

Vision Academy

Web Seminar (Webinar) Training

GoToTraining



Table of Editions and Contents

Date	Version	Contents	Output
	001	Draft	.docx
	002	Reviewed	.docx
16/05/11	003	Guide stylised (HDOO)	PDF

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Web Seminar (Webinar) Training

Introduction

INPS have been providing on-line training sessions, known as Webinars, since 2009. Webinars are interactive training sessions via the internet with an INPS Trainer. The Trainer is able to answer any queries in the same way as they would if they were with you, on-site. This facility is not intended to replace the on-site or seminar training traditionally provided by INPS Training Services but it does enhance it. The product INPS use to provide this service is called GoToTraining.

Webinar training sessions vary in duration. They are, however, scheduled to run for no more than an hour, as research strongly suggested that this is the optimum time.

Note - Sessions must start at the appointed time and cannot wait for latecomers.

Webinars are chargeable and costs for each session vary depending on the content and duration of the session. The charges are published on the INPS website which is where you register for a session. Webinar training is supported by GPSoC and is provided by other system suppliers.

This user guide covers:

- What you need to do...
- Registering for a Webinar
- Joining a Webinar Session
- Using the Controls within a session

What you need to do...

In order to participate in a webinar, you need to:

- **Register** for the on-line training session. See [Registering for a Webinar](#) on page 3.
- **Join the on-line training session** at the relevant date and time. See [Joining a Webinar Session](#) on page 7

Webinar training requires knowledge of internet / website navigation. A headset is strongly recommended to participate in any on-line training sessions.

Tip - If you need to purchase a new headset, select one with a microphone as future development of our on-line training facilitates two-way audio communication.

If you have any questions concerning your participation in our on-line training sessions, please call the INPS Training Department on 02476 422254.

Note – Sessions are recorded and these recordings are available upon request after the training session. This enables you to review the session at your leisure. Generally, recordings are kept for one month after the event.

Registering for a Webinar

Scheduled webinars are published regularly on the **Training** section of the INPS website under **Webinars**. To sign up for a webinar training session:

1. From the **Training** tab of the INPS website, select **Webinars**.
2. Click **Full details of all scheduled Vision webinars can be found here** to access the list of upcoming webinars.
3. Locate the subject you are interested in booking, use the [more...](#) option to see further information on each topic.
4. Once you have selected a topic, click on the list to view the available sessions.

Upcoming Trainings

All you ever wanted to know about Vision prescribing

This session will look at all aspects of the prescribing process from within Vision, except EPS2 which will be covered in a separate webinar. We will look at:
[more...](#)

This training is offered multiple times. Select a date and click Register.

Wednesday, June 8, 2011 11:00 AM - 12:00 PM BST

Upcoming Training – All you wanted to know about Vision prescribing session list highlighted

5. Once you have decided on a session, click on to sign up for it.
6. The **Enter your Registration Information** screen is now displayed and the following information must be completed to register for the webinar you have selected:
 - First Name
 - Last Name
 - Email Address
 - Practice User Number
 - Role within Practice
 - Questions & Comments

Important – Because of the way GoToTraining is structured, the Questions & Comments section must have something entered into it. If you do not have any question or comment at this stage, enter the word Nil to complete the registration.

7. Click on **Register** to finish the registration process.

Enter your Registration Information

* First Name	<input type="text"/>	* Last Name	<input type="text"/>
* Email Address 	<input type="text"/>	Address	<input type="text"/>
Phone	<input type="text"/>		

Registration Questions


* Practice User Number

* Role within Practice

Training organizers are prohibited from soliciting confidential personal information (credit card information, social security numbers, etc.) in the registration form. This questionnaire is not intended to handle sensitive data.

Questions & Comments

* Indicates a required field

 By clicking this button you submit your information to the training organizer, who will use it to communicate with you regarding this event and their other services.

Enter your Registration Information screen

8. The **Registration Confirmation** screen is displayed.

Registration Confirmation

You have successfully registered for the following training:

All you ever wanted to know about Vision prescribing

Wednesday, June 8, 2011 11:00 AM - 12:00 PM BST

[Add to Calendar](#)

A confirmation email with information on how to join the training has been sent to you.

