



# IPER Training Webinars

iLinc Quick Reference for IPER Instructors  
(Reference 04)

Instructor Guide  
*Final, July 2010*



FEMA





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**NOTE:** We recommend that you **print** this Quick Reference so that you may use it as a reference when delivering the IPER courses.

## Setting Up a Course Offering

We recommend beginning the process of setting up a course offering at least four to six weeks before you plan to hold the first session. IPER staff will require at least 24–48 hours (not including weekends) to complete the processes involved in setting up the course. Your potential participants will have to wait until setup is complete before registering for the course.

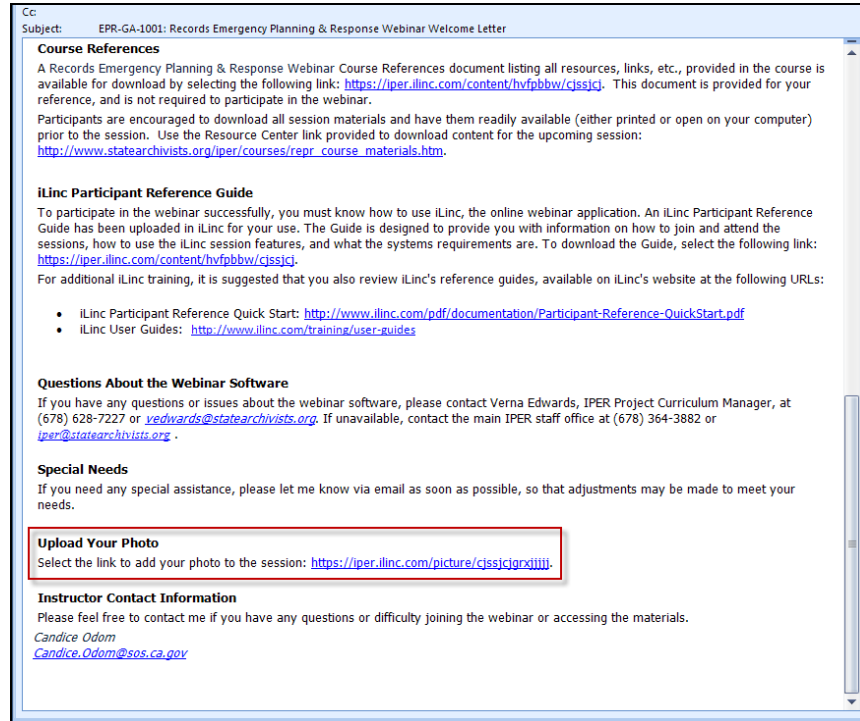
STEP	ACTION
1.	Decide what course you want to schedule and when you want to schedule it.
2.	Contact IPER Staff at (678) 364-3882 or <a href="mailto:iper@statearchivists.org">iper@statearchivists.org</a> and give them the following information: <ul style="list-style-type: none"> <li>• Course name</li> <li>• Dates and times (with time zone) for each of the four sessions</li> <li>• First and last names, email addresses, and phone numbers of the individuals who will be serving as Instructors for the course.</li> <li>• The conference line information, dial-in number, and passcode that will be used for the course and an alternative conference line and passcode.</li> </ul>
3.	Wait to receive confirmation from IPER staff that the requested dates and times are available.
4.	Upon receiving confirmation of the course’s dates and times, begin publicizing the course to let potential participants know the course is available.
5.	Participants will register through the IPER Resource Center by going to your state’s main page.

## Uploading Your Instructor Photo

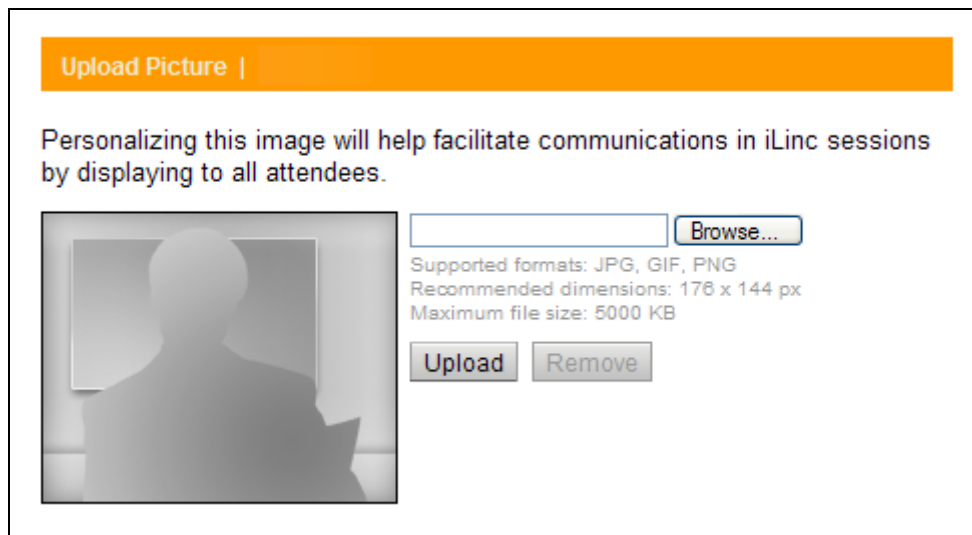
STEP	ACTION
1.	Open the Invitation or Reminder Email you received for any IPER course for which you are an Instructor.
2.	Select the link under “Upload Your Photo.”
3.	In the webpage that opens, select “Browse.”
4.	Navigate to the file you want to use.
5.	Select “Upload.” Your photo appears in the “Your Picture” section.



