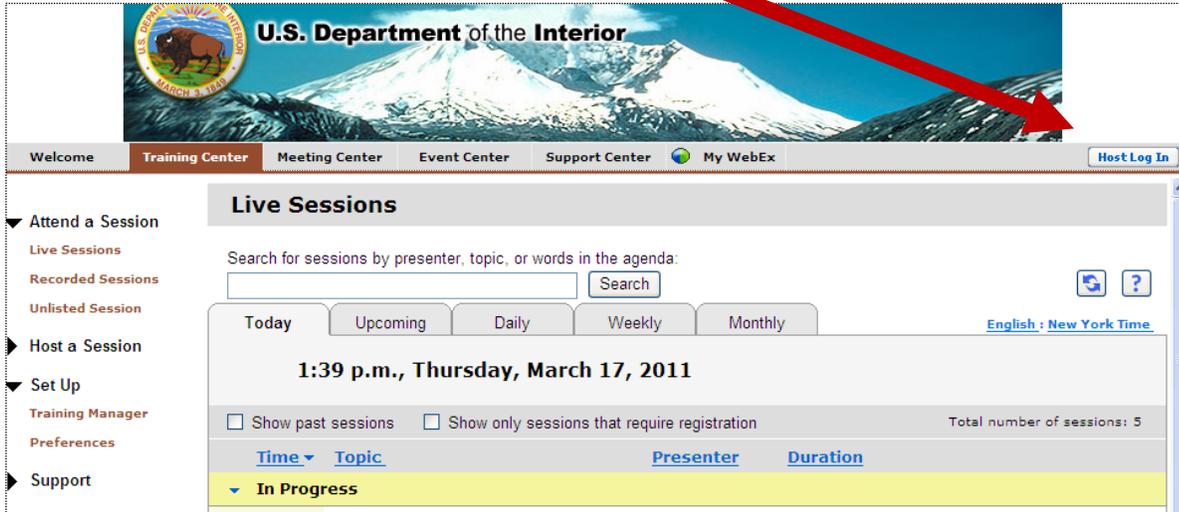


## Scheduling a Training Session

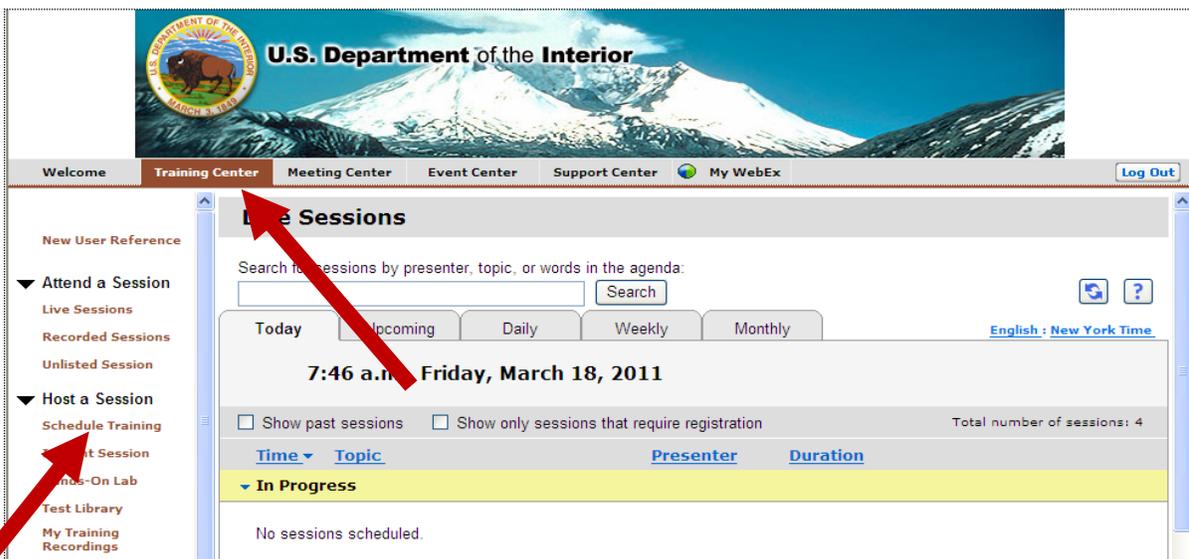
Anyone wishing to do a webinar must either be or go through a license-holder.