Question or Comments? Contact:
mike.walton@inps.co.uk

How to Join the Training:

At the time above, click this link to join the training:

<https://www1.qototraining.com/join/training/724195866256256512/107398349>

Note: This link should not be shared with others; it is unique to you.

To use your computer's audio:

You must select "Use Mic & Speakers" after joining the training. A headset is recommended.

(Read our [Audio Checklist](#) for tips on using your computer's microphone and speakers with GoToTraining.)

Registration Confirmation screen

9. The webinar booking can be added to your calendar by clicking on **Add to Calendar**.

Note – Audio Checklist is a useful link on the Registration Confirmation screen. It is provided by GoToTraining and provides tips for using your computer's microphone and speakers.

10. An email is sent to you with the following information contained within it:
 - Registration confirmation
 - A reminder of the date and time of the webinar
 - A hyperlink to enable you to join the webinar

Thank you for registering for "All you ever wanted to know about Vision prescribing".

Please send your questions, comments and feedback to: mike.walton@inps.co.uk

How To Join The Training

- Wednesday, June 8, 2011 11:00 AM - 12:00 PM BST

[Add to Calendar](#)

1. Click and join at the specified time and date:

<https://www1.gototraining.com/join/training/724195866256256512/107844724>

Note: This link should not be shared with others; it is unique to you.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

You must select "Use Mic & Speakers" after joining the training. A headset is recommended

Training ID: 286-754-572

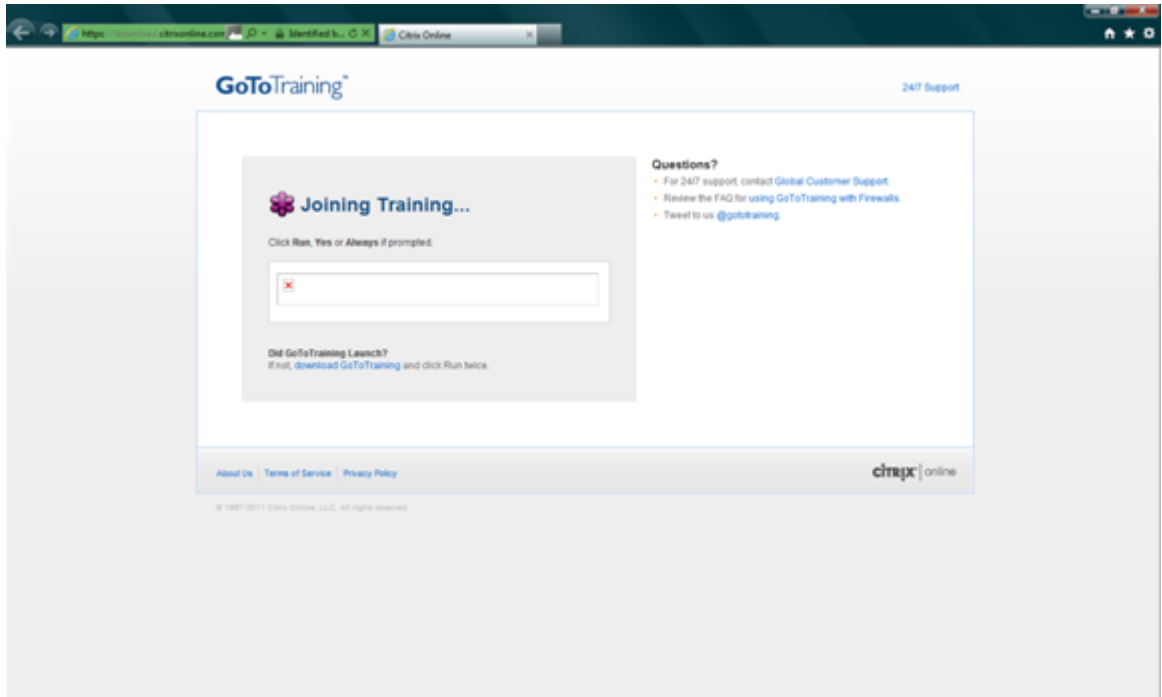
[View System Requirements](#)