*Figure 1: Invitation Email—Upload Instructor Photo Link*



*Figure 2: Upload Instructor Photo*





# Launching a Webinar Session Through the Invitation or Reminder Email

STEP	ACTION
1.	Open the Invitation or Reminder Email you received for any IPER course for which you are an Instructor.
2.	Select the link in the Invitation or Reminder Email under the “Joining the Webinar” section. The iLinc Session Room launches in a few seconds.

Figure 3: Invitation Email—Joining the Webinar Link

Cc:

Subject: EPR-GA-1001: Records Emergency Planning & Response Webinar Welcome Letter

Select the following link to add this conference to your email calendar: <https://iper.ilinc.com/calendar/hvfpbbw/cjsjci>

**System Test**

Records Emergency Planning & Response Webinar is being conducted in iLinc, an online webinar application. To ensure that your computer is adequately prepared to participate in the webinar and that you will be able to connect quickly at the start of each session, it is strongly recommended that you perform a system test.

Please test your system at least 48 hours before the first session by selecting the following link: <https://iper.ilinc.com/systest/hvfpbbw>

During the test, the *iLinc Client* will be installed automatically on your computer. The *Client* is a small piece of software that provides access to the virtual room in which you collaborate and communicate during an online session.

Please check with your IT department before downloading the *iLinc Client*. The *iLinc Client* can be removed from your computer via the Add/Remove Programs function.

If your system fails the test, please contact Verna Edwards, IPER Project Curriculum Manager, at (678) 628-7227 or [vedwards@statearchivists.org](mailto:vedwards@statearchivists.org).

**Joining the Webinar**

To join the webinar, select the following link: <https://iper.ilinc.com/join/hvfpbbw/cjsjci> (This is your **unique** join link. Please do **not** forward it to others.)

Your dial-in number is: **218-486-1616**

Your passcode is: **401293**

Participants are encouraged to join at least 15 minutes before the webinar starts.

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

**Course References**

A Records Emergency Planning & Response Webinar Course References document listing all resources, links, etc., provided in the course is available for download by selecting the following link: <https://iper.ilinc.com/content/hvfpbbw/cjsjci>. This document is provided for your reference, and is not required to participate in the webinar.

Participants are encouraged to download all session materials and have them readily available (either printed or open on your computer) prior to the session. Use the Resource Center link provided to download content for the upcoming session: [http://www.statearchivists.org/iper/courses/repr\\_course\\_materials.htm](http://www.statearchivists.org/iper/courses/repr_course_materials.htm).

**iLinc Participant Reference Guide**

To participate in the webinar successfully, you must know how to use iLinc, the online webinar application. An iLinc Participant Reference Guide has been uploaded in iLinc for your use. The Guide is designed to provide you with information on how to join and attend the sessions, how to use the iLinc session features, and what the systems requirements are. To download the Guide, select the following link: <https://iper.ilinc.com/content/hvfpbbw/cjsjci>.

For additional iLinc training, it is suggested that you also review iLinc's reference guides, available on iLinc's website at the following URLs:



# Using the iLinc Communication Center

You will use the *Communication Center* to:

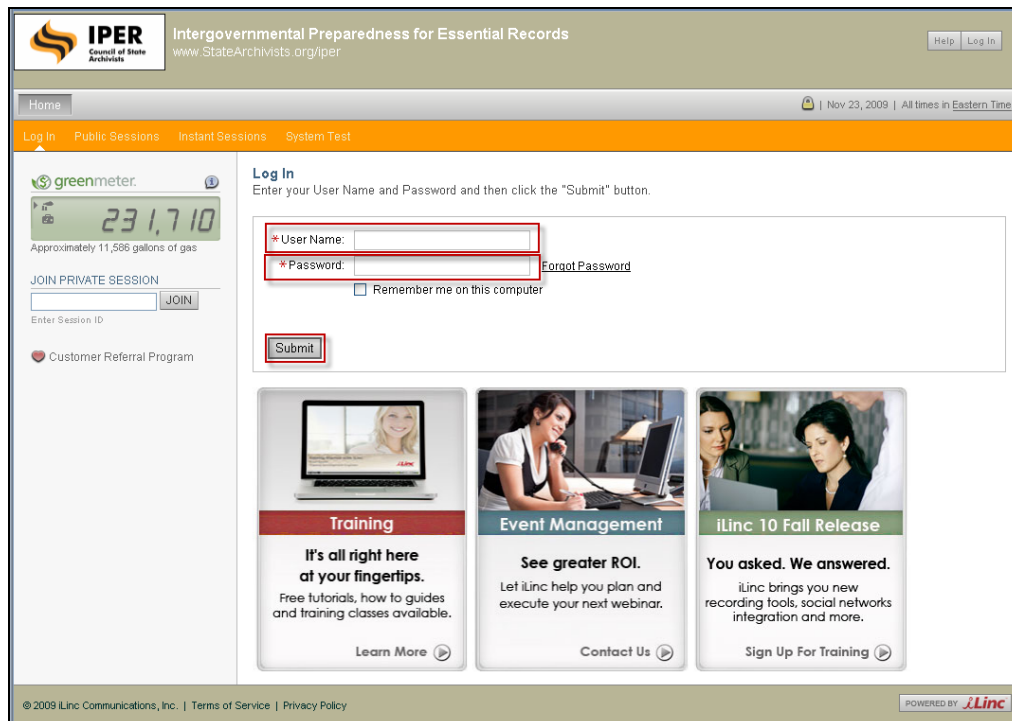
- Record your iLinc session
- View Pre- and Post-Test and Course Evaluation data

You must use your state’s Master Account username and password to log in to the Communication Center. Because this is a single account, with only one username and password, only one instructor can log in to the Communication Center at one time.

## Logging in to the Communication Center

STEP	ACTION
1.	Open an Internet browser and go to <a href="https://iper.ilinc.com">https://iper.ilinc.com</a> .
2.	Select “Log In” on the orange menu bar.
3.	Enter your state’s Master Account user name in the “User Name” field.
4.	Enter your state’s Master Account password in the “Password” field.
5.	Select “Submit.”

*Figure 4: IPER iLinc Log-in Page*







## Setting Up the Master Account

The first time a State Team logs in to the iLinc Communication Center with the state’s Master Account username and password, they must set up the Master Account in iLinc. This requires completing a series of three setup screens.

### Screen 1

**Room Name**—This is a personal, instant session that iLinc creates automatically when a new user is added. You should name this room “[State] State Team’s iLinc Session,” where the information in brackets is the name of your state.

**Audio**—This is the teleconference information for the session. Leave this information blank.

When finished, select “Next.”

*Figure 5: Setup of Master Account Popup Screen 1*

Welcome to iLinc!

**First-time Setup: Step 1 of 3**

\* Room Name:

Audio:  Telephone Conference

Number:

Passcode:

Moderator Code:

Internet Audio

Send invitations by clicking the envelope icon

Edit this room by clicking the pencil icon

Actions:

Add Additional sessions by clicking the "Add New Session" button

Add New Session

Next



Screen 2

**Uploading a Photo**—This is the opportunity to upload an instructor photo. Skip this step by selecting “Next.” You will have the opportunity to add your photo later.

