Welcome to the Webinar

- Remember for sound use a phone and call in using:
  1-866-516-5393
  and enter pass code:
  80927889

- Everyone will be on mute

- For technical support call 952-838-9000 and let them know you need help with the Simon Technology Center webinar

PACER CENTER
CHAMPIONS FOR CHILDREN WITH DISABILITIES.

Assistive Technology Training Series (sponsored by a grant from MDE)
Tuesday April 7, 2009

Webinar 101

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Your Presenters

- **Your Presenter**
  – Bridget Gilormini, Coordinator
  – PACER Center's Simon Technology Center

- **Tech Support**
  – Annette Cerreta, Assistive Technology Specialist
  – PACER Center's Simon Technology Center

- **Three Host Sites**
  – Rachel Weitzel - People Achieving Change Through Technology (PACTT)
    • Rochester MN
  – Matthew Koob (United Cerebral Palsy (UCP)
    • St. Cloud MN
  – Jonathan Campbell – Simon Technology Center
    • Bloomington MN

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Webinar Training Series

- **Tuesday May 5th 1:00 - 2:30 CT**
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  Building Capacity for Assistive Technology

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Learning Objectives

- Participants will gain knowledge and skills to help them successfully find webinar trainings

- Participants will gain knowledge and skills to help them successfully attend webinar trainings

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About this Webinar series

- All Webinars can be seen via the web; you will need to call in to the provided phone number to hear the presentation

- All webinar trainings will be archived and made available on the PACER website 1 - 2 weeks following the date of the original training along with support materials

- Participants from MN that attend 3/4 of the live core trainings will receive a membership to the STC lending library

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Webinar defined

- Seminar given on the computer and delivered to the audience via the world wide web (www)

- Web based seminar

- Web + Seminar = Webinar

- Different from a Webcast
  - broadcasting over the Internet

- Webinars allow for interaction between the presenter and participants

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Webinar Delivery Tools/Products

GoToWebinar™
Adobe
webex™

- GoToWebinar
- Webex
- Adobe
- Conference Plus
- Plus many more

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Pros & Cons

- Potentially reach a larger audience
- Cost effective
- Presentation and support materials can be shared electronically
- Training at your location

- NEED to have a computer and high speed internet
- Computer compatibility (PC/Mac)
- Sound issues
- Static presentation

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Webinar Checklist

- ❑ High speed internet
- ❑ Check system requirements of system delivering the webinar
- ❑ PC/MAC
- ❑ Sound Requirements
- ❑ Free versus paid
- ❑ registration

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Internet - Speed

- Most webinar delivery tools require high speed internet
- Real time delivery
  - Depending on speed may see/feel a delay
- Live streaming
- Bandwidth
- Trying to do this on dial up is painfully slow

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Accessing a Computer

- Local Library
- Sharing a computer
  - Sharing the webinar experience on one computer in a small group
  - Projecting on a screen using an LCD projector to larger audience
- Using facilities of school or tech center

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System Requirements

- Very important to check system requirements for the delivery system you are using
- System requirements will be similar but may not be the same
- Check the FAQ section
- If attending at a school check out potential problems with firewall or proxy issues
- Additional utility may be required (i.e. Flash)

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PC/MAC

- Check compatibility of Webinar with your computer configurations
- Most require current operating systems
- Check platform compatibility

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Sound Requirements

- Check sound requirements
  - Will you have to dial in for sound?
  - Will sound be provided via computer speakers?
- Read provided information for directions
  - How to mute (if necessary)

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Finding Webinars

- Vendor sites
  - Don Johnston
    - http://www.cited.org/webinars.html
  - Mayer-Johnson
    - http://www.mayer-johnson.com/training/default.aspx

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Finding Webinars

- Non profit organizations
  - PACER
    - http://www.pacer.org/pacerwebinars/
  - Great Lakes ADA Center
    - http://www.adagreatlakes.org/ProgramsAndServices/Trainings/OnlineLearning/
  - Bookshare
    - http://www.bookshare.org/about/training

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Webinar Delivery Tools (Registration)

- Most Webinars require pre registration
  - Name
  - Email
- Pre registration allows host to communicate information
  - Changes in presentation (i.e. cancellation)
  - Send presentation handout material
- Allows you to "test" the delivery tool before attending the webinar

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Navigation

- Before the webinar
- The waiting room
- Question and Answer
- Taking polls and survey
- Using toolbars
- Troubleshooting
- After the webinar

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Before the Webinar

- Verify the date and time zone of the webinar
  - http://timeanddate.com/worldclock/personal.html
- Verify how sound will be delivered
- Verify that you will be able to connect to the Webinar
  - Use the test feature if tool provides it

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The Waiting Room

- It is good protocol to arrive to the Webinar early or on time
- When you arrive early you will wait in the "waiting room"
- Possibly see a blank screen or a welcome message
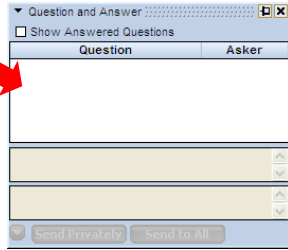- May hear music

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Question and Answer

1. Look on the right of your computer screen for the Go To Webinar tool bar (find Question and Answer)
2. Type your question in the white box
3. When text is entered, a "send" option will activate
4. Click send

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Polls and Surveys

- Presenters will use polls to increase engagement of their audience
- Presenters will use polls to gather information (such as knowledge level about a certain topic)
- Participation Survey

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Toolbar

- Presenter tools
  – Highlight, share my screen
- Measure participant satisfaction
- Question/answer
- Chat feature

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Troubleshooting

- If you can't hear sound make sure your volume is turned up
- If you have trouble accessing from your school it may be bandwidth or security issue
- check system requirements
- They do get easier with experience

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After the Webinar

- Participant survey
- Follow up email asking for feedback
- Find out if Webinar will be recorded and archived
  - Allows you to see content and material again
  - those who were unable to attend may view recorded Webinar

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Registration Information

www.PACER.org/workshops/emails/2009atseries.htm

For information on this Webinar series, please call PACER Center at 952-838-9000.

This series is funded by a grant from the
Minnesota Department of Education.

*Can't make it to the Webinars? They'll all be archived on PACER.org and will contain links
to resource materials relevant to each session*

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Contact Information

- Bridget Gilormini
  – Coordinator, PACER Center's Simon Technology Center
  – 952-838-9000
  – bridget.gilormini@pacer.org

- Simon Technology Center
    stc@pacer.org

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Thank you for coming

- This webinar will be archived (saved and posted on the website; file is too large to send via email)

- Please take a minute to fill out the evaluation at the conclusion of the webinar; it will appear automatically when you exit the Webinar
  – We appreciate it!

- Certificate of Participation will be emailed to you

- Have a great day.

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