

Tutorial Guide: Getting Started with GoToWebinar

In this guide, we will look at how to use GoToWebinar while attending a Pearson In-Service In Sync session. In-Service In Sync webinars are just like traditional in-service sessions, except that you view the presentation through your web browser and communicate with the presenter through your telephone. To participate, you will need a computer with high speed internet access and a telephone. This guide will walk you through how to log into a webinar and how to use the features that are available while you are attending the webinar. If you experience technical difficulties with GoToWebinar, please call their support line: 1-800-263-6317.

What do you need to participate?



1. A computer with high speed internet access



2. Access to a phone that will reach where you will be sitting. If you will have more than one person participating in the meeting in the same location, you will need access to a speaker phone so everyone can hear the meeting. Please note that the conference call is a toll free number.

Confirmation E-mail

In-Service
In Sync

Elementary Success Tracker

JOIN WEBINAR

Join us on **Monday, June 30, 2008 10:30 AM - 11:30 AM PDT**

Dear Alyson,

Thank you for registering for:

Elementary Success Tracker
Monday, June 30, 2008 10:30 AM - 11:30 AM PDT

Click here to join:
1. <https://www1.gotomeeting.com/join/287102950/106582064>

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

2. Join the conference call:

Dial: 877-554-0877
International Number: +1 706-643-4875
Access Code: 490 457 7049
Webinar ID: 287-102-950

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

After you submit your registration, you will receive a confirmation e-mail with instructions on how to log in to the meeting. The e-mail will contain a link for you to click when it is time to join the meeting. You can also join by clicking where it says, **JOIN WEBINAR**.

This e-mail contains the date and time of your session. Be sure to note the time zone so you can put it on your calendar for the correct time.

The conference call information is included in this e-mail. This is the phone number you will call when it is time to join the session.

- Dial the toll free number given
- Enter the access code when prompted

Joining the Meeting

Joining Webinar...

You don't need to purchase GoToMeeting or sign up for a trial to join a meeting. Please wait a few seconds while GoToMeeting downloads automatically. Then click "Yes" or "Always" to accept the security credentials and follow the prompts for further instructions.

Click "Yes" or "Always" if prompted.

Launch successful.

Need Help?
If GoToMeeting does not start within one minute, [manually download the software](#) and click "Run" or "Open" when prompted. (You may be asked twice.)

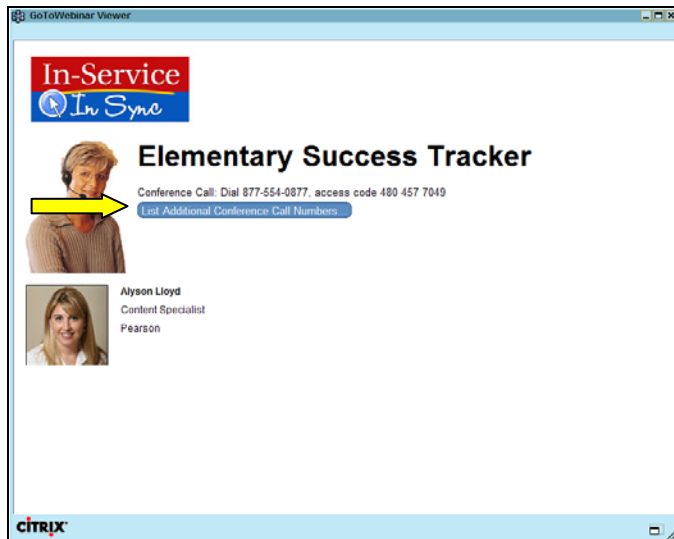
To join the meeting, there are two simple steps.

1. Open the webinar in your browser by clicking on the link sent to you in the confirmation e-mail
2. Join the conference call by calling the number listed in the confirmation e-mail

When you click on the link to join the meeting, GoToWebinar will download automatically on your computer. This is what you will see as the software is being installed. It should only take a few seconds.

