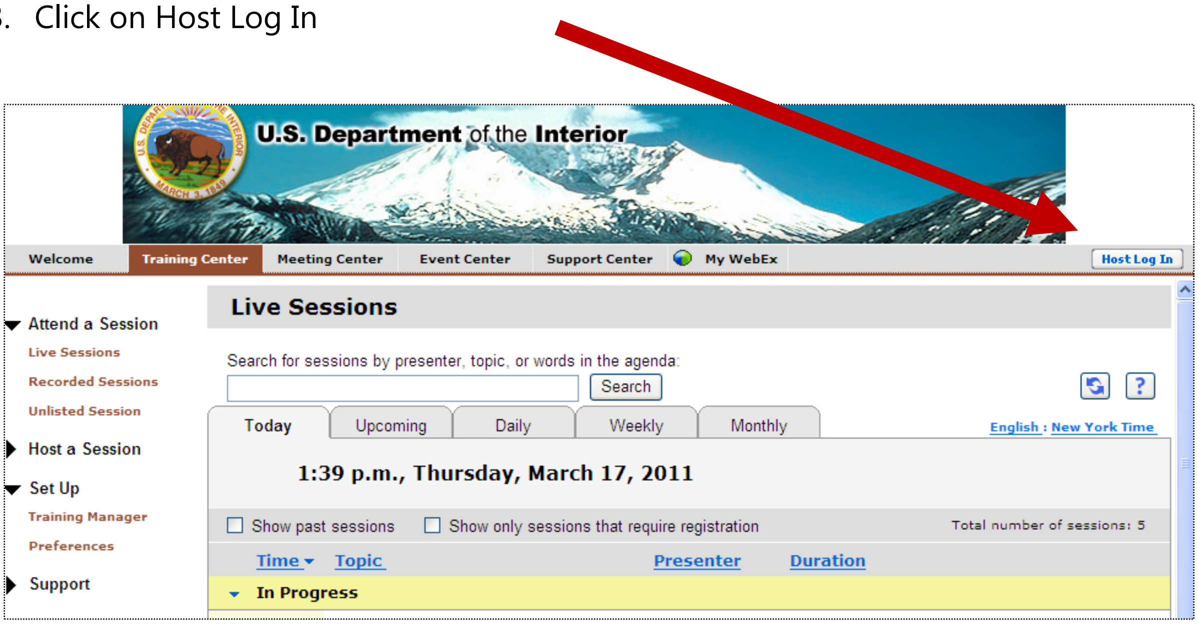
Scheduling a Training Session

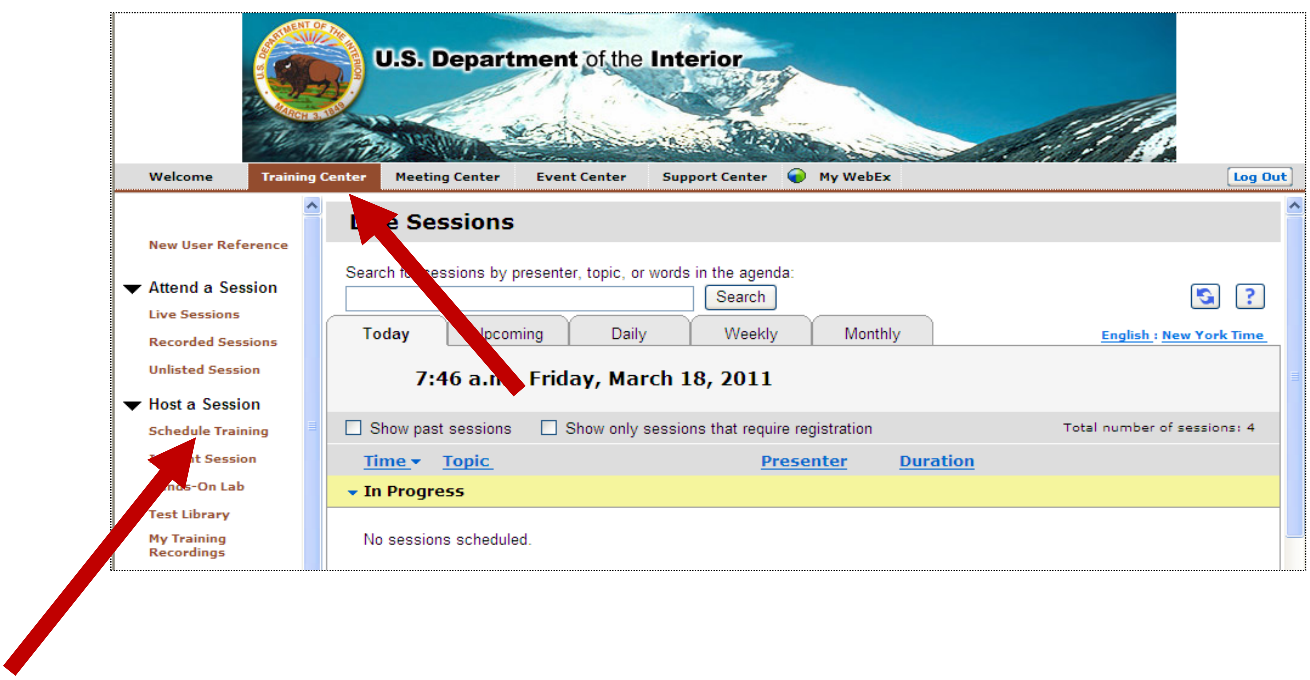
Anyone wishing to do a webinar must either be or go through a license-holder.

For License Holders:

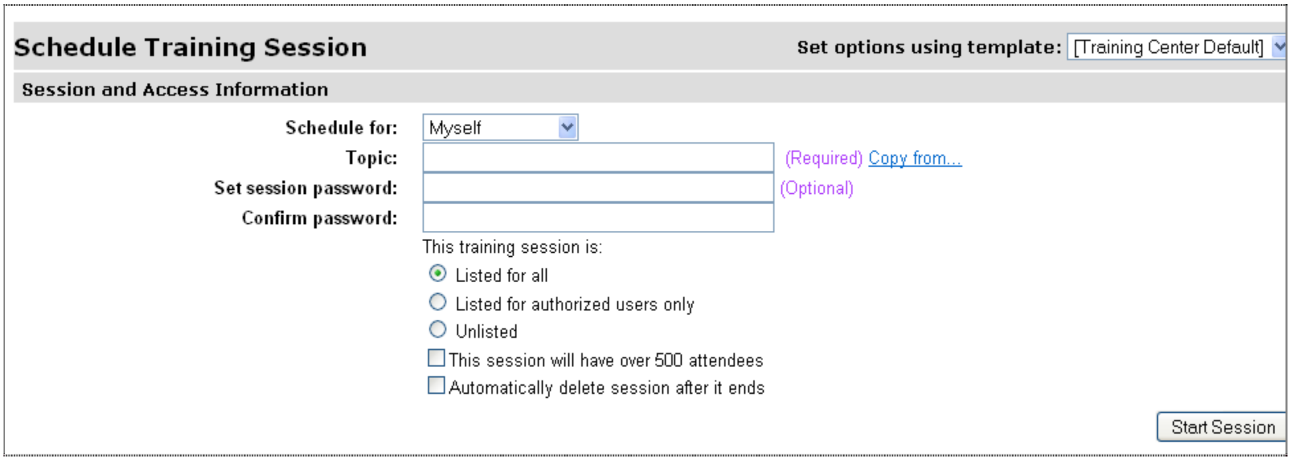
1. Open Internet Explorer.
2. Type https://doilearn.webex.com in the address bar and click 'GO'.
3. Click on Host Log In



