

Please: **Follow these ed2go Steps 1, 2, 3 & 4:**

Step 1. Mandatory - Part A: Use this link: [ed2go Course Request Form](#) – **due one week before Course Start Date**

- 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.
- After you submit your ed2go course request you will receive the course number through e-mail.
- See Course Dates at: www.ed2go.com/forsyth

Step 1. Mandatory - Part B: - After you receive the course number, **before 12:00PM** on the **Course Start Date** you will call Customer Service at 336-734-7023 then press 2 to Register and Pay for the ed2go course. Use 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: use for your first ed2go course: go to 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 “Returning 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
- If you want to reset your password, click on your browser at: <https://www.ed2go.com/forsyth/help.html?Topic=signin>

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

On the 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**.

Sign In to “My Classroom: on the course start date: 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 online 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.

- **(Recommended: Save quizzes** to a flash drive so that you have them as proof of submission and grades, in case of any internet issue.)

Stay on Schedule: "My Classroom" is available 24 hours/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 to be submitted online for grading -** are located. Please complete the quizzes and submit them online, 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.

***Remember:** to Sign Out/Log Out of "My Classroom" at end of each lesson and/or quiz. This is located at the upper right hand side of the screen.

Step 4. How do I get my Certificate of Completion? Access is **available for 10 days**

- ❖ **Non-teacher students:** 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:
*After you click on My Classroom, Sign In and click on **Completion and print**
- ❖ **TEACHERS-** After you complete and submit all 12 lesson quizzes for grading and make 80% or better on your final quiz submission.
**E-mail: cbennett@forsythtech.edu – list your name, student ID number, Course Start Date, and Course Title
- ✦ **Each Ed2go Course that you complete successfully offers 2.4 CEU's toward your TRC.**

How do I get a Refund? 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 cbennett@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: **Will Not** 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.

Course Syllabus and Requirements: If you want to print the course syllabus to follow as you move through your ed2go classes, 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.

Printing: Below please find steps for **printing or saving lessons** in the new **Difference Engine learning platform.**

1. Open the lesson you wish to print, and open the chapters view below it.
2. Click the printer to the right side of the lesson title.
3. This will give you the Print Entire Lesson option. Click this option
4. A screen will pop up. Click Continue to allow the Print Preview screen.
5. You can choose to print or save the Lesson Chapters 1-5 from this screen.
6. To save click the Change destination on the Print Preview screen (if using Chrome) to save as a PDF file. This will fluctuate for each browser.

To print the FAQ's, Assignment, and Supplementary Materials, you may use the print feature from within the classroom. You may open the lesson chapter and then click the printer icon on the top right side of the page to begin printing. This will pull up the print preview page if you are using Chrome where you may save as the page as a PDF file as well. Other browsers instructions to save will fluctuate, as each computer varies.