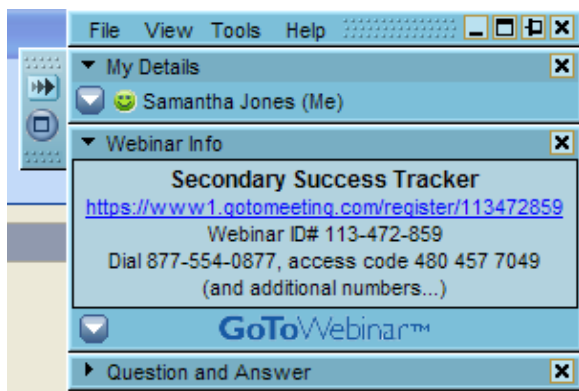
Troubleshooting Tips

- If you are having trouble joining the webinar, please call (800) 263-6317.
- If you are having trouble joining the conference call, please call (800) 374-2441.



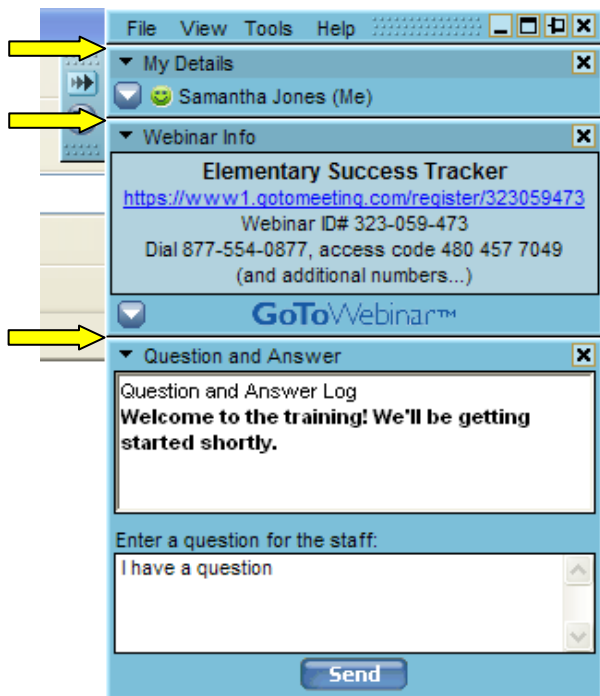
Once you have successfully entered the meeting, your screen should look like this. The conference call information for the audio portion of the meeting is also listed here.

- Note: Once you call into the conference call, if you would like to mute your line press *6. To unmute, press #6.

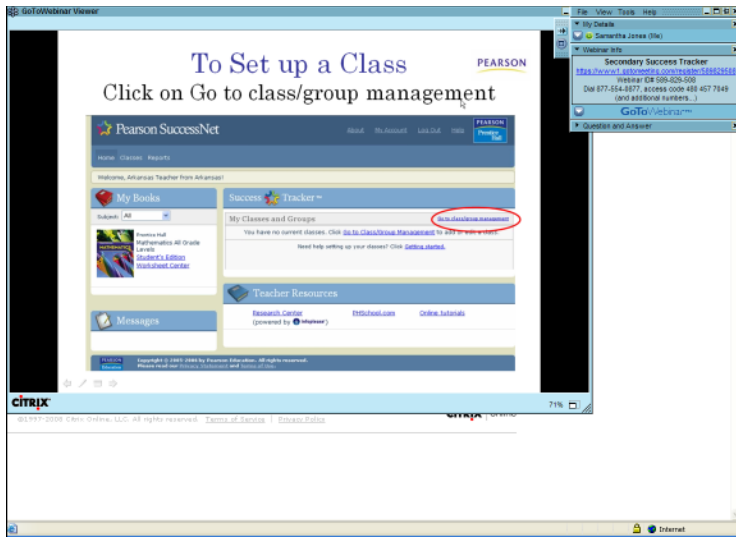


After the presenter has started the meeting, you will see a control panel in the upper right portion of your screen.