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



1. Session and Access Information



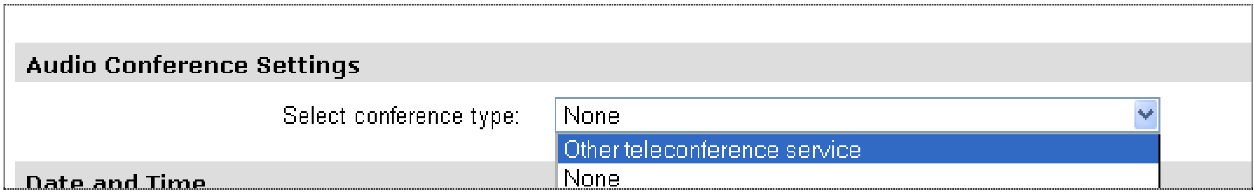
a. Enter topic of Webinar
b. You can set a session password
- Unless you're discussing something secure, setting an password like "welcome" makes it easier on attendees

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 Uers 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

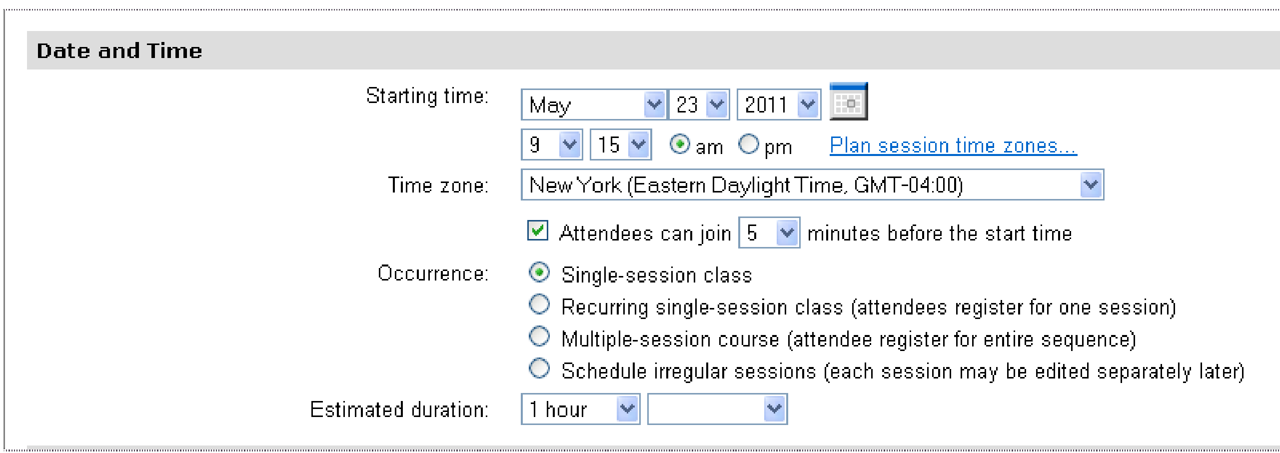
d. Select the next check box if more than 500 people will be attending (some features may not be available)
e. Select Automatically delete if you'll be completely finished with this session at the end of the Webinar

2. Audio Settings



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



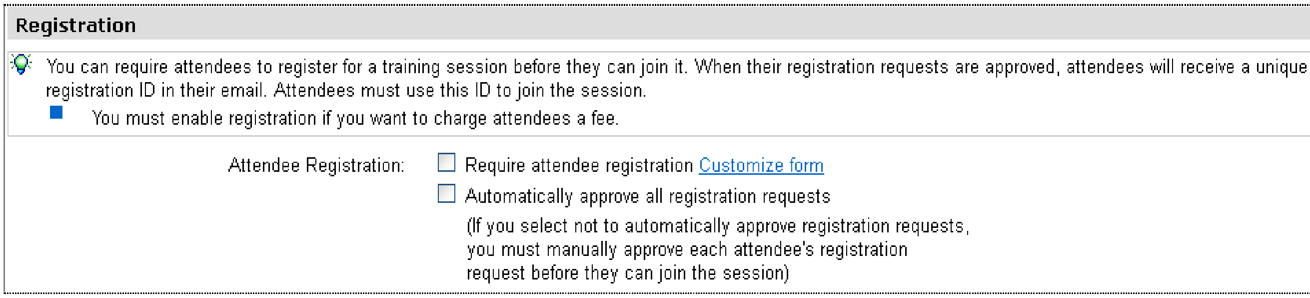
a. Enter the date and time you wish to hold your session by selecting the correct value in each drop down box.
b. Select whether the time will be a.m. or p.m.
c. Select which time zone you're going by
d. Choose how early attendees can sign in by selecting a value between 5 and 30 minutes

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

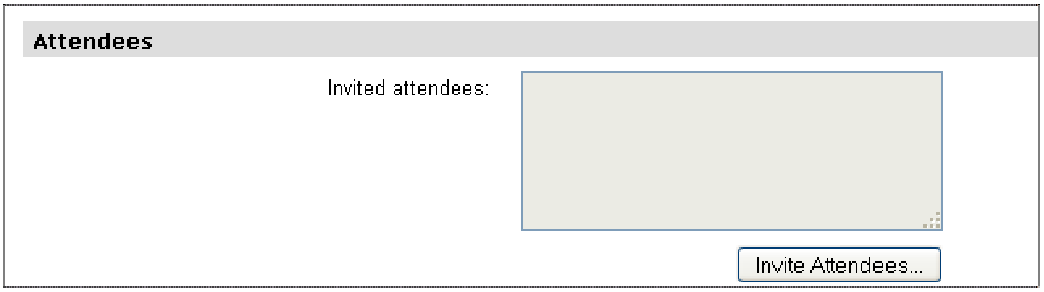
f. Choose the estimated duration from the drop down box.

4. Registration

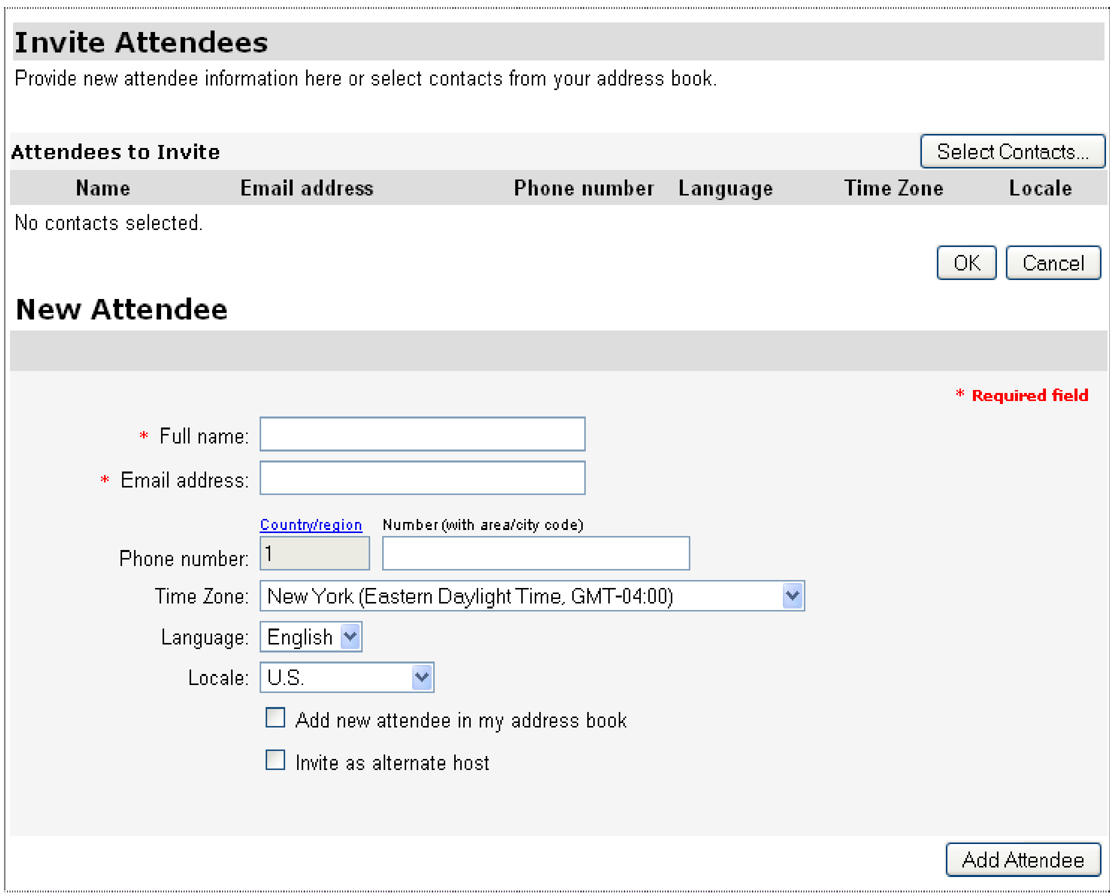


a. Check this box if you'd like to require participant registration
    i. This makes students register for the course through WebEx
        1. For DOI audiences/employees, normally, students will just register in DOI Learn
        2. Set it up as a course in DOI Learn to have students register for the 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