*Figure 6: Setup of Master Account Popup Screen 2*



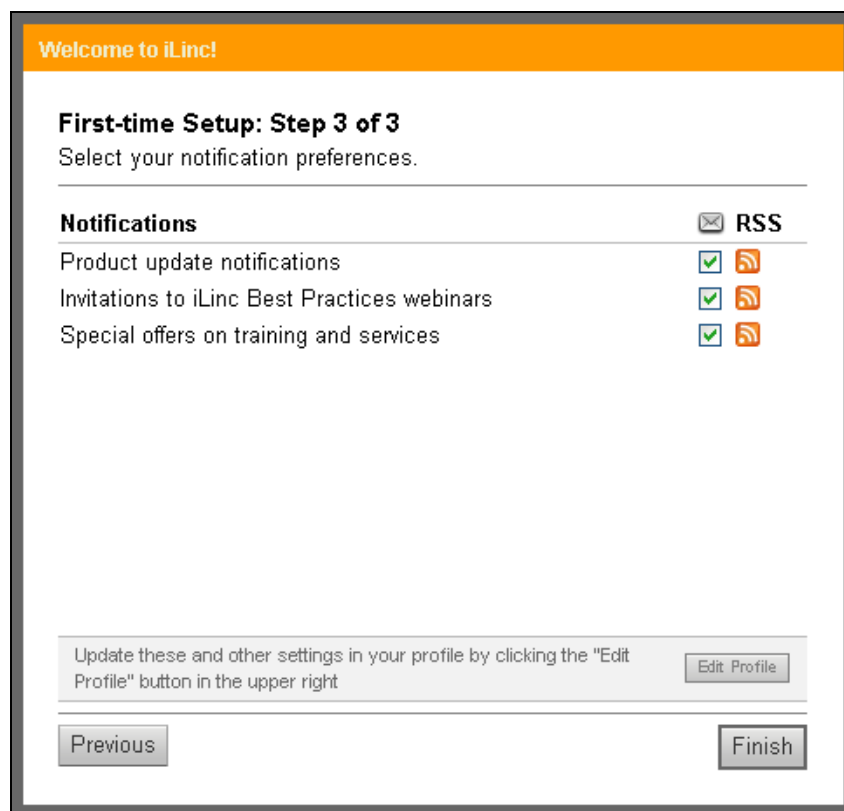


Screen 3

**Notifications**—The final screen shows notifications that your team may opt to receive by email. Select any notifications your team would like to receive and then select “Finish.”

Remember that any notifications will be emailed to the Master Account email address, and will therefore be forwarded to *all* State Team instructors.

*Figure 7: Setup of Master Account Popup Screen 3*





## Updating the Master Account Profile: Uploading Your Photo and Adding Your Name

When you are logged into the Communication Center, you are logged in via the Master Account—an account shared by all of your State Team’s instructors. Therefore, *every time* you launch a session through the Communication Center, you will need to update the Master Account’s profile with your photo and your name. Otherwise, when you are presenting, iLinc will display either no photo or the photo and name of the instructor who last used the Master Account.

To update the Master Account profile with your name and photo, perform the following steps:

STEP	ACTION
1.	Select “Edit Profile” in the top right-hand corner of the Communication Center.
2.	Add your name: <ul style="list-style-type: none"><li>• Type your name into the “First Name” and “Last Name” fields.</li></ul>
3.	Upload your photo: <ul style="list-style-type: none"><li>• Select “Browse” located under the silhouette image on the right side of the screen.</li><li>• Navigate to the file you want to use.</li><li>• Select “Upload.”<ul style="list-style-type: none"><li>– Your photo appears in the “Your Picture” section.</li></ul></li></ul>
4.	Select “Submit” at the bottom of the page.



Figure 8: Edit Profile Button

The screenshot shows the IPER web application interface. At the top left is the IPER logo and the text "Intergovernmental Preparedness for Essential Records" with the URL "www.StateArchivists.org/iper". In the top right corner, there is a navigation menu with buttons for "Edit Profile", "Edit Password", "Help", and "Log Out". The "Edit Profile" button is highlighted with a red rectangular box. Below the header is a navigation bar with "Home", "Manage", and "Reports" links. A secondary navigation bar contains "My Sessions", "Public Sessions", "Catalog", and "System Test". The main content area is divided into two columns. The left column features a "greenmeter" widget showing a gas reading of 48,105.1 gallons, social media icons, a "JOIN PRIVATE SESSION" form, and a "RELATED LINKS" section with links to FAQs, CoSA, IPER Project, and iLinc Training. The right column displays a table of sessions. The table has columns for "TYPE", "SESSION NAME", "ID", "DATE/TIME", "ROLE", and "ACTIONS". A single session is listed: "F2F iLinc Demonstration Webinar - Practice Session" with ID "vmzyt" and role "Leader". The "ACTIONS" column for this session contains a "JOIN" button and icons for information, email, and edit. The footer of the page includes copyright information for iLinc Communications, Inc., a "Last Login" timestamp of "Apr 14, 2010 | 10:53 AM", and a "POWERED BY iLinc" logo.