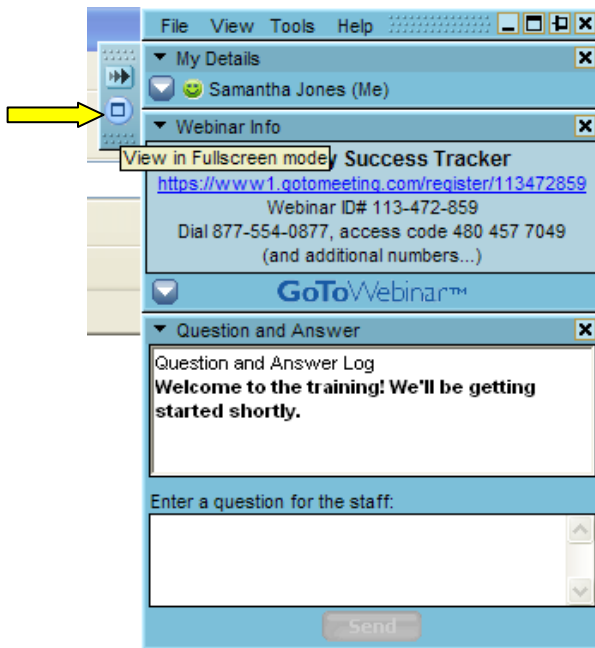
Control Panel Features



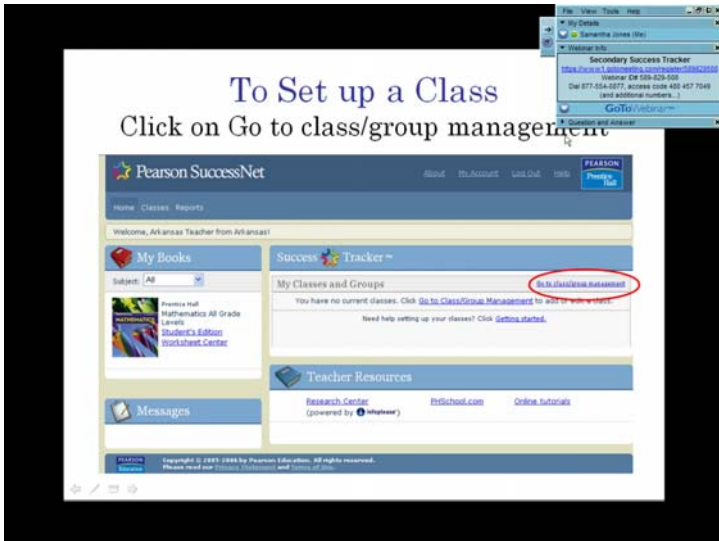
The control panel contains different sections that can be expanded or collapsed by clicking the triangles to the left of each section. This is a view of the control panel with all of the sections expanded.



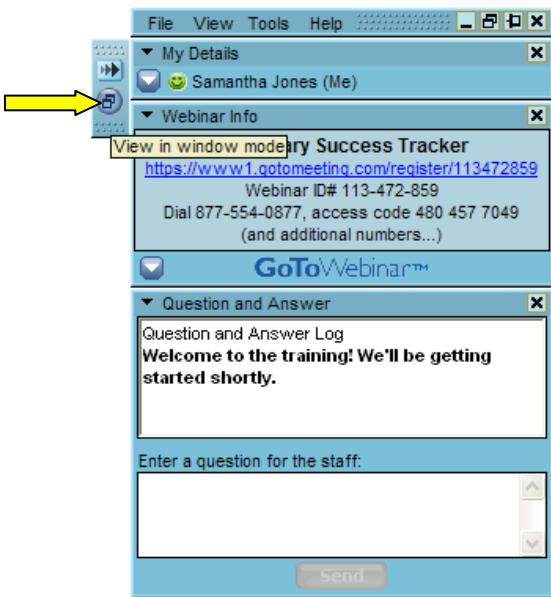
Here is a view of your screen in 'window mode.' Notice all the white space around the window where you see your presenter's screen.



If you would like to view your screen in 'Fullscreen mode,' click on the maximize symbol on the control panel.