Example of confirmation email with date and time reminder and webinar hyperlink highlighted

Joining a Webinar Session

To join a webinar session:

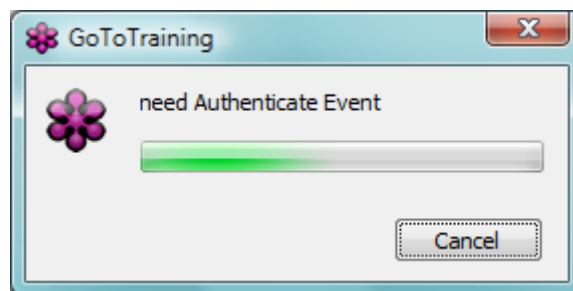
1. 10 minutes before the webinar is due to start, click on the link sent to you in the confirmation email.
2. Three GoToTraining screens are displayed as the system links into the live environment, let the system run through these.



First setup screen

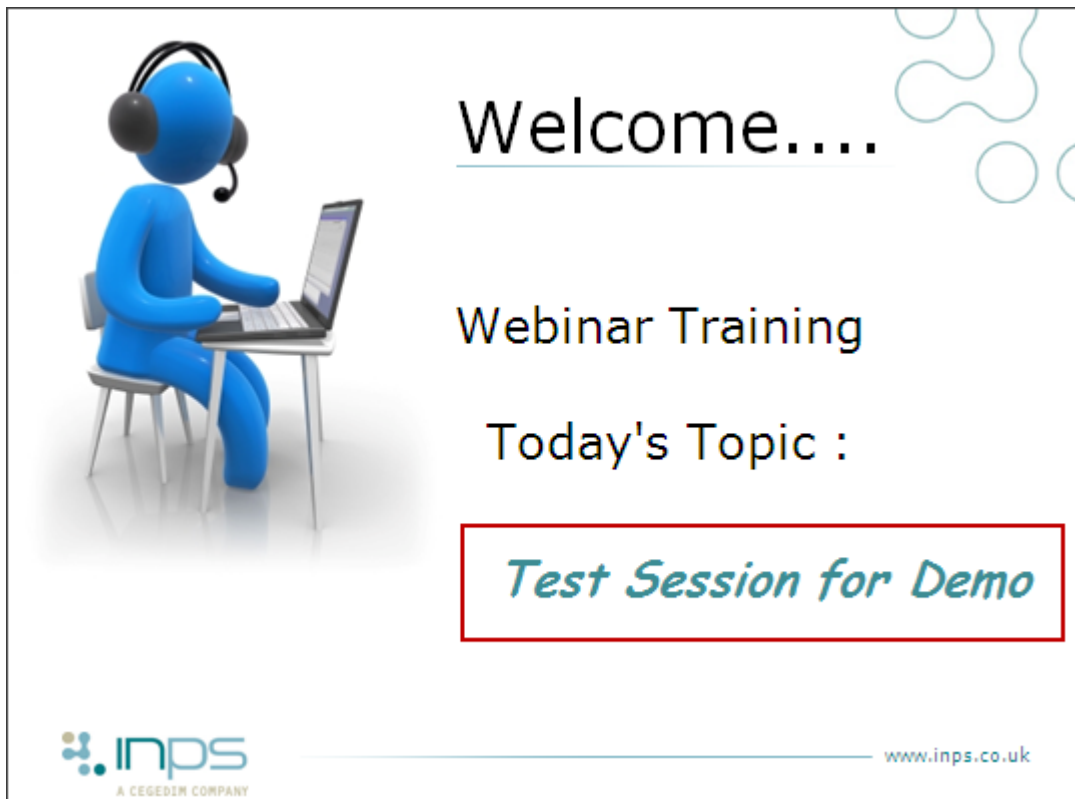


Second setup screen



Third setup screen

3. The live environment **Welcome** screen is now displayed. The name of the webinar you have registered for is under Today's Topic.

