

ZOOM for Virtual CE Classes Through Georgia Real Estate Academy

INSTRUCTOR / HOST GUIDE



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 Dana Sparks * Director * 678-580-6880 * Dana@MaximumOneRealty.com
 Heidi Kelly * Coordinator * 470-592-0113 * Douglasville@eAGENTweb.com

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Info Here but We Have Found This is Not the Best Way to Share – MUCH BETTER to just teach from a Presentation – give out a link to documents at the end of class so student may go online & download at their convenience	50
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This procedure is documented in the accompanying Video: **Instructor Guide for Virtual CE Classes taught through the Georgia Real Estate Academy**: <https://youtu.be/wgPL4Olr0w> (YouTube Channel – “Real Estate Made Crystal Clear” – Playlist: “MX1 Operations”)

Software Requirements for ZOOM for CE

- Go to www.Zoom.us & Create an Account – Buy Zoom Pro
 - NOTE: The Email address you use for your account will be the email address that prints in the registration invitation for students to contact for questions
- ZOOM PRO – will keep meeting in session over 40 minutes (free version of ZOOM) & up to 100 attendees
 - We are averaging 200 attendees per class & have had 420 in a License Law class
- You may add on additional Attendees (up to 500 for approx \$15/month)



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REQUIRED for CE Credit:

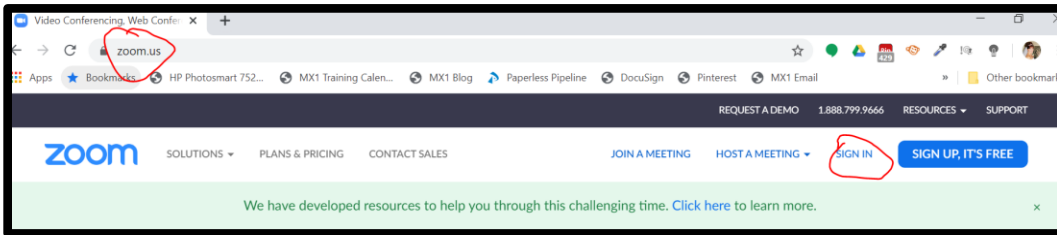
- Notice to Students – re-written for Virtual Classes (See SAMPLE later in this manual)
 - Show on screen
 - Or Handout
- Course Evaluation – re-written for Virtual Classes (See SAMPLE later in this manual)
 - Run a “Poll” for Course Evaluation - Poll Questions listed later in this Handout
 - Or Handout & ask student to return
 - Or use an automated Google Form
 - Poll Questions listed later in this Handout
- Open Chat & Allow Chat for Questions & Ongoing Interaction
 - a facilitator helps greatly with this as they can make note of the frequent questions & ask instructor
 - the chat moves very quickly – difficult for instructor to read & teach
- As a means to cross check attendance, ask them to Type their Name & Real Estate License Number
 - At beginning of class & after break
 - We have reports of attendance by email or phone but doesn’t include license number
- Reports of Attendees (more info in this manual)
 - Reports of Pre-Registered Students for logging CE credits because it includes License Number
 - Report of “Poll”

Sharing Documents

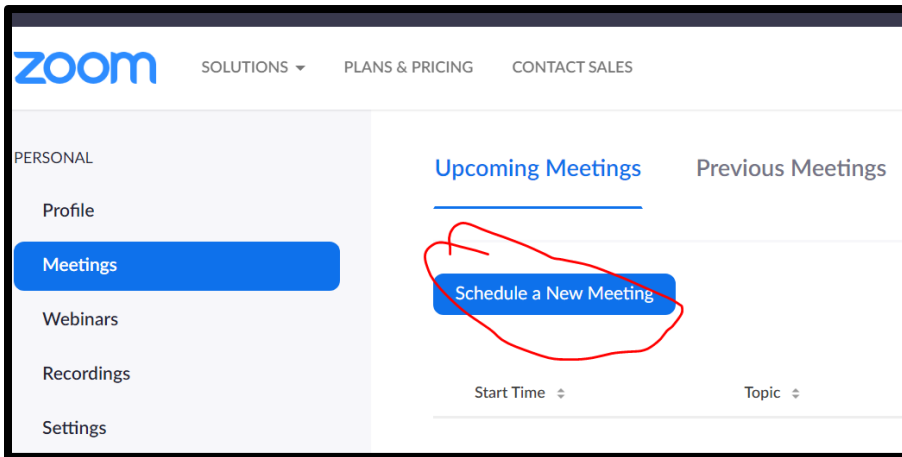
- Teaching Virtual CE is MUCH easier to simply present a power point or go over documents by sharing your screen
- Handouts may be tricky as many don’t receive in advance
- Difficult for student to have a pdf open & pay attention to the zoom presentation
- IF, we need to share documents / handouts
 - Once we receive email registrations, we can email them documents or links to documents
 - We are working on creating an online resource page where we can house the documents & then sent the students to the link so they may download – will also be easy to share this link at the end of class so students may go online & download documents
 - You may share from Google docs / forms if you have it set up – the school does not at this time
 - When they are in CE Class / Meeting, we can share documents via the Chat but not very effective – chat moves too quickly for them to see & download & potential issues with “sharing docs” through the Chat
- Documents for Classes will be available by link: www.eAGENTweb.com click tile that says “Training Videos” then scroll on that page for CE class information & links

How to Schedule a Meeting for a CE Class

Sign in to Zoom (www.Zoom.us)



Schedule a New Meeting



Click "Meetings"
Schedule a New Meeting

Topic = 3 hr CE Class – (name of CE Class) & GREC Course # _____

Description: 3 Hour CE Class " _____ " GREC Course # _____

Georgia Real Estate Academy (GREC School #6915) offers this course for 3 hours CE credit. Students must be on time & stay through the entire course for CE credit. Students may only receive CE credit for any specific class number once every 12 months. CE Credits for Virtual classes will be recorded in 3 – 5 business days.

- Must include GREC Course Number
- Must Include GREC School Number for Georgia Real Estate Academy #6915



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My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

- Require Registration
- Automatically Generate Meeting ID
- Note: Cannot use your Personal Meeting ID (PMI)

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 223-955-4960

Meeting Password Require meeting password

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

- Finish options & then SAVE
- Notes on Options:
 - You don't have to enable join before host but many get on there 1 hr prior to class
 - If you don't then once YOU log on as host, you'll have to "Allow" students in from "Waiting room"
 - You may "start" the meeting early & mute your computer & share your screen of a "Welcome Page" with "Chat" instructions (See SAMPLE in this Manual)
 - Many attendees have a myriad of questions about how to access & use "Chat" feature



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- Even if you mute them on entry, many will unmute themselves at the beginning
- You don't have to record but if you do, it saves an MP4 of the class that you may keep, post, or send to me & I'll be happy to post

The image shows a meeting options dialog box with the following elements:

- Meeting Options** (circled in red):
 - Enable join before host
 - Mute participants upon entry
 - Enable waiting room
 - Only authenticated users can join
 - Record the meeting automatically
 - On the local computer
 - In the cloud
- Alternative Hosts**: Example: mary@company.com, peter@school.edu
- Buttons**: **Save** (circled in red) and **Cancel**

Then you get This Page:

My Meetings > Manage "3 Hr CE Class: " _____ " GREC #123456"

[Start this Meeting](#)

Topic 3 Hr CE Class: " _____ " GREC #123456

Description 3 Hour CE Class " _____ " GREC Course # _____
Georgia Real Estate Academy (GREC School #6915) offers this course for 3 hours CE credit. Students must be on time & stay through the entire course for CE credit. Students may only receive CE credit for any specific class number once every 12 months.

Time Mar 26, 2020 11:30 PM Eastern Time (US and Canada)

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 268-150-558

Meeting Password Require meeting password 015307

Invite Attendees

People are required to register before joining this meeting.

Registration URL: <https://us04web.zoom.us/join/register/v5Ilduyozq4iPrFzpadh6oN27dYjwVVeBA> [Copy the invitation](#)

Video Host On
Participant On

Audio Telephone and Computer Audio
Dial from United States of America

Meeting Options Enable join before host
 Mute participants upon entry
 Enable waiting room
 Only authenticated users can join

[Help](#)

Record the meeting automatically on the local computer

[Delete this Meeting](#) [Save as a Meeting Template](#) [Edit this Meeting](#) [Start this Meeting](#)

[Registration](#) [Email Settings](#) [Branding](#) [Poll](#)

Manage Attendees Registrants: 0 [View](#)

Registration Options Automatically Approved [Edit](#)

- Send an email to host
- Close registration after meeting date
- Show social share buttons on registration page

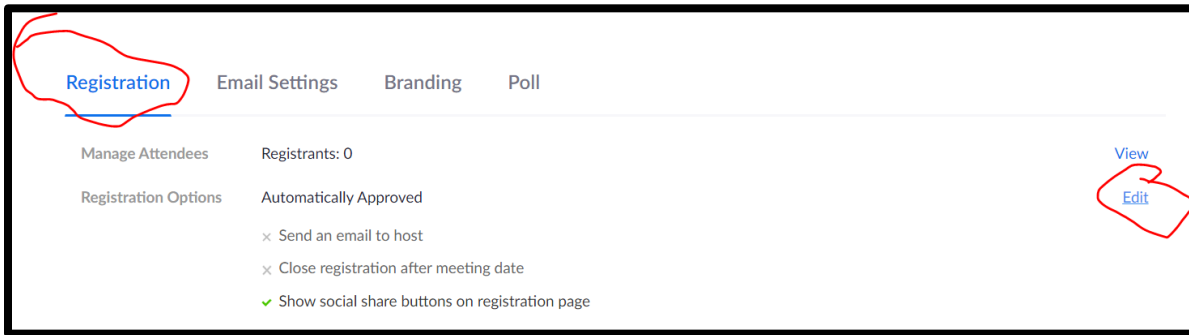
Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)



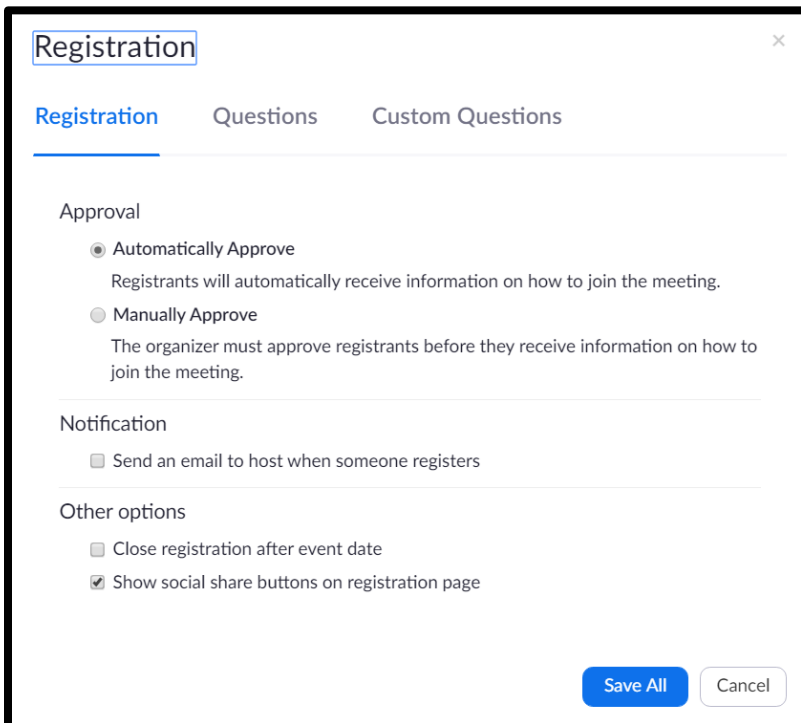
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Now you Modify the Registration to Require Their Name & Real Estate License Number – NEED FOR CE CREDIT

Under Registration Tab, hit “Edit”



First page that shows:



Click on Questions & Add “Phone” & make “Required” – many will only join by phone so we need this registration of their email & license number for cross-reference

Add Registration Fields

First Name and Email Address required.

Field	Required
<input type="checkbox"/> Field	<input type="checkbox"/> Required
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input type="checkbox"/> Address	<input type="checkbox"/>
<input type="checkbox"/> City	<input type="checkbox"/>
<input type="checkbox"/> Country/Region	<input type="checkbox"/>
<input type="checkbox"/> Zip/Postal Code	<input type="checkbox"/>
<input type="checkbox"/> State/Province	<input type="checkbox"/>
<input checked="" type="checkbox"/> Phone	<input checked="" type="checkbox"/>
<input type="checkbox"/> Industry	<input type="checkbox"/>
<input type="checkbox"/> Organization	<input type="checkbox"/>
<input type="checkbox"/> Job Title	<input type="checkbox"/>
<input type="checkbox"/> Purchasing Time Frame	<input type="checkbox"/>
<input type="checkbox"/> Role in Purchase Process	<input type="checkbox"/>
<input type="checkbox"/> Number of Employees	<input type="checkbox"/>
<input type="checkbox"/> Questions & Comments	<input type="checkbox"/>

[Save All](#) [Cancel](#)

It takes you back to the main page, so click “Edit” to add **Custom Questions**:

Delete this Meeting Save as a Meeting Template Edit this Meeting Start this Meeting

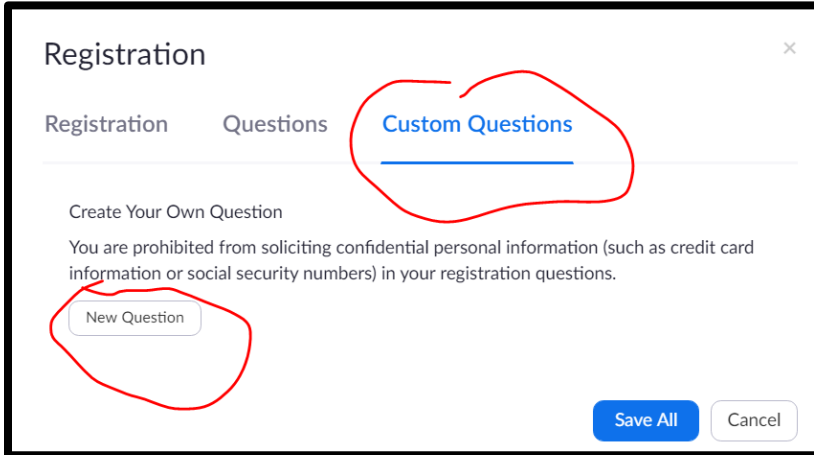
Registration Email Settings Branding Poll

Manage Attendees Registrants: 0 View

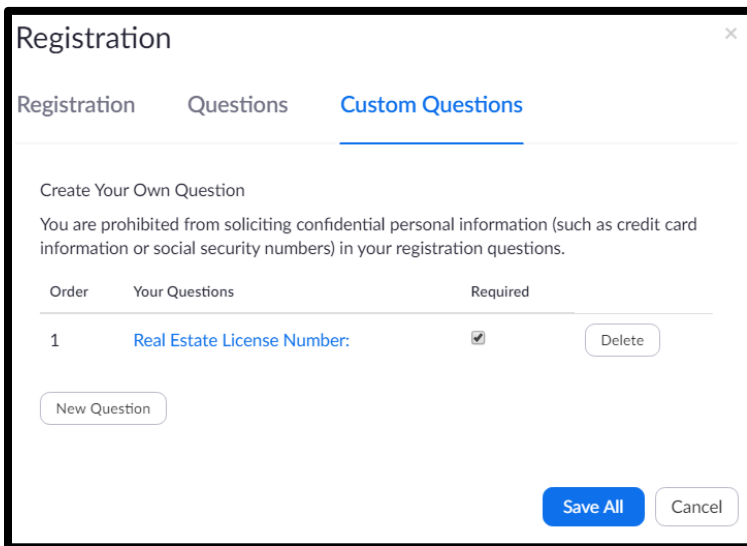
Registration Options Automatically Approved Edit

- × Send an email to host
- × Close registration after meeting date
- ✓ Show social share buttons on registration page

Then Click on Custom Questions – then “New Question”:



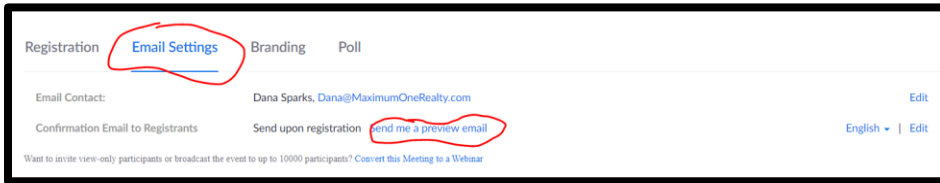
Add the Following Question: Real Estate License Number



Then you'll have these questions & then hit "Save" (IGNORE "FIRST NAME & EMAIL ADDRESS" – you don't need to add these, the system does that for you!)

You may NOT ask them their current real estate Brokerage

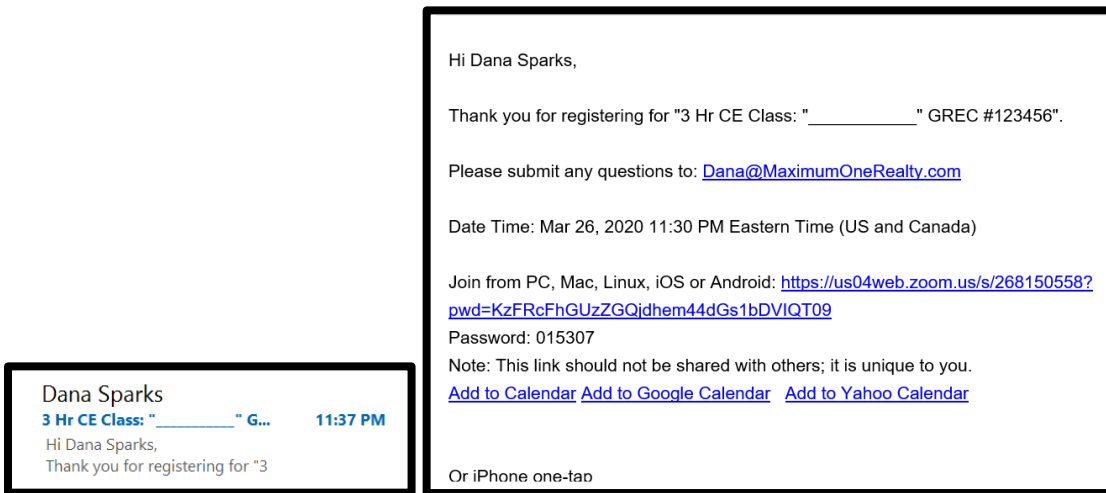
It then takes you back to this page. Hit Email Settings & preview the Registration Page:



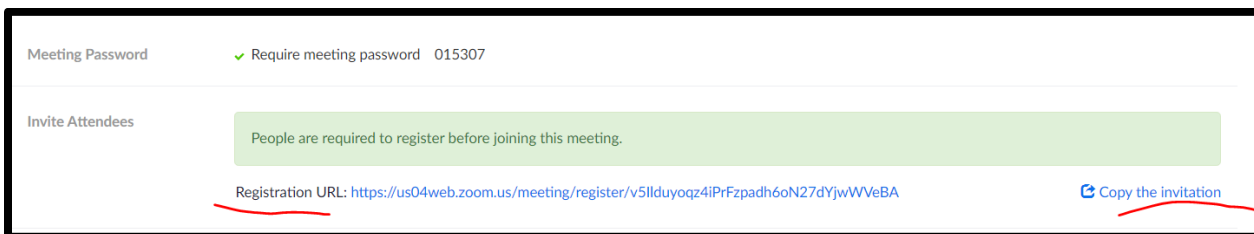
This is how the email will appear including subject:

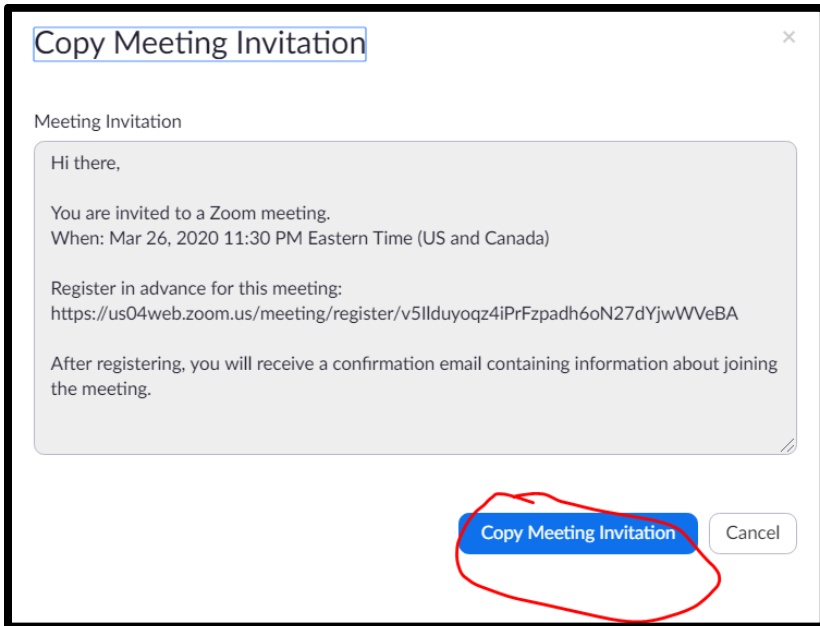
Notes:

- Name will be student's name
- Email address for their questions is whatever email address your Zoom is registered to



Now go back & copy the Registration Link or Invitation: AFTER you add in the Required "Phone #" & "License #" NOW you may share the registration link to get students to register!



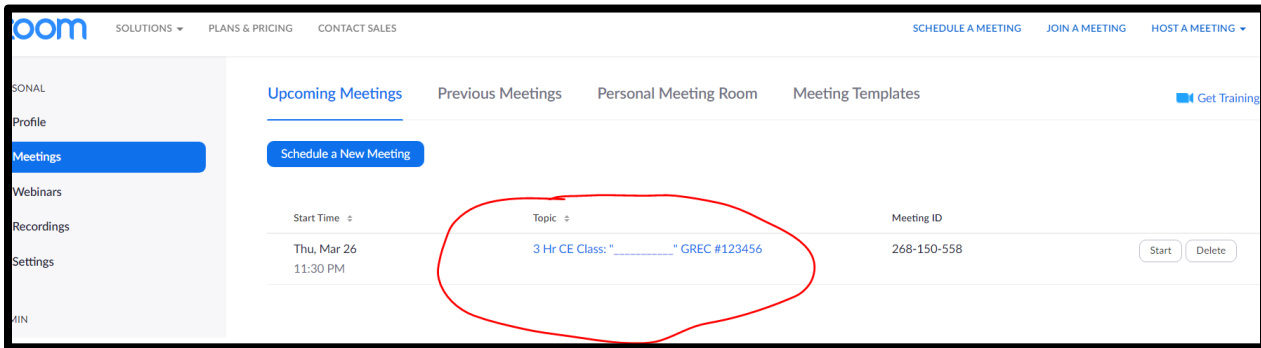


NOTE: Send Registration Link for ANY classes where CE credit is offered through the Georgia Real Estate Academy to Dana & Heidi

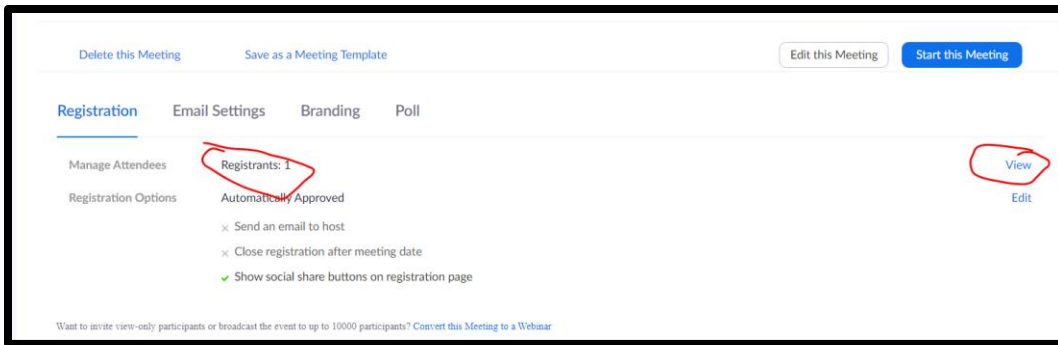
- Please send link to Dana Sparks & Heidi Kelly
 - Dana- Director of school – Dana@MaximumOneRealty.com
 - Heidi – Coordinator of school – Douglasville@eAGENTweb.com
- We need to know what upcoming classes to expect for CE Rosters
- We will publish in our Monthly CE Email to all GREC agents

How to See Registrations (Also See Info About Registration Report)

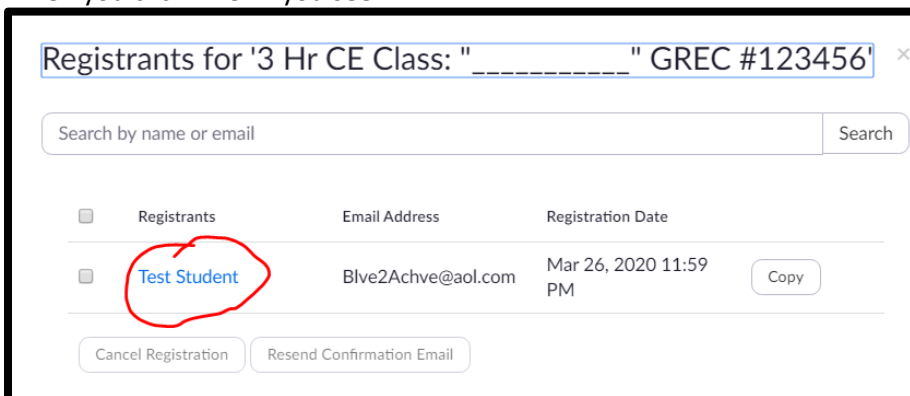
Back on your Zoom Dashboard, you'll see this scheduled Meeting: If you click on the Meeting you can see the Registrations:



At the bottom of the next page, you'll see how many have registered & you may view:



When you click "View" you see:



Then when you click on their name you get all their info:



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Registrant Details ×

[Back](#)

Test, Student

Status: approved

Registered: Mar 26, 2020 11:59 PM

Email: Blve2Achve@aol.com

First Name: Test

Last Name: Student

Email Address: Blve2Achve@aol.com

Phone: 770-919-8825

First Name: Test

Email Address: Blve2Achve@aol.com

Real Estate License Number: 123456

Creating a “Poll” for Course Evaluation

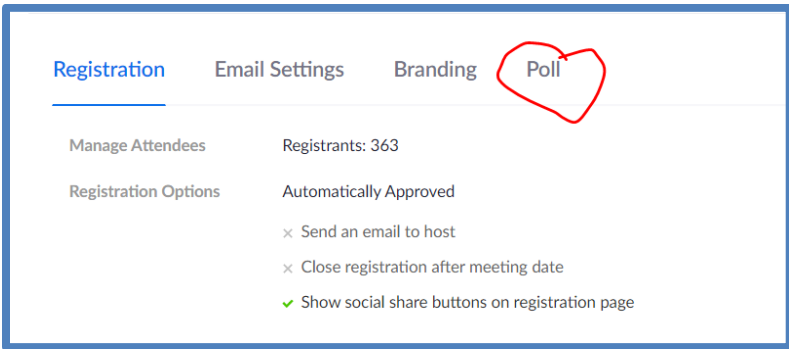
You must do this when setting up your meeting & prior to actually starting the class!

We may be able to use this for the Course Evaluation. I am also learning how to create a Google Form – Thank you to Shantha Wetterhan!

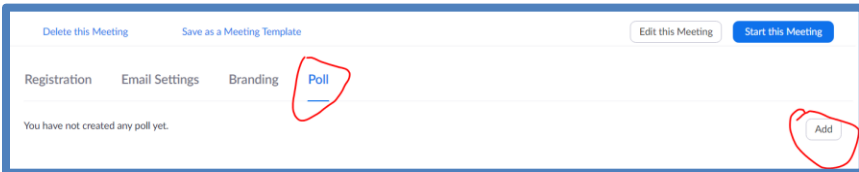
Go to the specific Meeting & Select it.
 Scroll to bottom & Select “Poll”



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Under that click "Add"



Then Complete the Information

A screenshot of the 'Add a Poll' form. At the top left, it says 'Add a Poll'. Below that is a text input field with the placeholder 'Enter a title for this poll.'. Underneath is a checkbox labeled 'Anonymous?' with a help icon. Below that is a numbered list starting with '1.' and a text area with the placeholder 'Type your question here.'. Below the text area are two radio buttons: 'Single Choice' (selected) and 'Multiple Choice'. At the bottom, there are seven input fields for answers, labeled 'Answer 1' through 'Answer 7 (Optional)'.

Course Eval: 2020 Contracts Review: GAR vs RE - 4/9 - D. Sparks

Anonymous? ?

1.

The topic is relevant / helpful to my real estate activities.

Single Choice Multiple Choice

Strongly Agree

Agree

Disagree

Strongly Disagree

NA or Neutral

Answer 6 (Optional)

Answer 7 (Optional)

Then add next question (you'll see at the bottom:

Single Choice Multiple Choice

Strongly Agree

Agree

Disagree

Strongly Disagree

NA or Neutral

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

+ Add a Question

Then click "Save"

Single Choice Multiple Choice

Strongly Agree

Agree

Disagree

Strongly Disagree

NA or Neutral 242

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

+ Add a Question

Save Cancel

Then your Meeting will show 1 poll created:

You have created 1 poll for this meeting. Add

Title	Total Questions	Anonymous	
▼ Poll 1: Course Eval: 2020 Contracts Review: GAR vs RE - 4/9 - D. Sparks	5 questions	No	Edit Delete

Poll Questions for Course Evaluation – Make Anonymous

1. The topic is relevant / helpful to my real estate activities. (Single Choice)

Answer 1: Strongly Agree

Answer 2: Agree

Answer 3: Disagree

Answer 4: Strongly Disagree

Answer 5: NA or Neutral



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2. The handouts / presentation materials were helpful (Single Choice)

Answer 1: Strongly Agree

Answer 2: Agree

Answer 3: Disagree

Answer 4: Strongly Disagree

Answer 5: NA or Neutral

3. The Instructor presented ideas clearly (Single Choice)

Answer 1: Strongly Agree

Answer 2: Agree

Answer 3: Disagree

Answer 4: Strongly Disagree

Answer 5: NA or Neutral

4. The Instructor made the subject matter interesting (Single Choice)

Answer 1: Strongly Agree

Answer 2: Agree

Answer 3: Disagree

Answer 4: Strongly Disagree

Answer 5: NA or Neutral

5. I would want to take another class from this Instructor. (Single Choice)

Answer 1: Strongly Agree

Answer 2: Agree

Answer 3: Disagree

Answer 4: Strongly Disagree

Answer 5: NA or Neutral

Notes for Teaching the CE Class Through Zoom

- There are MANY Tutorials on How to Manage Controls During a Meeting.
- How to Use Zoom for Remote & Online Learning: <https://youtu.be/9gugRELB4dg>
- Zoom full Tutorial & Overview – Video Conferencing Made Easy: <https://youtu.be/bTSJOYDoF7o>
- Zoom Help Center: <https://support.zoom.us/hc/en-us>
- There is great “Help” documentation in Zoom itself
- “MUTE ALL” – when you click on “Manage Participants” you’ll see this button & have to click periodically
- “RECORD” – You may record the Class – must click the “Record” Button to do this
- “CHAT” – Students need to type in name, email & license number in chat (instructions elsewhere in this manual) - your helper may monitor that
- Saving “Chat” – at the end of meeting, it will automatically save, but you may also click the 3 dots “...” in the actual chat box & you have the option to save the Chat at any time
- “ANNOTATE” – if you see weird lines on your screen, click on this, find “eraser” & erase the mysterious lines – then you may exit the Annotate screen
- “SHARE SCREEN” – When instructor shares screen, you can’t see the Chat – use your facilitator to ask questions via audio or text
- Stop the recording before ending the meeting
- When you “END MEETING FOR ALL” the software will create a file in your documents labeled with the meeting name & it will save the CHAT here & the video & audio if you recorded
- To get the REPORTS, you have to go back into Zoom to get the reports
- Having 2 screens helps immensely!

