



GRI MONITOR GUIDE LIVE CLASS

Thank you for volunteering to monitor our upcoming GRI class and agreeing to be a representative of the Arizona REALTORS® school. You are an INTEGRAL component of the success of the class and the student learning experience.

During class, please remember that monitors shall never have physical contact with students nor participate in confrontational discussions.

If an Arizona REALTORS® school policy violation occurs, the monitor should advise the student of the violation, make note of it on the monitor evaluation form, and refer the student to the local association staff or AAR for clarification and/or appropriate action.

You are not a drill sergeant but please don't take your responsibilities lightly.

Please refer students to www.AZGRI.com for the following information:

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MONITOR RESPONSIBILITIES:

- Ensure ADRE continuing education requirements are met: attendance, signatures on sign-in/out sheet, and the attentiveness/participation of the students in the class.
- Comply with AAR's school attendance policies.
- Assist instructors as needed.
- Provide feedback to AAR regarding the class content and instructor performance.
- Additional duties assigned by the local association staff.

AS A MONITOR, YOU MUST COMMIT TO:

- Arriving at the local association a ½ hour before the class begins.
- Communicating promptly with the local association staff and/or instructor if any issues arise with students.
- Monitoring student attention/participation.
- Keeping student side conversations to a minimum.
- Monitoring student technology (no phone use during class/monitoring laptop activity).
- Making sure students return promptly from breaks. (Helpful to announce a 2 minute warning to the students).
- Circulating the sign-in sheet once at the start of class, and again at the end of class.
- Turning in the completed sign in sheet to the association staff person.
- Turning in the completed GRI Monitor Evaluation Form and attaching any additional instructor handouts, and/or student issue notes.

DAY OF CLASS:

- Introduce yourself to the instructor(s) and let them know you will be monitoring the class. Find out from the instructor:
 - Who will handle the class introductory remarks and instructor introduction?
 - How they would like to handle breaks.
 - If they would like you to signal them when it is break time.
 - If they will need any assistance from you throughout the class.
- One of your responsibilities is ensuring the comfort of the students and instructor. Before class, please check with the instructor and association staff to find out how they prefer you to handle the following:
 - disruptive students
 - phones
 - room temperature
- If any of the students' express concerns regarding the instructor or the curriculum, talk to the instructor during break. This will give the instructor an opportunity to make changes during class.
- Circulate the sign-in sheet, once in the **morning** and once **at the end of class**. If the class is a two-day class, this process needs to be done each day. If a student is taking the class for **continuing education only**, please mark this next to their printed name on the sign-in sheet. **The "time-in/time-out" area on the sign-in sheet does not need to be used unless there is a specific attendance issue.**
- Make sure students return promptly from breaks. A bell or buzzer can assist with getting the students back on time.

EVALUATION & EXAM:

- **The online evaluation and exam must be completed within 72 hours following the class. Remind the students that the instructions explaining how to access the evaluation/exam link are in located the front of the workbook. The link will NOT be emailed to them.**
- Give the completed monitor evaluation & sign-in sheet to the association staff at the end of the class. If there are any unusual circumstances, please write them on the evaluation and inform the local association staff person of the circumstances.

MONITORS: Do not fill out the online instructor evaluation. You need to fill out the Monitor Evaluation only.

- Remind those who are completing their last class to fill out the GRI Requirements and Last Class Form. The form can be emailed to BrittniMatt@aaronline.com, or given to the local association staff person.

STUDENT ATTEDANCE POLICY:

Promptness and classroom attendance is expected. ADRE permits students to miss 10 minutes **total** for a 1-day course and 20 minutes **total** for a 2-day course. This includes the time missed if they are late returning from break. If they miss any more than that, they will not receive GRI credit OR ADRE continuing education credit for the course.

OPTIONAL MONITOR SCRIPT

Good morning, my name is _____.

Please silence your cell phones.

There will be adequate breaks scheduled throughout class for you to return phone calls and emails.

We will break for 10 minutes every 50 minutes. There is _____ for lunch.

As with every c/e class, please be sure to return to class on time. Tardiness may jeopardize receipt of both your continuing education hours AND GRI credit for this class.

Laptops are permitted for class resource use ONLY. Anyone using their laptop for other purposes will be instructed to turn it off and will jeopardize their C/E and GRI credit.

Students who are disruptive in class will be asked to leave.

Raise your hand if this is your last class. Congratulations! Let's give them a round of applause for completing their GRI requirements.

If this is your last class, please be sure to fill out and turn in a last class form.

Raise your hand if this is first class? Welcome! Let's give them a round of applause for making the commitment to earn their GRI.