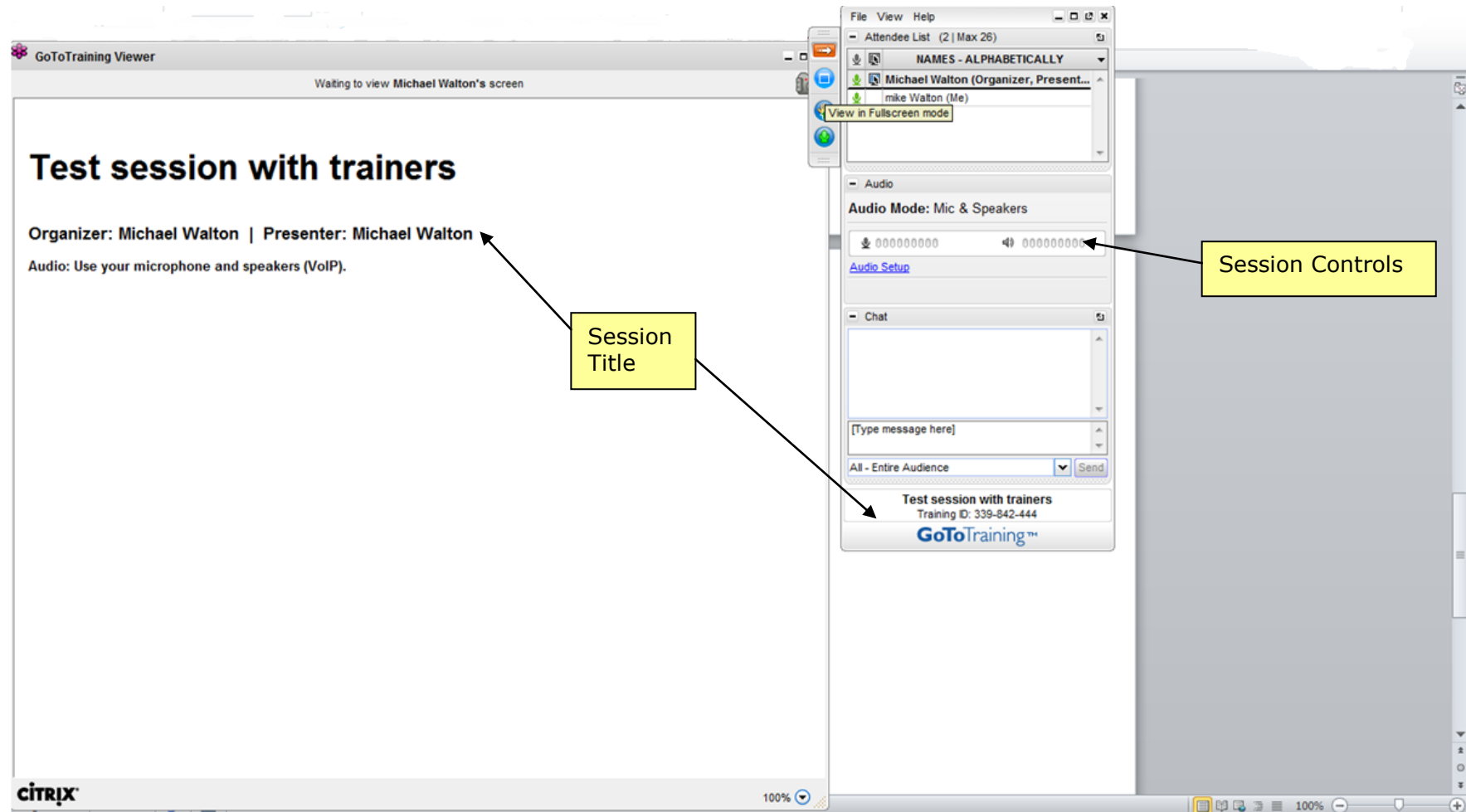


Welcome screen with topic name highlighted

4. An audio 'Welcome to the session' is played, and a periodic beep is heard until the presenter starts the webinar.

Note - Confirm that your speakers / headphones are working correctly at this point. If you do have a problem, select Audio Setup from the Control Panel and set up your headset/speakers. See "Test your Audio Setup" on page 11

