NEW Process for ed2go 24hr/6wk Courses
Follow these ed2go Steps 1, 2, 3 & 4:

Step 1 – Part A- Mandatory: **use this link ed2go Course Request Form** – must be received at least one week before the course start date - See session dates at the bottom of this page

(Note: An ed2go course request is not a payment. It is to ask to have an ed2go course set-up for you to then register and pay for it)

Step 1 – Part B - Mandatory: After you receive the course number, before 12:00PM on Course Start Date you will call Customer Service to Register and Pay for the ed2go course at 336-734-7023 then press 2, using a MasterCard or Visa as your payment method.

*Step 2: Course Enrollment – Enrollment is a mandatory step for each ed2go course. After you Register and Pay, please do this step before the course start date.

⚜ **NEW Student**: for your first ed2go course: At www.ed2go.com/forsyth - on the Home page: Find your course; enter a part of the title in the Search for Course box, click Enter on keyboard, from the list of courses – choose your exact course title, click on the Add to Cart button, then check that the date is correct – if not change it, click Continue to Checkout, next page click in "New Student" box, enter your e-mail address, click Create Account Box, then fill out the Account Information and the Student Information and Print for your Records, then under Payment Options click on Continue to Checkout and then click on Check out. The Enroll Now/Orientation is done. If it is your course start date, you can click on Enter My Classroom or you can click Sign out at the top right corner of the page.

    ▯ **Note:** You only pay once in step 1, not in step 2 in the Add to Cart step, this is only used to set up your course account

or

⚜ **Use Returning Student**- for your 2ⁿᵈ, 3ʳᵈ, etc. ed2go online course - www.ed2go.com/forsyth - on the Home page: Find your course; enter a part of the title in the Search for Course box, click Enter, from the list of courses – choose your exact course title, click on the Add to Cart button, then check that the date is correct, click Continue to Checkout, next page click in "Retuning Student" box – enter your username (e-mail address) and Password, then click Sign In, Check the date – if correct, click "Continue to Checkout" (if the date is not correct change it), then click on Checkout. If it is your course start date, click Enter My Classroom or you can click Sign out at the top right hand corner of the page.

    ▯ Note: You only pay once in step 1, not in step 2 in the Add to Cart step, this is only used to set up your course account
    ➤ Want to reset your password: https://www.ed2go.com/forsyth/help.html?Topic=signin

    *Step 3. Sign In to your- "My Classroom" at www.ed2go.com/forsyth

⚜ Course-Start Date: Note: Submission of Lesson 1 - Quiz 1 is very important as this is how we count you as in attendance in your course - please complete and submit it on the first day of the course.

Remember: there is a lesson to study and a quiz to submit online every Wednesday and every Friday for 6 weeks – 12 lesson quizzes total to be submitted for grading - as well as a final quiz to submit online by the last day of the course.

⚜ **Sign In to "My Classroom:** on the date the course starts: Click on "My Classroom" (Home page), Current Student Sign In - enter username/e-mail and password, click on Sign In, click on the Course Title or **Enter**, click

on the Lesson box that you want to study, then complete the quiz for this lesson by Scrolling down to the Lesson Quiz then clicking on the Quiz button - Complete the Quiz, **Save Answer** for each question & at the end of the quiz **click Next** to see your Score, Print.

Note: There are 12 lessons to study and 12 lesson quizzes to be submitted online for grading. Repeat this process for each lesson, and quiz. **Final Quiz** is available on the last day of the course

Stay on a study schedule of Wednesday and Friday every week for 6 weeks; study the lesson and submit the quiz and on the last day of the 6-week time frame – be ready to submit your "Final Quiz".

(**Recommended:** Save quizzes to a flash drive so that you have them as proof of submission and grades.)

Stay on Schedule: "My Classroom" is available 24 hours a day 7 days a week for 6 weeks from the course start date. This is where your 12 lessons and 12 lesson quizzes and Final Quiz are located. Please do the quizzes and submit them, as soon as you can, as there are 2 lessons to be studied and 2 quizzes to be - submitted online per week - for 6 weeks; one on Wednesday and one on Friday. All lessons, all quizzes, and the Final Quiz are printable - we recommend that you do this and keep in a notebook.

*Remember: to Sign Out/Log Out of "My Classroom" at end of each lesson and/or quiz.

 *Step 4. How do I get my Certificate of Completion? Print your certificate of completion after you complete all 12 lessons of study and submit all 12 lesson quizzes and make 70% or better on the Final quiz by the last day of the course by:

1. Sign In to My Classroom

2. Click on the Completion tab

3. Print

or

➕ TEACHERS **must study the 12 lessons and submit the 12 lesson quizzes online** in the 6 weeks' time limit – by the last day of the course and **make 80%** or better on the Final Quiz which is available on the last day of the course. ➤ **Each course completed successfully offers 2.4 CEU's.**

and

Certificate Requests – are to be e-mailed to onlinecce@forsythtech.edu after the course ends - e-mail your student ID number, current – current – e-mail address, the course title, and the course start date.

Course Syllabus and Requirements: go to www.ed2go.com/forsyth **on the home page enter a key word from the course title, this will pull up a list of the courses with this key word in the title. Click on the specific title that you are looking for and then click on the Syllabus or Requirements tab to view and/or print either one.**

How do I get a Refund? Before the course start date: **visit** Customer Service (phone: 336-734- 7023) at Forsyth Tech's West Campus at 1300 Bolton Street in Winston Salem and fill out the Refund Request Form

Program Dates are subject to change without notice

 See our EWD Refund Policy for more information - make request at least 24 hours - before - the course start date

 Can I transfer from one course to another?

Course Transfer Requests must be done at least 24 hours BEFORE the course start date Contact Customer Service at 336-734-7023 or onlinecce@forsythtech.edu.

Can I get an extension in time to complete the course(s)?

Extension Requests under Help – Please request an extension as soon as you can or it may not be approved.

Extensions: <u>Will Not</u> assure a certificate if you do not complete your 12 lessons/12 lesson quizzes and make the score required on the final quiz by the ending date of the course. An extension approval simply gives you a little extra time - NOT a certainty for your certificate.

2017 ed2go 24 hour/6-week Class Session Dates

	Course Request Deadline	Start	End
August	August 9	08/16/2017	10/06/2017
September	September 6	09/13/2017	11/03/2017
October	October 11	10/18/2017	12/08/2017
November	November 1	11/08/2017	12/29/2017

2018 ed2go 24 hour/6-week Class Session Dates

	Course Request Deadline	Start	End
January	Jan 10	Jan 17	March 9
February	Feb 7	Feb 14	April 6
March	March 7	March 14	May 4
April	April 4	April 11	June 1
May	May 9	May 16	July 6
June	June 6	June 13	August 3
July	July 11	July18	Sept 7
August	August 8	Aug 15	Oct 5
September	September 5	Sept 12	Nov 2
October	October 10	Oct 17	Dec 7
November	November 7	Nov 14	Jan 4 2019