

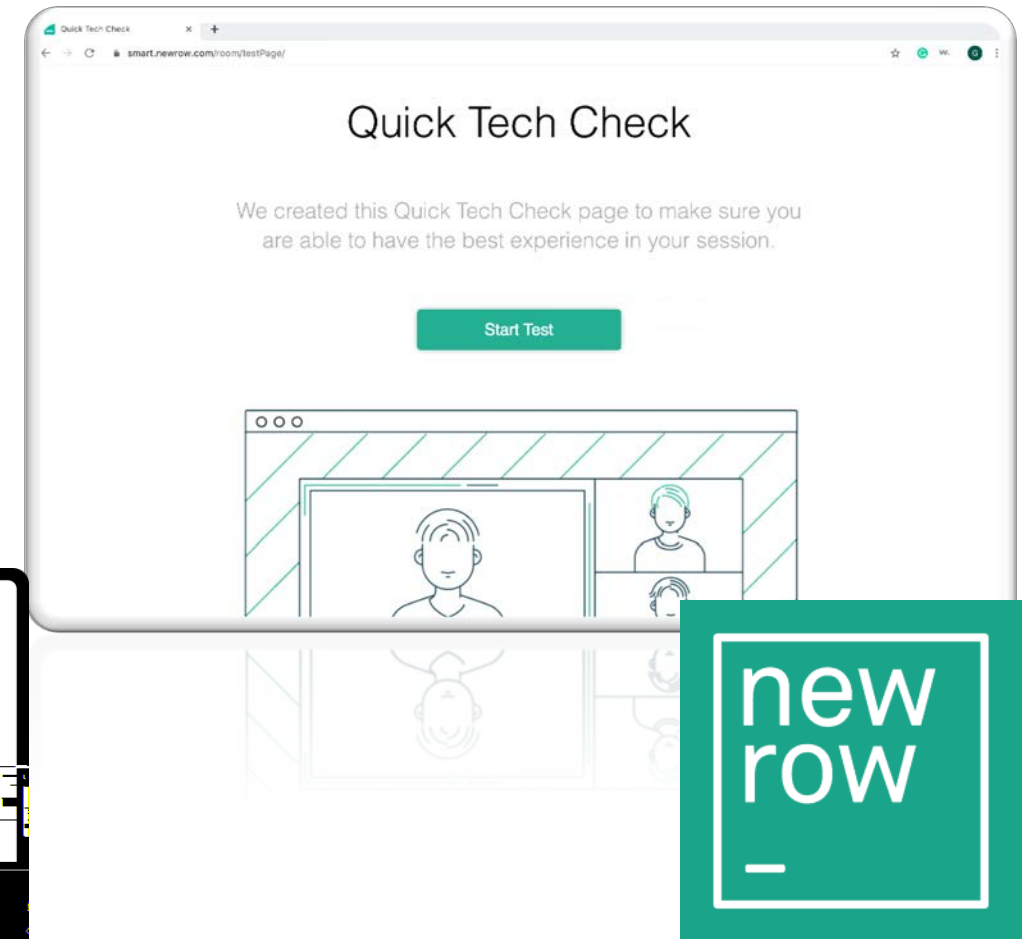
Hello welcome to our online courses.

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/>

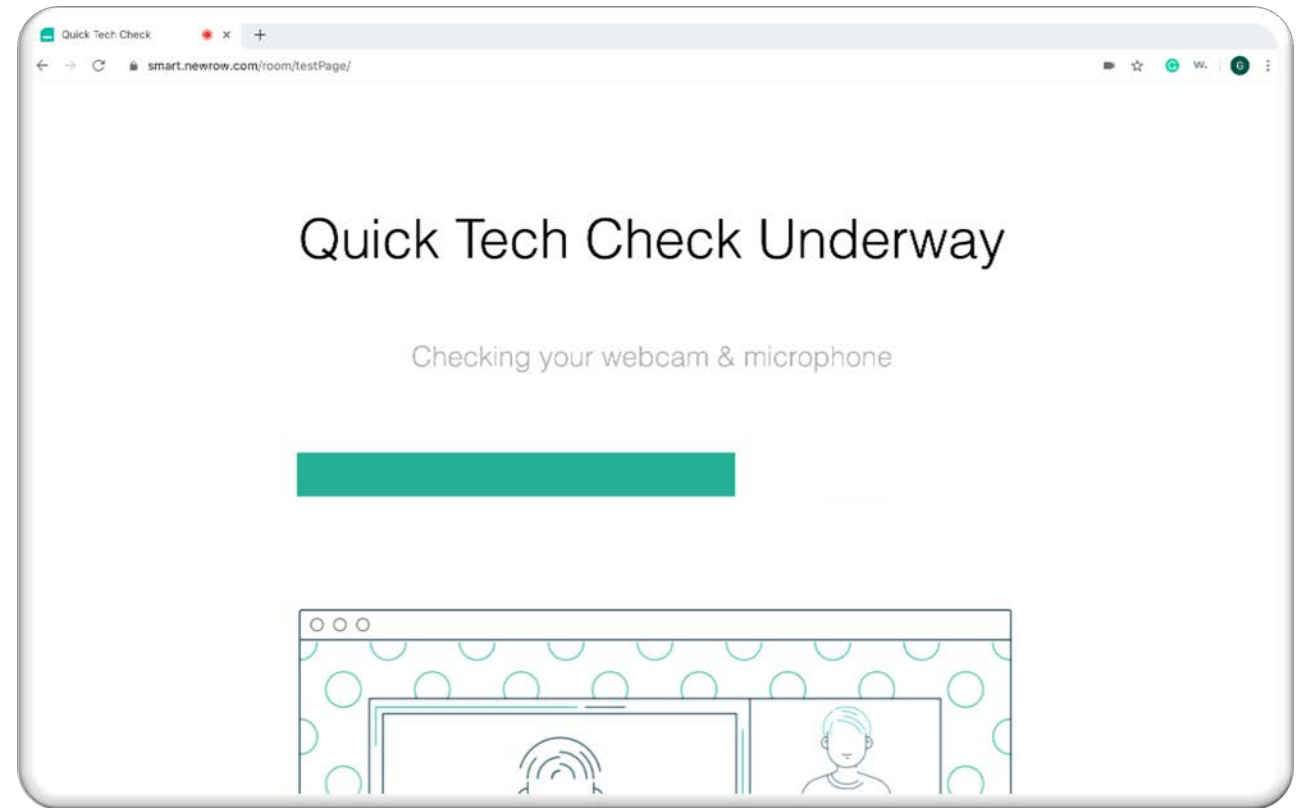
or just scan the **QR code** we show you on screen with your mobile device.



# Quick Tech Check

The Newrow logo, which consists of the word "new" stacked above the word "row" in a white, sans-serif font, enclosed within a white square border. Below the text is a short horizontal white line.

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

The screenshot shows a web browser window with the address bar displaying "smart.newrow.com/room/testPage/". The page title is "Quick Tech Check". The main content is a table titled "Your connection quality" with three columns: "Test", "Information", and "Status". The table lists eight tests, all of which have passed, indicated by a green checkmark in the "Status" column.

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 ✓

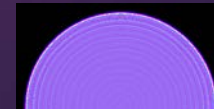


### Contact our Support Team

(201) 865-1199 • (908) 355-2288.

Email: [support@workforceadvantageusa.com](mailto:support@workforceadvantageusa.com)

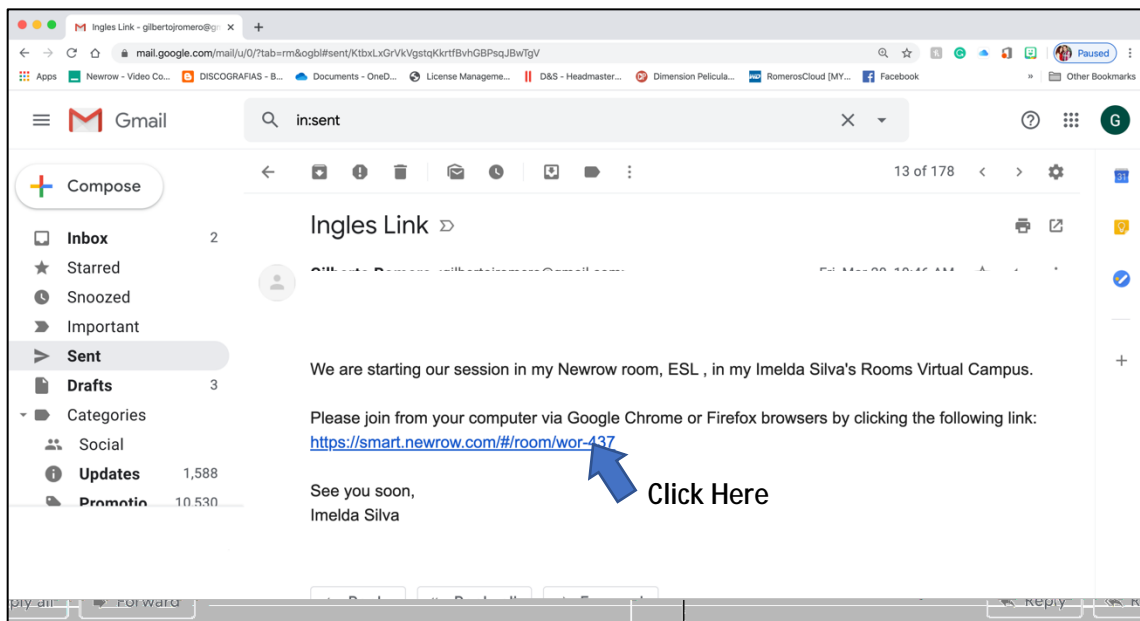
If your device does not meet the necessary requirements, we recommend asking our specialized support team or a family member to assist you.





