IPER Training Webinars

Participant Webinar Reference Guide

(Reference 03)

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FEMA

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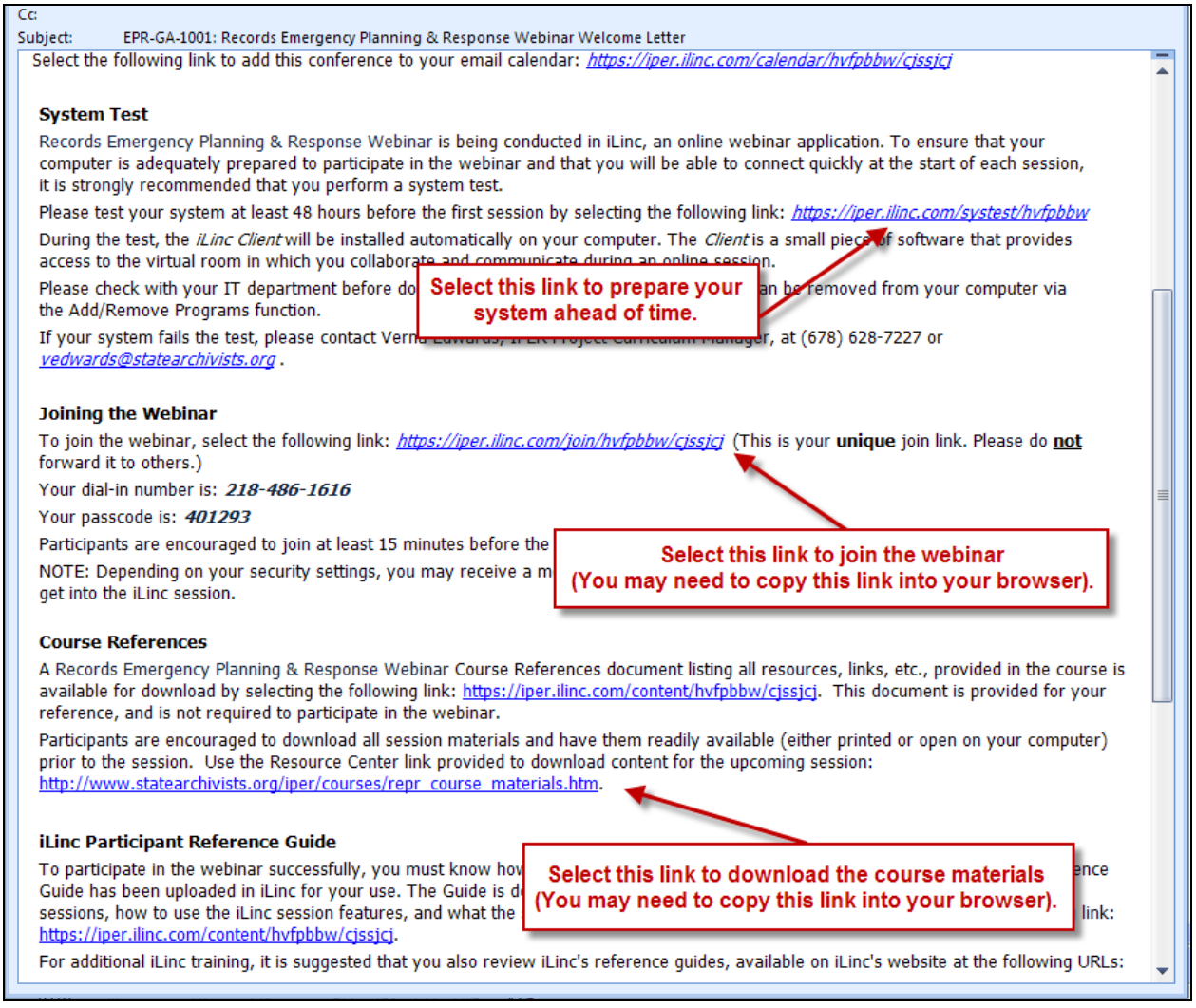
To Join the Webinar

