

# HOW TO PARTICIPATE IN A WEBINAR



## 1. REGISTER YOURSELF

1. Go to <http://www.sde.idaho.gov/cnp/sch-mp/nslp.html> and select the "training" tab. Choose the webinar training you would like to attend. Click on the "Register" link for the session you would like to attend. You will then be taken to the registration page.
2. In the fields provided, enter the required information. If you do not fill out all the required fields, you will receive a prompt to enter missing information.
3. After registering, you will see a confirmation page giving you the link (URL) for the class. You should also receive an email from Idaho CNP, which contains this link. **SAVE THIS EMAIL.** The email has your personal link to attend the training webinar; please don't share it with others. Please be sure you use your correct email address when registering so you will receive the confirmation email with the link to the webinar you wish to attend. The system will also send you email reminders about the class with the URL.

The webinar format assumes each person will be at a single computer. At times, small text may be displayed (for example, in menus or on Web pages) that won't be legible in a conference room or similar group setting. Therefore, we recommend that each participant sit at his or her own desk to have the best view. If you prefer to have a group of staff members watch the webinar, you may want to use an LCD projector to project your computer screen onto a larger screen on the wall for viewing.

## 2. JOIN THE SESSION

**Before the scheduled training,** go to the URL you got in your registration email and make sure you are able to join the webinar. You may need to contact your IT person if you have difficulty. This gives you time to get in and be ready when the training starts. Do not wait until the scheduled start time to go to the URL or call in.

GO TO THE URL SENT TO YOU IN THE TRAINING REGISTRATION EMAIL:

1. Click on the URL you were sent during registration to go to the webinar session, or copy and paste the link into any web browser to go to the URL you were sent. Because you registered already and the URL is unique to you, no further sign-in is necessary.
2. The webinar will load automatically. If you are asked to grant permission for software, just click "ok" or "yes." (The webinar program may need to download a small piece of software to run on your computer. You may need your IT person to authorize the download.)
3. The webinar window will open automatically. You will see a small window indicating you are ready to join. If the instructor has not yet arrived, you'll see a message to wait.

**Tip** maximize the webinar viewing window for best resolution.

### 3. PARTICIPATING IN THE WEBINAR SESSION

**The preferred method** for listening to the training is using speakers or headphones connected to your computer speakers. The alternative would be to call in to the teleconference line, which was included in the email you received. Be aware, long distance telephone charges could apply to this option.

#### Call into the teleconference line

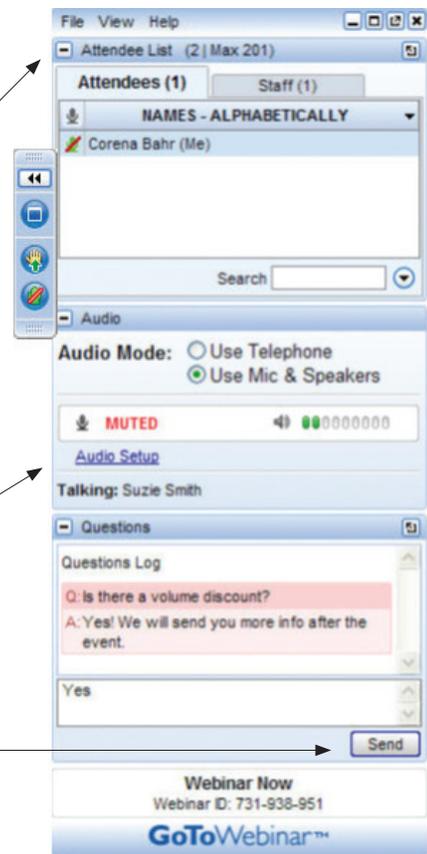
1. Dial the conference call number provided. This is not a toll-free call. Telephone charges will apply, to include long distance, if necessary.
2. Enter the conference code number followed by the # sign.
3. The system will ask whether you are the leader. Do nothing. After a few seconds, it will connect you to the call.
4. After the Session

### 4. AFTER THE SESSION

#### USING THE CONTROL PANEL

Once you have joined the Webinar you will see the Attendee Control Panel and Grab Tab. The Control Panel contains panes that can be expanded or collapsed by clicking the +/- on the left side of each pane.

- Grab Tab – Click arrow to open/close Control Panel. Click square to toggle Viewer Window between full screen/window mode. Click hand icon to raise/lower hand. (1)
- Audio pane – Select audio format. Click **Audio Setup** to select Mic & Speakers devices (2)
- Questions pane – attendees can submit questions in this location. Type your question and click **Send** to submit it to the organizer (3)



## LEAVE A WEBINAR

Click **File** and select **Exit – Leave Webinar** to exit a session.

The organizer will end the webinar session. Simply close the browser after the session. If there is an evaluation, an evaluation box will automatically pop up on your screen. Although you are not required to fill out the evaluation form, we highly encourage you to take a few minutes to provide input. Constructive feedback helps us to improve future webinars—thank you!

If you are unable to attend the live webinar the archived webinar will be available for viewing on our website at a later date: <http://www.sde.idaho.gov/site/cnp/>

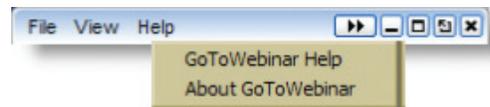
## 5. HELP

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### ACCESS WEBINAR HELP

Click **Help** at the top of the Control Panel to access online help.

For technical assistance please call 1-800-263-6317.



## 6. SYSTEM REQUIREMENTS:

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You need both **a computer** to see the presentation, and **a phone or computer speakers or headphone set** to hear the discussion. The webinar can be viewed from any computer that meets the system requirements, this includes your office or home computer.

FOR PC USERS:

- Windows® 7, Vista, 2003 server or XP
- Internet Explorer® 7.0 or newer, Firefox® 3.0 or newer or Chrome™ 5.0 or newer (JavaScript™ enabled. Java™ 1.6 or higher highly recommended.)
- Internet connection with cable modem, DSL or better recommended
- Dual core 2.4GHz CPU or faster with at least 2 GB of RAM recommended

FOR MAC USERS:

- Mac OS® X 10.7 (Lion®), Mac OS® X 10.6 (Snow Leopard®) or Mac OS® X 10.5 (Leopard®)
- Safari™ 3.0 or newer, Firefox® 3.0 or newer or Chrome™ 5.0 or newer (JavaScript™ enabled. Java™ 1.6 or higher highly recommended.)
- Internet connection with cable modem, DSL or better recommended
- Intel processor with 1 GB of RAM or better recommended

**NOTE** - the webinar may require that your computer download a small piece of software. If your computer is restricted from downloading software, you might not be able to access the webinar—please work with your IT department to make sure you can view the webinar before the scheduled date.