

# About Online Workshops

Please be aware that my [tech support assistant, Susan](#), will try and provide help if you need it but we can't promise we'll be able to solve every problem you have with your computer. We also suggest you do the workshops on a computer or iPad, we can't really provide tech support for every sort of mobile phone and these class are better viewed on a larger screen.

## **Downloadable "Work at Your Own Pace" Workshops**

When you buy a downloadable workshop (more coming soon), you will receive an e-mail confirmation with a link to download the lessons (it will come from this email address: client@e-junkie.com

If you are using an iPad you'll need an app to "unzip" the files to use them. Google unzip apps for iPad to find some. If you have a computer and an iPad I suggest you unzip them on your computer and then transfer them to your iPad.

One you unzip you'll find the lessons, links to the videos and a couple of related documents. Work at your own pace, and have fun!

## **Online Interactive Wordpress Workshops with Jane Davies**

When you buy an online workshop you will receive an email order confirmation.

The supply lists are downloadable from the workshops page. You will not hear from me again until about a week before the workshop begins, at which time I send an e-mail inviting you to join the group Wordpress blog. Then for the duration of the workshop you will receive a lesson once a week.

Please read the [Wordpress tutorial](#) or watch the [Wordpress tutorial video](#). Then read the [Blog Rules](#). In that first week you can introduce yourself on the blog, and get comfortable with the process of posting and commenting. All workshops are one class per week, unless otherwise specified.

Please note, that if you are using a Mac and use Safari browser you may want to download an alternate browser. Safari and Wordpress sometimes have conflicts that you won't have with Chrome or Firefox or another browser.

## **How the Lessons are Delivered**

On each class day you will receive an e-mail from me with a link to download the lesson, please save the lesson to your computer so you'll have it in the future should you want to review. The pdf

lesson IS the lesson. Videos posted on the blog are supplementary. Read the pdf first, then watch the video.

## **The Class Blog**

I will create and administer a group blog for each workshop, where you can post your work and comments. You can ask questions of me or other students, and get feedback. **I do give individual feedback to each student on each post.** Only those in the workshop will have access to this blog.

I will post an introduction to the lesson and the video (where applicable) on the blog. I keep the blog open for at least two weeks after the end of class, longer if there is still posting and commenting. Before closing the blog I send an e-mail with links to all the videos so you have them for future reference.

## **How to Work on the Lessons**

The lessons are delivered once a week for the duration of the workshop. You are free to work on the project at your own pace, on your own schedule. You don't have to be at your computer at a specific time on a particular day. You do it when you have the time. You can post your lesson any time during the week of the lesson. If you are unable to post your work for a lesson in the given week, post it as soon afterwards as possible. It's fine to take a little leeway with the time frame, but please don't post all your lessons in the last week.

All of the lessons are yours to keep and you can print them to work from, though they are under my copyright. Share them as you would a book - the print-outs, not the digital files - but do not claim them as your own property (i.e. don't teach a class from them).

## **Skills Required for Participation**

A high-speed connection to the internet is recommended.

It is ***your responsibility*** to have basic computer skills, including getting images of your work onto your computer (photos or scans), downloading and saving lessons, and keeping track of class materials. If you are using a tablet or iPhone for blogging, it is your responsibility to find out how to do it. My tutorials are for a computer. Please don't e-mail me asking how to use the blog or download the pdf's from another device.

## **Refunds, Cancellations, Wait Lists**

Please read the class descriptions carefully, and e-mail me with any questions you have. Once you buy it, it's yours. If something dire comes up such that you won't be able to participate, you will still have all the pdf files and access to the videos to work from when you are able.

I do not take cancellations for online classes, and so I do not have wait lists. If a class is full, it's full. Much as I would like to accommodate everyone, **I do give individual feedback to each student on each post, so I have to limit the classes to what I can reasonably handle this way.**

I occasionally use examples of student work in my marketing materials. I present these anonymously. If you have any objections, please let me know ahead of time.

On each class day you will receive an e-mail from me with a link to download the lesson, please save the lesson to your computer so you'll have it in the future should you want to review. The pdf lesson IS the lesson. Videos posted on the blog are supplementary. Read the pdf first, then watch the video.

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