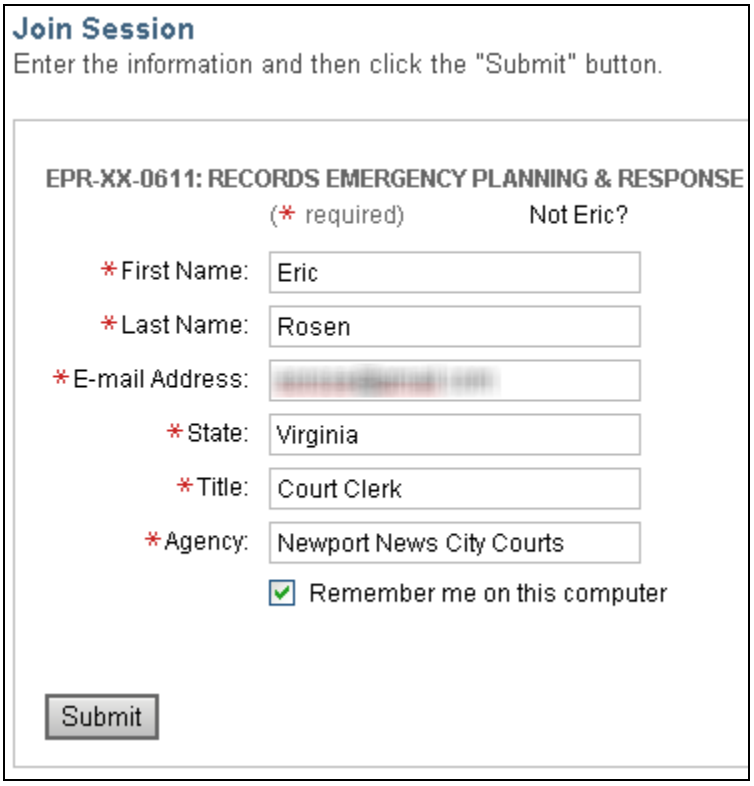
This is the Invitation Email you will receive from the IPER staff one week before the webinar starts. It includes all of the information you need regarding the webinar. You will also receive a Reminder Email one day before the webinar. We recommend joining the webinar at least 15 minutes before it starts, to allow time for processing.

Figure 1: iLinc Invitation Email



Before you join the webinar, you will be prompted to enter your First Name, Last Name, Email Address, State, Job Title, and Agency. If you have previously joined an iLinc session, a cookie on your computer may populate the information entered for the most recently joined session.

Figure 2: iLinc Join Session Window

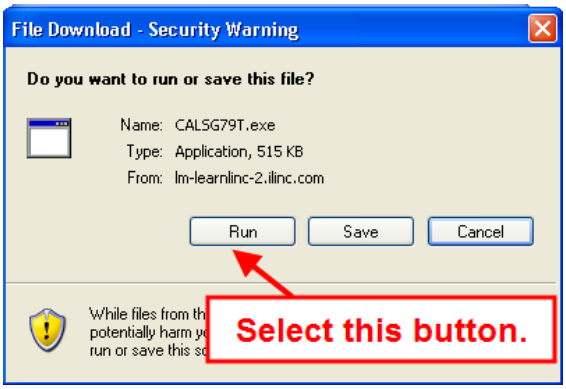


If the window below appears, select the yellow bar to download ActiveX **or** select the Manual Join button.

Figure 3: Download ActiveX or Manual Join Window

If you choose to join manually, select Run when prompted (as seen below).

Figure 4: Manual Join—Security Warning Window



NOTE: Depending on your security settings, you may receive a message that you need to "allow" or "trust" the software to get into the iLinc session.

Figure 5: Manual Join—Run the Software Window

Audio Requirements

A teleconference has been set up to provide the audio for the IPER webinars. Therefore, you must have a telephone to be able to listen to and participate orally in the webinar presentation.

The phone number and passcode for the session are provided in the Invitation and Reminder Emails and are also displayed on the right of the My Controls Panel in the iLinc Session Room. Once you dial in to the conference call, you are able to communicate with the instructor and other participants via your telephone.

System Requirements

Microsoft Windows 2000 SP4, XP SP2, Vista, or 7:

- Internet Explorer 6.0 or higher (Recommend ActiveX-enabled)
- Firefox 1.5 or higher (Recommend Java installed)
- 1 GHz or higher processor
- 128 MB RAM (256 or higher recommended, 1 GB for Vista)
- 56 Kbps bandwidth (256 Kbps recommended)
- 1024 x 768 display

Apple® Mac® (runs on Intel- and PowerPC-based computers):

- Mac OS® X 10.5 and 10.6
- Firefox 1.5 or higher
- Safari™ 2.0 or higher
- Java Runtime Environment (JRE) 5.0 or higher
- 1 GHz or higher processor
- 256 MB RAM (512 or higher recommended)
- 56 Kbps bandwidth (256 Kbps recommended)
- 1024 x 768 display

Popup Blocker

Your browser's popup blocker should be turned off, as seen below.

Figure 6: Pop-up Blocked Window

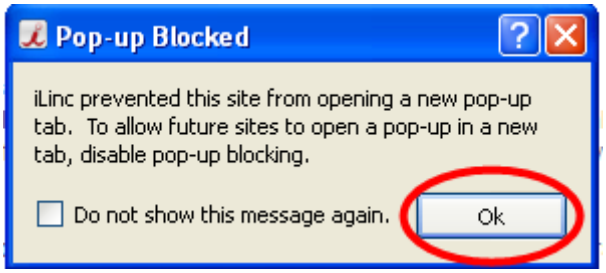
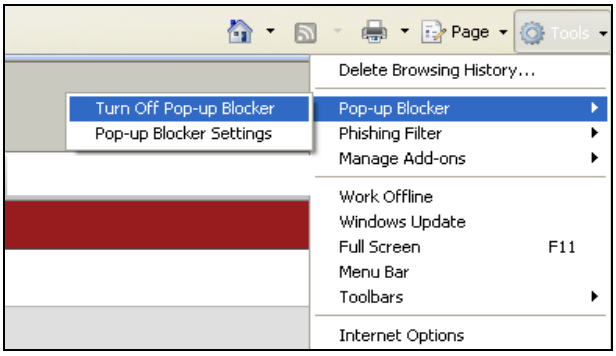