Reporting for CE Credit

Combination of 4 Reports

- Registration Report + Meeting Report = Roster
- with Support of Chat &
- Poll Report for Eval

For CE Credit for Attendees, Instructor or Host needs to send us a Roster of Attendees & their Real Estate License Number. You will have to create this Roster by combining the information from the Registration Report (that includes the License Number) AND the Attendee Report. THIS IS TIME CONSUMING BUT NECESSARY. (We are looking into an alternative to create a CE roster but here are the instructions for now!)

We Need: (Send to Dana@MaximumOneRealty.com (Director) AND Heidi Douglasville@eAGENTweb.com (Coordinator)

- CE Roster that **you create** (by combining the REGISTRATION Report with the MEETING/ATTENDEE Report)
- Copy of Chat – for cross check of attendees
- Poll Report – as CE Course Evaluation

Below is where & how to access all 4 of these reports. I also have a method of combining the REGISTRATION Report with the MEETING / ATTENDEE Report but you may do this anyway you prefer!

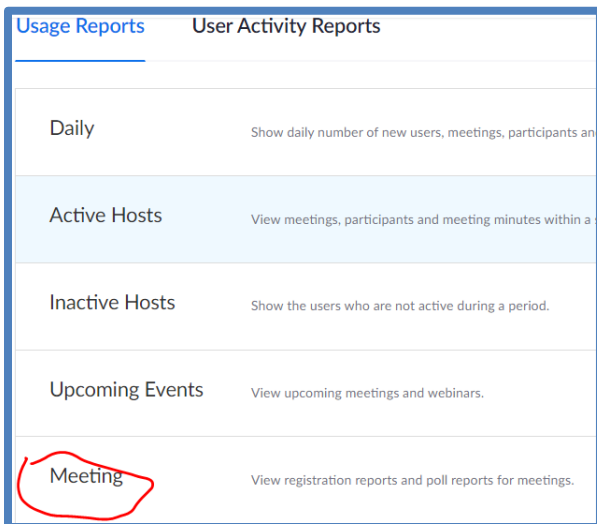
- The REGISTRATION Report includes name, email, phone & License Number – BUT not all registered agents actually attend
- The MEETING / ATTENDEE Report includes name, email, time in & time out – But NO License Number. ALSO some attendees join via their cell phone so we only get their phone number & you have to cross-reference with registration &/or chat

To Create the CE Roster

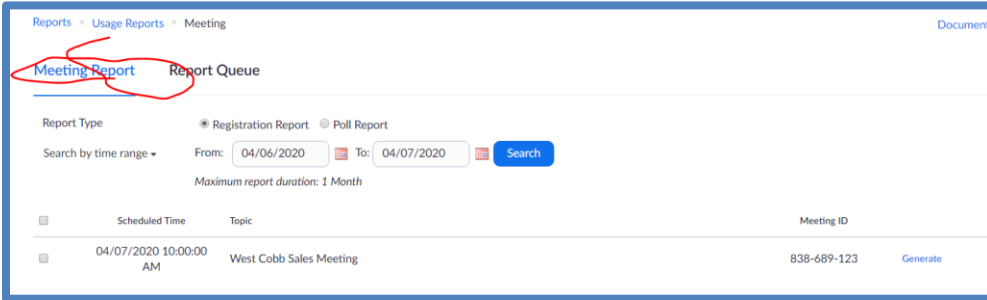
- Start with Registration Report
- then cross reference with Meeting / Attendee Report & Chat Log

To Generate Registration Report (you may generate PRIOR to class too to email anything or see who has registered)

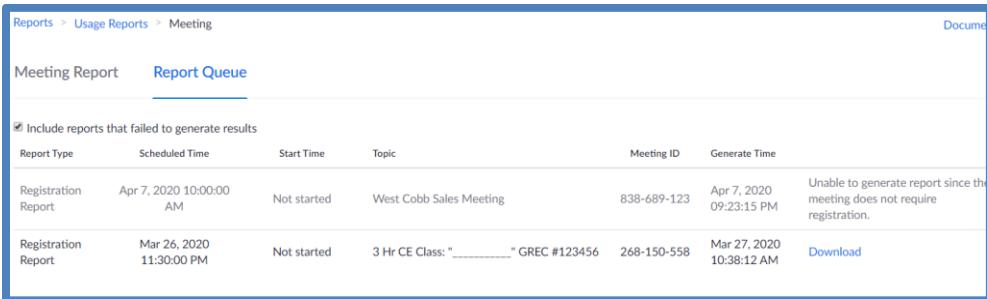
- THIS report includes agent name, email & License Number
- Go to Your Account
- Go to “Account Management”
- Click “Reports”
- Select “Meeting”



Select "Meeting Report" then "Generate"



Select "All Registrants" then "Continue" Then Meeting & Download



You'll get report of registered people: MUST REQUIRE Registration to get this report

	A	B	C	D	E	F	G	H
1	First Name	Last Name	Email	Registration	Approval Status	last_name	Phone	State License Num
2	Elizabeth	Canary	canary1875@hotmail.com	#####	approved	Canary	6.79E+09	313059
3	Esther	Chong	estherteam@kw.com	#####	approved	Chong	4.04E+09	168966
4	Haroldeen	Swearingen	hjswearingen@aol.com	#####	approved	Swearingen	6.79E+09	253920
5	Ololade	Majolagbe	Major_invest@hotmail.com	#####	approved	Majolagbe	6.78E+09	311620
6	Tresa	Allen	twarealtor@gmail.com	#####	approved	Allen	7.71E+09	326205
7	Nadine	Brutus	OnlyAgent4U@gmail.com	#####	approved	Brutus	9.19E+09	373950
8	Gloria	Saucier	gloria@saucierhome.net	#####	approved	Saucier	7.71E+09	322057
9	Christine	Jefferson	uprofitrealty@gmail.com	#####	approved	Jefferson	770-595-0	168726
10	Ming	Richardson	ming@maxonepartners.com	#####	approved	Richardson	770-616-4	296738
11	Cynthia	Hodges-Atkins	Cynthia.Atkins@metrobrokers.c	#####	approved	Hodges-Atkins	678-230-0	284538
12	Cheryl	Delain	Cadelain@gmail.com	#####	approved	Delain	7.71E+09	175002
13	Darlene	Pinkston	Darlene.pinkston@exprealty.co	#####	approved	Pinkston	4.04E+09	298063
14	Haiqun	Wang	whaiqun@yahoo.com	#####	approved	Wang	6.78E+09	244077
15	Namsook	Shin	mailtonicole@gmail.com	#####	approved	Shin	6.79E+09	295037
16	V Renee	Craig	ReneeCraigRealty@aol.com	#####	approved	Craig		233300
17	Timika	Calhoun	timikarcalhoun@gmail.com	#####	approved	Calhoun	2.06E+09	332637
18	Ayah	Yassine	Ayaheyassine@gmail.com	#####	approved	Yassine		383691
19	Sharon	Carter	cartersharon45@yahoo.com	#####	approved	Carter	7.71E+09	S161819
20	Freedom	McCormick	Freedomlbridges76@gmail.com	#####	approved	McCormick	7.06E+09	297800
21	joseph	stanley	tybee_time@hotmail.com	#####	approved	stanley	912 433 2:	318117

You may delete the columns "Registration" & "Approval" All you need is:

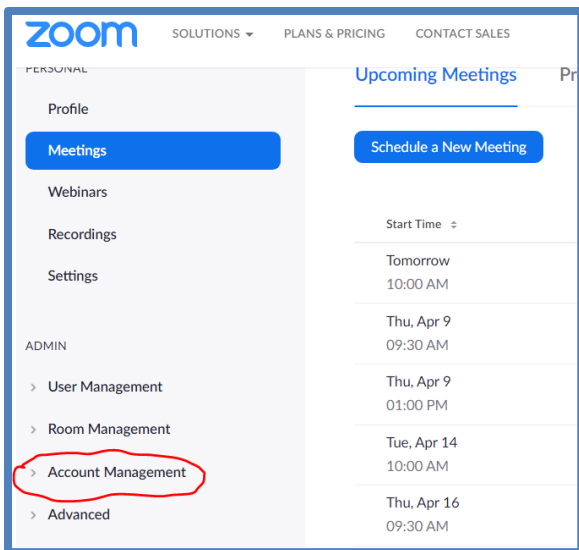
- Names
- Email
- Phone
- RE License Number – because you added that as a new question (see earlier notes)



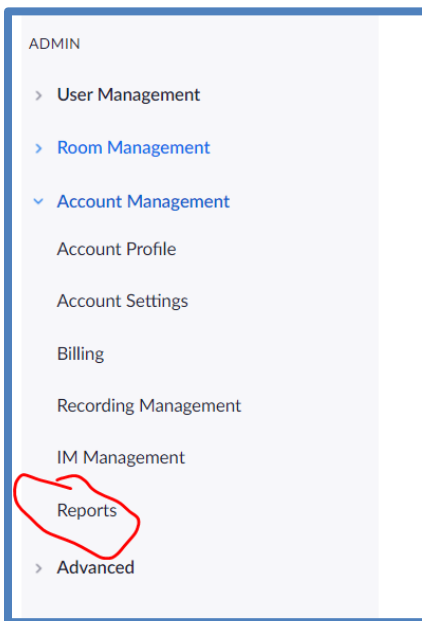
Georgia Real Estate Academy * GREC School #6915
 5041 Dallas Hwy. * Bldg. #700 * Powder Springs, GA 30127
 Dana Sparks * Director * 678-580-6880 * Dana@MaximumOneRealty.com
 Heidi Kelly * Coordinator * 470-592-0113 * Douglasville@eAGENTweb.com

Generating Meeting / Attendee Reports

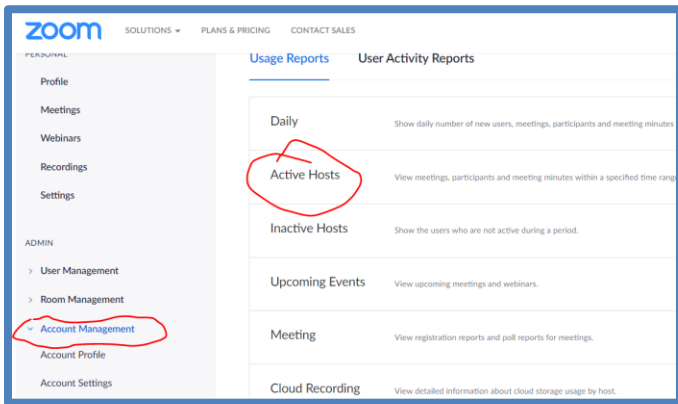
From main screen in your Zoom Account click on “Account Management:”



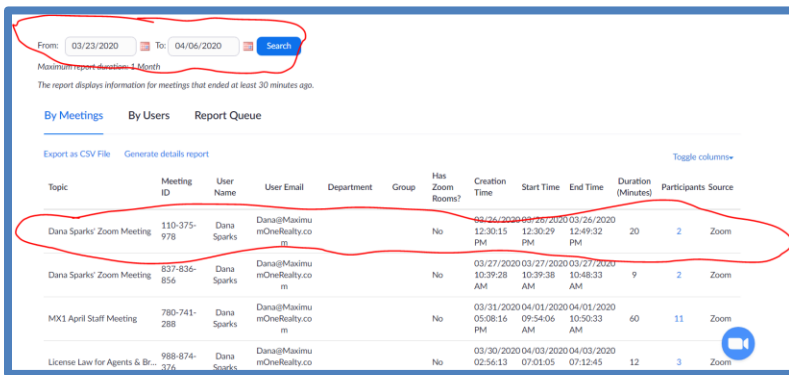
Then Reports:



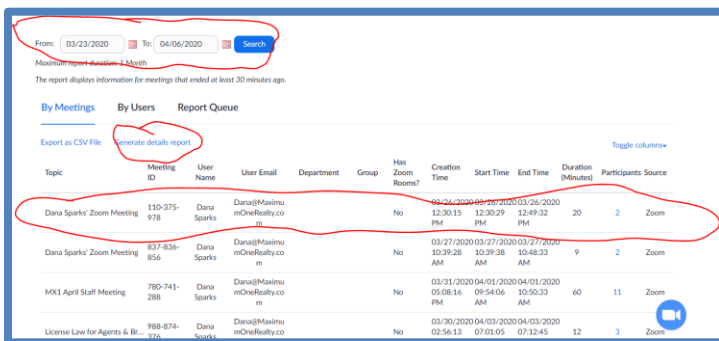
Then Usage Reports then "Active Hosts"



Select Date Range & you'll see the meetings & the other info



Then click "Generate Details Report"

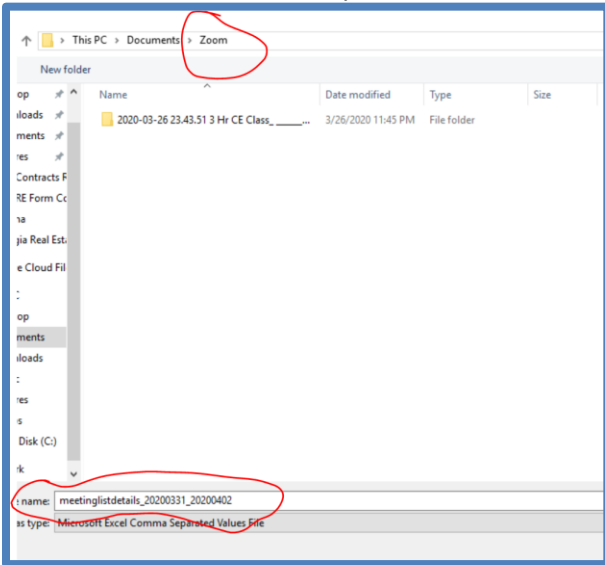


And it Downloads:

It will show “processing” & then when complete: “download”

Report Type	Start Time	End Time	Generate Time	
Meeting List with Details	03/23/2020 04:00:00 AM	04/07/2020 03:59:59 AM	04/06/2020 04:51:40 PM	Processing...
Meeting List with Details	03/31/2020 04:00:00 AM	04/02/2020 03:59:59 AM	04/01/2020 04:49:56 PM	Download

Tell it where to download & you could re-name. I created a “Zoom” Folder in My Documents:



You Get Pertinent Info for students who actually ATTENDED:

Meeting Name, Attendee Name & Email (this may be because I required registration – not sure yet) – join time, leave time, “attentiveness percent”