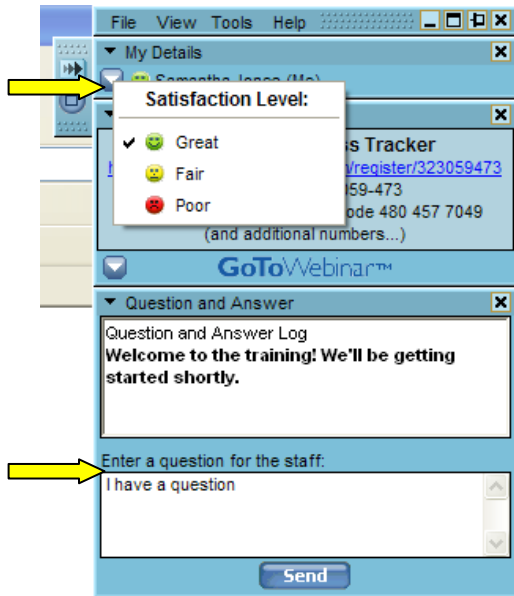


Here is an example of what your screen will look like when viewing in 'Full screen mode.'



To return to 'window mode,' click on the minimize symbol on the control panel.

Control Panel Features



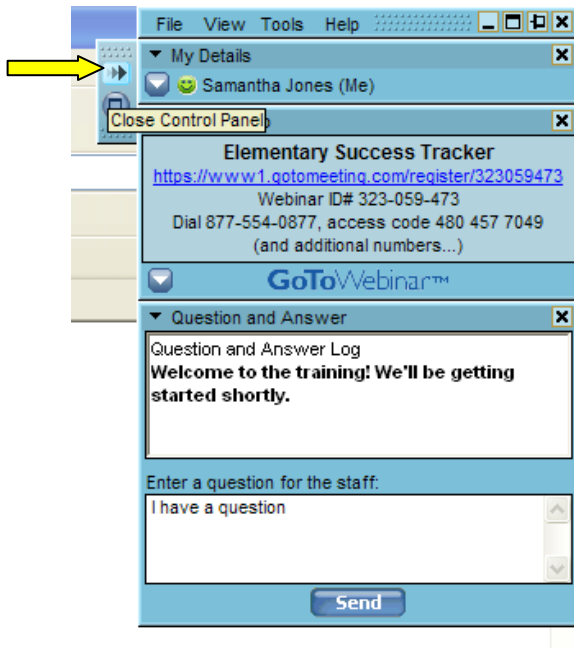
There are two ways for you to communicate with your presenter.

You can communicate your satisfaction level with the presenter at any point during the presentation in the 'My Details' section of the Control Panel

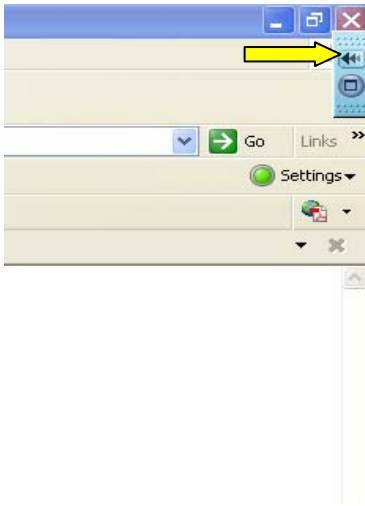
- Click on the arrow next to your name, and select the face that represents your satisfaction level. This will give the presenter feedback during the training.

You can type a message to the presenter by using the 'Question and Answer' section in the control panel.

- Click in the box that says 'Enter a question for the staff.' Type your message and click 'Send.'
- Your presenter's response will appear in the box above that says, 'Question and Answer Log.'

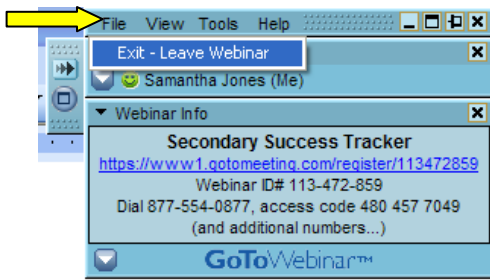


To hide the Control Panel, click on the arrows in the top right corner. This portion is called the 'grab tab.' You can open and close the panel by clicking on these arrows.