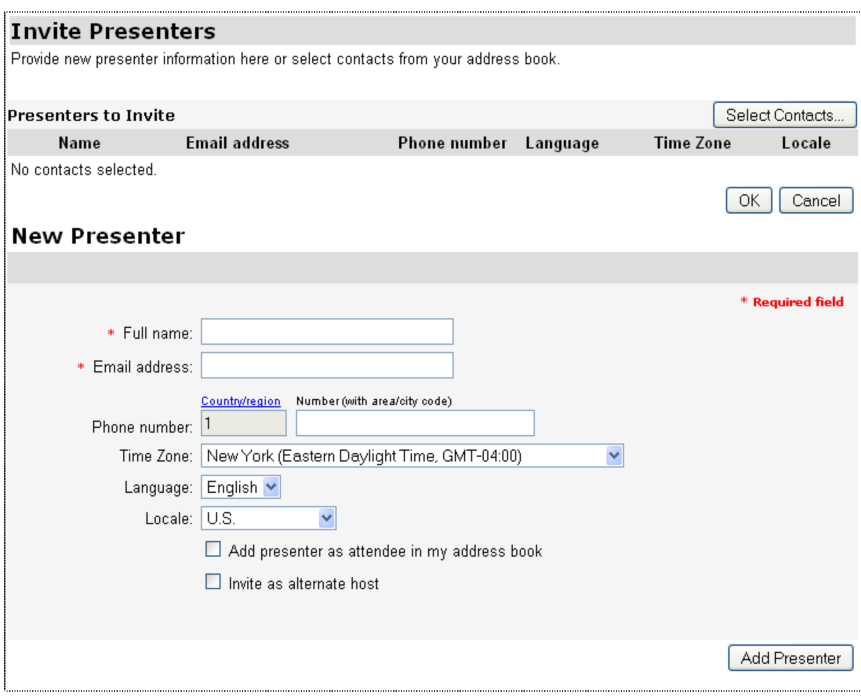


c. Enter the person's full name and email address, all other information is optional.
d. You can select frequently invited attendees to be saved for easier reference by checking the "add new attendee in my address book" box
e. You can click "Invite as alternate host" to give that person host privileges
    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.

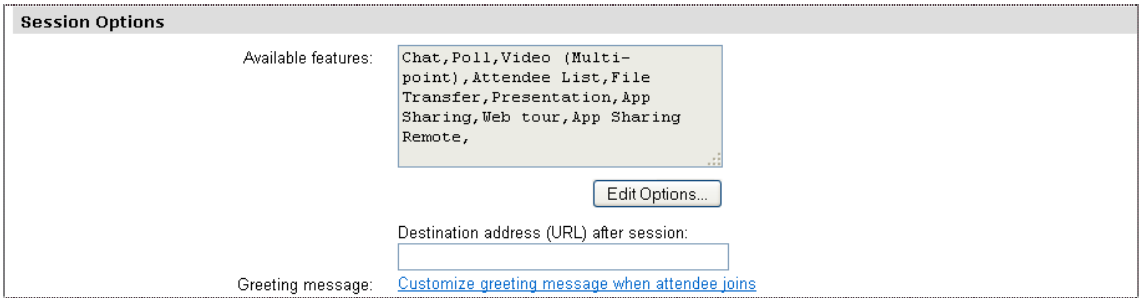
6. Presenters

a. Click on “Invite Presenters” to invite others that you would like to have presenting priveledges.

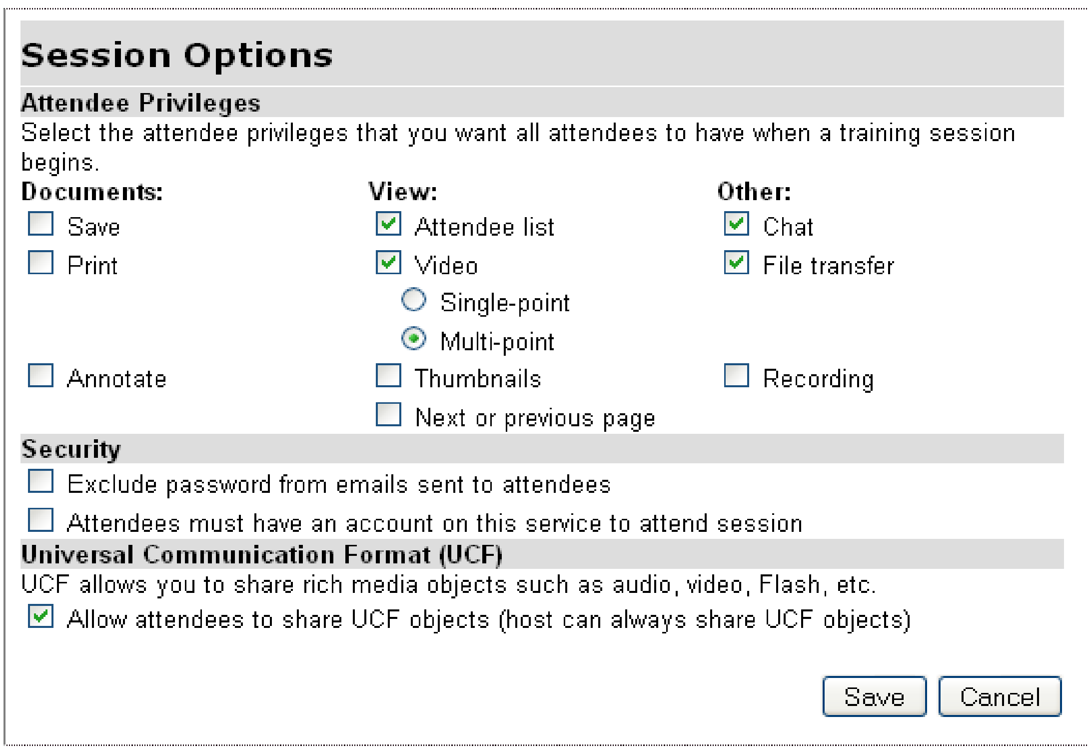


b. Follow steps B through I from the above “Attendees” section for any presenters you wish to invite.