1	Topic	Meeting ID	User Name	User Email	Departme	Gro	Has	Creation Time	Start Time	End Time	Duration (I	Parti	Name (Original Name)	User Email	Join Time	Leave Time	Duration (I	Attentiveness Score
2	MX1 April Staff Meeting	780-741-28	Dana Sparl	Dana@MaximumOneRealt	No			3/31/2020 17:08	4/1/2020 9:54	4/1/2020 10:50	60	11	Pauldng_2	Compliance@eagentweb.com	4/1/2020 9:54	4/1/2020 9:55	2	100.00%
3	MX1 April Staff Meeting	780-741-28	Dana Sparl	Dana@MaximumOneRealt	No			3/31/2020 17:08	4/1/2020 9:54	4/1/2020 10:50	60	11	Kim Murray	mrgacompliance@eagentweb.com	4/1/2020 9:54	4/1/2020 10:50	56	100.00%
4	MX1 April Staff Meeting	780-741-28	Dana Sparl	Dana@MaximumOneRealt	No			3/31/2020 17:08	4/1/2020 9:54	4/1/2020 10:50	60	11	Pauldng_2	Compliance@eagentweb.com	4/1/2020 9:55	4/1/2020 9:57	3	100.00%
5	MX1 April Staff Meeting	780-741-28	Dana Sparl	Dana@MaximumOneRealt	No			3/31/2020 17:08	4/1/2020 9:54	4/1/2020 10:50	60	11	Pauldng_2	Compliance@eagentweb.com	4/1/2020 9:57	4/1/2020 10:02	6	100.00%
6	MX1 April Staff Meeting	780-741-28	Dana Sparl	Dana@MaximumOneRealt	No			3/31/2020 17:08	4/1/2020 9:54	4/1/2020 10:50	60	11	Dana Sparks (Host)	Dana@MaximumOneRealty.com	4/1/2020 9:57	4/1/2020 10:50	53	100.00%
7	MX1 April Staff Meeting	780-741-28	Dana Sparl	Dana@MaximumOneRealt	No			3/31/2020 17:08	4/1/2020 9:54	4/1/2020 10:50	60	11	Michelle Butz	westcobb@eagentweb.com	4/1/2020 9:58	4/1/2020 10:50	52	100.00%
8	MX1 April Staff Meeting	780-741-28	Dana Sparl	Dana@MaximumOneRealt	No			3/31/2020 17:08	4/1/2020 9:54	4/1/2020 10:50	60	11	Vivian Green	ASC@eAGENTweb.com	4/1/2020 10:01	4/1/2020 10:50	49	100.00%
9	MX1 April Staff Meeting	780-741-28	Dana Sparl	Dana@MaximumOneRealt	No			3/31/2020 17:08	4/1/2020 9:54	4/1/2020 10:50	60	11	Heidi Helm	powersferry@eagentweb.com	4/1/2020 10:02	4/1/2020 10:50	48	100.00%
10	MX1 April Staff Meeting	780-741-28	Dana Sparl	Dana@MaximumOneRealt	No			3/31/2020 17:08	4/1/2020 9:54	4/1/2020 10:50	60	11	Pauldng_2	Compliance@eagentweb.com	4/1/2020 10:03	4/1/2020 10:06	3	100.00%
11	MX1 April Staff Meeting	780-741-28	Dana Sparl	Dana@MaximumOneRealt	No			3/31/2020 17:08	4/1/2020 9:54	4/1/2020 10:50	60	11	Pauldng_2	Compliance@eagentweb.com	4/1/2020 10:06	4/1/2020 10:51	45	100.00%
12	MX1 April Staff Meeting	780-741-28	Dana Sparl	Dana@MaximumOneRealt	No			3/31/2020 17:08	4/1/2020 9:54	4/1/2020 10:50	60	11	Heidi Kelly	heidatmaximumone@gmail.com	4/1/2020 10:19	4/1/2020 10:50	32	100.00%

From THIS, you may delete unnecessary columns. You only NEED:

- Name
- Email
- Join Time
- Leave Time
- Duration



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- Attentiveness Score (may or may not be included – it has changed)

NOTE: Some students joined via their Cell phone so you'll only see a phone number & not a name or email address. This is why you need to cross-reference ATTENDEE report with the more thorough info you got from Registration Report & then CROSS-REFERENCE if necessary with Chat Report

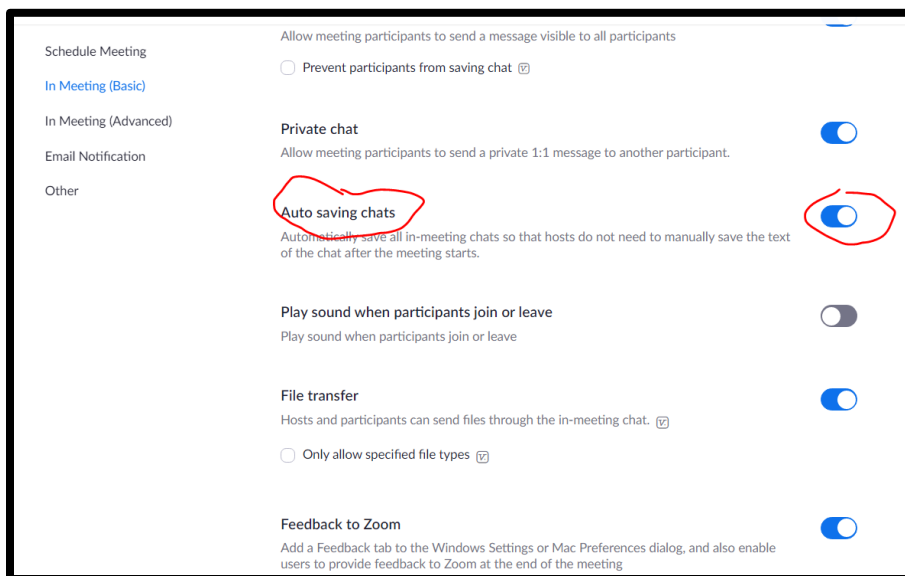
To Create the CE Roster to turn in to us for Recording of CE Credit

- We need a list of the actual ATTENDEES with their name, email, phone & RE License Number
- You may combine this info in any way
- You may need to consult the "Chat" to fill in missing information (i.e. email or license number)
- Thanks to Excel Spreadsheet Guru Ming Richardson & Co-Guru Heidi Kelly, we have a way to COMBINE these 2 excel spreadsheets into ONE that contains all the info we need!
- This procedure is documented in the accompanying Video: **Instructor Guide for Virtual CE Classes taught through the Georgia Real Estate Academy:** <https://youtu.be/wgPL4Oire0w> (YouTube Channel – "Real Estate Made Crystal Clear" – Playlist: "MX1 Operations")
- We also need supporting "Chat" & "Poll" report for Eval

The Chat Report

Setting Up Your Account to Save an In-Meeting Chat Automatically

In your Zoom Account, click Settings
Then "In-Meeting Basic" click "Save Chat"



Accessing the Saved Chat Report

After the Meeting is over, your computer will automatically create a folder in “My Documents” called “Zoom” & then create a file with the name of the “Meeting” that you created:



Inside this Folder, it will place the auto-saved Chat in a “WordPad” file:

Name	Date modified	Type
meeting_saved_chat	4/20/2020 9:42 PM	Text Document

This is what you see when you open this (it is a LOT of info!)

```
File Edit Format View Help
09:06:00 From Wanda Gilchrist : Wanda Gilchrist #271858
09:06:31 From Tammy Cantrell : someone needs to turn their mic off ....news playing
09:06:41 From Julia Richardson : Dana do you need our license number
09:07:20 From Tammy Cantrell : Thank you
09:07:31 From Gwendolyn Warhola : Gwen Warhola #273032
09:08:53 From Kevin Lee : Yes
09:08:55 From Gwendolyn Warhola : yes
09:09:45 From Julia Richardson : Julia Richardson #360177
09:09:51 From Dana Sparks : Good Morning, Everyone!!
09:10:47 From Sandra Latimer : Sandra Latimer 177510
09:11:18 From Kevin Lee : Kevin Lee #279860
09:11:24 From Derly Alvarez : Good morning
09:11:34 From Paul Higgins : Paul Higgins 271767
09:11:43 From STANLEY DUNSON to Dana Sparks(Privately) : How do you sign in?
09:11:44 From Tammy Cantrell : Tammy Cantrell, Associate BrokerLicense#GA242444 & TN337829Phone: 423-521-22
09:11:53 From Derly Alvarez : Derly Alvarez #388600
09:11:57 From Roslyn Dickens-Engel : Roslyn Dickens-Engel #348886
09:11:59 From KENNETH SCHRADER : KENNETH SCHRADER 330376
09:12:06 From STANLEY DUNSON to Dana Sparks(Privately) : Stanley Dunson
09:12:27 From michael Schutte : Michael Schutte
09:12:30 From Dana Sparks : Everyone please type in the Chat
09:12:32 From Paul Higgins : Paul Higgins
09:12:32 From Tammy Cantrell : Tammy Cantrell, Associate BrokerLicense#GA242444 & TN337829Phone: 423-521-22
09:12:32 From Roslyn Dickens-Engel : Roslyn Dickens-Engel
09:12:36 From Trish Kellogg to Dana Sparks(Privately) : Patricia Kellogg, tkellogg12@gmail.com, 247791
09:12:46 From Derly Alvarez : Derly Alvarez
09:12:46 From Andy Davies : ANDY DAVIES
09:12:50 From Dana Sparks : Name Email Real Estate License Number
09:12:51 From Tammy Cantrell : Tammy Cantrell, Associate BrokerLicense#GA242444 & TN337829Phone: 423-521-22
09:12:52 From Robert Culver : ROBERT CULVER - GEORGIA #260922
09:12:54 From Laura Cohen-Gilarski : Laura Cohen-Gilarski laurabethcohen@gmail.com #247015
09:12:56 From STANLEY DUNSON to Dana Sparks(Privately) : Stanley Dunson stanleydunson@gmail.com GA-159512
09:12:56 From Roslyn Dickens-Engel : Roslyn Dickens-EngelRoslynEngel@kw.co,
09:12:57 From Paul Higgins : Paul Higgins #271767 higginsgrouprealty@gmail.com
09:13:02 From Alexander Gokhman : Alexander Gokhman / gokhman@gmail.com / Lic # 295976
```

You may search through this to find a phone number, license number, name etc. by going to the “Edit” tab & then “Find”. I believe there is a way to copy this into an Excel Spreadsheet to for easier searching but I’m not the Excel Guru!



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The Poll = Course Evaluations

How to Take the Poll

How to TAKE Poll During Class

- After the Break, once you have started the class again, move mouse to bottom & click on “Poll” to launch it
- Only the Instructor can see the results as they are coming in
- Leave it up for a while – especially depending on how many are in the class
 - About 20+ minutes – some are paying attention to class
 - Also, you will see a rolling count of the number of people completing the poll questions
- When you are done, click “SAVE Poll”
- **DON'T Re-LAUNCH or you will LOSE all the previous results!!!**
- You will have an option of sharing or not, probably not share

How to Print the Poll

- Go to “Account Management”
- “Reports”
- “Meetings”
- Select the date range & then the meeting
- Select “Poll Report”
- Then “Generate”

The screenshot shows a web interface for generating reports. At the top, there are navigation links: 'Reports > Usage Reports > Meeting'. Below this, there are two tabs: 'Meeting Report' and 'Report Queue'. Under 'Meeting Report', there are two radio buttons for 'Report Type': 'Registration Report' and 'Poll Report'. The 'Poll Report' option is selected and circled in red. Below the radio buttons, there is a search section with 'Search by time range' dropdown, 'From: 04/09/2020' and 'To: 04/09/2020' date pickers, and a 'Search' button. Below the search section, there is a table with columns: 'Scheduled Time', 'Start Time', 'Topic', 'Meeting ID', and 'Attendees'. There are two rows of data. The first row is for a meeting on 04/09/2020 at 01:00:00 PM, titled 'Woodstock Sales Meeting', with Meeting ID 167-045-306 and 35 attendees. The second row is for a meeting on 04/09/2020 at 09:30:00 AM, titled '2020 Contracts Review: GAR vs. RE Forms - GREC #7...', with Meeting ID 640-444-129 and 467 attendees. A 'Generate' button is located to the right of each row, and the one for the second row is circled in red.

Scheduled Time	Start Time	Topic	Meeting ID	Attendees	Generate
04/09/2020 01:00:00 PM	04/09/2020 12:52:35 PM	Woodstock Sales Meeting	167-045-306	35	Generate
04/09/2020 09:30:00 AM	04/09/2020 07:25:07 AM	2020 Contracts Review: GAR vs. RE Forms - GREC #7...	640-444-129	467	Generate

-
-
-
-
-
-
-

- Then “Download”

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	Download
Poll Report	Apr 9, 2020 09:30:00 AM	Apr 9, 2020 07:25:07 AM	2020 Contracts Review: GAR vs. RE Forms - ...	640-444-129	Apr 14, 2020 10:52:22 PM	Download
Registration Report	Apr 16, 2020 09:30:00 AM	Not started	License Law for Agents & Brokers - GREC C...	988-874-376	Apr 14, 2020 09:23:46 PM	Download
Registration Report	Apr 9, 2020 09:30:00 AM	Not started	2020 Contracts Review: GAR vs. RE Forms - ...	640-444-129	Apr 10, 2020 12:03:48 PM	Download

- When you download it, it will prompt you to save it.
- Then when it opens, you’ll want to label the columns to make more sense
- Here is how it looks when you download

#	User Nam	User Emal	Submitted Date/Time													
1	Patricia W	sabaproduct	#####	The	Agree	The	Agree	The topic	Agree	The	Strongly A	I would	Agree			
2	Patricia Sc	yourturnk	#####	The	Agree	The	Agree	The topic	Agree	The	Agree	I would	Agree			
3	GEORGE Y	georgeayc	#####	The	Strongly A	The	Strongly A	The topic	Strongly A	The	Strongly A	I would	Strongly Agree			
4	Vivian Lyle	vivian.lyle	#####	The	Agree	The	Agree	The topic	Agree	The	Strongly A	I would	Strongly Agree			
5	Nina Jacks	NinaVital	#####	The	Strongly A	The	Strongly A	The topic	Strongly A	The	Strongly A	I would	Strongly Agree			

- Here is where I added Rows & Labeled the Columns

	User Name	User Email	Submitted Date/T	Question #1	Question #2	Question #3	Question #4	Question #5
4	Patricia Warren	sabaproduct	4/9/2020 12:34	The Instructor made the subject	Agree	The handouts	Agree	The topic is
5	Patricia Scott	yourturnk	4/9/2020 12:32	The Instructor made the subject	Agree	The handouts	Agree	The topic is
7	GEORGE Young	georgeayc	4/9/2020 12:32	The Instructor made the subject	Strongly Agr	The handouts	Strongly A	The topic is
3	Vivian Lyles	vivian.lyle	4/9/2020 12:40	The Instructor made the subject	Agree	The handouts	Agree	The topic is
3	Nina Jackson	NinaVital	4/9/2020 12:39	The Instructor made the subject	Strongly Agr	The handouts	Strongly A	The topic is

Then Save it as an “Excel Workbook” with a name specific to the course.
I’m sure there is a way to make this into a Graph

How to Generate Roster to Turn in for CE Credit for Students

Video of Zoom Meeting with Ming Richardson (MX1 Partners) & Heidi Kelly (GA Real Estate Academy Coordinator) (thank you Ming & Heidi) walking us through how to create this CE Roster to turn in:

This is a bit of an involved process! We'll try to figure out how to streamline it. We may switch to the "Webinar" portion of Zoom Pro vs. the "Meeting" portion of Zoom Pro for easier reporting!!!!

