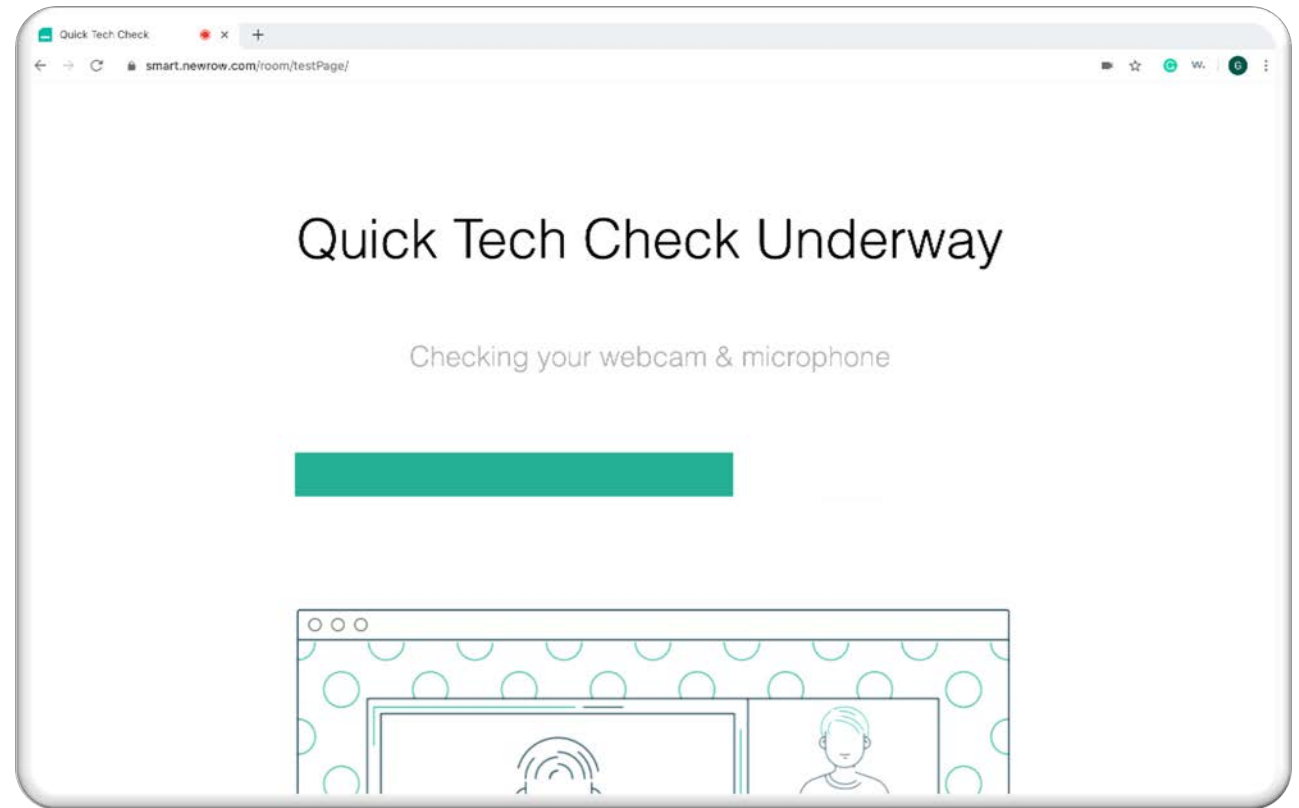


SCAN ME





This page contains a tool that will let you know if your computer and the speed of your connection meet the minimum requirements to connect to the **Newrow** platform.





The System will do a quick check of your device and notify you if you **passed** the test.

PASSED

A screenshot of a web browser window titled "Quick Tech Check". The address bar shows "smart.newrow.com/room/testPage/". The page content is titled "Your connection quality" and displays a table of test results. All tests listed are marked as "PASSED" with a green checkmark.