For License Holders:

1. Open Internet Explorer.
2. Type <https://doilearn.webex.com> in the address bar and click 'GO'.
3. Click on Host Log In



4. Enter your Login ID and Password
5. Under Training Center tab, go to Schedule Training



## 1. Session and Access Information

Schedule Training Session

Set options using template: [Training Center Default] ▼

**Session and Access Information**

Schedule for:

Topic:  (Required) [Copy from...](#)

Set session password:  (Optional)

Confirm password:

This training session is:

Listed for all

Listed for authorized users only

Unlisted

This session will have over 500 attendees

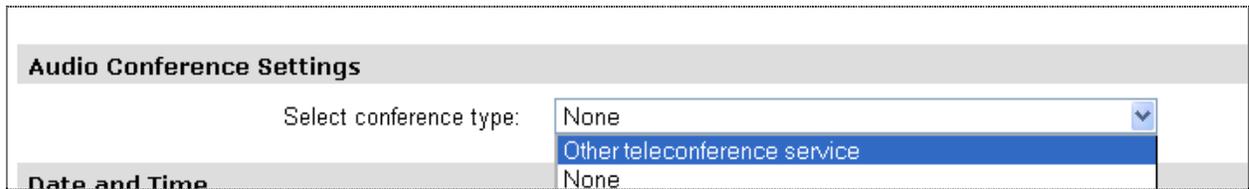
Automatically delete session after it ends

- a. Enter topic of Webinar
- b. You can set a session password
  - Unless you're discussing something secure, setting an password like "welcome" makes it easier on attendees
- c. Select how visible Webinar is:

Listed for All	Training will be visible for anyone who looks at the training center tab of your website
Listed for Authorized Users Only	Training will be visible for users registered to your training center website
Unlisted	Only the host and invited attendees can see the training, but it's not listed on WebEx

- d. Select the next check box if more than 500 people will be attending (some features may not be available)
- e. Select Automatically delete if you'll be completely finished with this session at the end of the Webinar

## 2. Audio Settings



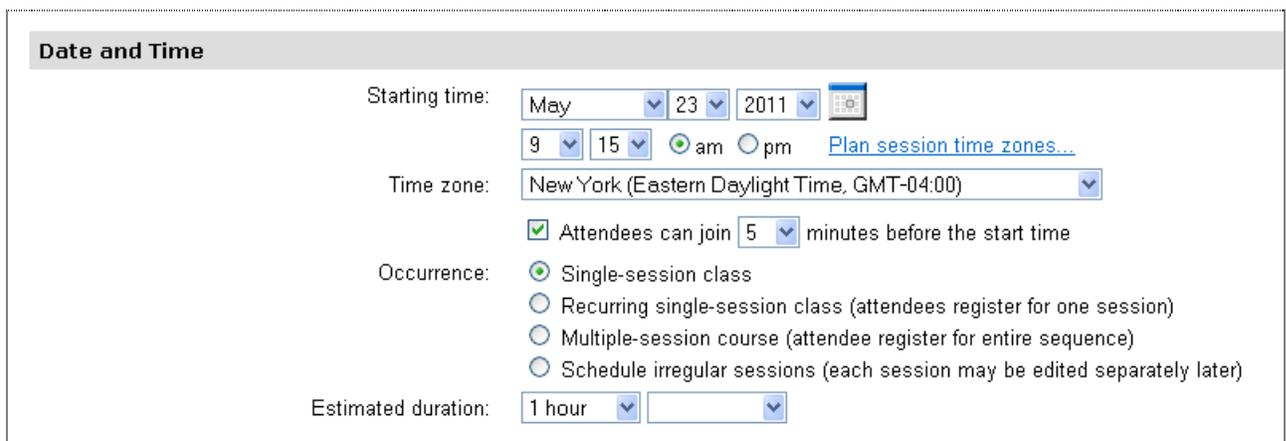
**Audio Conference Settings**

Select conference type:

**Date and Time**

- a. Select "Other Teleconference Service" from the drop down box next to conference type.
- b. Under "Instructions," enter the telephone number for the conference call. (WebEx assigns this to you when you get an account)
  - i. The participant passcode should also be in this box
  - ii. Enter any other instructions the attendee should know; this will open in a pop-up dialog box when the attendee logs in to the session