7. Session Options
   a. "Available features" shows the different options available.



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

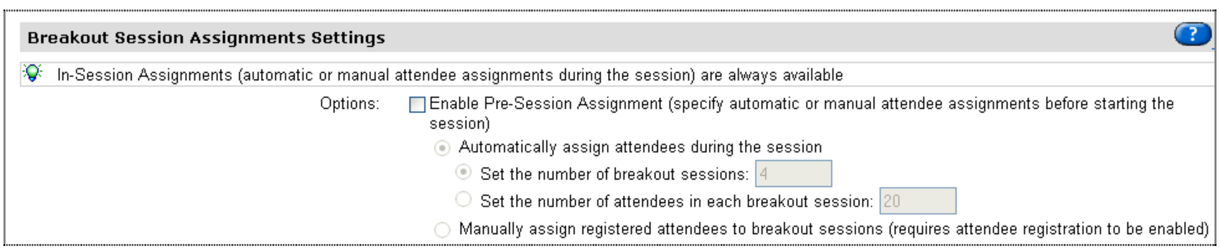


   c. You can select to be able to
      i. Save
      ii. Print
      iii. Annotate
      iv. Attendee List
      v. Video**
      vi. Thumbnails
      vii. Next/Previous Page
      viii. Chat**
      ix. File Trasfer**
      x. Recording**

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

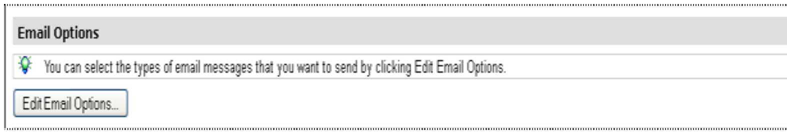
d. Security Settings
    i. Select “Exclude Password from emails sent to attendees” and no password will be sent in the invitation email
        **If this is selected, you will have to provide the password to your attendees in some other way
    ii. Check the “Attendees must have an account on this service 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

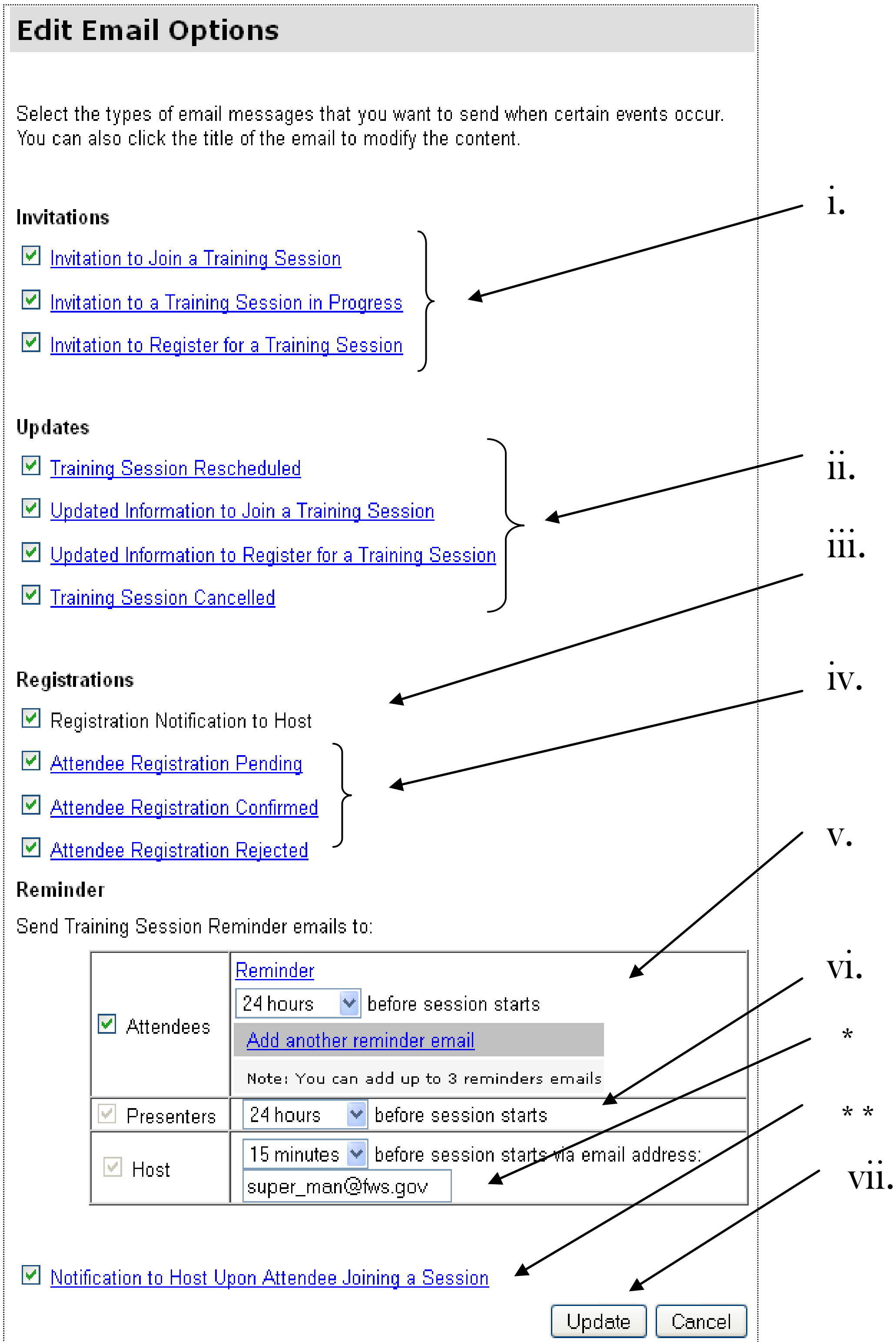


a. If there’s an assignment that you want your viewers to complete before the webinar in groups, select the box next to “Enable Pre-session Assignment”
b. Choose either to assign attendees automatically, or to assign them to groups yourself (manually), which requires you to enable registration.
c. If 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”.



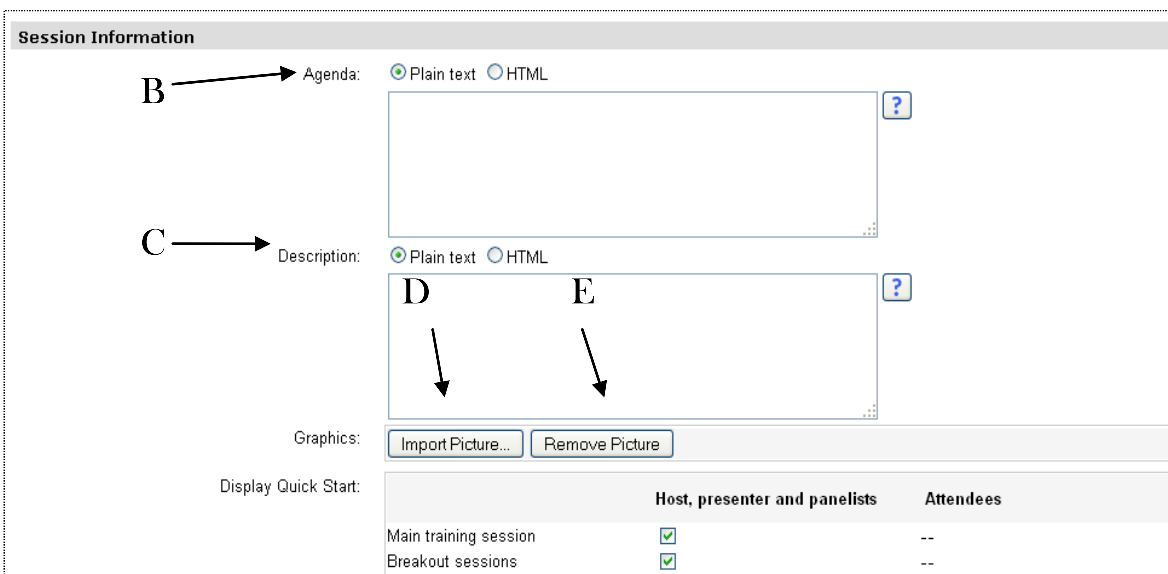
    b. This screen will pop-up:



** 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.

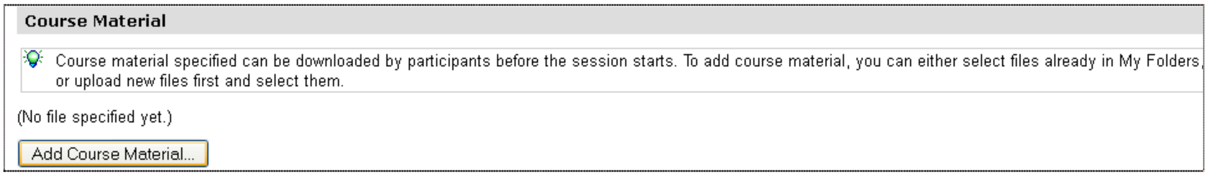
10. Session Information
    a. Use the session information section to make information available to attendees.