Test	Information	Status
Browser/OS Version Check	You are running Chrome version 83.0 on macOS version 10.15.5. This browser/operating system combination is fully supported!	PASSED ✓
Webrtc Components Check	WebRTC is fully supported!	PASSED ✓
Ping/Jitter	Ping time: 58.22 ms. / Jitter: 35.90 ms.	PASSED ✓
Download Speed	Download speed: 327.89 Mbps. Nice! This will do just fine	PASSED ✓
Upload Speed	Upload speed :234.58 Mbps. Nice! You'll do perfectly in a video chat.	PASSED ✓
Database Connection Test	Database Connected!	PASSED ✓
Server Connection Test	Server Connection Made!	PASSED ✓
Webcam Stream Test	Webcam Streaming Test Passed!	PASSED ✓



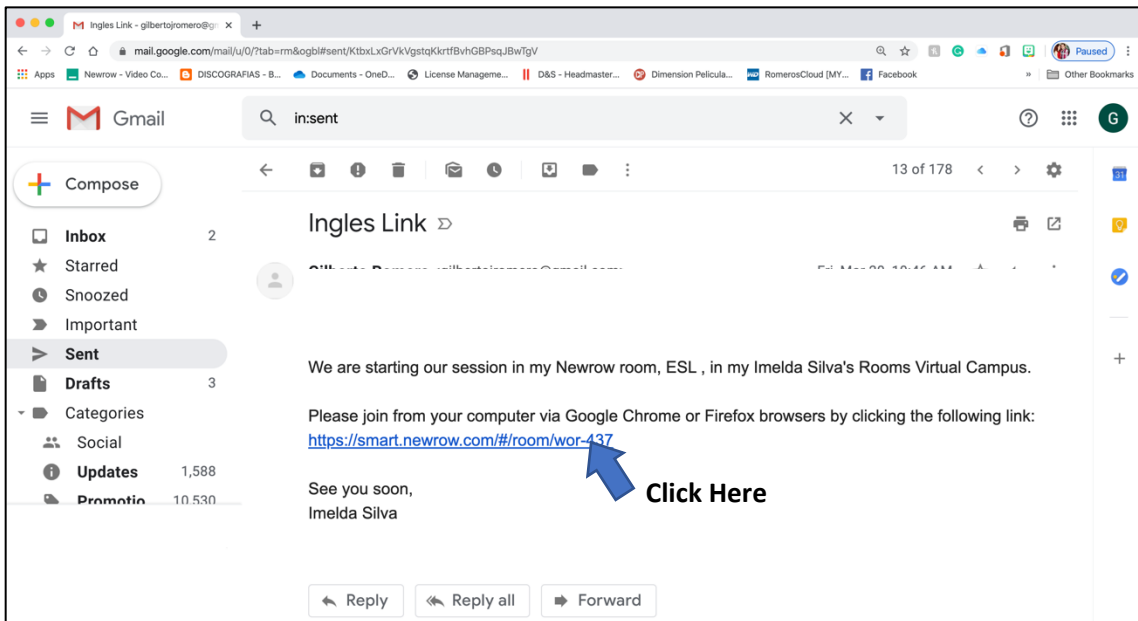
Contact our Support Team
(201) 865-1199 • (908) 355-2288. Email: support@workforceadvantageusa.com

If your device does not meet the necessary requirements, we recommend asking our specialized support team or a family member to assist you.