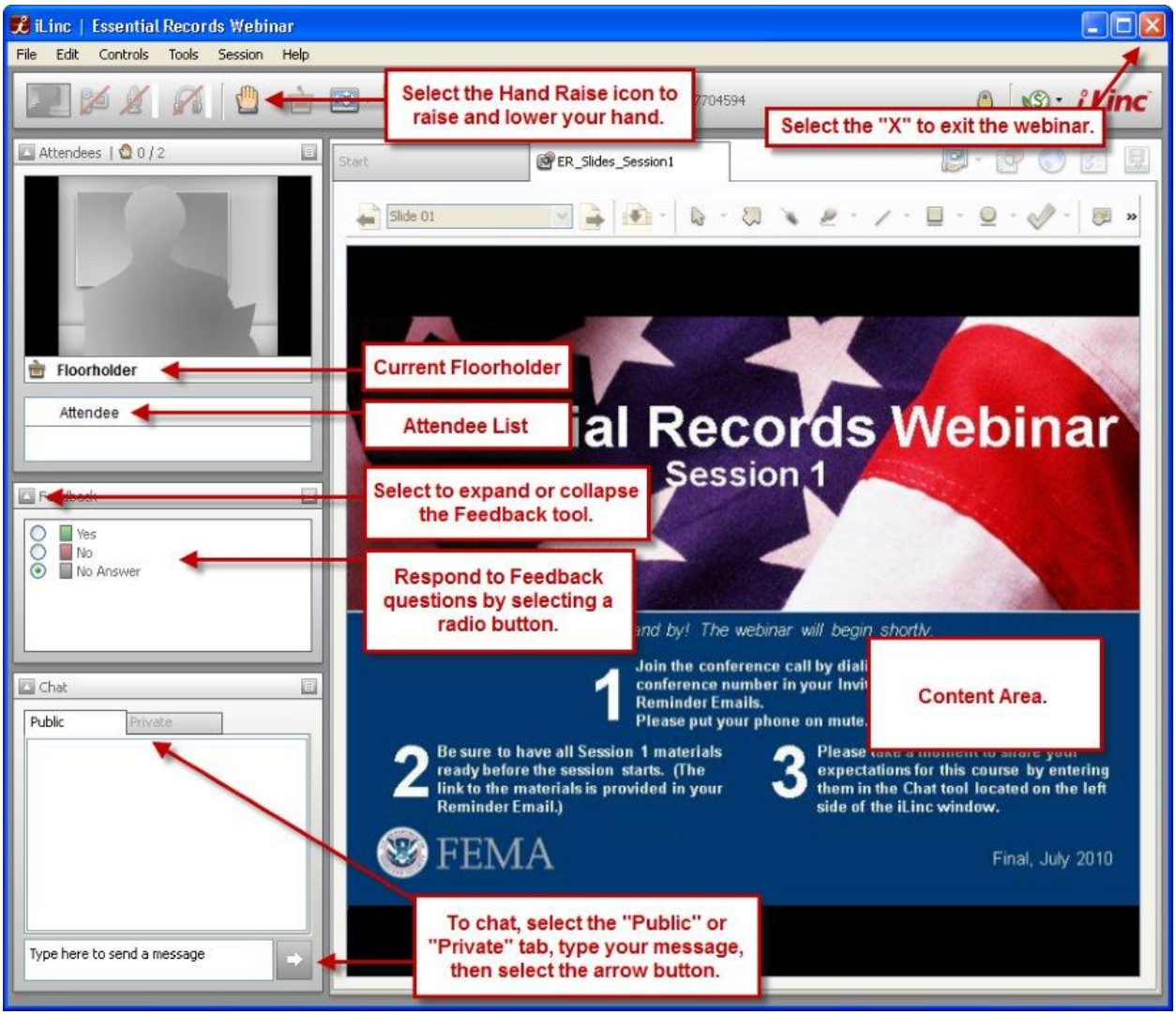
Figure 7: Turning Off Pop-up Blocker



Tool Panel in the iLinc Session Room

This is the Session Room in which the webinar will be conducted. You can ask a question at any time by typing a message in the Chat tool and sending it to the instructors. Or you may raise your hand so the instructor knows to call on you. Please note that other attendees will not be able to see your questions in the Chat tool if you send them using the "Private" tab instead of the "Public" tab.

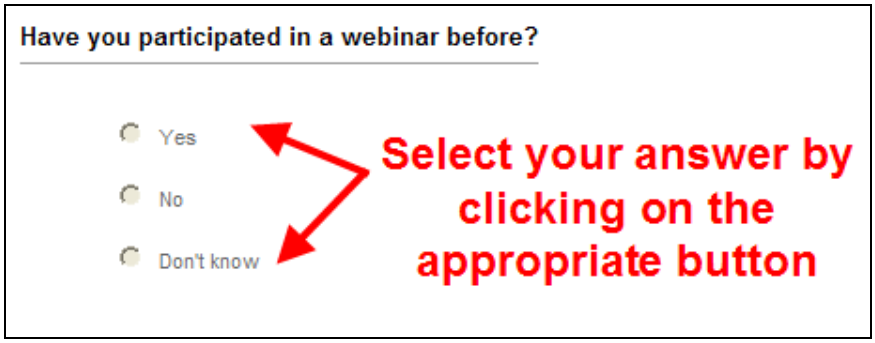
Figure 8: iLinc Session Room



Polling Questions

Throughout the webinar, you'll be asked to answer polling questions that will serve as knowledge checks and will help you apply what you have learned during the sessions. Once the instructor launches the polling question, a new tab opens on your screen. Be sure **not** to switch between tabs (you'll have three tabs on your screen: Start tab, Slides tab, and Polling tab), because if you do, you won't be able to return to the Polling tab and answer the polling question. Once the polling question shows up on your screen, select the appropriate answer (Figure 9). In some instances, you will be asked to use the Feedback tool on the left side of your screen to select your answer for some polling questions (refer to the Session Room section in Figure 8 to view the Feedback tool).