## 3. Date and Time



**Date and Time**

Starting time:       am  pm [Plan session time zones...](#)

Time zone:

Attendees can join  minutes before the start time

Occurrence:  Single-session class  
 Recurring single-session class (attendees register for one session)  
 Multiple-session course (attendee register for entire sequence)  
 Schedule irregular sessions (each session may be edited separately later)

Estimated duration:

- a. Enter the date and time you wish to hold your session by selecting the correct value in each drop down box.
- b. Select whether the time will be a.m. or p.m.
- c. Select which time zone you're going by
- d. Choose how early attendees can sign in by selecting a value between 5 and 30 minutes

e. Occurrence:

Single Session Class	One session of material at only one time
Recurring Single Session Class	One session of material offered at different times; student registers for only one  I. Select a frequency of Daily, Weekly, or Monthly  II. Choose the weekdays to set the meeting  III. Choose either an ending date or select an amount of sessions you'd like to do.
Multiple-Session Course	Multiple sessions of material presented through several webinars – attendees sign up for series  Follow steps I-III above
Schedule Irregular Sessions	Irregular sessions are single sessions, but you can schedule multiple sessions for the same content at different times through the week – like if you want to schedule one Monday afternoon and Friday morning.  I. Schedule first session with drop down arrows  II. Click on "Add another session" to plan another one for a different weekday and time

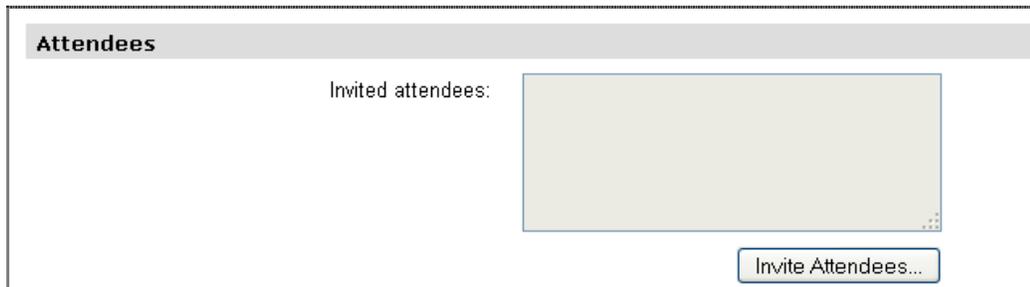
f. Choose the estimated duration from the drop down box.

## 4. Registration

Registration	
	You can require attendees to register for a training session before they can join it. When their registration requests are approved, attendees will receive a unique registration ID in their email. Attendees must use this ID to join the session.
	You must enable registration if you want to charge attendees a fee.
Attendee Registration:	<input type="checkbox"/> Require attendee registration <a href="#">Customize form</a>
	<input type="checkbox"/> Automatically approve all registration requests (If you select not to automatically approve registration requests, you must manually approve each attendee's registration request before they can join the session)

- a. Check this box if you'd like to require participant registration
  - i. This makes students register for the course through WebEx
    1. For DOI audiences/employees, normally, students will just register in DOI Learn
    2. Set it up as a course in DOI Learn to have students register for the training
  - ii. If box is checked, click on the "Customize Form" link to open a pop up window that lets you select what information you want from registering students.
- b. If you want to require students to register, you may select to automatically approve all registration requests
  - i. When this isn't selected, you will have to accept each request manually
  - ii. If a student's registration is not approved, they will not be able to join the Webinar

5. Attendees – this is how to invite people to your WebEx



- a. Click on "Invited Attendees..."
- b. A window will pop up asking for the attendees' information

Name	Email address	Phone number	Language	Time Zone	Locale
No contacts selected.					

**New Attendee**

\* Full name:

\* Email address:

Phone number:

Time Zone:

Language:

Locale:

Add new attendee in my address book

Invite as alternate host

Add Attendee

- c. Enter the person's full name and email address, all other information is optional.
- d. You can select frequently invited attendees to be saved for easier reference by checking the "add new attendee in my address book" box
- e. You can click "Invite as alternate host" to give that person host privileges
  - i. This is beneficial in case you're not there to start the WebEx; if there is an alternate host, they can start it.
- f. When finished filling the fields in, click "Add Attendee" in the bottom right corner

- g. Under "Attendees to Invite" at the top of the window, you will see the names of the people you've entered; select the check box next to the names of everyone you want to invite
  - i. To select every name, click "Select All"
  - ii. To delete an entry, select the name and click Delete
  - iii. To delete all names entered, click Clear All
  - iv. To close the window without saving anything, click Cancel
- h. Click "Invite".
  - i. The people on your list to be invited will be sent an email asking for them to join your webinar.