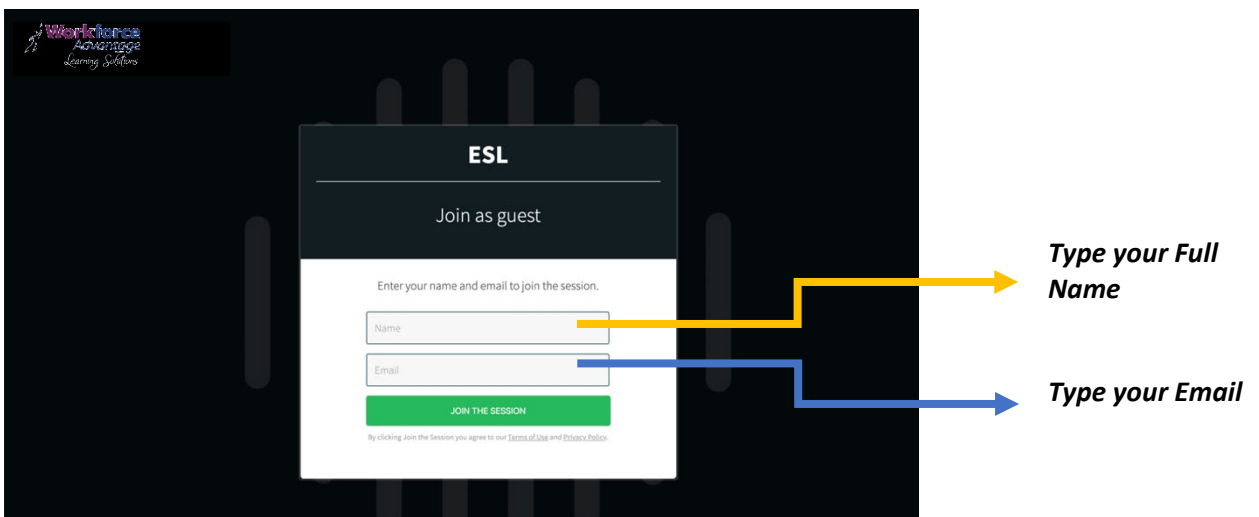


Instructions to Newrow-Virtual Classroom Platform

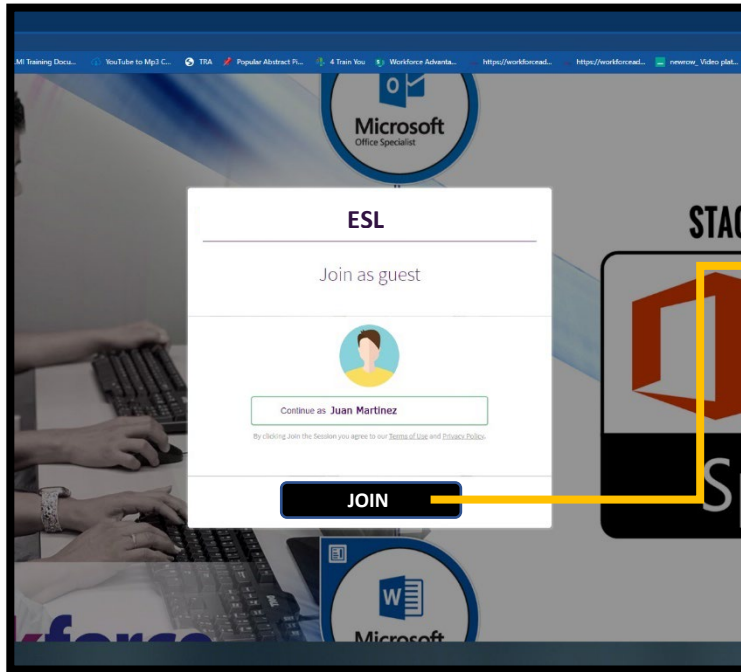
1. **Open your email account and find an e-mail from your Instructor with the link to Newrow website**



2. **Follow the instructions. Enter in your Full name and e-mail address.**

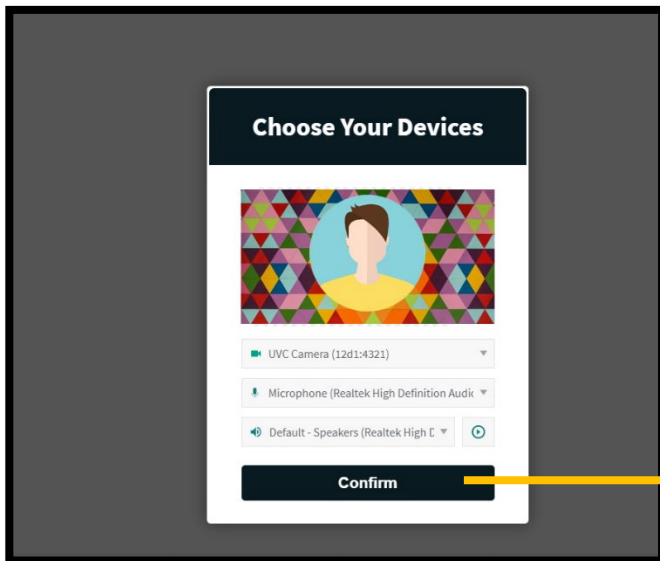


3. Click on the button – *-JOIN -*



*Click on the button –
JOIN*

4. Activate your camera and microphone and make sure are enabled and ready to be used for the platform. If the internet browser or your computer asks for access to them, please make sure you allow it.



