



Online Class and Workshop Policies

After purchasing any online class or workshop, you'll receive a confirmation e-mail and a PDF file with the supply list. (To read the PDF file, you need to have Adobe's free Acrobat Reader installed in your computer. Your computer probably already has this program in it, but if not, you can get it for free online.) All my lessons will be in PDF format. You will also be invited on to the blogger which is through Google and will need a Gmail account if you don't have one already. Safe your account information I will not have access to that. The blog is a private class room on line. Only those that have been invited will be able to take part and receive all information.

- You'll need a high speed connection to the Internet; downloading the PDF files over a dial-up connection may be difficult, if not impossible.
- You'll receive one lesson per week unless otherwise specified.
- The class takes place in a blog where you'll post pictures of your work as well as post and read comments. You will have to edit your own photos in a program that you have, this is not done on the blog. You can save and post if they are about 5" on the largest side and 72dpi low resolution if you can.
- The day the class starts; you will receive an e-mail with a link to a downloadable lesson (in the form of a PDF file.) You can save and /or print the lesson for your personal use. I'll post my lesson comments, links to video, etc. on the blog on the tabs also under the class logo.
- The blog will be open to all students up to one week after class/workshop sessions have ended, unless otherwise specified.
- All Video's accompanied with the on-line class are sent to you and you can view them while in class is in session. After class they are unlisted. If you save the link then you can review later.
- We don't "meet" online at particular times or dates which is the beauty of taking an online class or workshop—you can work at your own pace on your own schedule.
- Please be kind and courteous and honor the copyright on all lesson plans. Feel free to share them with friends, but do not represent them as your own personal lessons.
- I do comment on each student's work that is posted, guiding and giving creative direction.
- I found it is best to keep all interaction and exhibit of work on the classroom blog instead of wandering around on other social media settings.

Refund Policy: Please read the class instructions carefully. Send me an email at lonecrow4@gmail.com if you have any questions, because once you click "purchase," the lessons are officially yours. If something comes up that prevents you from fully participating in the class, you'll still have all the PDF files and links to videos as well as being able to see everyone's work and read everybody's plus my own comments.