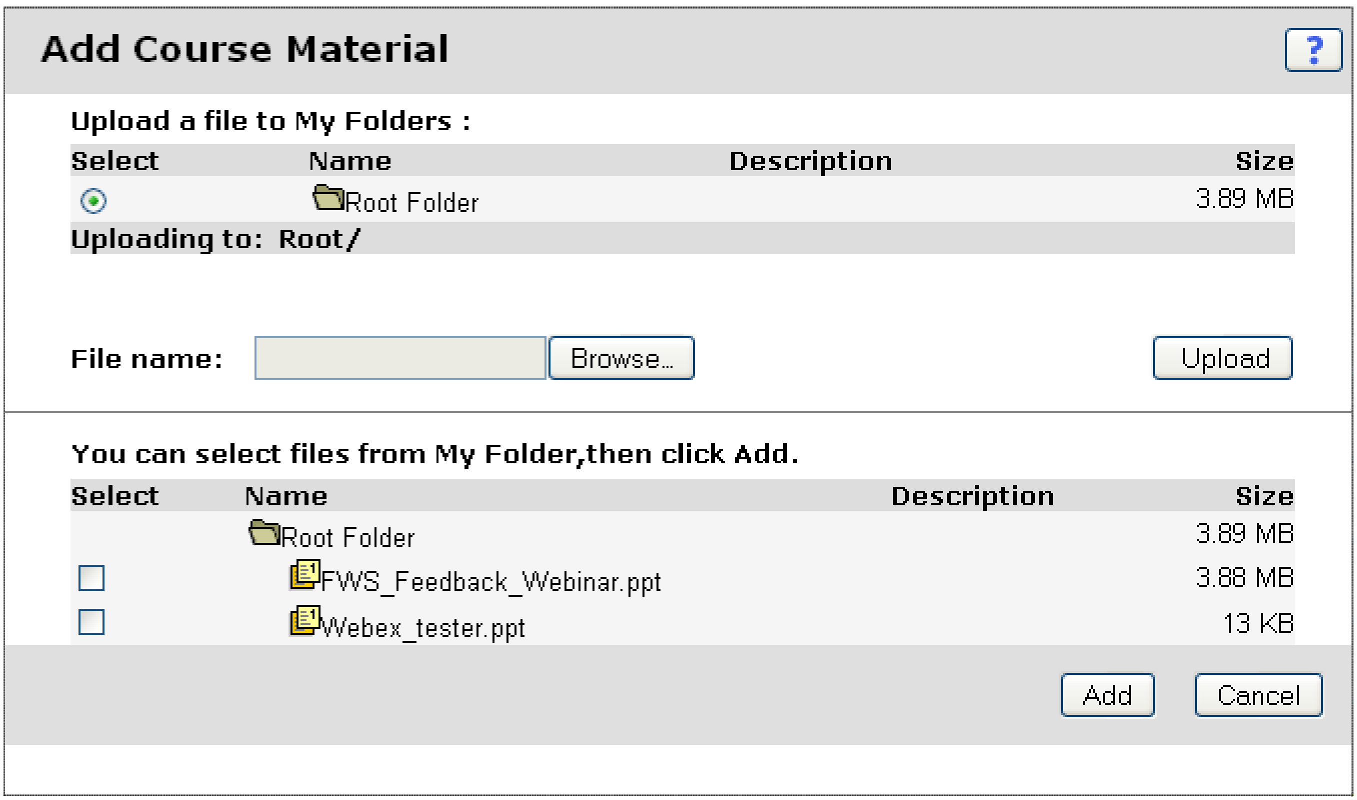
    b. "Agenda" - You can add an agenda to inform your attendees of the training layout; this feature is not required.
    c. "Description" - You can also add a brief description of your training objectives or any other details you want attendees to know before joining the session.
    d. Click "Import Picture" 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.

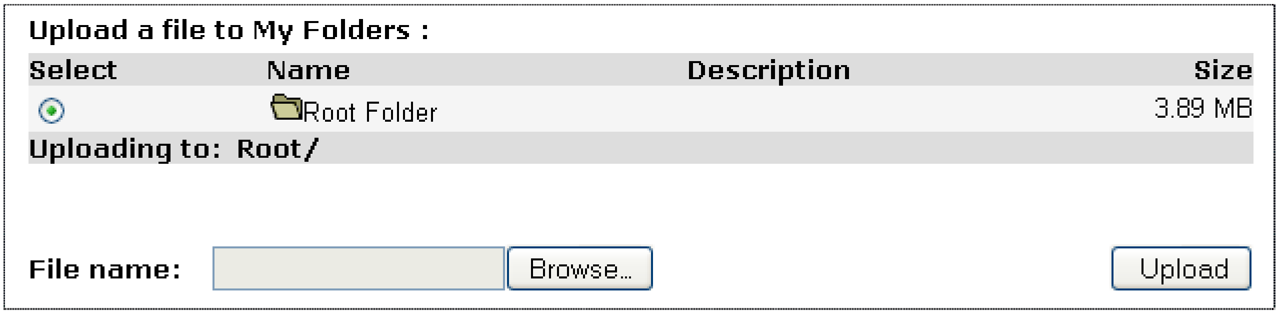


b. An "Add Course Material" box will pop-up.

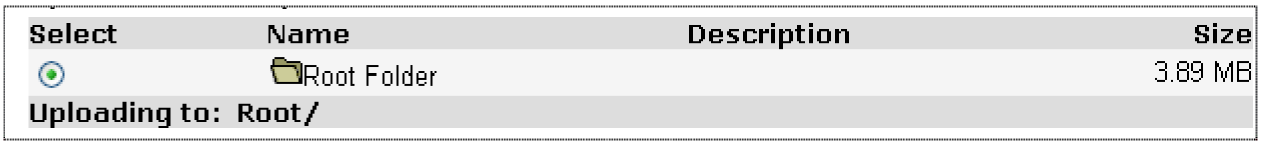


c. You can now add files like worksheets or powerpoints to be available for your attendees either by uploading a file or selecting documents from your previously uploaded files.

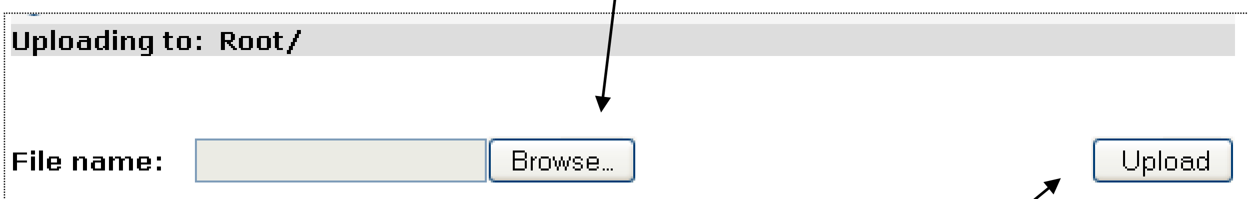
i. To Upload a new file:



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



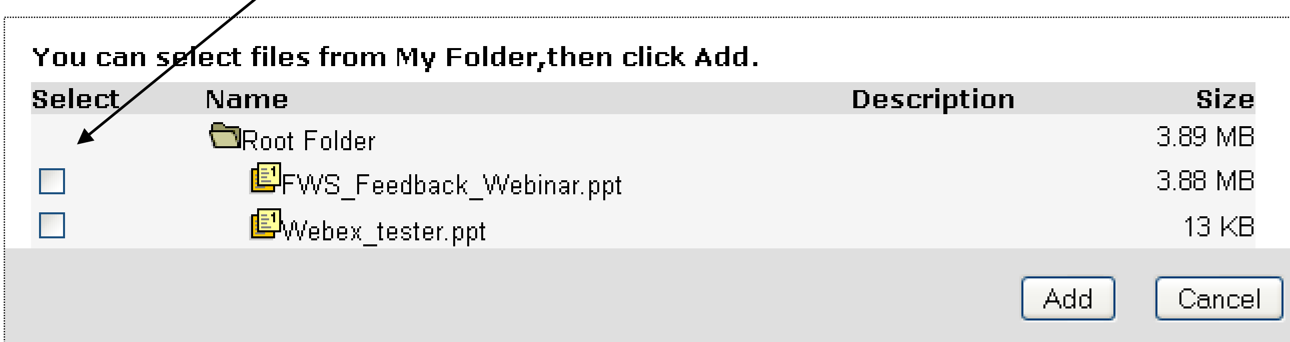
2. Type in the file name or click "Browse" to navigate to your file.