You will basically reconcile 3 reports & combine into ONE report:

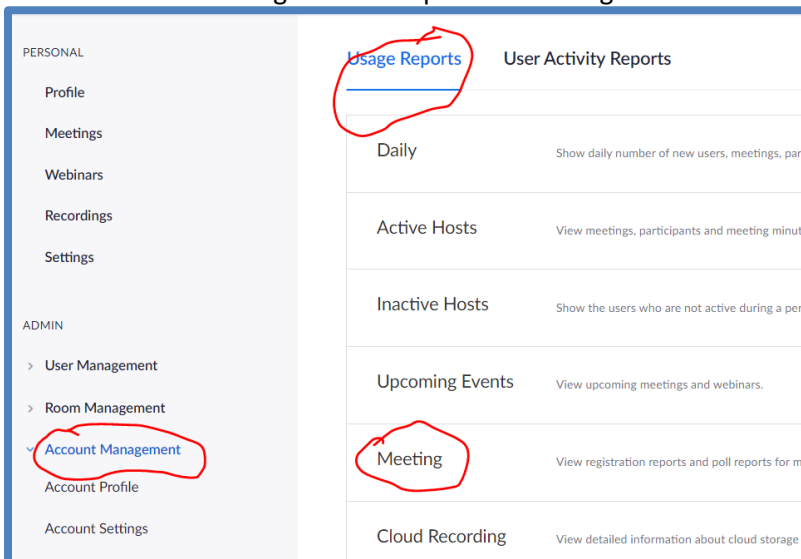
- Registration Report
- Meeting Report
- Chat Report

#1 - Start with the BASE report of the Registration Report

- This shows you who registered
- Not all of these people may have attended
- This has RE License Numbers on it (IF you added that question – see instructions above)

Generate the Registration Report

- Account Management – Reports – Meetings



- Registration Report – select Date – Generate Report

Reports > Usage Reports > Meeting

Meeting Report Report Queue

Report Type Registration Report Poll Report

Search by time range From: 04/09/2020 To: 04/09/2020 Search

Maximum report duration: 1 Month

Scheduled Time	Topic	Meeting ID	
04/09/2020 01:00:00 PM	Woodstock Sales Meeting	167-045-306	Generate
04/09/2020 09:30:00 AM	2020 Contracts Review: GAR vs. RE Forms - GREC #71682	640-444-129	Generate

- ALL Registrants – Continue

Registration Type

Choose from the following registrant types to continue

All Registrants

Approved Registrants

Denied Registrants

Continue Cancel

Then Download the Registration report:

Reports > Usage Reports > Meeting

Meeting Report Report Queue

Include reports that failed to generate results

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Registration Report	Apr 9, 2020 09:30:00 AM	Not started	2020 Contracts Review: GAR vs. RE Forms - ...	640-444-129	Apr 14, 2020 11:43:27 PM	Download

Name it & this is what the RAW Registration Report Looks Like:

	A	B	C	D	E	F	G	H	I	J
1	First Name	Last Name	Email	Registratic	Approval	last_name	Phone	Real Estate	License	Number
2	Haroldeen	Sw	hjswearin	#####	approved	Sw	678-640-3	253920		
3	Tresa	Allen	twarealto	#####	approved	Allen	7.71E+09	326205		
4	Cheryl	Delain	Cadelain@	#####	approved	Delain	7.71E+09	175002		
5	Darlene	Pinkston	Darlene.p	#####	approved	Pinkston	4.04E+09	298063		
6	Blair	Anderson	blairander	#####	approved	Anderson	6.78E+09	175427		
7	Namsook	Shin	mailtonic	#####	approved	Shin	6.79E+09	295037		
8	Renee	Craig	ReneeCrai	#####	approved	Craig		233300		
9	Arnise	Owens	arnise.ow	#####	approved	Owens		354398		
10	Ayah	Yassine	Ayaheyas	#####	approved	Yassine		383691		
11	Sharon	Carter	cartershar	#####	approved	Carter		\$161819		
12	Freedom	McCormic	Freedoml	#####	approved	McCormic	7.06E+09	297800		
13	joseph	stanley	tybee_tim	#####	approved	stanley	912 433 2	318117		
14	Ulfat	Siddiqui	homesbyr	#####	approved	Siddiqui		370366		
15	KAMARAH	ANGUS	KAMARAH	#####	approved	ANGUS	6.79E+09	298577		
16	Dianne M.	Brown	diannema	#####	approved	Brown	7.7E+09	104371		
17	Elena	Timokhin	elenatim@	#####	approved	Timokhin	7.7E+09	Georgia		
18	Shih-Yuan	Kao	shihyuank	#####	approved	Kao	6.79E+09	354922		
19	DORIS	JONES	DORIS.JON	#####	approved	JONES		305414		
20	Robert	Culver	culverre@	#####	approved	Culver	678-522-5	260922		
21	Mi Sook	Song	winwinmg	#####	cancelled	Song	6.79E+09	GA		
22	jimmy	warren	carrllton	#####	approved	warren	7.7E+09	GA 268725		

- Eliminate the Columns You DON'T Need: D through F
- We ONLY Need 1st & last name, Email, Phone & License Number
- Then spread out the columns, Make the top Row with labels Bold & Right-Justify the phone number & License Numbers
- Now it looks like this:

	A	B	C	D	E
1	First Name	Last Name	Email	Phone	Estate License Number
2	Haroldeen	Sw	hjswearingen@aol.com	678-640-3898	253920
3	Tresa	Allen	twarealto@gmail.com	7705499428	326205
4	Cheryl	Delain	Cadelain@gmail.com	7709579323	175002
5	Darlene	Pinkston	Darlene.pinkston@exprealty.com	4043727223	298063
6	Blair	Anderson	blairanderson@kw.com	6784277225	175427
7	Namsook	Shin	mailtonicole@gmail.com	6785211771	295037
8	Renee	Craig	ReneeCraigRealty@aol.com		233300
9	Arnise	Owens	arnise.owens@metrobrokers.com		354398
10	Ayah	Yassine	Ayaheyassine@gmail.com		383691
11	Sharon	Carter	carterssharon45@yahoo.com		\$161819
12	Freedom	McCormick	Freedomlbridges76@gmail.com	7063500939	297800
13	joseph	stanley	tybee_time@hotmail.com	912 433 2165	318117
14	Ulfat	Siddiqui	homesbyrani@gmail.com		370366
15	KAMARAH S.	ANGUS	KAMARAH@GMAIL.COM	6786561504	298577
16	Dianne M.	Brown	diannemariebrown@gmail.com	7703312508	104371
17	Elena	Timokhin	elenatim@yahoo.com	7703104226	Georgia
18	Shih-Yuan	Kao	shihyuank@yahoo.com	6789255349	354922
19	DORIS	JONES	DORIS.JONES@LIVE.COM		305414
20	Robert	Culver	culverre@aol.com	678-522-5019	260922
21	Mi Sook	Song	winwinmgt@gmail.com	6785492292	GA
22	jimmy	warren	carrlltonhomes@gmail.com	7703286675	GA 268725

- You may want to go through & “clean up” the columns – i.e. in License Number, many people put in the STATE

Depending on what you named it when you saved it, you will want to RENAME this tab: REGISTERED & class date / name & then SAVE as “Excel Workbook” vs. “Unicode Text”

22	jimmy	warren	carrlltonhomes@gr
23	Patricia	Sanchez-Reyes	patricia.sanchezreye
24	Glenda	Reynolds	greynolds@assist2se
25	Carletha	Frazier Singleton	Carletha@CarlethaFi

SAMPLE RAW - 640-444-129_Regist

Re-Named:

5	Carletha	Frazier Singleton	Carletha@Car
5	Carol Kyungeui	Sung	Carol4989rea
7	Jennifer	Douglass	davenjend@g
3	michael	Schutte	mike.schutte@

REGISTERED 4-9-20 - Contracts R

#2 - Generate the Meeting Report to ADD to the Registration Report

- THIS is report of Actual Attendees
- Go to Account Management – then Reports – then “Active Host” – then date range
- Click “Generate Details Report”
-

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

User Management

Room Management

Account Management

Account Profile

Account Settings

Reports Usage Reports Active Hosts

From: 04/09/2020 To: 04/09/2020 Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 30 minutes ago.

By Meetings By Users Report Queue

Export as CSV File Generate details report

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
★ 2020 Contracts Review: GAR...	640-444-129	Dana Sparks	Dana@MaximumOneRealty.com			No	03/30/2020 02:36:09 PM	04/09/2020 07:25:07 AM	04/09/2020 12:42:03 PM	322	467	Zoom
Woodstock Sales Meeting	167-045-306	Dana Sparks	Dana@MaximumOneRealty.com			No	04/03/2020 05:11:59 PM	04/09/2020 12:52:35 PM	04/09/2020 02:16:17 PM	84	35	Zoom

- Then you'll get the screen with all the "Meeting List with Details" reports – download the last one you just generated

By Meetings By Users Report Queue

Report Type	Start Time	End Time	Generate Time	
Meeting List with Details	04/09/2020 04:00:00 AM	04/10/2020 03:59:59 AM	04/15/2020 03:15:07 AM	Download
Meeting List with Details	04/09/2020 04:00:00 AM	04/10/2020 03:59:59 AM	04/14/2020 02:15:49 AM	Download
Meeting List with Details	04/09/2020 04:00:00 AM	04/11/2020 03:59:59 AM	04/10/2020 04:07:24 PM	Download
Meeting List with Details	04/08/2020 04:00:00 AM	04/10/2020 03:59:59 AM	04/09/2020 07:15:04 PM	Download
Meeting List with Details	04/08/2020 04:00:00 AM	04/10/2020 03:59:59 AM	04/09/2020 06:57:16 PM	Download
Meeting List with Details	04/08/2020 04:00:00 AM	04/10/2020 03:59:59 AM	04/09/2020 06:56:51 PM	Download
Meeting List with Details	03/23/2020 04:00:00 AM	04/07/2020 03:59:59 AM	04/06/2020 04:51:40 PM	Download
Meeting List with Details	03/31/2020 04:00:00 AM	04/02/2020 03:59:59 AM	04/01/2020 04:49:56 PM	Download

This is what the RAW ATTENDEE report looks like:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom	Creation T	Start Time	End Time	Duration (Participant Name (Or	User Email	Join Time	Leave Time	Duration (Minut	
2	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 V Renee C	ReneeCrai	#####	#####	#####	#####	#####	4	
3	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Renee Cra	ReneeCrai	#####	#####	#####	#####	#####	4	
4	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Lena Austi	helena.au	#####	#####	#####	#####	#####	2	
5	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Wanda Gil	aladystou	#####	#####	#####	#####	#####	35	
6	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Linda Gray	lgray0309	#####	#####	#####	#####	#####	60	
7	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Tammy Cat	ammysell	#####	#####	#####	#####	#####	306	
8	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Ann Rhein	ann@ann	#####	#####	#####	#####	#####	305	
9	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Julia Rich	ajandjrrich	#####	#####	#####	#####	#####	44	
0	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Teresa Lyr	L2H1010@	#####	#####	#####	#####	#####	1	
1	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Mark Calh	markcalhc	#####	#####	#####	#####	#####	1	
2	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Trish Kello	tkellogg12	#####	#####	#####	#####	#####	264	
3	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Landis Ste	landisstep	#####	#####	#####	#####	#####	3	
4	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Tammie C	ttcalhoun	#####	#####	#####	#####	#####	1	
5	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 craig malc	craigmalc	#####	#####	#####	#####	#####	1	
6	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Patricia W	sabaprodi	#####	#####	#####	#####	#####	252	
7	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 jimmy waic	carrollton	#####	#####	#####	#####	#####	239	
8	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Arnise Ow	arnise.ow	#####	#####	#####	#####	#####	1	
9	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Jim Brann	jim.brann	#####	#####	#####	#####	#####	244	
0	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Kevin Lee	kevinlee1	#####	#####	#####	#####	#####	22	
1	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Ellena Bar	PRIORITYE	#####	#####	#####	#####	#####	234	
2	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467 Pardeep C	Pardeepc	#####	#####	#####	#####	#####	4	

DELETE the unnecessary Columns

- Eliminate Columns A thru L

A	B	C	D	E	F	G	H	I	J	K	L
1											
2											
3											
4	Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom	Creation T	Start Time	End Time	Duration (Participant
5	2020 Cont 640-444-1	Dana Spar	Dana@MaximumOneRealty.co	No	#####	#####	#####	322	467		

NOTE: If you had MORE than one Meeting that day, Attendees for ALL Meetings will download into one report: I had a CE class & then a Sales Meeting – very different times – plus I knew I had 2 Zoom meetings



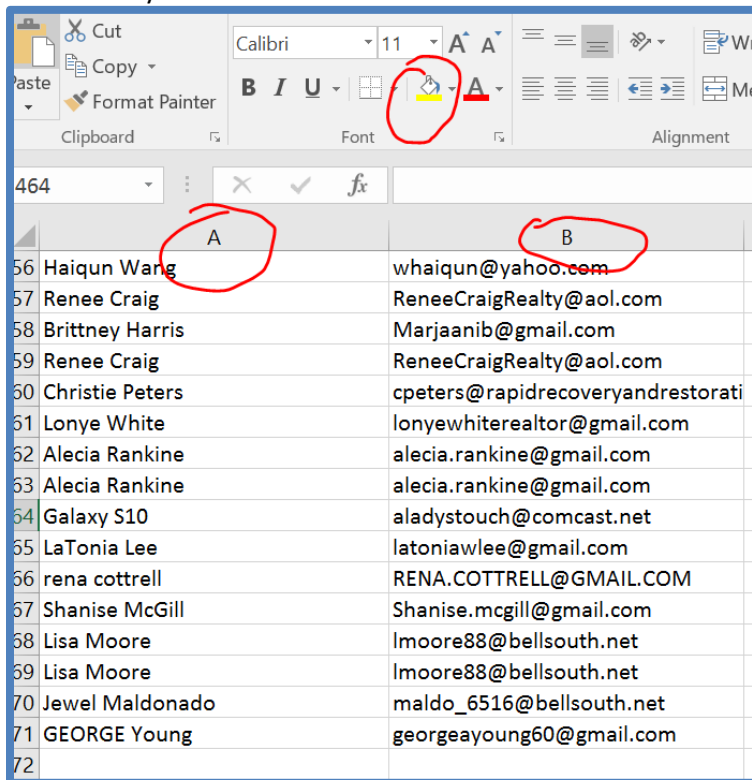
Georgia Real Estate Academy * GREC School #6915
 5041 Dallas Hwy. * Bldg. #700 * Powder Springs, GA 30127
 Dana Sparks * Director * 678-580-6880 * Dana@MaximumOneRealty.com
 Heidi Kelly * Coordinator * 470-592-0113 * Douglasville@eAGENTweb.com

	A	B	C	D	E
66	rena cottrell	RENA.COTTRELL@GMAIL.COM	4/9/2020 12:20	4/9/2020 12:30	10
67	Shanise McGill	Shanise.mcgill@gmail.com	4/9/2020 12:20	4/9/2020 12:41	22
68	Lisa Moore	lmoore88@bellsouth.net	4/9/2020 12:21	4/9/2020 12:25	5
69	Lisa Moore	lmoore88@bellsouth.net	4/9/2020 12:22	4/9/2020 12:41	19
70	Jewel Maldonado	maldo_6516@bellsouth.net	4/9/2020 12:29	4/9/2020 12:41	13
71	GEORGE Young	georgeayoung60@gmail.com	4/9/2020 12:32	4/9/2020 12:41	10
72					
73	Andrew Reibly		4/9/2020 12:52	4/9/2020 14:16	84
74	Karie Smith	karie@echelonrealestateservices.co	4/9/2020 12:53	4/9/2020 14:16	83
75	Marty Devine		4/9/2020 12:54	4/9/2020 14:16	82
76	Stefania Wade		4/9/2020 12:55	4/9/2020 14:16	81
77	Cindy Corona	ycorona.com	4/9/2020 12:57	4/9/2020 13:01	5
78	John R Bohannon		4/9/2020 12:58	4/9/2020 14:16	78
79	Cindy's Iphone		4/9/2020 12:58	4/9/2020 12:59	1
80	Reade		4/9/2020 12:59	4/9/2020 14:16	78
81	Dana Sparks (Host)	numOneRealty.com	4/9/2020 12:59	4/9/2020 14:16	78
82	Renee Cagle		4/9/2020 13:00	4/9/2020 14:06	67
83	Kris G		4/9/2020 13:00	4/9/2020 14:14	75
84	Katherine Mojica		4/9/2020 13:00	4/9/2020 14:16	76
85	Angela Pattillo		4/9/2020 13:01	4/9/2020 14:16	76

These (#73 – 85) were attendees for a Sales Meeting the same day. So I eliminated them.

Go ahead & eliminate the attendees for anything other than the CE class

Highlight the names & email addresses in YELLOW – when we combine, it's easier to distinguish who just REGISTERED vs. who actually ATTENDED.