## 6. Presenters

The screenshot shows a window titled "Presenters". Inside, there is a section labeled "Invited presenters:" followed by a large, empty rectangular area. Below this area is a button labeled "Invite Presenters..."

- a. Click on "Invite Presenters" to invite others that you would like to have presenting privileges.

The screenshot shows the "Invite Presenters" dialog box. At the top, it says "Provide new presenter information here or select contacts from your address book." Below this is a section titled "Presenters to Invite" with a "Select Contacts..." button. A table with columns "Name", "Email address", "Phone number", "Language", "Time Zone", and "Locale" is shown, with "No contacts selected." below it. There are "OK" and "Cancel" buttons. Below that is the "New Presenter" section with the following fields:
 

- \* Full name: [text input]
- \* Email address: [text input]
- Phone number: [Country/region dropdown with '1' selected] [Number (with area/city code) text input]
- Time Zone: [New York (Eastern Daylight Time, GMT-04:00) dropdown]
- Language: [English dropdown]
- Locale: [U.S. dropdown]
- Add presenter as attendee in my address book
- Invite as alternate host

 An "Add Presenter" button is at the bottom right. A red asterisk indicates required fields.

- b. Follow steps B through I from the above "Attendees" section for any presenters you wish to invite.

## 7. Session Options

- a. "Available features" shows the different options available.

**Session Options**

Available features: Chat, Poll, Video (Multi-point), Attendee List, File Transfer, Presentation, App Sharing, Web tour, App Sharing Remote,

[Edit Options...](#)

Destination address (URL) after session:

Greeting message: [Customize greeting message when attendee joins](#)

- b. Click "Edit Options" to Change List of available features; this window will pop up:

**Session Options**

**Attendee Privileges**  
Select the attendee privileges that you want all attendees to have when a training session begins.

<b>Documents:</b>	<b>View:</b>	<b>Other:</b>
<input type="checkbox"/> Save	<input checked="" type="checkbox"/> Attendee list	<input checked="" type="checkbox"/> Chat
<input type="checkbox"/> Print	<input checked="" type="checkbox"/> Video	<input checked="" type="checkbox"/> File transfer
	<input type="radio"/> Single-point	
	<input checked="" type="radio"/> Multi-point	
<input type="checkbox"/> Annotate	<input type="checkbox"/> Thumbnails	<input type="checkbox"/> Recording
	<input type="checkbox"/> Next or previous page	

**Security**

Exclude password from emails sent to attendees

Attendees must have an account on this service to attend session

**Universal Communication Format (UCF)**  
UCF allows you to share rich media objects such as audio, video, Flash, etc.

Allow attendees to share UCF objects (host can always share UCF objects)

[Save](#) [Cancel](#)

- c. You can select to be able to
  - i. Save
  - ii. Print
  - iii. Annotate
  - iv. Attendee List
  - v. Video\*\*
  - vi. Thumbnails
  - vii. Next/Previous Page
  - viii. Chat\*\*
  - ix. File Transfer\*\*
  - x. Recording\*\*

\*\*If you don't select these before the session starts, they won't be available.

- d. Security Settings
  - i. Select "Exclude Password from emails sent to attendees" and no password will be sent in the invitation email
    - \*\*If this is selected, you will have to provide the password to your attendees in some other way
  - ii. Check the "Attendees must have an account on this service to attend session" to restrict those without WebEx accounts from accessing your training
- e. Universal Communication Format
  - i. Check the allow box to be able to share a broader range of formats of multimedia.
- f. Click save to save your session options
- g. You may enter a Destination address (URL) which will send everyone in attendance to the specified website when the WebEx is over.
  - i. If you wish to used this, enter the address to the website in the box below  
Destination Address
- h. Greeting Message – Click on the Customize link to add a greeting to the people logging in to your session

## 8. Breakout Session Assignments and Settings

**Breakout Session Assignments Settings**

In-Session Assignments (automatic or manual attendee assignments during the session) are always available

Options:  Enable Pre-Session Assignment (specify automatic or manual attendee assignments before starting the session)

Automatically assign attendees during the session

Set the number of breakout sessions:

Set the number of attendees in each breakout session:

Manually assign registered attendees to breakout sessions (requires attendee registration to be enabled)

- a. If there's an assignment that you want your viewers to complete before the webinar in groups, select the box next to "Enable Pre-session Assignment"
- b. Choose either to assign attendees automatically, or to assign them to groups yourself (manually), which requires you to enable registration.
- c. If you choose to automatically assign attendees, choose whether to assign groups based on a certain number of sessions or by number of people in the group (number of attendees).