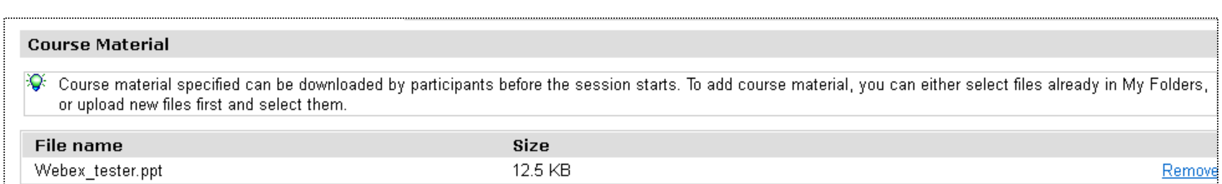
3. When you've selected the file, click "Upload".

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

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



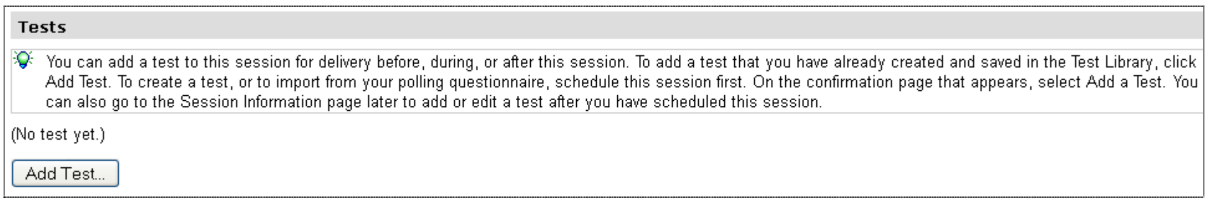
2. Click "Add" to include the selected file(s) in your Course Materials.
3. This action will close the pop-up and refresh your scheduling page to include the file(s) under Course Materials.



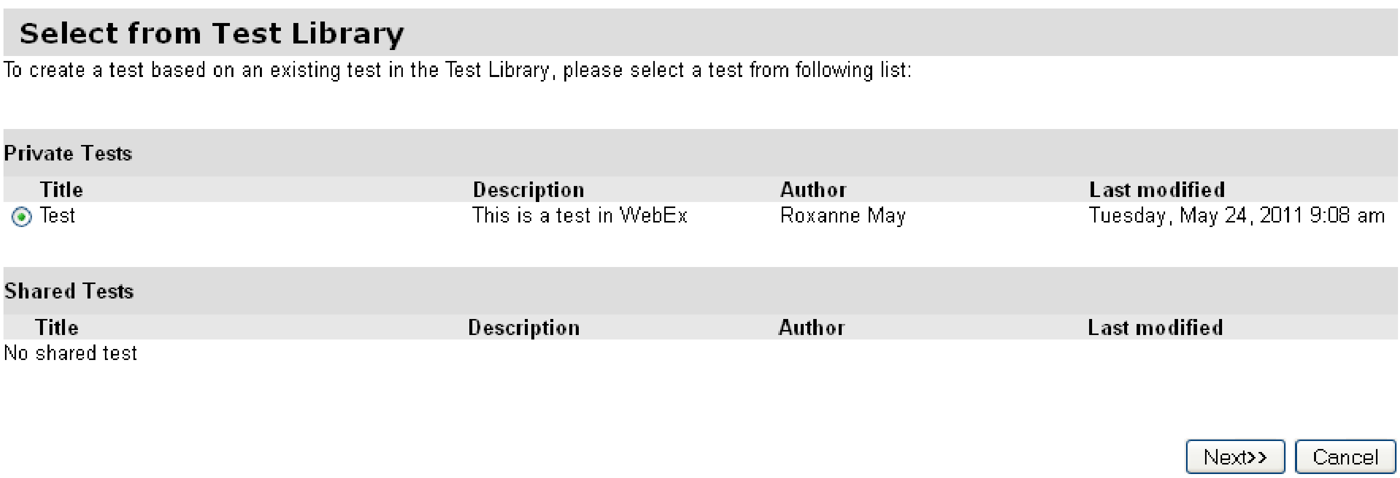
d. If you wish to remove one or more of these files, click “Remove” beside the file you wish to delete.

12. Tests

a. Click on “Add Test” to add a test or quiz to your WebEx.



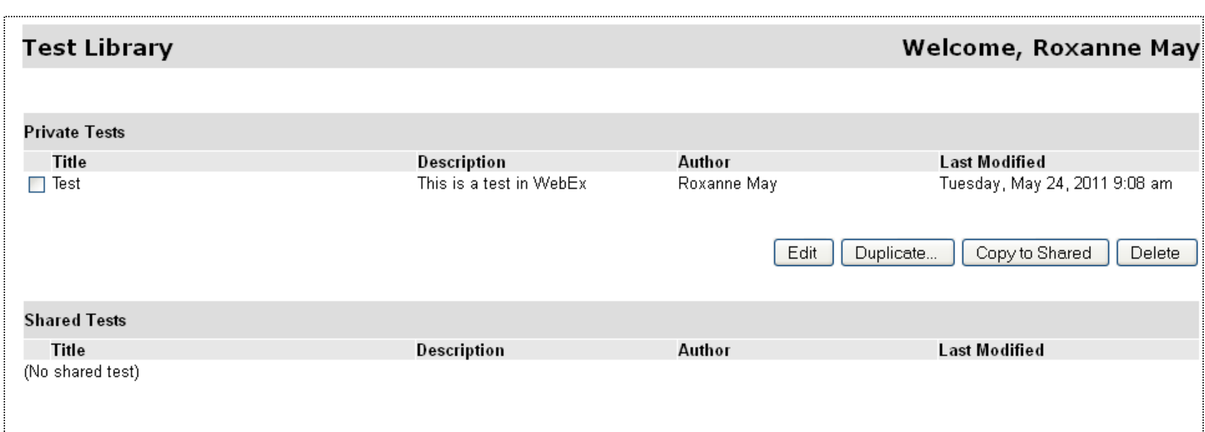
b. The Test Library window will pop up:



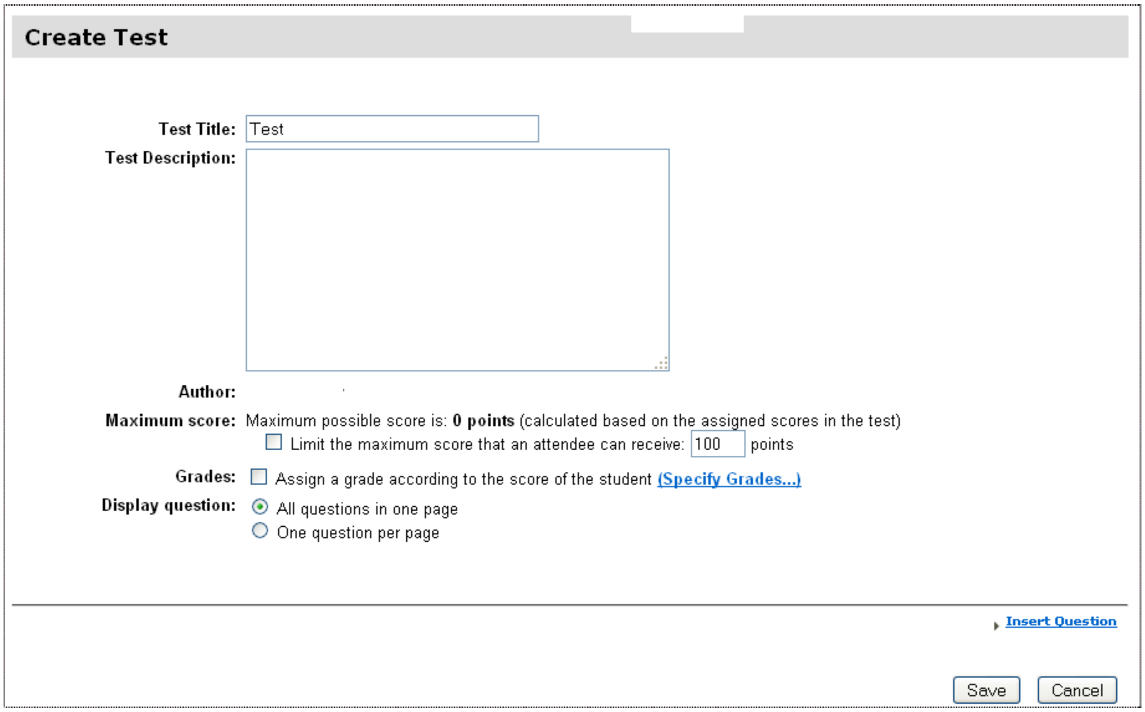
c. In order to use this feature, you must already have tests created in your test library. To Create a Test:

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).

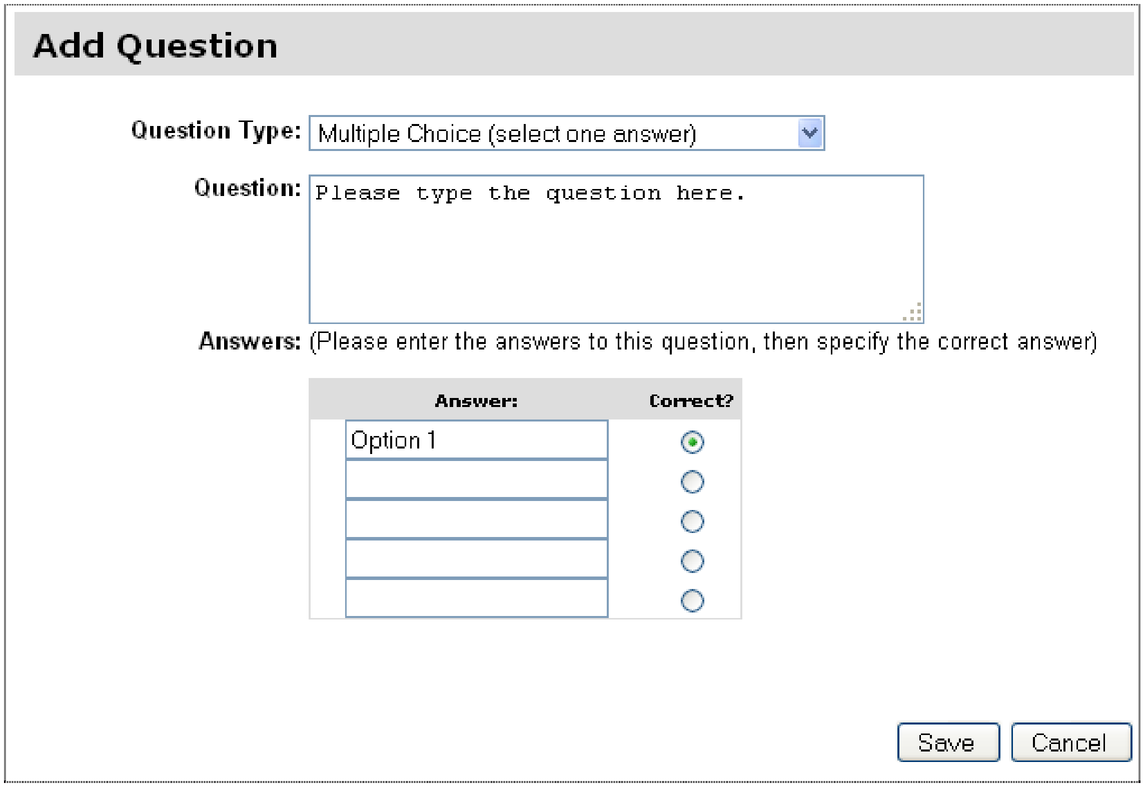
ii. You will be taken to this screen:



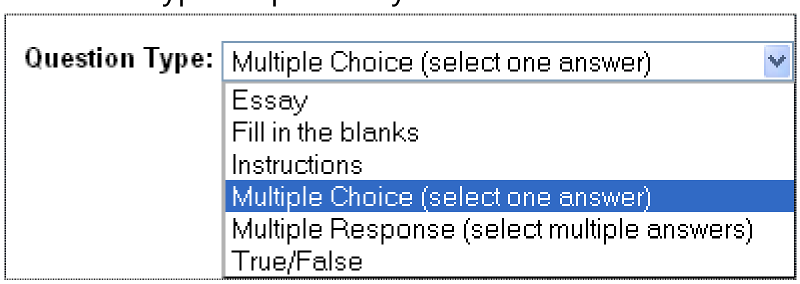
iii. Click on “Create New Test”.
iv. The next screen gives you test options:



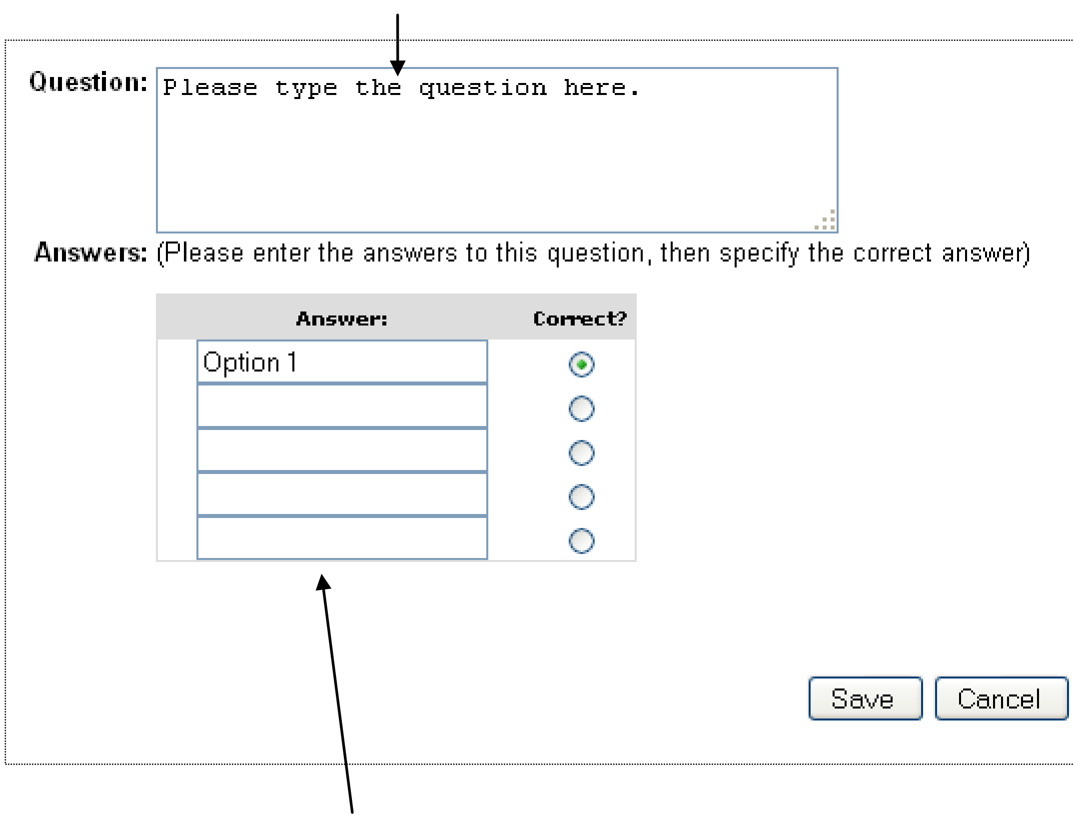
v. You can now name the test, give a brief description, and select the options you want to use for grading and question display.
vi. To add test questions, click “Insert Question”, or the link above the “Save” button in the bottom right corner.
vii. Another window will pop up:



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



ix. Type the question in the next box.