*Make sure your camera
and microphone are
enabled. Click on Black
Button *-CONFIRM-**

5. Now you must be into your classroom and ready to start this new challenge



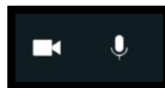
Newrow Virtual Platform Tools

Buttons to Turn On/Off your Camera and your Microphone

MODE OFF



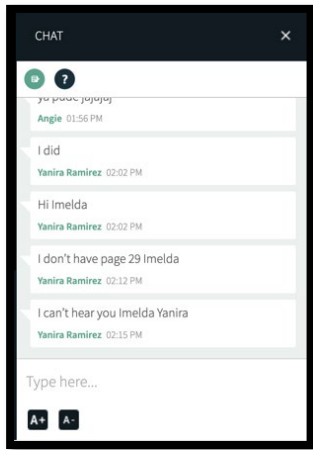
MODE ON



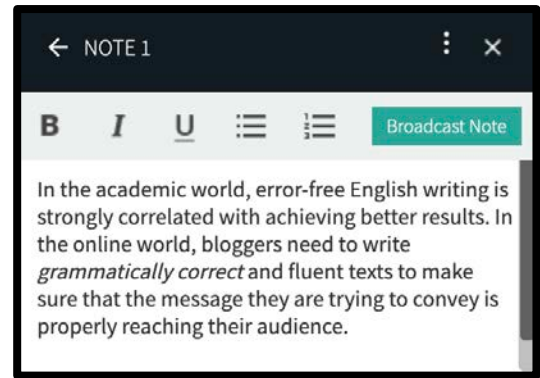
The screenshot displays the Newrow virtual platform interface. At the top, there are navigation tabs for 'Chat', 'Participants', and 'Notes'. The main content area shows a lesson titled 'FUTURE 3 English for Results' with a sub-heading 'Lesson 10 Talk about community services'. The lesson content includes a 'Grammar' section on 'Present continuous for the future', a 'PRACTICE' section with exercises, and a 'PARIS' section with a calendar. Below the main content, there are buttons for 'Help', 'E-Flashcards', and 'MP3 Files'. At the bottom, a grid of participants' webcams is visible, with names like Arturo Orrillo, Reyna Cabrera, Dalila Rodriguez, Ruth, Beatriz Fonnegra, Alexandra Garcia, and Imelda Silva. A chat window on the right side shows messages from participants.

Participants' Web Cams

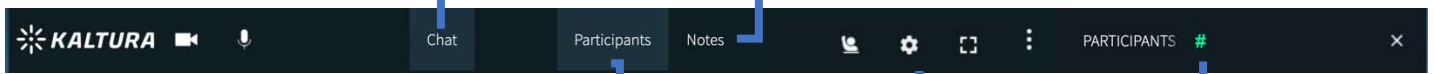
Main Content Screen



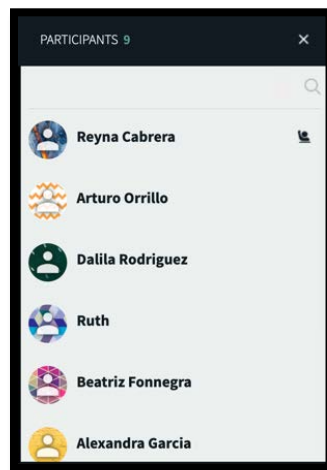
Shows or Hides the CHAT Window



Shows or Hides the NOTES Window



Shows or Hides the PARTICIPANTS Window



NUMBER OF STUDENTS participating in the Class in real time



SETTINGS BUTTON- We recommend that you do not change the default settings unless you have problems with the sound or video




HAND RAISED BUTTON- Use whenever you want to ask or say something and someone else is talking. This will not interrupt and let your teacher know that you are waiting to talk.

FULL SCREEN BUTTON- It is very useful if you want to expand the platform to fill your screen.



ONLINE COURSES

PROTOCOL FOR CLASSES

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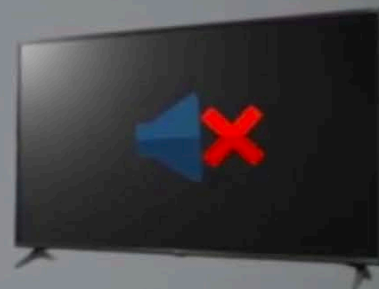
PROTOCOL FOR CLASSES

For online classes to proceed properly and effectively, it is important that students follow these rules, student cooperation is imperative and appreciated. Please keep in mind that noise is very distracting in online classes.



1

Participant **MUST** find a quiet place in the house before joining the class.



MUTED



2

Devices such as televisions, radios, phones, stereos, etc **MUST** be **OFF** during a session.

3

Participant **MUST** ensure that no other persons or children are around while in class.