## 9. Email Options

- a. To select type, frequency or other email options, click "Edit Email Options".



- b. This screen will pop-up:

### Edit Email Options

Select the types of email messages that you want to send when certain events occur. You can also click the title of the email to modify the content.

**Invitations**

- [Invitation to Join a Training Session](#)
- [Invitation to a Training Session in Progress](#)
- [Invitation to Register for a Training Session](#)

**Updates**

- [Training Session Rescheduled](#)
- [Updated Information to Join a Training Session](#)
- [Updated Information to Register for a Training Session](#)
- [Training Session Cancelled](#)

**Registrations**

- Registration Notification to Host
- [Attendee Registration Pending](#)
- [Attendee Registration Confirmed](#)
- [Attendee Registration Rejected](#)

**Reminder**

Send Training Session Reminder emails to:

<input checked="" type="checkbox"/> Attendees	<a href="#">Reminder</a> 24 hours before session starts <a href="#">Add another reminder email</a> Note: You can add up to 3 reminders emails
<input checked="" type="checkbox"/> Presenters	24 hours before session starts
<input checked="" type="checkbox"/> Host	15 minutes before session starts via email address: super_man@fws.gov

[Notification to Host Upon Attendee Joining a Session](#)

i.

ii.

iii.

iv.

v.

vi.

\*

\*\*

vii.

\*\* Any email options [blue and underlined](#) are customizable messages, click on their description to edit the automatic messages.

- i. Select the options for email invitations you want to send to attendees.
- ii. Decide whether you want to update attendees for things like rescheduling, canceling, or new information.
- iii. Choose whether or not to get notifications about attendee registrations.
- iv. You can also send attendees emails about their registration status.
- v. Select whether to remind attendees, and how far in advance.
- vi. Pick how far before the session you and the host would prefer to be sent reminders.

\*You can also choose to be notified at an alternate email address

\*\*Click here to get an email notification when someone joins after the webinar has started.

- vii. Click "Update" when you've chosen your preferences.

## 10. Session Information

- a. Use the session information section to make information available to attendees.

	Host, presenter and panelists	Attendees
Main training session	<input checked="" type="checkbox"/>	--
Breakout sessions	<input checked="" type="checkbox"/>	--