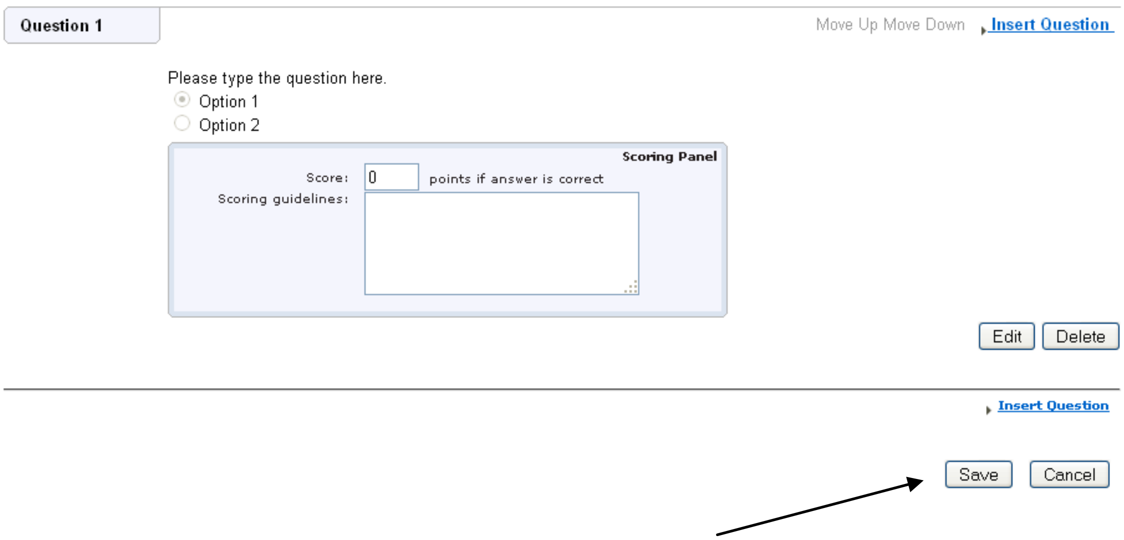


x. Add any answers required (things like essay may require you to select a word limitation, but no answer is required).

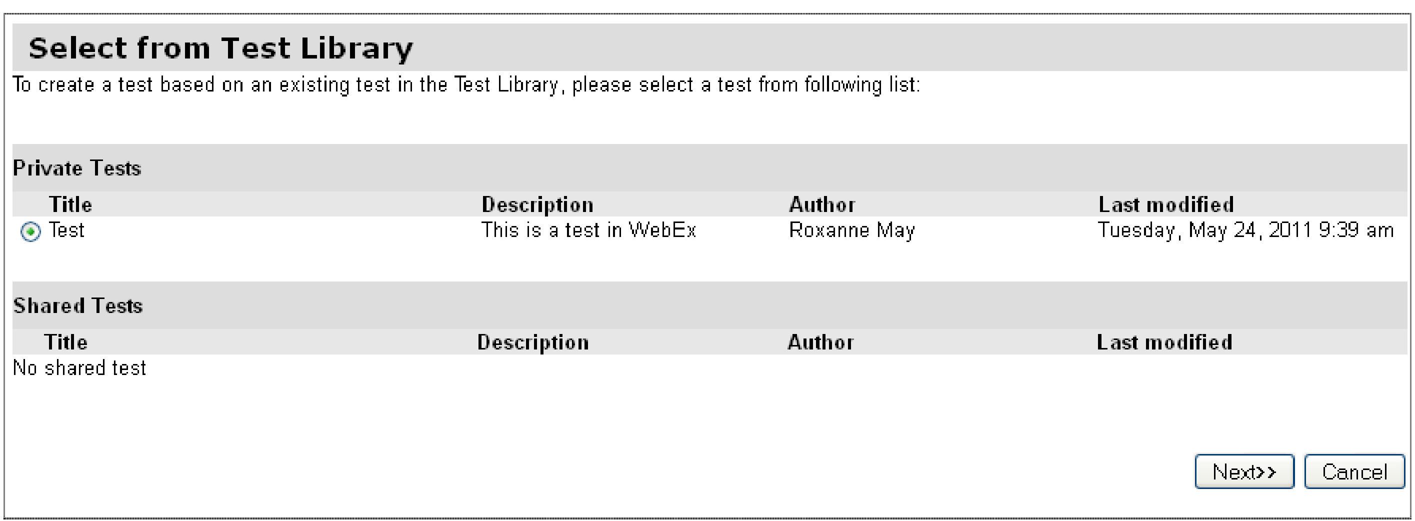
xi. Click “Save” when finished to add the question to the test.

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.

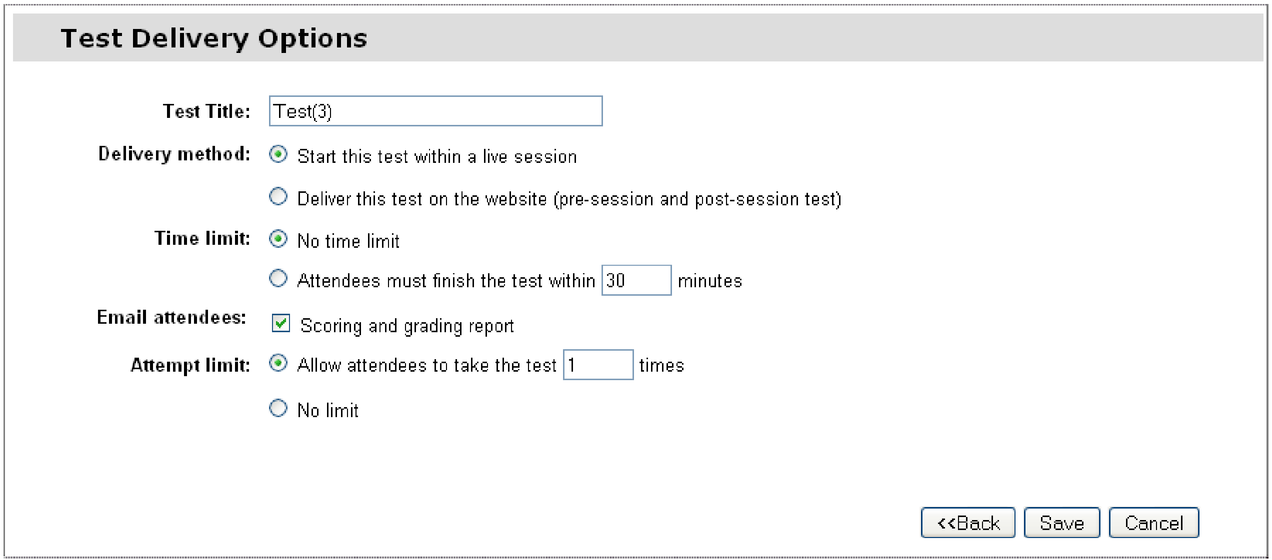


xiv. When satisfied with your test, click “Save”.



d. Select which test you want to use and click “Next>>”

e. The “Test Delivery Options” window will pop up.



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.

<u>When you’re satisfied with the settings, you have the following options at the end:</u>

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.