A Webinar Session

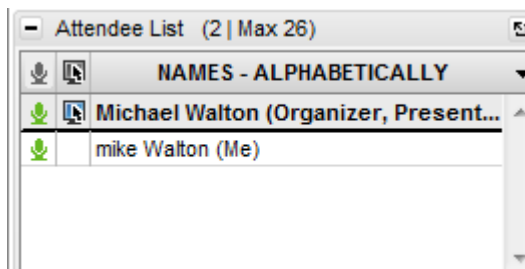


Example of a webinar

Using the Controls within a session

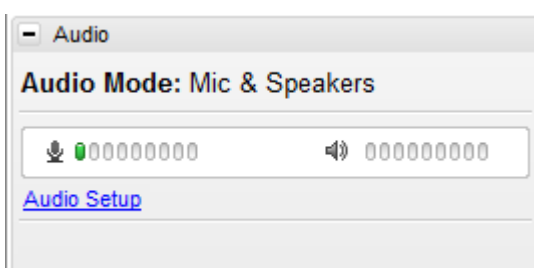
The Control Panel for this session is on the right hand side of your screen.

The **Attendee List** shows other participants in this session. It also shows you who is presenting the session as occasionally there are multiple presenters.



Attendee List

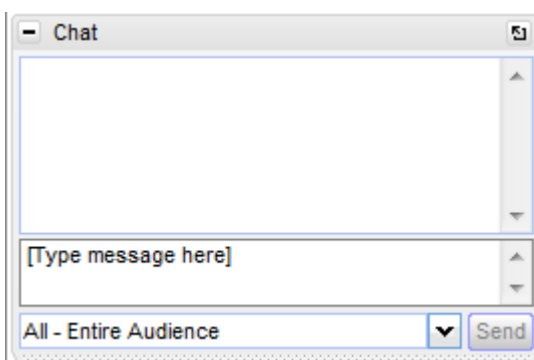
Audio displays the status of your audio. The number of lit green lights fluctuating indicates that your microphone and speakers are connected and working properly. There is a link for you to review your audio setup if you are having difficulties.....see below.



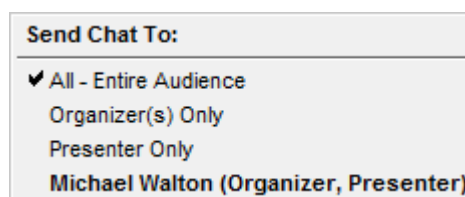
Audio

The **Chat** window is your means of communicating with the Organiser/Presenter and other participants. The Chat window is monitored throughout the session and any questions or comments are addressed by the presenter at appropriate points.

It is recommended that you address messages to **All – Entire Audience** so that other participants can see your questions and comments.



Chat



Send Chat To:

Use the **White Arrow** icon to hide/display the Control Panel

Use the **Window** icon to switch between a window view and a full screen view

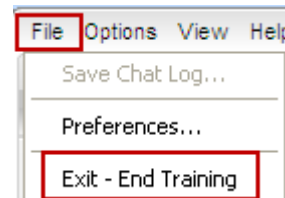
Use the **Hand and Arrow** icon to raise and lower your hand to attract the attention of the presenter

Use the **Microphone** icon to mute and un-mute your microphone



Control Panel controls

Exit, you may leave the session at any time by selecting **File – Exit – End Training**



File - Exit – End Training

Test your Audio Setup

In the event that the welcome greeting message and periodic beep is not audible, you need to check and configure your audio settings.

1. From the **Audio** window click on **Audio Setup**.
2. **Preferences – GoToMeeting** is displayed.
3. Select your Microphone from the available list (if you have one set up).
4. Select your Speakers from the available list. Click on Play Sound to check they are working.