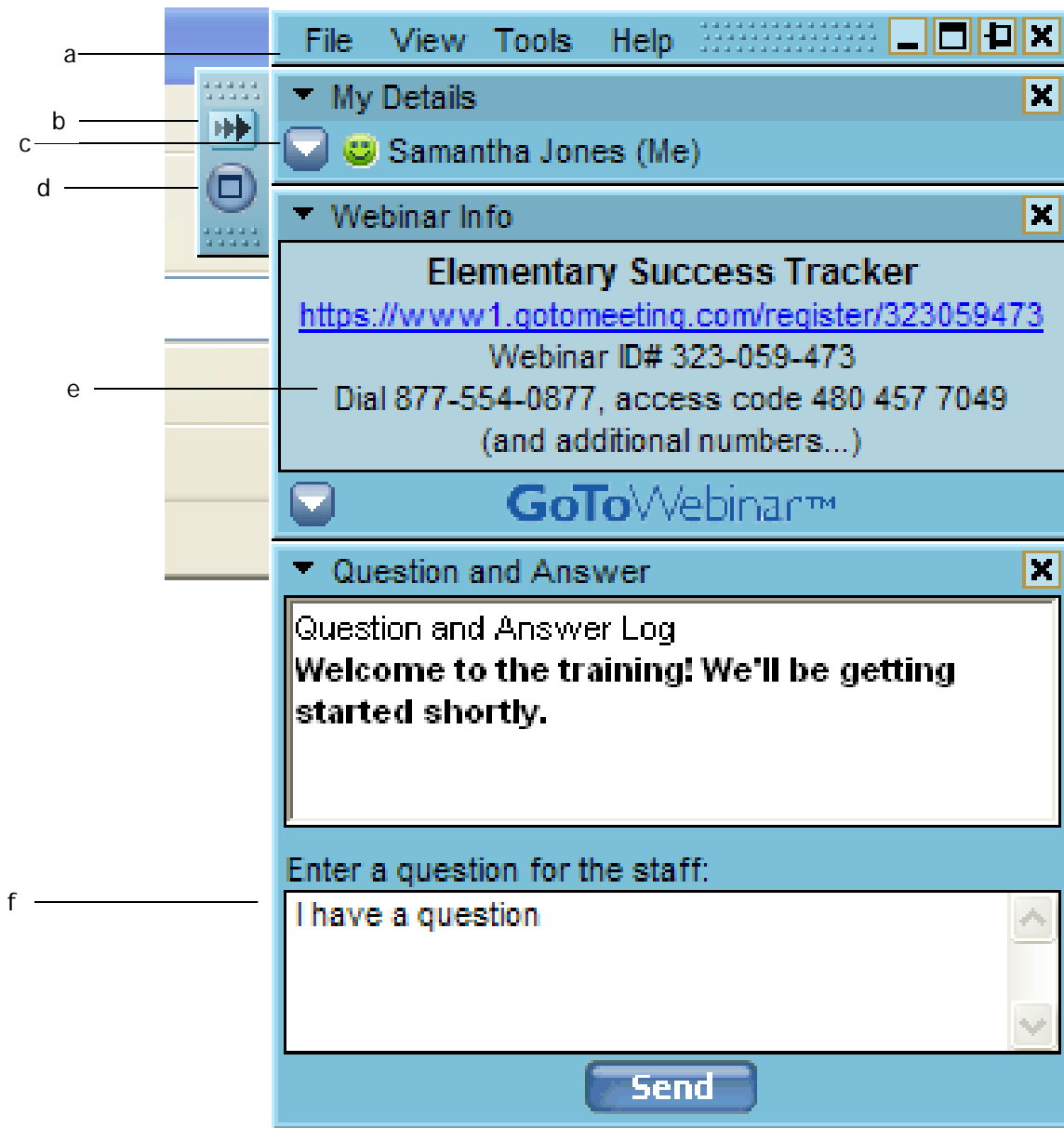
When you close the control panel, only the grab tab appears on your screen. This allows you to open the Control Panel by clicking on the arrows.

Leaving a Webinar



You may leave a webinar at any time. To do this, select 'File' from the Control Panel menu. Then, select 'Exit - Leave Webinar.'

Control Panel Features



- From the file menu, you can select 'exit meeting.'
- Clicking this arrow will open/close the control panel.
- Click on the arrow next to your name to communicate your satisfaction level with the presenter.
- By clicking this square, you can toggle between the viewer window being in full screen or window screen.
- This is where you will find the conference call number to join the audio portion of the meeting.
- This is where you can type a question to the presenter.