You will also see students who joined by PHONE vs. Computer: We have to cross reference these with registration report & / or Saved Chat Report

55	Andy Davies	auzamere@gmail.com	4/9/2020 9:10	4/9/2020 12:33	204
56	John (Jack) Rodgers	Jbramr@comcast.net	4/9/2020 9:10	4/9/2020 12:32	203
57	KENNETH SCHRADER	REALTORKENNY@GMAIL.COM	4/9/2020 9:10	4/9/2020 12:35	206
58	Alexander Gokhman	gokhman@gmail.com	4/9/2020 9:11	4/9/2020 12:31	201
59	Trenese Long	treneselong@gmail.com	4/9/2020 9:11	4/9/2020 12:38	207
60	Wanda Gilchrist	aladystouch@comcast.net	4/9/2020 9:23	4/9/2020 9:25	2
61		17705277883	4/9/2020 9:26	4/9/2020 12:33	188
62		16784273281	4/9/2020 9:28	4/9/2020 12:41	194
63		16786405027	4/9/2020 9:29	4/9/2020 12:30	182
64		17703218221	4/9/2020 9:29	4/9/2020 10:31	62
65		19194237594	4/9/2020 9:30	4/9/2020 12:41	192
66		14044039962	4/9/2020 9:31	4/9/2020 12:31	180
67		16784273281	4/9/2020 9:31	4/9/2020 12:41	191
68		17706247753	4/9/2020 9:31	4/9/2020 12:30	180
69		17708855997	4/9/2020 9:31	4/9/2020 12:30	179
70	anita knight	anita.knight4@gmail.com	4/9/2020 9:32	4/9/2020 11:16	105

Joined
by Phone

You will ALSO see where people had connection problems & are showing in this report more than once:

65	V Renee Craig	ReneeCraigRealty@aol.com	4/9/2020 9:34	4/9/2020 9:37	3
66	Cathy A Meder	cmeder4500@gmail.com	4/9/2020 10:42	4/9/2020 10:45	3
67	Cathy A Meder	cmeder4500@gmail.com	4/9/2020 10:45	4/9/2020 12:31	107
68	Taiwo Ogunyemi	Taiwo2@outlook.com	4/9/2020 11:48	4/9/2020 12:30	43

Then color code this report YELLOW – for attendees

	A	B
456	Haiqun Wang	whaiqun@yahoo.com
457	Renee Craig	ReneeCraigRealty@aol.com
458	Brittney Harris	Marjaanib@gmail.com
459	Renee Craig	ReneeCraigRealty@aol.com
460	Christie Peters	cpeters@rapidrecoveryandrestorati
461	Lonye White	lonyewhiterealtor@gmail.com
462	Alecia Rankine	alecia.rankine@gmail.com
463	Alecia Rankine	alecia.rankine@gmail.com
464	Galaxy S10	aladystouch@comcast.net
465	LaTonia Lee	latoniawlee@gmail.com
466	rena cottrell	RENA.COTTRELL@GMAIL.COM
467	Shanise McGill	Shanise.mcgill@gmail.com
468	Lisa Moore	lmoore88@bellsouth.net
469	Lisa Moore	lmoore88@bellsouth.net
470	Jewel Maldonado	maldo_6516@bellsouth.net
471	GEORGE Young	georgeayoung60@gmail.com

- Remember to Save throughout the process & Name it something like ATTENDEES



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Now, We have to get the information in the columns to match so we can COMBINE these 2 reports. (Registration Report has License Number but Attendee report has attendees!)

In the ATTENDEE Report, Column A has BOTH first & last name but in Registration Report, each name has its own column. We now need to make these match.

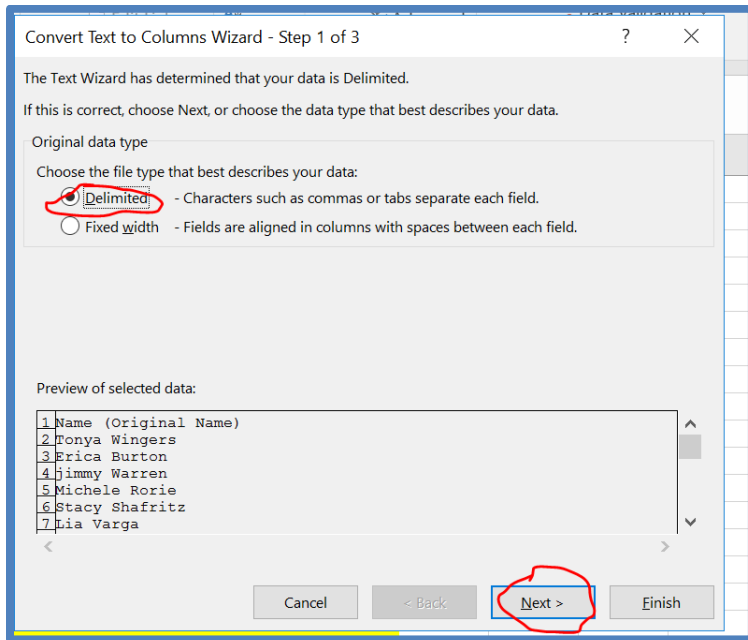
To Make Attendee Report match columns of Registration Report

To the RIGHT of Column A, add 6 BLANK Columns – so you'll have "A" then 6 blank then email, etc

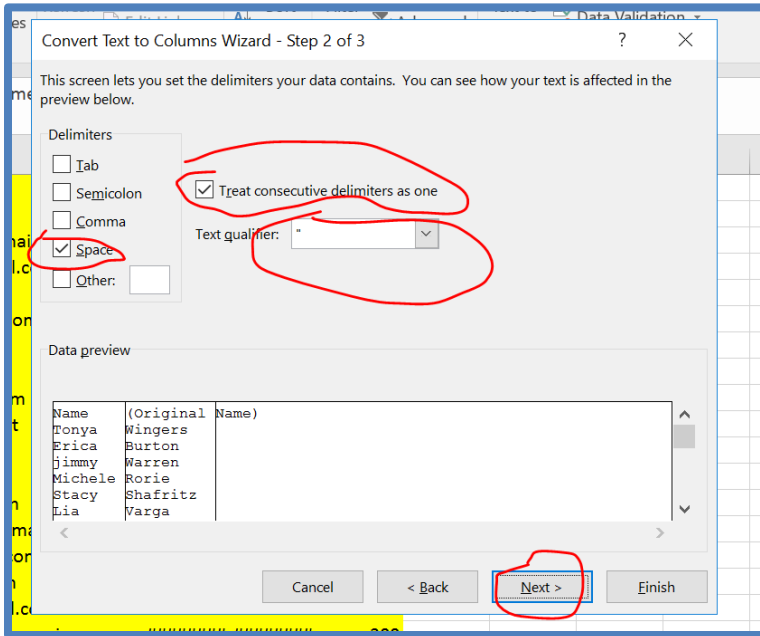
A	B	C	D	E	F	G	H	I	J
Name (Original Name)							User Email	Join Time	Leave Time
1 Renee Craig							ReneeCraigRealty@aol.com	4/9/2020 9:38	4/9/2020
2 Renee Craig							ReneeCraigRealty@aol.com	4/9/2020 10:01	4/9/2020
4 Lena Austin							helen.austin@compass.com	4/9/2020 10:31	4/9/2020
5 Wanda Gilchrist							aladystouch@comcast.net	4/9/2020 11:34	4/9/2020
6 Linda Gray							lgray0309@gmail.com	4/9/2020 11:36	4/9/2020
7 Tammy Cantrell							tammysells homes2@gmail.com	4/9/2020 7:25	4/9/2020
8 Ann Rheinhold							ann@annrheinhold.com	4/9/2020 7:31	4/9/2020
9 Julia Richardson							jjandjrichardson@yahoo.com	4/9/2020 8:08	4/9/2020
10 Teresa Lynnette Sholar Horner							L2H1010@gmail.com	4/9/2020 8:10	4/9/2020
11 Mark Calhoun							markcalhoun0336@gmail.com	4/9/2020 8:11	4/9/2020
12 Trish Kellogg							tkellogg12@gmail.com	4/9/2020 8:18	4/9/2020
13 Landis Stephens							landisstephens.SDG@gmail.com	4/9/2020 8:20	4/9/2020
14 Tammie Calhoun							tcalhoun1001@yahoo.com	4/9/2020 8:20	4/9/2020
15 craig malone							craigmalone1975@att.net	4/9/2020 8:27	4/9/2020
16 Patricia Warren							sabaproducts@gmail.com	4/9/2020 8:30	4/9/2020

Highlight Column A (1st & last name in one column)
At tippy top click tab that says "Data" then "Text to Column"

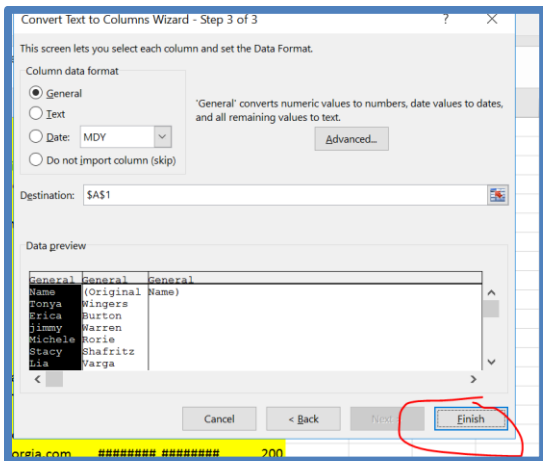
Dot in "Delimited" then "Next"



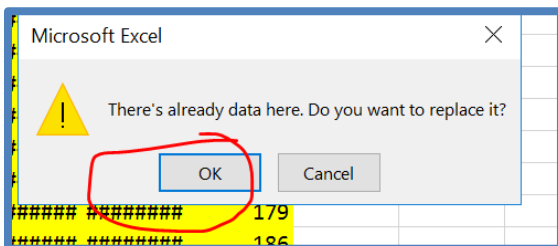
Then "Space" "treat as one" "" then next



Then Finish



Then "Replace Data?" – "OK"



Then you Get:

	A	B	C	D	E	F	G	H	I
1	Name	(Original	Name)					User Email	Join Time
2	V	Renee	Craig					ReneeCraigRealty@aol.com	4/9/2020 9
3	Renee	Craig						ReneeCraigRealty@aol.com	4/9/2020 10
4	Lena	Austin						helena.austin@compass.com	4/9/2020 10
5	Wanda	Gilchrist						aladystouch@comcast.net	4/9/2020 11
6	Linda	Gray						lgray0309@gmail.com	4/9/2020 11
7	Tammy	Cantrell						tammysellshomes2@gmail.com	4/9/2020 7
8	Ann	Rheinhold						ann@annrheinhold.com	4/9/2020 7
9	Julia	Richardson						jjandjrrichardson@yahoo.com	4/9/2020 8
10	Teresa	Lynnette	Sholar	Horner				L2H1010@gmail.com	4/9/2020 8
11	Mark	Calhoun						markcalhoun0336@gmail.com	4/9/2020 8
12	Trish	Kellogg						tkellogg12@gmail.com	4/9/2020 8
13	Landis	Stephens						landisstephens.SDG@gmail.com	4/9/2020 8
14	Tammie	Calhoun						ttcalhoun1001@yahoo.com	4/9/2020 8

It has separated BOTH first & last name from column A to data in separate columns

Now clean up columns C & D (i.e. Craig will either be 1st or last name so move that to that column) so you may eliminate columns C through G

	A	B	C	D
1	Name	(Original	Name)	
2	V Craig	Renee		
3	Renee	Craig		
4	Lena	Austin		

Then:

	A	B	C	D	E	F	G
	Name	(Original	User Email	Join Time	Leave Time	Duration (Minute	
	V Craig	Renee	ReneeCraigRealty@aol.com	4/9/2020 9:38	4/9/2020 9:41	4	
	Renee	Craig	ReneeCraigRealty@aol.com	4/9/2020 10:01	4/9/2020 10:05	4	
	Lena	Austin	helena.austin@compass.com	4/9/2020 10:31	4/9/2020 10:32	2	
	Wanda	Gilchrist	aladystouch@comcast.net	4/9/2020 11:34	4/9/2020 12:09	35	
	Linda	Gray	lgray0309@gmail.com	4/9/2020 11:36	4/9/2020 12:35	60	
	Tammy	Cantrell	tammysellshomes2@gmail.com	4/9/2020 7:25	4/9/2020 12:30	306	
	Ann	Rheinhold	ann@annrheinhold.com	4/9/2020 7:31	4/9/2020 12:36	305	
	Julia	Richardson	jjandjrrichardson@yahoo.com	4/9/2020 8:08	4/9/2020 8:52	44	

Now add a Blank column to the left of Column "A"

	A	B	C	D	E	F	G
1		Name	(Original	User Email	Join Time	Leave Time	Duration (M
2		V Craig	Renee	ReneeCraigRealty@aol.com	4/9/2020 9:38	4/9/2020 9:41	4
3		Renee	Craig	ReneeCraigRealty@aol.com	4/9/2020 10:01	4/9/2020 10:05	4
4		Lena	Austin	helena.austin@compass.com	4/9/2020 10:31	4/9/2020 10:32	2
5		Wanda	Gilchrist	aladystouch@comcast.net	4/9/2020 11:34	4/9/2020 12:09	35
6		Linda	Gray	lgray0309@gmail.com	4/9/2020 11:36	4/9/2020 12:35	60
7		Tammy	Cantrell	tammysellshomes2@gmail.com	4/9/2020 7:25	4/9/2020 12:30	306
8		Ann	Rheinhold	ann@annrheinhold.com	4/9/2020 7:31	4/9/2020 12:36	305

Now copy Email Addresses from Column D into A (We want the first Column to be email addresses)

	A	B	C	D	E	F
1	User Email	Name	(Original	Join Time	Leave Time	Duration (Min
2	ReneeCraigRealty@aol.com	V Craig	Renee	4/9/2020 9:38	4/9/2020 9:41	4
3	ReneeCraigRealty@aol.com	Renee	Craig	4/9/2020 10:01	4/9/2020 10:05	4
4	helena.austin@compass.com	Lena	Austin	4/9/2020 10:31	4/9/2020 10:32	2
5	aladystouch@comcast.net	Wanda	Gilchrist	4/9/2020 11:34	4/9/2020 12:09	35
6	lgray0309@gmail.com	Linda	Gray	4/9/2020 11:36	4/9/2020 12:35	60
7	tammysellshomes2@gmail.com	Tammy	Cantrell	4/9/2020 7:25	4/9/2020 12:30	306
8	ann@annrheinhold.com	Ann	Rheinhold	4/9/2020 7:31	4/9/2020 12:36	305
9	ijandirrichardson@vahoo.com	Julia	Richardson	4/9/2020 8:08	4/9/2020 8:52	44

NOW Add 3 Blank Columns between Name & Join Time

	A	B	C	D	E	F	G	H	I
1	User Email	Name	(Original				Join Time	Leave Time	Duration
2	ReneeCraigRealty@aol.com	V Craig	Renee				4/9/2020 9:38	4/9/2020 9:41	
3	ReneeCraigRealty@aol.com	Renee	Craig				4/9/2020 10:01	4/9/2020 10:05	
4	helena.austin@compass.com	Lena	Austin				4/9/2020 10:31	4/9/2020 10:32	
5	aladystouch@comcast.net	Wanda	Gilchrist				4/9/2020 11:34	4/9/2020 12:09	3

Highlight All Data, Fill Yellow, then "Sort" A – Z

	A	B	C	D	E	F	G	H	I	J	K
1	4davidmeadows@gmail.com	David	Meadows				4/9/2020 8:51	4/9/2020 12:32	221		
2	4davidmeadows@gmail.com	David	Meadows				4/9/2020 11:52	4/9/2020 12:32	40		
3	adrian@levelfirm.com	Adrian	Provost				4/9/2020 9:28	4/9/2020 9:49	21		
4	adrian@levelfirm.com	Adrian	Provost				4/9/2020 9:49	4/9/2020 12:41	173		
5	adrienne@lewisrealtypros.com	Adrienne	Lewis				4/9/2020 9:20	4/9/2020 12:30	191		
6	ahancock23@yahoo.com	Amy	Pittman				4/9/2020 9:16	4/9/2020 12:41	206		
7	Ahuetz16@gmail.com	Anne	Huetz				4/9/2020 9:21	4/9/2020 12:30	190		
8	Akeciacunningham@gmail.com	Akecia	Owens-Cunningham				4/9/2020 9:36	4/9/2020 11:40	125		
9	Akeciacunningham@gmail.com	Akecia	Owens-Cunningham				4/9/2020 11:43	4/9/2020 12:44	61		
10	akmc72@gmail.com	Amy	MacNeill				4/9/2020 9:27	4/9/2020 12:30	184		
11	aladystouch@comcast.net	Wanda	Gilchrist				4/9/2020 11:34	4/9/2020 12:09	35		
12	aladystouch@comcast.net	Wanda	Gilchrist				4/9/2020 8:53	4/9/2020 9:23	30		
13	aladystouch@comcast.net	Wanda	Gilchrist				4/9/2020 9:23	4/9/2020 9:25	2		
14	aladystouch@comcast.net	Wanda	Gilchrist				4/9/2020 9:25	4/9/2020 10:13	48		
15	aladystouch@comcast.net	Wanda	Gilchrist				4/9/2020 10:13	4/9/2020 11:34	82		

Now go to REGISTRATION REPORT
Sort Emails A-Z
Create column to LEFT of A



Georgia Real Estate Academy * GREC School #6915
5041 Dallas Hwy. * Bldg. #700 * Powder Springs, GA 30127
Dana Sparks * Director * 678-580-6880 * Dana@MaximumOneRealty.com
Heidi Kelly * Coordinator * 470-592-0113 * Douglasville@eAGENTweb.com

Move Emails to this NEW Column A

	A	B	C	D	E	F
1	Email	First Name	Last Name	Phone	Real Estate License Number	
2	4davidmeadows	David	Meadows	4043430510	360825	
3	adrian@levelfirm	Adrian	Provost	6789577653	341770	
4	adrienne@lewisr	Adrienne	Lewis	770.490.0904	342491	
5	affolderkd@gma	Kevin	affolder	6789785360	293295	
6	ahancock23@yal	Amy	Pittman	4048619595	370883	
7	Ahuetz16@gmail	Anne	Huetz	404-889-1289	366310	
8	Akeciacunningha	Akecia	Owens-Cunningham		371794	
9	akmc72@gmail.c	Amy	MacNeill	6786621275	348970	
10	aladystouch@coi	Galaxy S10		6784782862	Georgia	
11	alan@maxopena	Alan	Richardson	7706165062	GA327307	

NOW, you are ready to COMBINE these 2 Reports into 1!!!