Preferences – GoToMeeting – Audio

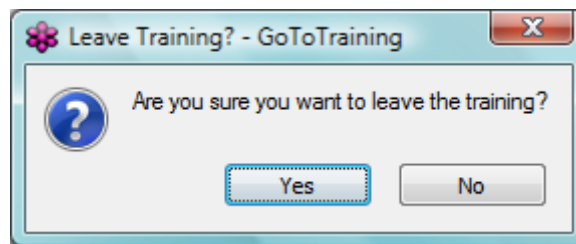
Ending a Webinar Session

A session can be ended in two ways:

By You

You can end a session at any time:

1. Select **File – Exit** from the Control Panel.
2. Leave Training? – GoToTraining screen is displayed, click **Yes** to confirm.



Leave Training? – GoToTraining

By Presenter

The presenter terminates the session upon completion.

Submitting Feedback

Once you leave a session, the Webinar Feedback Evaluation screen is displayed. Please provide some feedback of your experience by completing this evaluation. Your comments are appreciated, and are used to constantly assess and re-focus the way we run our webinar training.

Webinar Feedback Evaluation

1. Please rate the content in terms of it meeting your expectations of the session. 5 being full met and 1 being not met at all

1 2 3 4 5

2. How useful was the session to improving your knowledge on the topic? 5 being improved a lot, 1 being not improved at all

1 2 3 4 5

3. Was the content set at an appropriate level for you?

Yes
 No

4. How do you think the session could be improved?

5. Did you have sufficient information and guidance to enable you to join and participate in the session?

Yes
 No

6. How was the quality of the audio received? 5 being excellent whilst 1 being very poor

1 2 3 4 5

7. How would you rate the medium of the webinar as a media for presenting your training? 5 being ideal for me whilst 1 being difficult for me

1 2 3 4 5

8. Please give any comment or feedback you think may be helpful from your experience of participating in this webinar

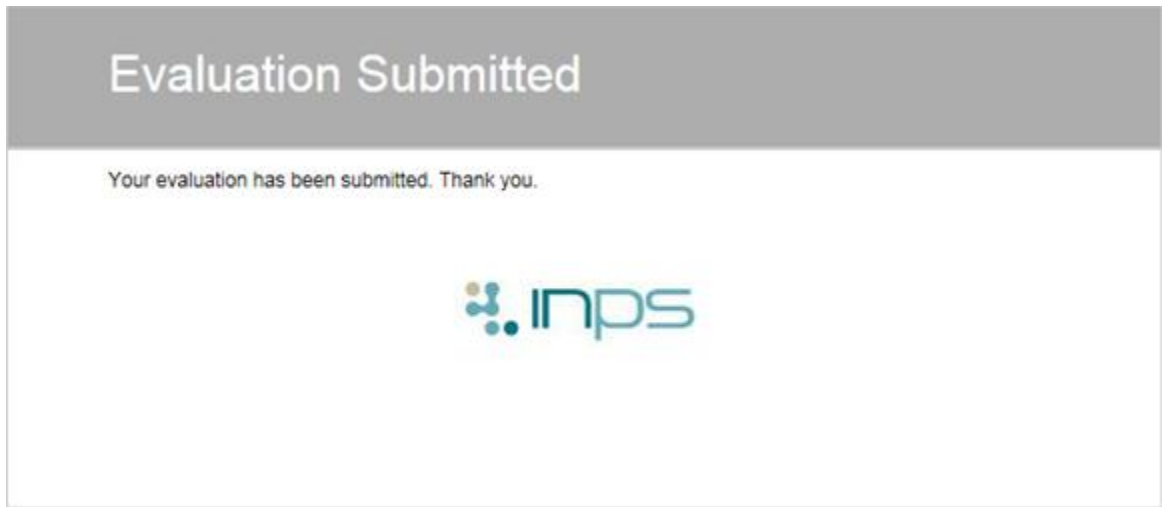
9. Please suggest any topics you would like to see offered as webinar training for the future

Submit




Webinar Feedback Evaluation screen

1. Click on **Submit** to finish the evaluation.
2. The Evaluation Submitted screen is displayed



Evaluation Submitted form

3. Click  to close the web browser