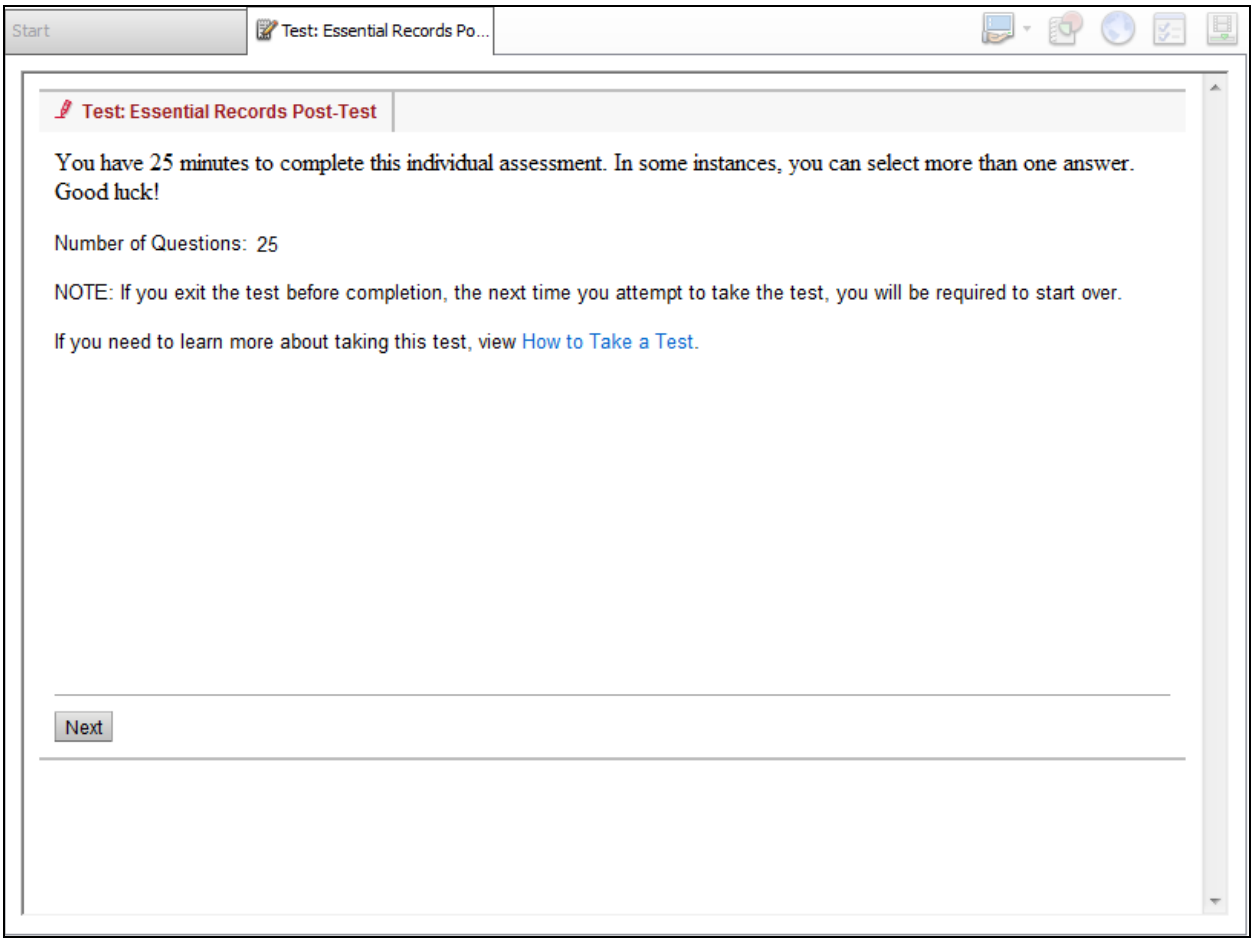
Figure 9: iLinc Polling Question Example



TestLinc

You will use iLinc's TestLinc function when taking the Pre- and Post-tests during the webinar. Once the instructor launches the test, a new tab will open on your screen (similar to the one shown in the following figure). Once you select the Next button, the test will begin and the first test question will appear. After selecting your answer, select the Next button to submit the answer and move on to the next question. When you have answered the final question, select the Done button to complete the test. NOTE: Your answers will not be submitted until you select the Done button.

Figure 10: iLinc TestLinc Tab



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