Go to ATTENDEE Report & Highlight all the Data (Columns A – I) & “Copy”

Then go BACK to REGISTRATION report, scroll to bottom of report at end of all Data:

	A	B	C	D	E	F	G	H	I
418	xchao@yahoo.cc	Chao	Xu	7703357397	GA				
419	yolandadbyrd@g	Yolanda	Byrd	404-787-9935	151928				
420	Youngchoikingst	Young	Choi	6786824090	358803				
421	yourturnkeyagen	Patricia	Scott	7706051956	283251				
422	yvettepmp@gma	Yvette	Allen		312436				
423	YvonneYoungRei	Lashanda	Young	6786085575	244361				
424	zarinaali7861@g	Zarina	Ali	404-993-7878	240510				
425									
426									
427									
428									
429									
430									

Put cursor in the first blank space in Column A (in this example 425 A & then “Paste” & you’ll get:

	A	B	C	D	E	F	G	H	I	J	K	L	M
18	xchao@yahoo.cc	Chao	Xu	7703357397	GA								
19	yolandadbyrd@g	Yolanda	Byrd	404-787-9935	151928								
20	Youngchoikingst	Young	Choi	6786824090	358803								
21	yourturnkeyagen	Patricia	Scott	7706051956	283251								
22	yvettepmp@gma	Yvette	Allen		312436								
23	YvonneYoungRei	Lashanda	Young	6786085575	244361								
24	zarinaali7861@g	Zarina	Ali	404-993-7878	240510								
25	4davidmeadows	David	Meadows				#####	#####				221	
26	4davidmeadows	David	Meadows				#####	#####				40	
27	adrian@levelfirm	Adrian	Provost				#####	#####				21	
28	adrian@levelfirm	Adrian	Provost				#####	#####				173	
29	adrienne@lewisr	Adrienne	Lewis				#####	#####				191	
30	ahancock23@yal	Amy	Pittman				#####	#####				206	
31	Ahuetz16@gmail	Anne	Huetz				#####	#####				190	
32	Akeciacunningha	Akecia	Owens-Cunningham				#####	#####				125	
33	Akeciacunningha	Akecia	Owens-Cunningham				#####	#####				61	
34	akmc72@gmail.c	Amy	MacNeill				#####	#####				184	
35	aladystouch@coi	Wanda	Gilchrist				#####	#####				35	

Georgia Real Estate Academy * GREC School #6915

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Now you may expand columns G&H to see what they are:

	A	B	C	D	E	F	G	H	I
18	xchao@yahoo.cc	Chao	Xu	7703357397	GA				
19	yolandadbyrd@g	Yolanda	Byrd	404-787-9935		151928			
20	Youngchoikingste	Young	Choi	6786824090		358803			
21	yourturnkeyagen	Patricia	Scott	7706051956		283251			
22	yvettepmp@gma	Yvette	Allen			312436			
23	YvonneYoungRea	Lashanda	Young	6786085575		244361			
24	zarinaali7861@g	Zarina	Ali	404-993-7878		240510			
25	4davidmeadows	David	Meadows				4/9/2020 8:51	4/9/2020 12:32	221
26	4davidmeadows	David	Meadows				4/9/2020 11:52	4/9/2020 12:32	40
27	adrian@levelfirm	Adrian	Provost				4/9/2020 9:28	4/9/2020 9:49	21
28	adrian@levelfirm	Adrian	Provost				4/9/2020 9:49	4/9/2020 12:41	173
29	adrienne@lewisr	Adrienne	Lewis				4/9/2020 9:20	4/9/2020 12:30	191

NOW the Magic Happens!!!

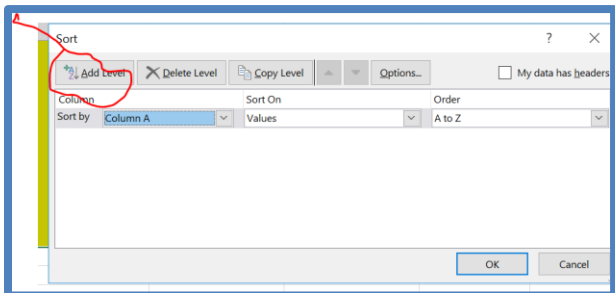
Highlight ALL the Data

Go to "Sort & Filter"

Custom Sort

Column A – A to Z

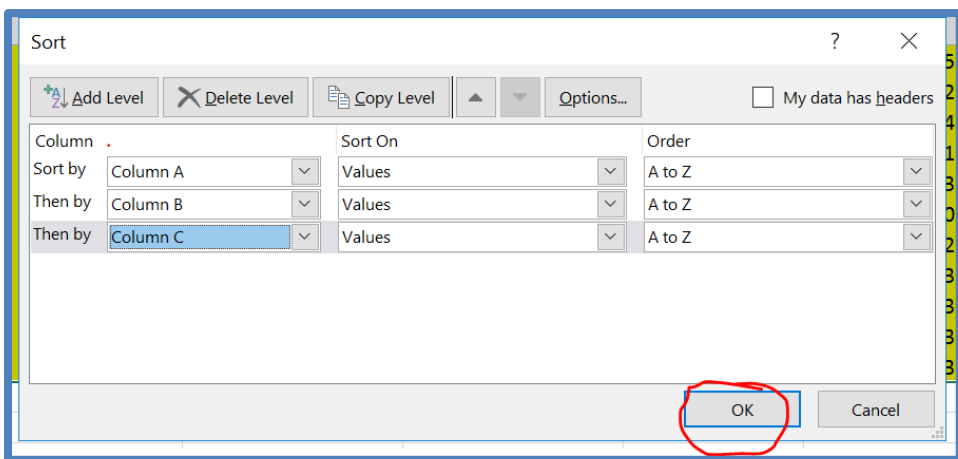
Then "Add Level"



Column B – A – Z

Column C – A – Z

Then "Okay"



THEN you will have report IN ORDER of Registration Info PLUS Attendee Info:

	A	B	C	D	E	F	G	H	I
1	4davidmeadows	David	Meadows	4043430510	360825				
2	4davidmeadows	David	Meadows				4/9/2020 8:51	4/9/2020 12:32	221
3	4davidmeadows	David	Meadows				4/9/2020 11:52	4/9/2020 12:32	40
4	adrian@levelfirr	Adrian	Provost	6789577653	341770				
5	adrian@levelfirr	Adrian	Provost				4/9/2020 9:28	4/9/2020 9:49	21
6	adrian@levelfirr	Adrian	Provost				4/9/2020 9:49	4/9/2020 12:41	173
7	adrienne@lewisr	Adrienne	Lewis	770.490.0904	342491				
8	adrienne@lewisr	Adrienne	Lewis				4/9/2020 9:20	4/9/2020 12:30	191
9	affolderkd@gma	Kevin	affolder	6789785360	293295				
10	ahancock23@ya	Amy	Pittman	4048619595	370883				
11	ahancock23@ya	Amy	Pittman				4/9/2020 9:16	4/9/2020 12:41	206
12	Ahuetz16@gmail	Anne	Huetz	404-889-1289	366310				
13	Ahuetz16@gmail	Anne	Huetz				4/9/2020 9:21	4/9/2020 12:30	190
14	Akeciacunningha	Akecia	Owens-Cunningham		371794				
15	Akeciacunningha	Akecia	Owens-Cunningham				4/9/2020 9:36	4/9/2020 11:40	125
16	Akeciacunningha	Akecia	Owens-Cunningham				4/9/2020 11:43	4/9/2020 12:44	61
17	akmc72@gmail.c	Amy	MacNeill	6786621275	348970				
18	akmc72@gmail.c	Amy	MacNeill				4/9/2020 9:27	4/9/2020 12:30	184
19	aladystouch@coi	Galaxy	S10				4/9/2020 12:20	4/9/2020 12:30	11
20	aladystouch@coi	Galaxy	S10	6784782862	Georgia				
21	aladystouch@coi	Wanda	Gilchrist				4/9/2020 11:34	4/9/2020 12:09	35

Be sure to SAVE This report & name it ROSTER or something like that!

You have their Registration info (name, email, phone & RE License Number AND attendance info

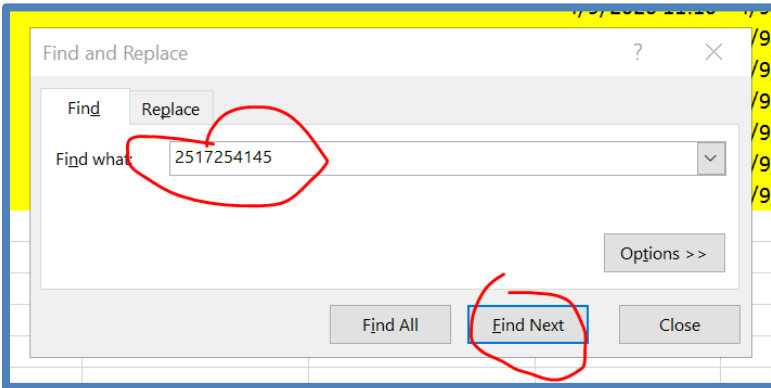
- For example see David Meadows registered & he was on & off class twice (computer problems? Who knows!)
- Scroll to bottom & you'll note students who attended via phone – their PHONE number is in place of name BUT it's in Yellow so they ATTENDED

356	yourturnkeyagen	Patricia	Scott	7706051956	283251				
357	yourturnkeyagen	Patricia	Scott				4/9/2020 9:17	4/9/2020 12:32	195
358	yourturnkeyagen	Patricia	Scott				4/9/2020 12:32	4/9/2020 12:33	1
359	yvettepmp@gma	Yvette	Allen		312436				
360	yvettepmp@gma	Yvette	Allen				4/9/2020 9:26	4/9/2020 12:37	191
361	YvonneYoungRe	Lashanda	Young	6786085575	244361				
362	zarinaali7861@g	Zarina	Ali	404-993-7878	240510				
363	zarinaali7861@g	Zarina	Ali				4/9/2020 9:25	4/9/2020 12:32	188
364		12517254145					4/9/2020 9:34	4/9/2020 12:41	188
365		14044039962					4/9/2020 9:31	4/9/2020 12:31	180
366		14045421142					4/9/2020 9:50	4/9/2020 10:28	38
367		14046439211					4/9/2020 9:34	4/9/2020 9:36	3
368		14789577653					4/9/2020 9:52	4/9/2020 12:41	170
369		16782347712					4/9/2020 9:43	4/9/2020 9:49	6
370		16784273281					4/9/2020 9:28	4/9/2020 12:41	194
371		16784273281					4/9/2020 9:31	4/9/2020 12:41	191

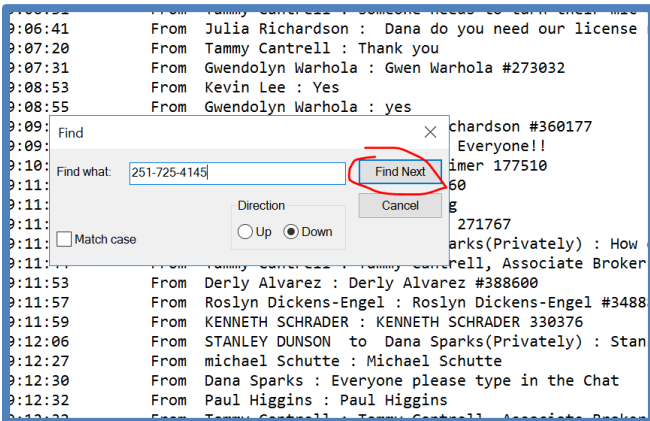
NOW, you have to cross reference those phone numbers with the "Registration" & perhaps the Chat

For example: Let's see if we can find who attended via phone 251-725-4145

- Go to Find or hit Ctrl + F & type in number (no "1") but you'll have to experiment with dashes or no dashes

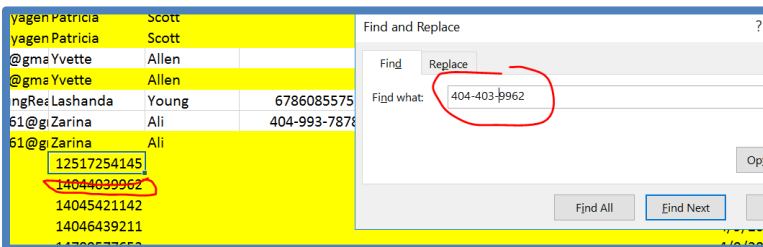


- Only found the number from Attendee
- Now let's try with dashes (& it can't find it)
- Now we must open "CHAT" report & search there



- Can't Find it
- Soooooo... need to call this person & find out name & license number
- Some people who join by phone don't ever figure out where the chat button is BUT this person attended for 188 minutes so we need to find out who they are!

Let's try next phone number



YIPPEEE!! We found it without the dashes in the registration info... it's Ronnie Tibbitts

lanhomes@gm	Rita	Hanson	7702410981	152953
ondahaynesbiz	Rhonda	Haynes	4044142428	
onitrealty@gm	Rhonda	Turner		
hardsonrealtyi	sabrina	Richardson	4047047538	
hardsonrealtyi	sabrina	Richardson		
rsandi@aol.co	Sandra	Latimer	7706550482	
rsandi@aol.co	Sandra	Latimer		
nadams78@gm	RoShaun	Adams	704-885-4490	
dicatdinu@gm	Rodica	Dinu	6789080494	Georgia292
nnieTibbitts@	Ronnie	Tibbitts	4044039962	Georgia
nnieTibbitts@	Ronnie	Tibbitts		
sariobuery@gm	Rosario	Buery		355498
sariobuery@gm	Rosario	Buery		4/9/2020 9:27 4/9/20
sllynEngel@kw	Roslyn	Dickens-Engel	4043544484	348886

Soooo, since we have all his info in another part of the sheet, we may delete that row where it's just the phone number because we found him & he was on for the full class!

THIS IS the sheet that creates the ROSTER that you turn into Dana & Heidi, we may record the CE credits!

Notes on Creating the Roster

- This is a LOT of work!
- You may help while setting up the "Meeting/Class"
 - Make phone number "REQUIRED"
 - ADD Extra Question about "Real Estate License Number"
- You may help while teaching the class!
 - Ask agents to type in chat Name, email & license number
 - Instruct agents attending via cell where to find & access & use the Chat
 - On the bottom they will see 3 little dots (...)
 - When they click on that they get more options including "Chat"
 - OR have anyone who cannot find chat state in audio their name & email & license number & have your helper type it in the chat so we'll have that saved

More Notes on Roster:

- We are exploring the "Webinar" option vs. "Meeting" option because this may combine the info we need into ONE report
- We may LIMIT the number of Attendees because this is a LOT of data to manage (476 currently registered for a CE class)
- We may require students to attend via computer or tablet & not cell phone
- Please stay tuned on steps we will take to make this easier on YOU & US!!

A few notes in General:

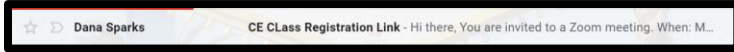
- You definitely need someone else with you while you teach to “facilitate” & help with the questions/comments in the chat!
- You Need to require registrations – to get the info we need in their spreadsheets AND to get their email addresses in advance to send them anything
- You Need to ask them their name, email & License Number in the chat at the beginning, after break – to engage student throughout class & verify we have the info needed for CE recording & if some are on with their Cell, we don’t have the info we need
- You definitely need to answer the phone at the beginning of the class – many will call because they need the link to join the class again – need to have a staff member facilitate that while instructor is teaching / intro comments
- You need to put together a list/spreadsheet of attendees name, emails & license number (from the reports) prior to sending to Heidi for CE credit recording (Send to Douglasville@eAGENTweb.com & Dana@MaximumOneRealty.com)
- You need to present &/or send them the “Notice to Students” SPECIFIC to these virtual classes
- You need to set up your meetings to INCLUDE Document sending so that you may share documents (i.e. pdf of Notice to Students & Handout) in the Chat while you are teaching
- **THANK YOU FOR PARTICIPATING & SUPPORTING THE GEORGIA REAL ESTATE ACADEMY!!!!**

Please do a TEST RUN prior to using for a CE class!!!

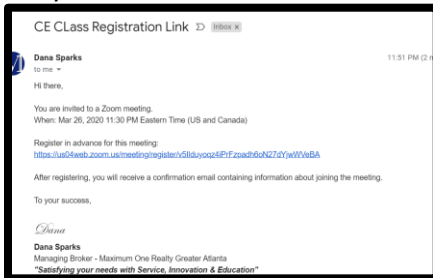
FYI: Registration Info From Student Perspective

What Attendee Sees:

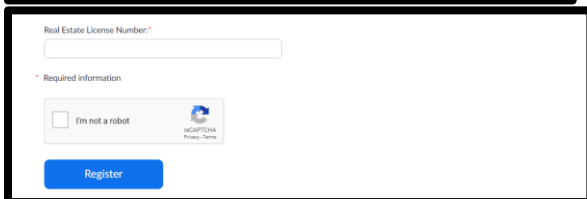
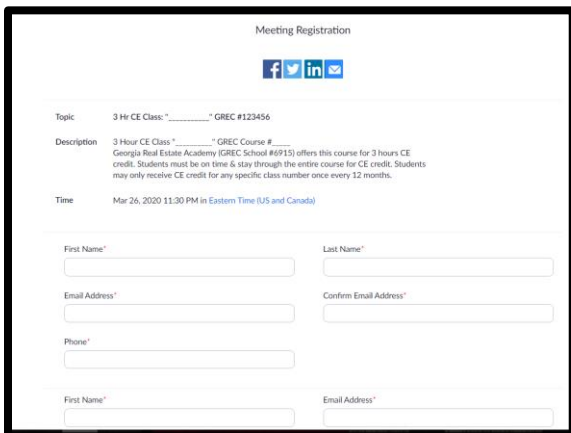
If you send by email, here is what they see:



Body of Email includes Link:



When they click on the link, they must register & we'll get their name, email & RE License Number:



When the Student completes a Registration, **the Student then gets a confirmation now & by email** – NOTE they may cancel themselves.




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Dana Sparks * Director * 678-580-6880 * Dana@MaximumOneRealty.com
Heidi Kelly * Coordinator * 470-592-0113 * Douglasville@eAGENTweb.com

- **NOTE:** Keep a copy of the Registration Link readily available in case you get calls / emails requesting it again the day of class

Meeting Registration Approved

Topic 3 Hr CE Class: " _____ " GREC #123456

Description 3 Hour CE Class " _____ " GREC Course # _____
 Georgia Real Estate Academy (GREC School #6915) offers this course for 3 hours CE credit. Students must be on time & stay through the entire course for CE credit. Students may only receive CE credit for any specific class number once every 12 months.

Time Mar 26, 2020 11:30 PM in Eastern Time (US and Canada)
 [Add to calendar](#)

Meeting ID: 268-150-558

To Join the Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://us04web.zoom.us/j/268150558?tk=hcN4Y1Rg-Pp6RBOVoKLaVI14NCwv6t7DOQFZ_ZxWxtQDQEAAAAAD_unHhZybmUxNGISMFRFbXl3UEthZ0YyWnlRAA&pwd=KzFrCfHGuzZGQjdhem44dGs1bDVIQT09

To Cancel This Registration

You can [cancel](#) your registration at any time.

This is email they receive:

3 Hr CE Class: " _____ " GREC #123456 Confirmation

To: you [Details](#) ▾

Hi Test Student,

Thank you for registering for "3 Hr CE Class: " _____ " GREC #123456".

Please submit any questions to: Dana@MaximumOneRealty.com

Date Time: Mar 26, 2020 11:30 PM Eastern Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)
 Password: 015307
 Note: This link should not be shared with others; it is unique to you.
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap
 US: +17207072699,,268150558# or +13462487799,,268150558#

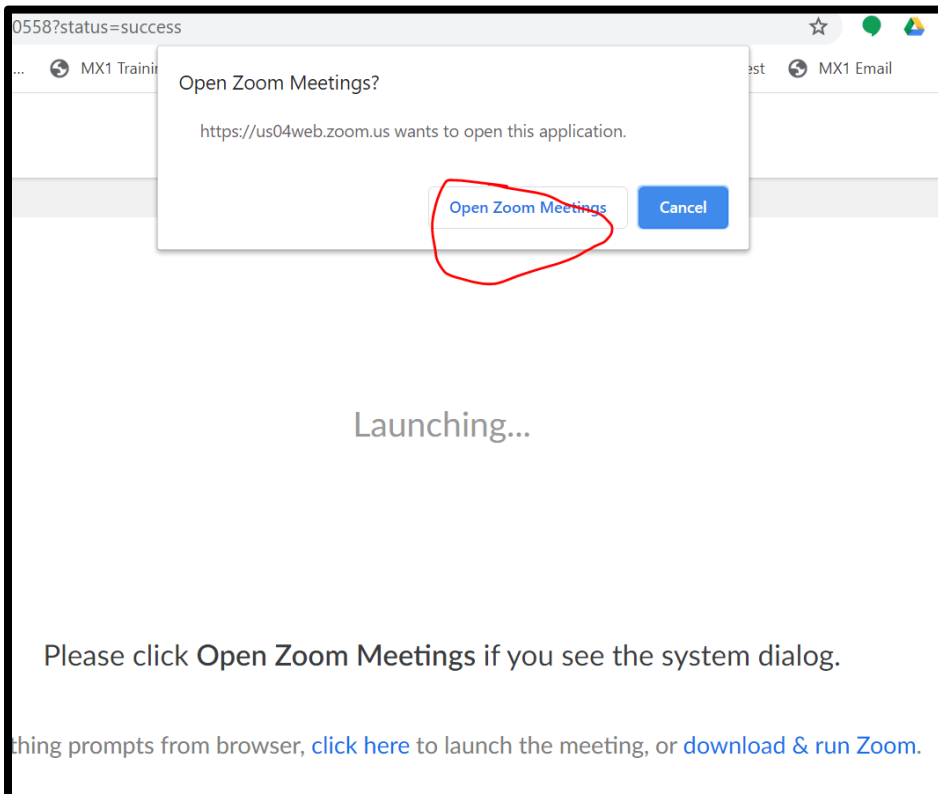
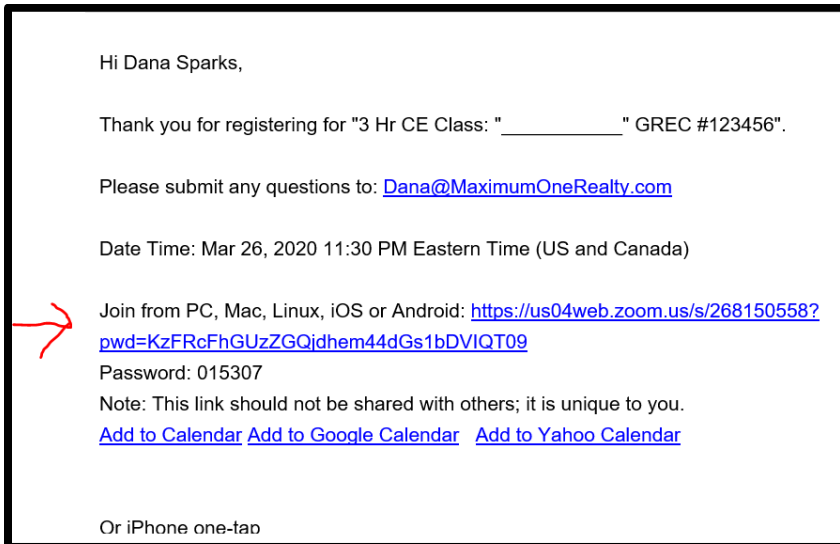
Or Telephone:
 Dial(for higher quality, dial a number based on your current location):
 US: +1 720 707 2699 or +1 346 248 7799 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 301 715 8592
 Meeting ID: 268 150 558
 International numbers available: <https://us04web.zoom.us/j/feqEMnw1Ep>



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How Student Logs On to Meeting

When it's time for the Class, Student needs to click on link & then start Zoom Meetings:

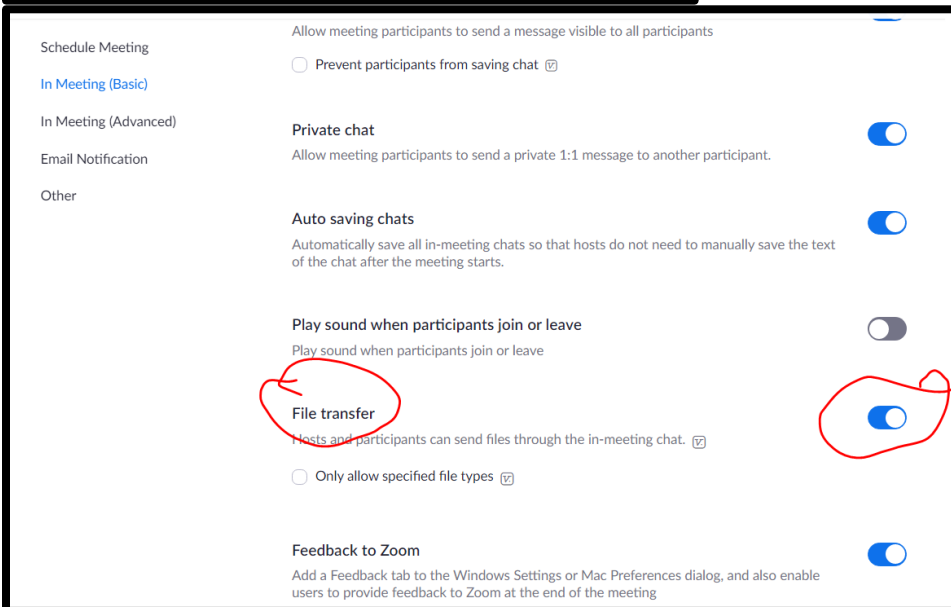
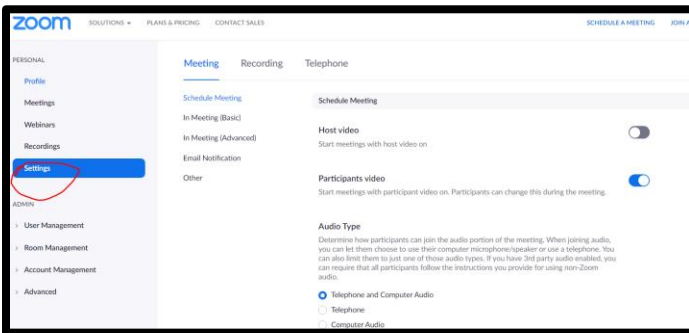


To Share Documents

Info Here but We Have Found This is Not the Best Way to Share —
MUCH BETTER to just teach from a Presentation —
give out a link to documents at the end of class so
student may go online & download at their
convenience

This also makes the class vulnerable to Zoom Hacks

In Account Settings, make sure “File Transfer” is selected



Notice to Students

Notice to Students for Virtual / Broadcast Continuing Education (CE) Classes of GREC-Approved Classroom Classes:

Georgia Real Estate Academy (GREC School #6915) with end date of renewal being December 31, 2022, presents to you the following course of study:

(Title) _____ (GREC Course #) _____

This is a Virtual / Remote Broadcast of an approved in-class course, is 3 hours in duration, and is approved by the Georgia Real Estate Commission for the purpose of Continuing Education (CE.) There are no pre-requisites to receive credit for this course.

Your instructor(s) for this course will be _____

This course does NOT have required homework not any required written examination.

Attendance policy:

All students must be on-time and present for all remote / virtual broadcast instruction hours in order to receive credit for this course. Roll call and documentation of Student's Real Estate License Number will be conducted via a "Chat Function" at the beginning and end of each session, and after all breaks.

Continuing Education Notice:

Students may only receive credit for a specific course number once every twelve months. If you have already received credit for this course within the last twelve months, you are invited to attend but will not receive additional credits.

Prohibition of Recruitment:

No recruiting for employment opportunities for any real estate brokerage firm is allowed in this class or on the school premises. Report promptly any effort to recruit on behalf of a brokerage firm by anyone including a fellow student to the Director of Georgia Real Estate Academy, Dana Sparks 678-580-6880, the Coordinator of Georgia Real Estate Academy, Heidi Kelly, 770-919-8825 ext. 306, or the Georgia Real Estate Commission.

Course Evaluation for Zoom Courses

Georgia Real Estate Academy (#6915) CE Course/Instructor Evaluation

Thank you for Attending this Class! Your Feedback is GREALTY Appreciated!

Course Name: _____ GREC #: _____

Course Instructor: _____ Date: _____

Question	Strongly Agree	Agree	Neutral No Opinion	Disagree	Strongly Disagree	N/A
The topic is relevant / helpful to my real estate activities						
The handouts / presentation materials were helpful						
The Instructor presented ideas clearly						
The Instructor was knowledgeable about the topic						
The Instructor made the subject matter interesting						
The Instructor answered questions						

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& comments satisfactorily						
I would want to take another class from this Instructor.						

Additional Comments: _____

For Virtual CE Classes: Please email completed form to School Coordinator:
Douglasville@eAGENTweb.com

Sample Pdf at Beginning Prior to Starting Class

- Feel free to put actual title of CE course & GREC Course Number
- Important thing is "Chat" instructions!

Welcome to the CE Class offered through the Georgia Real Estate Academy (GREC School #6915)

CE Credits will be posted in 3 – 5 Business Days.

For Questions: Heidi Kelly – Coordinator of School – Douglasville@eAGENTweb.com

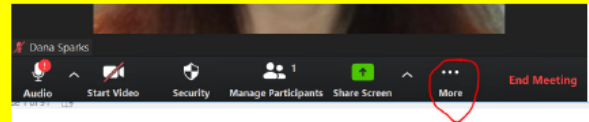
In ZOOM – see graphic below:

Open "CHAT" – bottom of your screen

It will open a "Chat Box" to the right

Type your Name, Email & Real Estate License Number to "Everyone"

- If you don't see "CHAT" & you see "...", click on those 3 dots for more options



Audio & Video controls are on the left at the bottom