The sign-in sheet will be passed around this morning and again at the end of class. Please sign in right away. If any of your information is incorrect, please contact your local association to make those corrections.

It is very important to the GRI Oversight Workgroup and the Arizona REALTORS® to obtain evaluations from students regarding the instructor's presentation and course content. Within 72 hours after completing the class, you will need to fill out the survey and complete the online exam. Instructions on how to access the evaluation/exam link are in the front of your workbook. You will not be emailed the link.

Once you click on your class link, you will be directed to the class evaluation first, then to the online open book exam. After you have finished the exam, your score will be displayed on your screen and a results report will be sent to AAR. Please print your test score and keep it for your records.

GRI exams require a 70% passing grade and your grade will reflect in your GRI record within 14 business days.

The restrooms are located: _____.

If you have any questions or concerns, I will be sitting: _____.

MONITOR HELPFUL TIPS

CLASS STARTED LATE DUE TO LENGTH OF REGISTRATION:

Students do not need to sign in at registration, just check their names off and give them the class material (if it's not already at each seat). You will pass around the sign in sheet once class begins.

A STUDENT CAME INTO CLASS LATE:

If a student arrives after instruction has begun OR is absent beyond the allowed break time, inform the student of the attendance guidelines. Advise them that may stay in class, but it is not guaranteed they will get credit for it. They are welcome to submit a written appeal to AAR with the understanding that AAR will not violate the rules.

Monitors or association staff should note the time the student arrived/amount of time missed on the sign in sheet and have the student initial next to it. Instructors, monitors, and providers cannot make exceptions to the attendance policy.

HAVING A HARD TIME GETTING STUDENTS BACK IN CLASS AFTER EACH BREAK:

It is recommended that you have a bell or buzzer that can be used to get the students back in class.

STUDENT TELLS YOU THIS IS THEIR LAST CLASS. WHAT DO YOU DO?

Last class students need to fill out a GRI Last Class Form and either give it to you or send it directly to AAR.

COMPLAINTS FROM THE STUDENTS ABOUT THE INSTRUCTOR:

Talk to the instructor during the break and advise them of the complaints. Perhaps the problem can be fixed during class.

OTHER HELPFUL NOTES:

Please make sure you sign the sign-in sheets at the bottom of each page (required).

ARIZONA REALTORS®
REALTOR® INSTITUTE MONITOR EVALUATION

Class: _____ **Date:** _____

Instructor Name: _____ **Association:** _____

Your Name (please print) _____

Phone # _____ **Email:** _____

Your feedback is very important to the evaluation process of the curriculum AND the instructor. You are AAR's eyes and ears in this class! Please provide complete and HONEST feedback.

Total # of classes you have monitored previously: first one less than 10 more than 10

What time did **you** arrive onsite? _____ What time did the **instructor** arrive? _____

Did you receive a monitor packet? _____ Were any students: _____

If so, who: _____

What time did the instructor start the presentation: _____

What time did the instructor end the presentation: _____

If there was a delay in start time, please provide reason: _____

Class Attendance Verification:

Day 1: Head count at 9:00 a.m. _____ Head count at 1:00 p.m. _____

Day 2: Head count at 9:00 a.m. _____ Head count at 1:00 p.m. _____

If head count number was different from the morning to the afternoon, why?

What is your overall opinion of the class and instructor? _____

From your perspective, what was the students' reaction to the instructor?

How did the instructor review for the exam: _____

Did the instructor appear to be giving out answers to the exam throughout the day?

___ Yes ___ No If yes, how _____

CURRICULUM:

Did the instructor follow the written outline? Yes No

Comments: _____

Did the instructor bring additional handout material? Yes No

What: _____

****IF YES, PLEASE ATTACH A COPY OF THE INSTRUCTOR'S HANDOUTS****

Did the instructor bring current issues/practice to the course? Yes No

Where there any units that may need to be reviewed or updated: Yes No

From your perspective, what was the students' reaction to the content?

Please follow along in the course book and let us know how well you feel the curriculum met the learning objectives: (learning objectives set the direction of the content and the learning expectations from the students. Exam questions are based on the learning objectives)

	Very Well	Good	Fair	Did not cover
Unit 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate which learning objectives you feel were not met or covered.

Please tell us about anything that you feel happened that may have impacted the class?

Such as: students who were argumentative with instructor, students who seemed to monopolize instructor or class, group of students with excessive side conversations during class, student(s) excessive use of communication tools (cell phone/laptops/)

How did you handle these issues, if applicable?

PRODUCT:

Did the instructor have product sales? Yes No

What was the product? _____

How were the announcements handled? _____

Did you sense the students felt the announcement/time was appropriate? Yes No

Overall comments:
