

The Webinar Technologies

SS/HS New Grantee Webinar Series: 2007–2008
Part 3: Performance Reporting

The GoToWebinar Interface

Safe Schools Healthy Students

Performance Reporting Webinar

February 20, 2008

**David DeVoursney (HHS),
Karen Dorsey (ED),
Kristin Kelly (HHS)**

Webinar Series for 2007 Safe Schools/Healthy Students Grantees

GoToWebinar Control Panel:

- File Tools Help
- In Practice Mode [Start]
- Off Air
- Question and Answer [Show Answered Questions]
- Question Asker
- Send Privately Send to All
- Webinar Info: 2/20/08 - SS/HS New Grantee Webinar Series: Performance Reporting
<https://www1.gotomeeting.com/register/126573822>
Webinar ID# 126-573-822
1-888-659-6005, access code 6684907
- GoToWebinar™
- Chat

Bottom Images:

- Three children looking at a screen.
- A boy in a red and white striped shirt looking at a chalkboard.
- A boy reading a book.
- A girl reading a book.
- A yellow school bus.

This is the GoToWebinar Window – this is where you will view the presentation

This is the GoToWebinar Control Panel - this is where you can submit questions or change your approval rating

The GoToWebinar Control Panel

Grab Tab

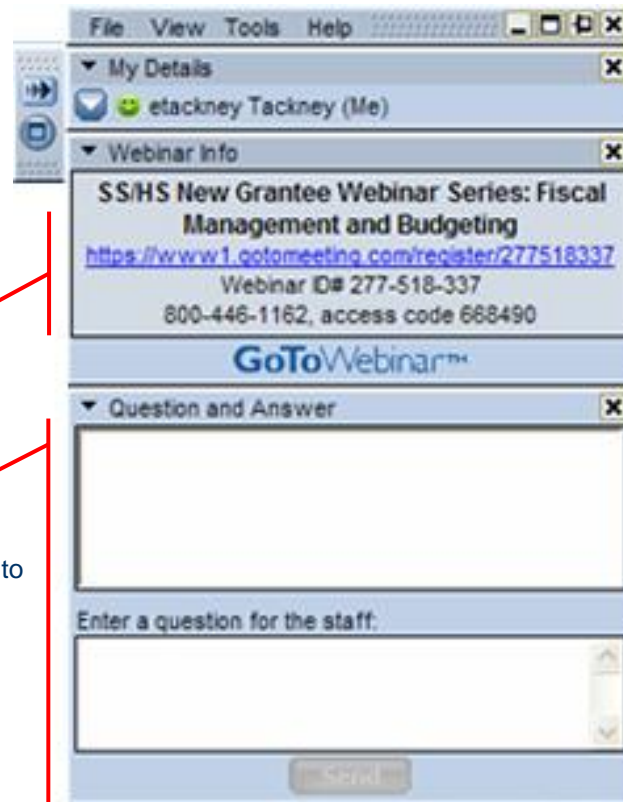
Enables attendees to minimize the Control Panel to the side of their desktops and still access Viewer tools

Webinar Info

Provided for quick reference

Question and Answer

Attendees can submit questions to Panelists here. Broadcast messages from an organizer will also show here

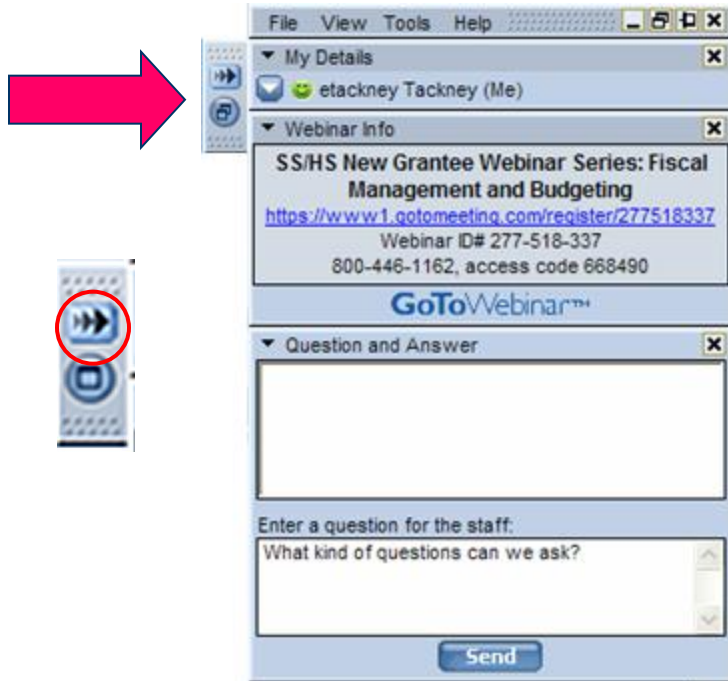


My Details

Shows the attendee name and satisfaction Rating. Attendees can change their Satisfaction Rating by clicking on the drop-down arrow

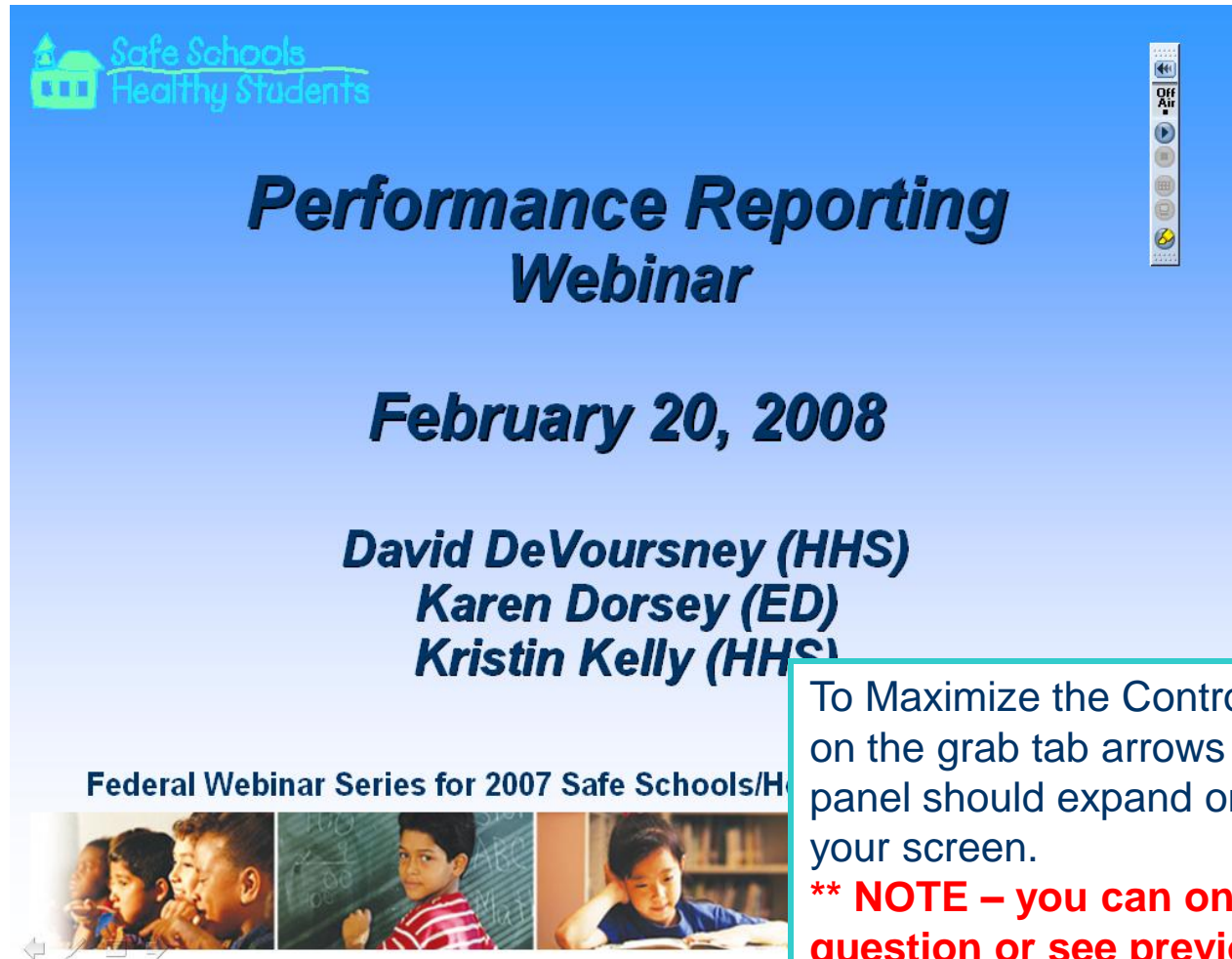
Satisfaction Level:	
✓ 😊	Great
😐	Fair
😞	Poor

Minimizing the GoToWebinar Control Panel



To do this, click on the arrows at the top of the Grab Tab. You should see the Control Panel minimize, leaving the Grab Tab on the upper right hand corner of the screen.

Example of a Minimized Control Panel



The screenshot shows a webinar interface with a blue background. At the top left is the logo "Safe Schools Healthy Students" with a green house icon. The main title "Performance Reporting Webinar" is in large, bold, dark blue font. Below it is the date "February 20, 2008" in a similar font. The speakers are listed as "David DeVoursney (HHS)", "Karen Dorsey (ED)", and "Kristin Kelly (HHS)". At the bottom, it says "Federal Webinar Series for 2007 Safe Schools/H". On the right side, a vertical control panel is visible, showing a "Grab" tab with a hand icon and other icons. A pink arrow points to this panel.

Safe Schools
Healthy Students

**Performance Reporting
Webinar**

February 20, 2008

**David DeVoursney (HHS)
Karen Dorsey (ED)
Kristin Kelly (HHS)**

Federal Webinar Series for 2007 Safe Schools/H

Off Air

Notice
Only the Grab
Tab is visible

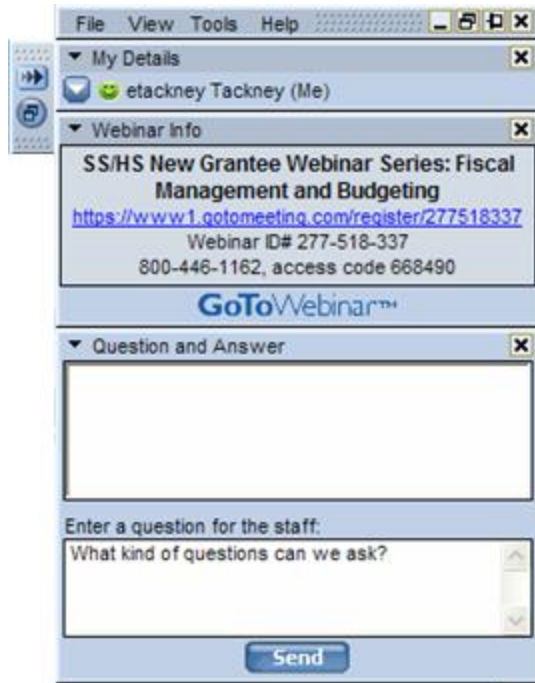
To Maximize the Control Panel, just click on the grab tab arrows again. The control panel should expand on the right side of your screen.

**** NOTE – you can only send a question or see previously sent questions when the control panel is maximized.**

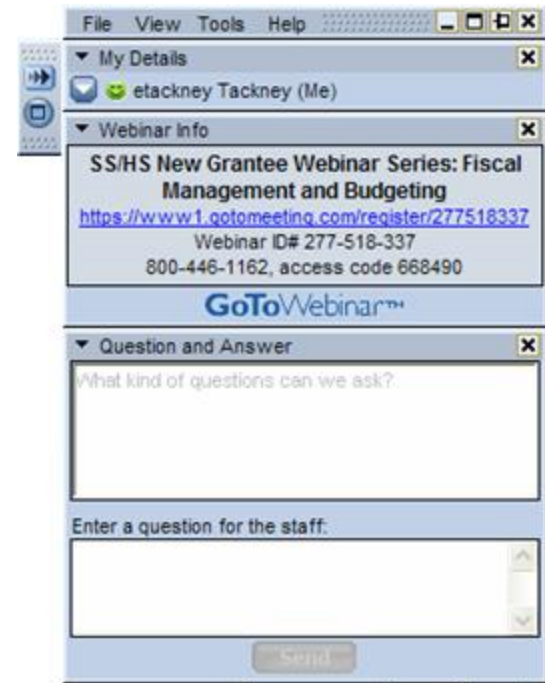
Asking Questions during the Webinar

- **During the presentation, we will mute all participant phone lines so as to minimize any background noise. If you have a question type your question into the Question and Answer Box in your GoToWebinar Control Pane.**

The Question and Answer Box



When you wish to ask a question, just write your question in the bottom box. Hit Send!



Your question will appear in the Question and Answer box above. Any messages from the Organizer to the entire group will also appear in this box.

The Call in Features

- You can control several features of the call in line using the following commands
 - **Press *4 in increase the conference volume**
 - **Press *7 to decrease the conference volume**

Thank you!

**This Technology is new for us as well.
We appreciate your patience.**

**Now, on to the Performance Reporting
Presentation**