The Webinar Technologies

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

The GoToWebinar Interface

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

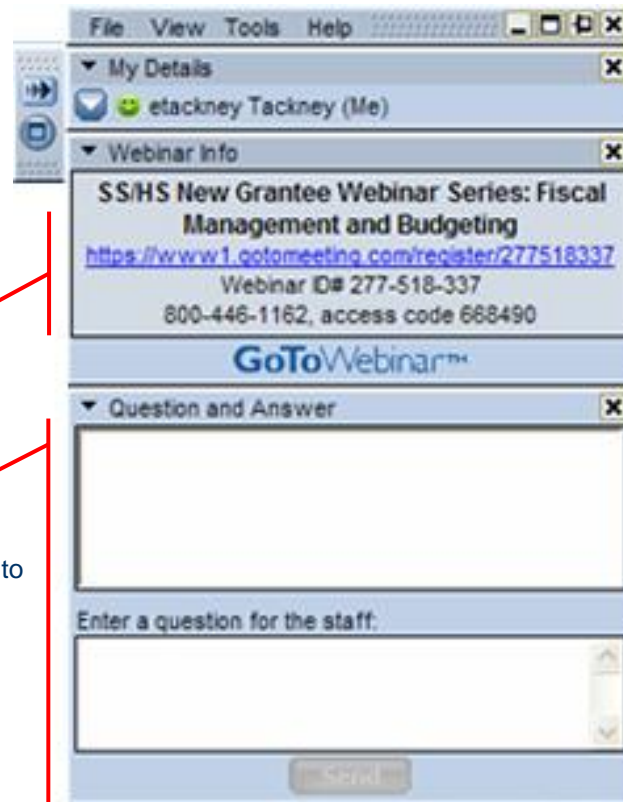# The GoToWebinar Control Panel

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

File   View   Tools   Help

▼ My Details   ✕
etackney Tackney (Me)

▼ Webinar Info   ✕

SS/HS New Grantee Webinar Series: Fiscal Management and Budgeting
https://www1.gotomeeting.com/register/277518337
Webinar ID# 277-518-337
800-446-1162, access code 668490

GoToWebinar™

▼ Question and Answer   ✕
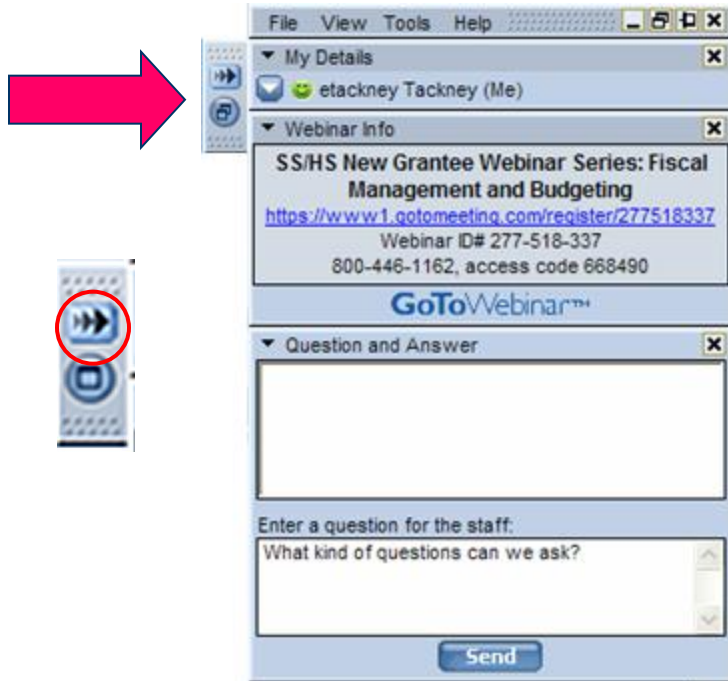
Enter a question for the staff:

Send

My Details
Shows the attendee name and satisfaction Rating. Attendees can change their Satisfaction Rating by clicking on the drop-down arrow
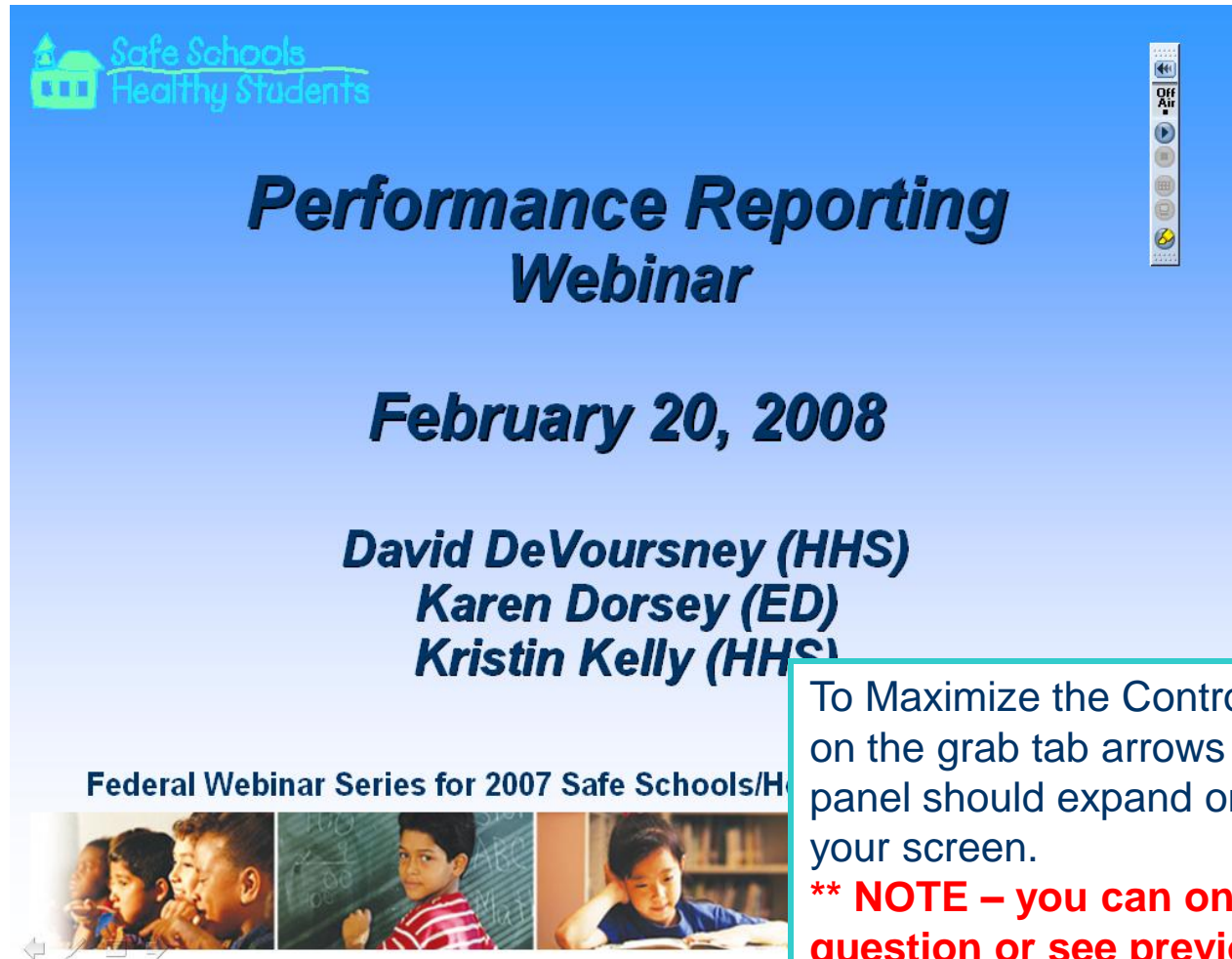
Satisfaction Level:
✓ 😊 Great
  😐 Fair
  😞 Poor

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

Performance Reporting Webinar

February 20, 2008

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

Federal Webinar Series for 2007 Safe Schools/H

Notice
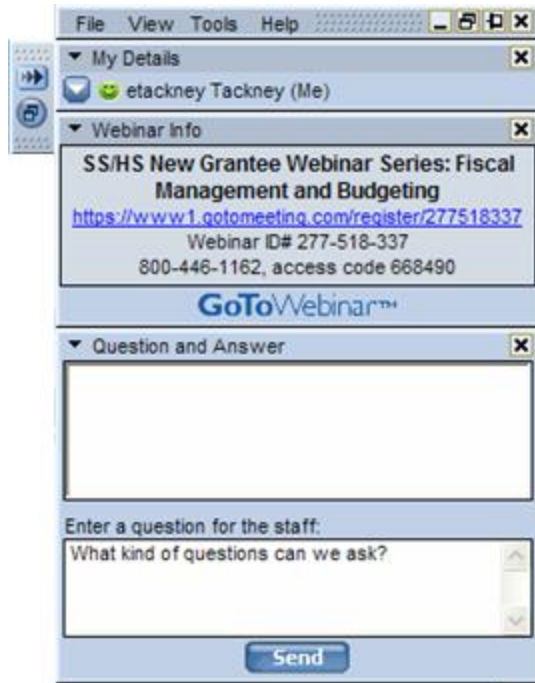Only the Grab Tab is visible

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 in maximized.
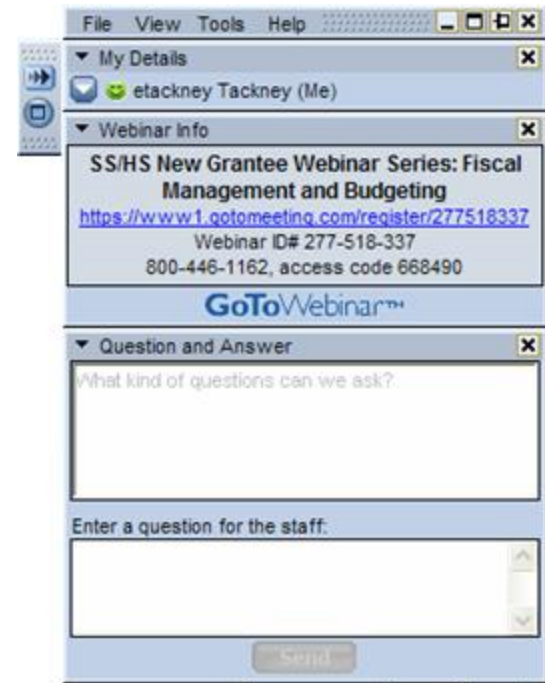
Asking Questions during the Webinar

- **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