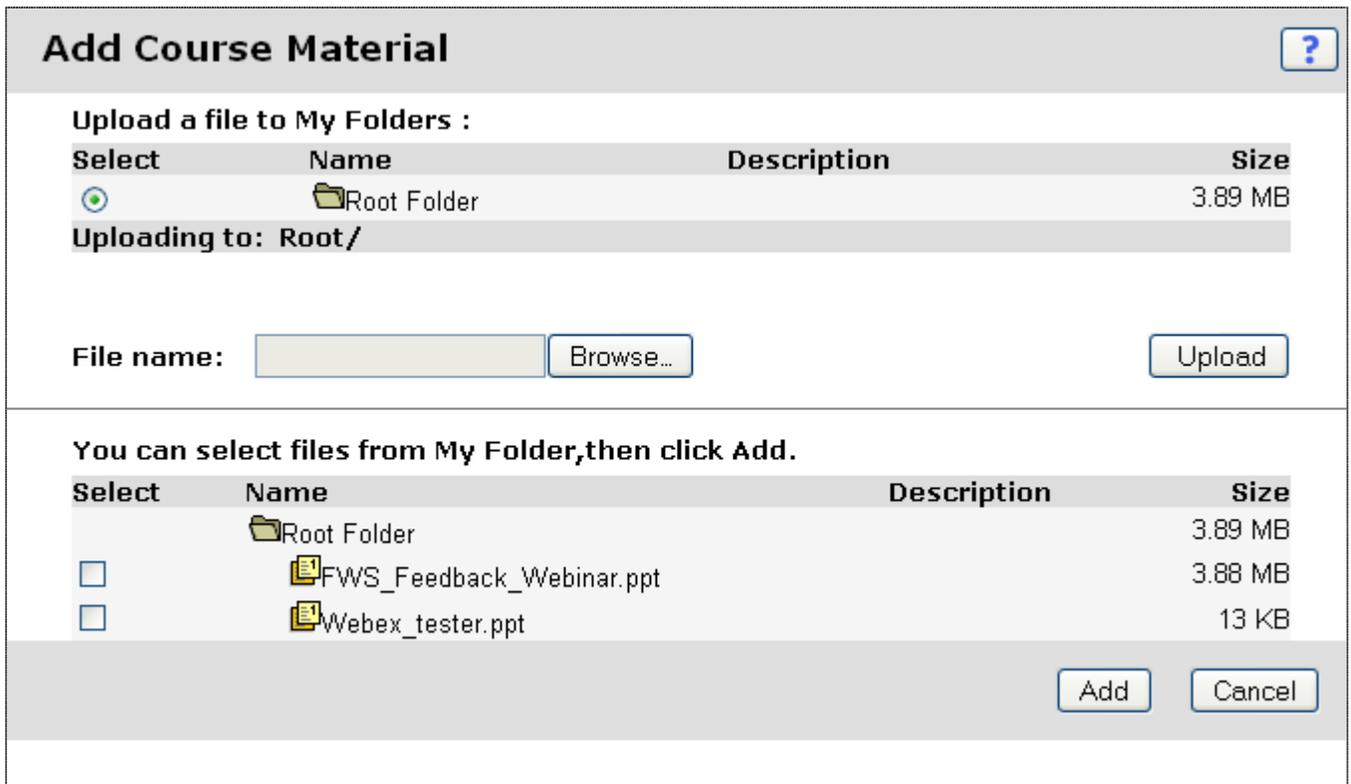
- b. "Agenda" - You can add an agenda to inform your attendees of the training layout; this feature is not required.
- c. "Description" - You can also add a brief description of your training objectives or any other details you want attendees to know before joining the session.
- d. Click "Import Picture" to insert a picture into the session's description.
- e. You can remove the picture you've imported by clicking "Remove Picture"

## 11. Course Material

- a. Click on the "Add Course Material" box to add any files that you want to be available to your students, like worksheets.



- b. An "Add Course Material" box will pop-up.



- c. You can now add files like worksheets or powerpoints to be available for your attendees either by uploading a file or selecting documents from your previously uploaded files.

- i. To Upload a new file:

**Upload a file to My Folders :**

Select	Name	Description	Size
<input checked="" type="radio"/>	Root Folder		3.89 MB

Uploading to: Root/

File name:

1. Select which folder to store your file in your "My Folders" area. (In this example, "Root Folder" has been selected)

Select	Name	Description	Size
<input checked="" type="radio"/>	Root Folder		3.89 MB

Uploading to: Root/

2. Type in the file name or click "Browse" to navigate to your file.

Uploading to: Root/

File name:

3. When you've selected the file, click "Upload".

ii. To use a file that's been previously uploaded:

1. Select the check box next the file you wish to include.

**You can select files from My Folder, then click Add.**

Select	Name	Description	Size
<input checked="" type="checkbox"/>	Root Folder		3.89 MB
<input type="checkbox"/>	FWS_Feedback_Webinar.ppt		3.88 MB
<input type="checkbox"/>	Webex_tester.ppt		13 KB

2. Click "Add" to include the selected file(s) in your Course Materials.
3. This action will close the pop-up and refresh your scheduling page to include the file(s) under Course Materials.

**Course Material**

Course material specified can be downloaded by participants before the session starts. To add course material, you can either select files already in My Folders, or upload new files first and select them.