# 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.**

**ESL**

Join as guest

Enter your name and email to join the session.

Name

Email

**JOIN THE SESSION**

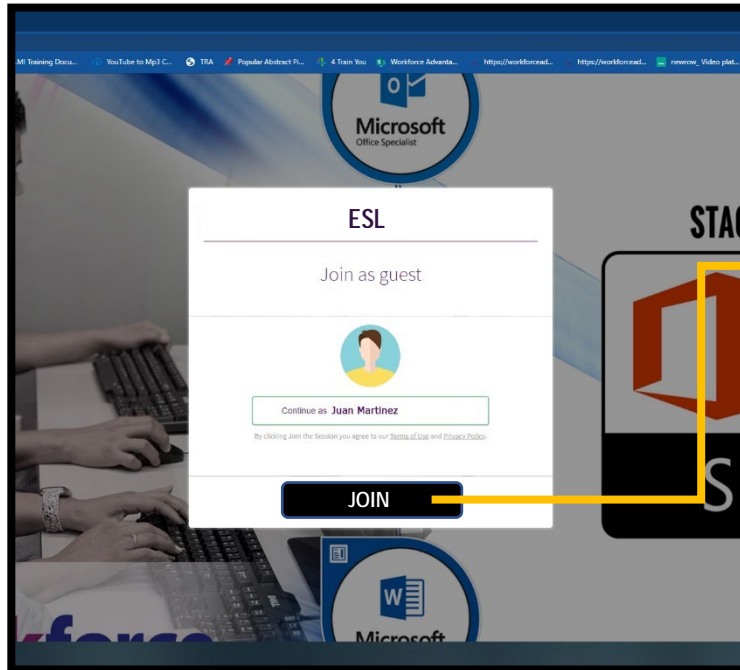
By clicking, Join the Session you agree to our [Terms of Use and Privacy Policy](#)

