



## Online Spanish Class Instructions

### **The Basics:**

- These online Spanish classes are meant to be convenient and affordable. It takes a class or two to get used to, but if at any point you start to feel like this service is no longer convenient - please contact Rory Foster directly ([rfoster@commongroundinternational.com](mailto:rfoster@commongroundinternational.com)) and let him know what's happening.
- Before you get started, your tutor will review your placement test and then email you to set up a good time to get your first session going.
- You will meet with your Central American instructor over WebEx - a video conferencing program that allows you to see your tutor and see his/her desktop (which will function like your class whiteboard).
- In addition to a video connection, there is audio built into this conference as well. You can connect to audio right through your computer much like Skype.
- In order to login to your conference, you just need to follow the link that comes to you via the email meeting invitation (which your tutor will send to you). You do not need to create your own WEBEX account.
  - This email that you receive will automatically populate your calendar if you use a calendar on your computer, smart phone or tablet.
  - Please allow 5-10 minutes to get logged in the first time so that you don't waste any of your actual class time trying to figure out how to get started.
- Your tutor may or may not speak great English. If you have any trouble coordinating or communicating with your tutor, you should let Rory Foster know: [rfoster@commongroundinternational.com](mailto:rfoster@commongroundinternational.com), (303) 684-5557.

### **Technical Requirements:**

- You need an Internet connection (the higher speed the better)
- You need headphones to improve sound quality of the meeting.
- You need to run the video on your computer so that your tutor can get to know you.
- You need to have Java running on your computer in order for this platform to work. You can check to see if you have Java already and [get Java here](#) if you don't already have it.
- You can access these meetings over your smart phone, tablet or your computer (whichever is most convenient for you).
  - If you intend to connect over smart phone or tablet, you will probably want to download the Cisco WebEx App to your mobile device.