



Guide for hosting completely remote classes

Given the logistical difference of remote courses, we would like to offer the following items to consider when hosting a course of this nature:

- Please have your attendees sign on with the naming convention “[participant name]” to help you readily identify your participants for monitoring purposes. If they sign on without this convention, they can simply right click on their picture in the Zoom meeting and select “Rename” to adjust their name on the screen.
- When you join the meeting, please use the naming convention “Monitor – [association name]” as it helps our instructor know who to engage and who is there for monitoring purposes. Once joined and after you confirmed and identified your participant photo IDs, feel free to turn off your camera as it isn’t necessary to monitor your participants
- Verify your participants through photo identification. We recommend either requesting a screenshot of their profile pic on their Fast Pass or a picture of their driver’s license be sent to you via the file attachment feature in a Zoom private chat (meaning they only send it you and not everyone in the class).
- While we do not expect you to sit in the class for the entire duration, you should stay connected to the class and be accessible for the instructor and/or your participants to contact you. Please be sure to establish guidelines of how your participants should communicate with you since they can no longer step out of the class and come talk to you should there be any questions or issues that might arise. We recommend either the chat feature or email. Please use whatever works best for you and the class.
- Send the link to the Texas REALTORS® online evaluation for the participants to complete.
- For classes with exams, send the link provided to the participant and observe the participant(s) take the exam.
- Upon completion of the course, we only need the participants that completed the class posted into CART. We do not need additional supporting documentation since our CART system suffices as an electronic version of that form. For qualifying (SAE) courses, you can either upload the course completion summary or post the information in the comments section of CART.

If you end up with no attendees in the class, we simply ask that you let us know.

We hope this helps in offering a successful class. Feel free to reach out any time to education@texasrealtors.com or 800-873-9155 with any questions, concerns, or ideas for improving this experience for you and your members. We appreciate your time and commitment to ensure the integrity of the CE process.