Type your Full Name

Type your Email

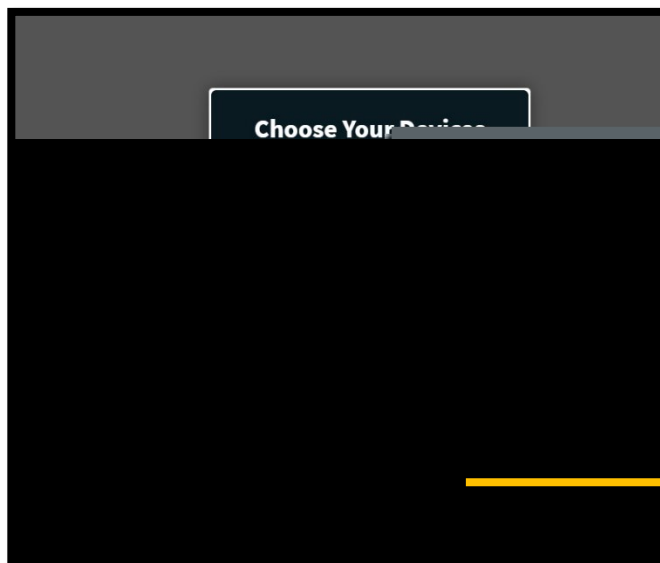


3. Click on the button – **-JOIN -**



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



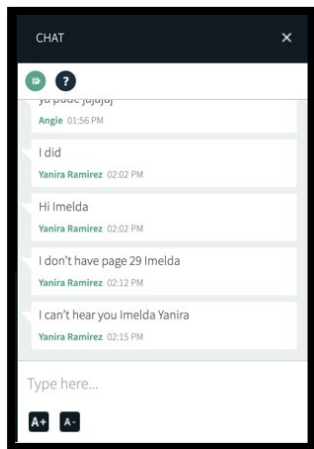
MODE ON



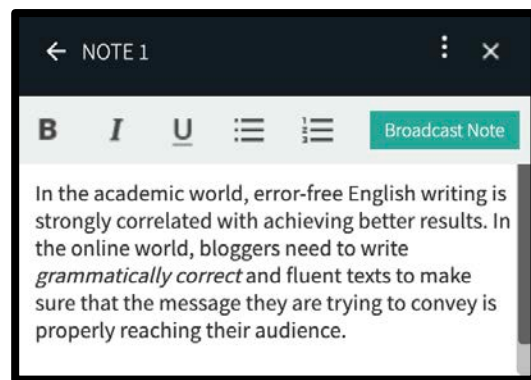
The screenshot displays the KALTUR virtual platform interface. At the top, there's a navigation bar with 'KALTUR' logo, a toolbar with icons for chat, participants, and notes, and a 'PARTICIPANTS 9' button. The main content area shows a lesson titled 'FUTURE 3 English for Results' with a sub-header 'Lesson 10 Talk about community services'. The lesson is divided into 'Grammar' and 'Practice' sections. The 'Grammar' section includes a 'Present continuous for the future' table and a 'Grammar Watch' box. The 'Practice' section includes a 'Read the conversation' task, a 'Complete the sentences' task, and a 'Show what you know!' task. A calendar for the week of Monday to Friday is also visible. On the right side, there's a 'PARTICIPANTS' list with avatars and names: Reyna Cabrera, Arturo Orrillo, Dalila Rodriguez, Ruth, Beatriz Fonnegra, and Alexandra Garcia. Below the list is a 'CHAT' window with a question mark icon and a text input field.

Participants'  
Web Cams

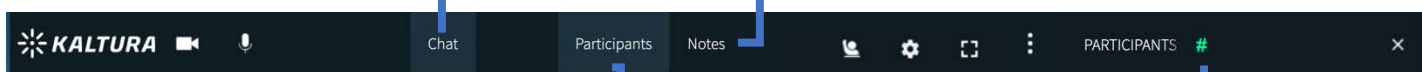
Main Content  
Screen



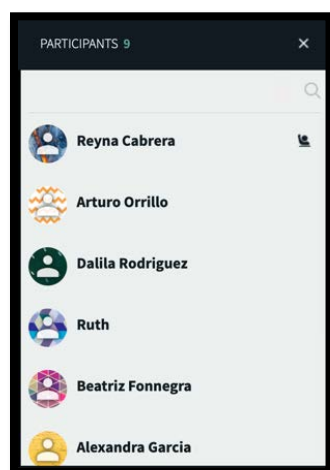
**Shows or Hides the  
CHAT Window**



**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

 **Workforce**  
Advantage  
*Learning Solutions*

# PROTOCOL FOR CLASSES

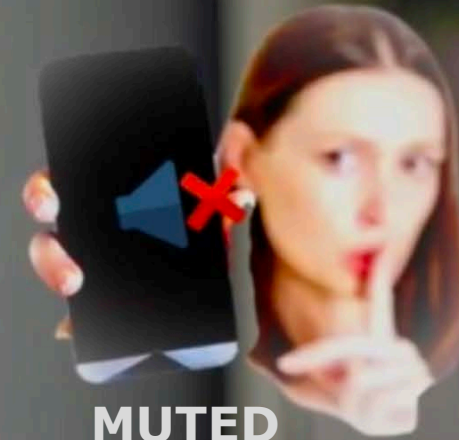
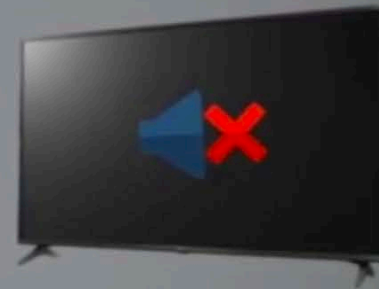
**For online classes to proceed properly and effectively, it is important that students follow these rules, student cooperation is imperative and appreciated. Please keep in mind that noise is very distracting in online classes.**



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.

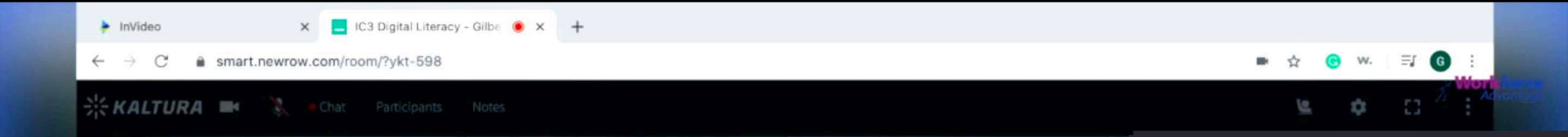




6

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

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



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



# PROTOCOL FOR CLASSES