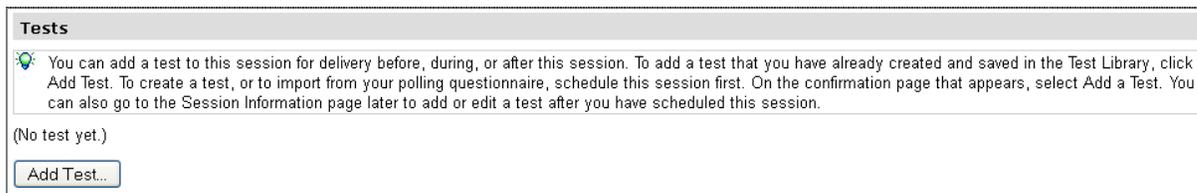
File name	Size
Webex_tester.ppt	12.5 KB

[Remove](#)

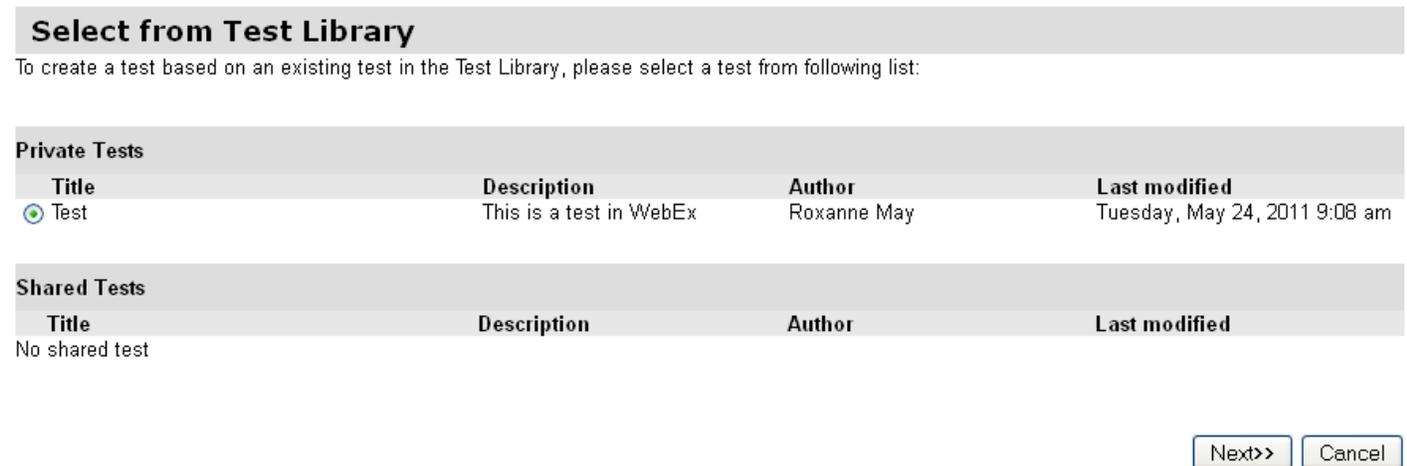
- d. If you wish to remove one or more of these files, click "Remove" beside the file you wish to delete.

## 12. Tests

- a. Click on "Add Test" to add a test or quiz to your WebEx.



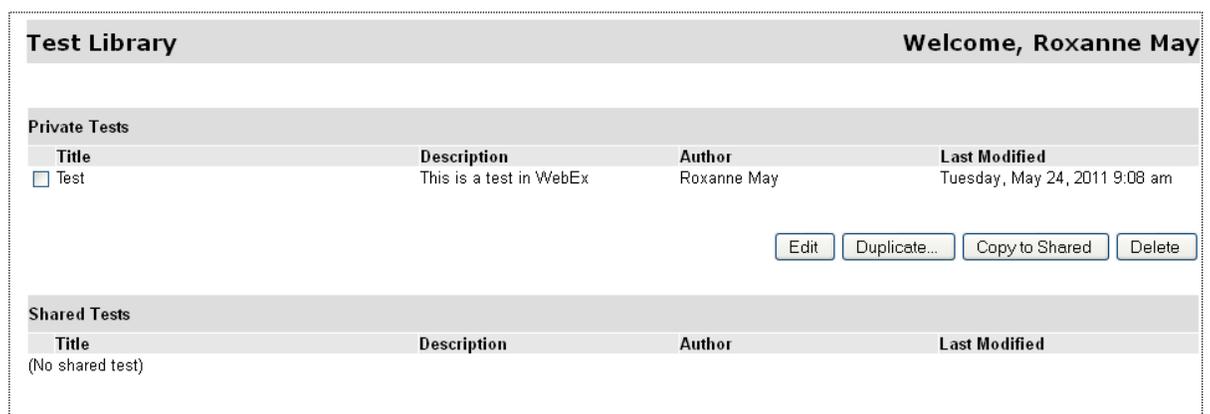
- b. The Test Library window will pop up:



- c. In order to use this feature, you must already have tests created in your test library.