4

Participant **MUST** concentrate on class activities only and not do other things while in class, such as washing dishes, cooking, etc.



Participants **MUST** wait for their turn to talk, as several people talking at the same time is difficult to understand in this medium.



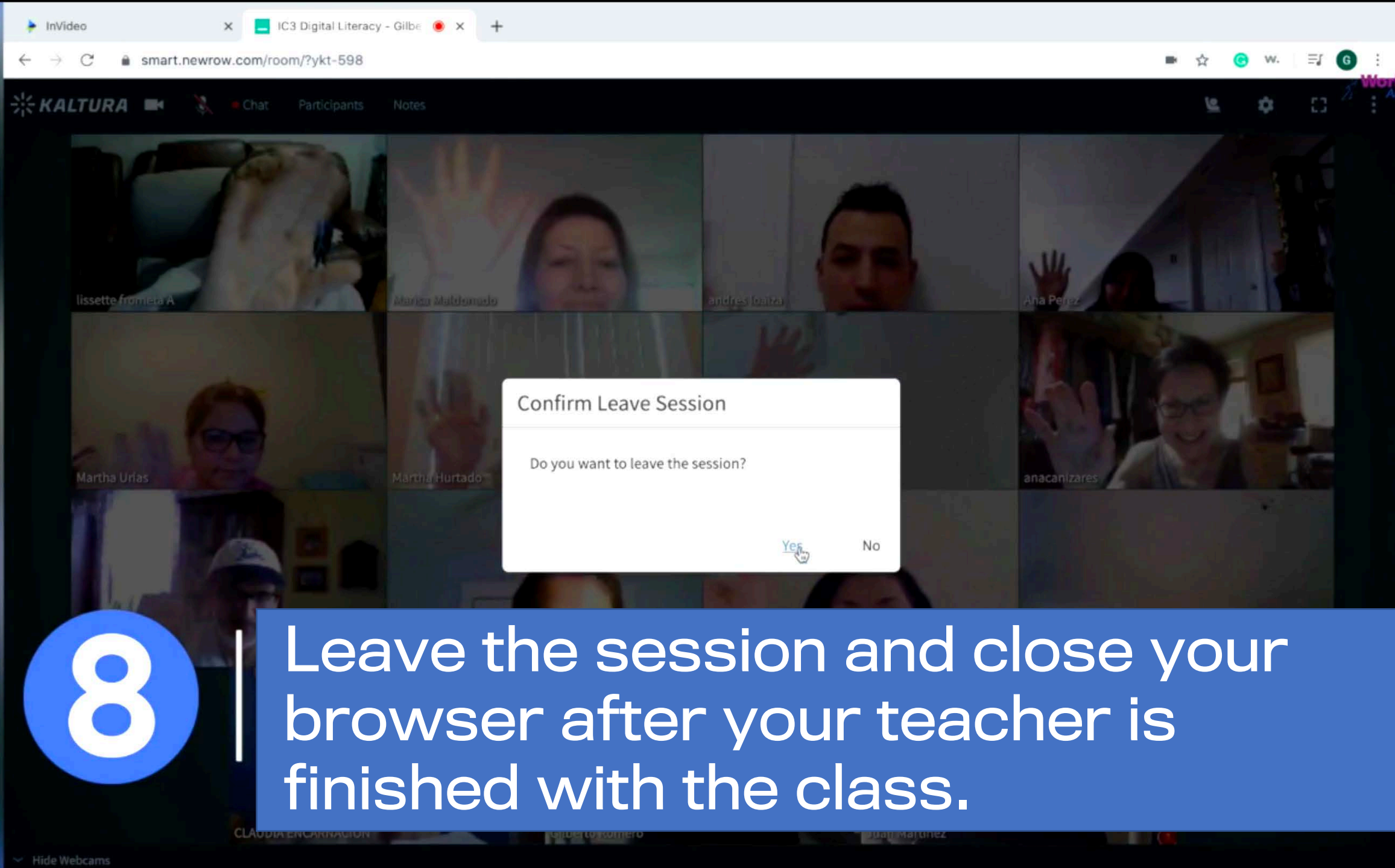
6

Participants MUST respect the class schedule. Stay inside the platform only during your class time.



7

Be patient. You need time to get use to this new medium of instruction. Later you will enjoy the many advantages.



8

Leave the session and close your browser after your teacher is finished with the class.

PROTOCOL FOR CLASSES

