

Participating in a Webinar

Required Equipment:

- Computer**, laptop or mobile device with an internet connection and **Chrome** browser
- Sound in: You'll need **headphones** or speakers (noisy for others when you are at the computer)
- Sound out: Headset with **microphone** or microphone on video cam or stand-alone

Instruction video for setting up your audio:

https://www.youtube.com/watch?v=4Y_UsUrRx0&feature=youtu.be

NOTE: Since internet broadband is currently usually a challenge on CPFS computers, it will be best not to use video during the webinar.

Webinar participation:

Preparation for the webinar:

- Check if there are any handouts to print
- Check if you need to complete any readings
- Close other applications (*including email*).
- Login to the webinar 'room' a few minutes before starting time.
- Check that your audio is working

During the webinar:

- Be prepared to hear your name.
- To ask a question or comment:
 - (a) put your hand up and wait to be invited to speak (the Presenter may have your microphone on mute to avoid noise coming through from your surroundings)
OR
 - (b) write your question/comment in the chat box
- State your name before speaking on the microphone
- Get ready to be engaged in the learning!
- Actively participate - please do not multi-task or try to do other things during the webinar.

NOTES:

1. It is possible to participate in a webinar collaboratively around a *shared* computer.

To do this you will only need to register once, and use the login link provided to enter the webinar room. You may also want to check that your computer speakers are robust enough for the whole group to hear clearly. If you do participate as a group, please **let us know** so we can have an accurate record of participant numbers.

2. If you miss the webinar, we record our webinars and post the audio and presentation slides on the [Moodle Webinar page](#) for your convenience.
3. To ensure that we conduct engaging and useful webinars, please complete the **Feedback** on the [Moodle Webinar page](#). On that form you can also make suggestions for topics for future webinars.