To Create a Test:

- i. To create a test, click on "Test Library" under "Host a Session" in the left sidebar (Note: Save the changes to the Webinar you've created before proceeding to create a test).
- ii. You will be taken to this screen:



- iii. Click on "Create New Test".
- iv. The next screen gives you test options:

### Create Test

**Test Title:**

**Test Description:**

**Author:** \_\_\_\_\_

**Maximum score:** Maximum possible score is: **0 points** (calculated based on the assigned scores in the test)  
 Limit the maximum score that an attendee can receive:  points

**Grades:**  Assign a grade according to the score of the student ([Specify Grades...](#))

**Display question:**  All questions in one page  
 One question per page

---

[Insert Question](#)

- v. You can now name the test, give a brief description, and select the options you want to use for grading and question display.
- vi. To add test questions, click "Insert Question", or the link above the "Save" button in the bottom right corner.
- vii. Another window will pop up:

### Add Question

**Question Type:** Multiple Choice (select one answer) ▼

**Question:** Please type the question here.

**Answers:** (Please enter the answers to this question, then specify the correct answer)

Answer:	Correct?
Option 1	<input checked="" type="radio"/>
	<input type="radio"/>
	<input type="radio"/>
	<input type="radio"/>
	<input type="radio"/>

Save Cancel

viii. Select the type of question you wish to use.

**Question Type:**

- Multiple Choice (select one answer) ▼
- Essay
- Fill in the blanks
- Instructions
- Multiple Choice (select one answer)
- Multiple Response (select multiple answers)
- True/False

ix. Type the question in the next box.

**Question:** Please type the question here.

**Answers:** (Please enter the answers to this question, then specify the correct answer)

Answer:	Correct?
Option 1	<input checked="" type="radio"/>
	<input type="radio"/>
	<input type="radio"/>
	<input type="radio"/>
	<input type="radio"/>

Save Cancel

- x. Add any answers required (things like essay may require you to select a word limitation, but no answer is required).
- xi. Click "Save" when finished to add the question to the test.
- xii. The window will close and refresh the "Create Test Window".
- xiii. You can now enter scoring, guidelines for why an answer is or isn't correct, insert more questions (by following steps vi – xii), edit the question or delete it.

Question 1 Move Up Move Down [Insert Question](#)

Please type the question here.

Option 1  
 Option 2

**Scoring Panel**

Score:  points if answer is correct

Scoring guidelines:

---

[Insert Question](#)



- xiv. When satisfied with your test, click "Save".

### Select from Test Library

To create a test based on an existing test in the Test Library, please select a test from following list:

Private Tests			
Title	Description	Author	Last modified
<input checked="" type="radio"/> Test	This is a test in WebEx	Roxanne May	Tuesday, May 24, 2011 9:39 am

Shared Tests			
Title	Description	Author	Last modified
No shared test			

- d. Select which test you want to use and click "Next>>"
- e. The "Test Delivery Options" window will pop up.

## Test Delivery Options

Test Title:

Delivery method:  Start this test within a live session  
 Deliver this test on the website (pre-session and post-session test)

Time limit:  No time limit  
 Attendees must finish the test within  minutes

Email attendees:  Scoring and grading report

Attempt limit:  Allow attendees to take the test  times  
 No limit

- i. If you want, you can now modify the title.
- ii. Select whether to give the test during your webinar so you can teach the material and then review test results in the same session, or whether to do it as a pre- or post-session test.
- iii. Choose whether or not attendees will have a time limit, and how long that time limit will be.
- iv. You can select whether or not to email the attendees their scoring and grading report.
- v. Choose whether or not attendees will be allowed to take test a certain number of times or an unlimited amount.
- vi. When finished, click "Save" to finish adding the test.

### When you're satisfied with the settings, you have the following options at the end:

- a. Save As Template – save the settings you've chosen as a template for future webinars if you think the settings will be mostly the same.
- b. Schedule – schedule this training session with the preferences selected above.
- c. Start Session – click this to start the webinar immediately with the settings chosen.
- d. Cancel – to delete the training session and all the options chosen in the above page.