Figure 9: Uploading a Photo to the Master Account

The screenshot shows the IPER user interface. At the top left is the IPER logo (Intergovernmental Preparedness for Essential Records, Council of State Archivists) and the website URL www.StateArchivists.org/iper. Navigation links include Home, Manage, Reports, My Sessions, Public Sessions, Catalog, and System Test. The user is logged in as 'ipertest user10' on April 14, 2010. The main content area is titled 'Edit Profile' and has two tabs: 'General' and 'Public'. The 'General' tab is active, showing 'STANDARD INFORMATION' fields: \* User Name (user10), \* First Name (ipertest), \* Last Name (user10), \* E-mail Address (user10@iper.org), \* Time Zone (UTC-05:00 Eastern Time (US & Canada)), \* Language (English), and Phone Number. A 'Public' tab is also visible. To the right of the form is a red-bordered box containing a placeholder image and the text: 'Personalizing this image will help facilitate communications in iLinc sessions by displaying to all attendees.' Below the image is a 'Browse...' button, and below that are 'Upload' and 'Remove' buttons. Text below the buttons specifies supported formats (JPG, GIF, PNG), recommended dimensions (176 x 144 px), and maximum file size (5000 KB). Below the profile form is the 'DEFAULT AUDIO CONFERENCE INFORMATION' section with fields for Primary Dial-In and Alternate Dial-In. On the left side of the page, there is a 'greenmeter' widget showing 48,105.1 gallons of gas, social media icons, a 'JOIN PRIVATE SESSION' button, 'RELATED LINKS' (FAQs, CoSA, IPER Project, iLinc Training), and a 'Customer Referral Program' link.



## Launching a Webinar Session from the iLinc Communication Center

To record your session, you must launch the webinar session from the Communication Center.

STEP	ACTION
1.	In the Communication Center, verify you are in the "My Sessions" screen.
2.	In the list of sessions, select "Join" next to the session name you want to begin. The iLinc Session Room launches in a few seconds.

Figure 10: List of Sessions

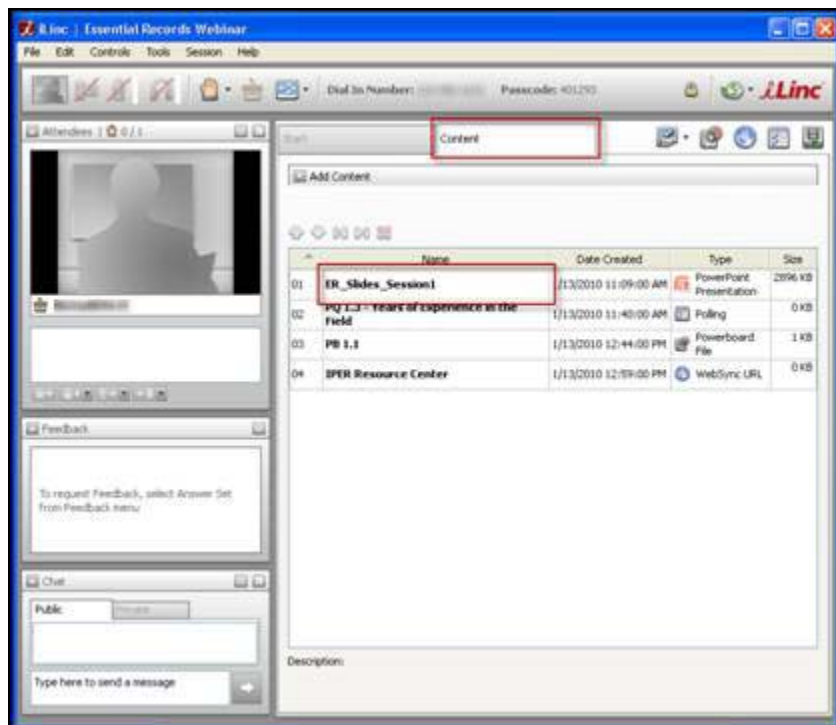
The screenshot shows the IPER iLinc interface. At the top, there is a navigation bar with 'Home', 'Manage', and 'Reports'. Below that, a user profile bar shows 'ipertest user10 | Apr 14, 2010 | All times in Eastern Time'. The main content area is titled 'My Sessions' and contains a table of scheduled sessions. The table has columns for 'TYPE', 'SESSION NAME', 'ID', 'DATE/TIME', 'ROLE', and 'ACTIONS'. A single session is listed: 'F2F iLinc Demonstration Webinar - Practice Session' with ID 'vrmzyt' and date '04/14/2010 03:30 PM'. The role is 'Leader'. The 'ACTIONS' column contains a 'JOIN' button, which is highlighted with a red box in the original image. Other buttons in the actions column include a help icon and an edit icon. The page footer includes copyright information for iLinc Communications, Inc. and a 'POWERED BY iLinc' logo.



## Launching Slides

STEP	ACTION
1.	In the Session Room, select the Content tab.
2.	Select the title of the appropriate slide file. <ul style="list-style-type: none"><li>Slides are indicated as "PowerPoint Presentation" in the "Type" column.</li></ul> A tab will open automatically when you launch the file, with the name of the file visible on the tab.

*Figure 11: Visual File in the Content Tab*



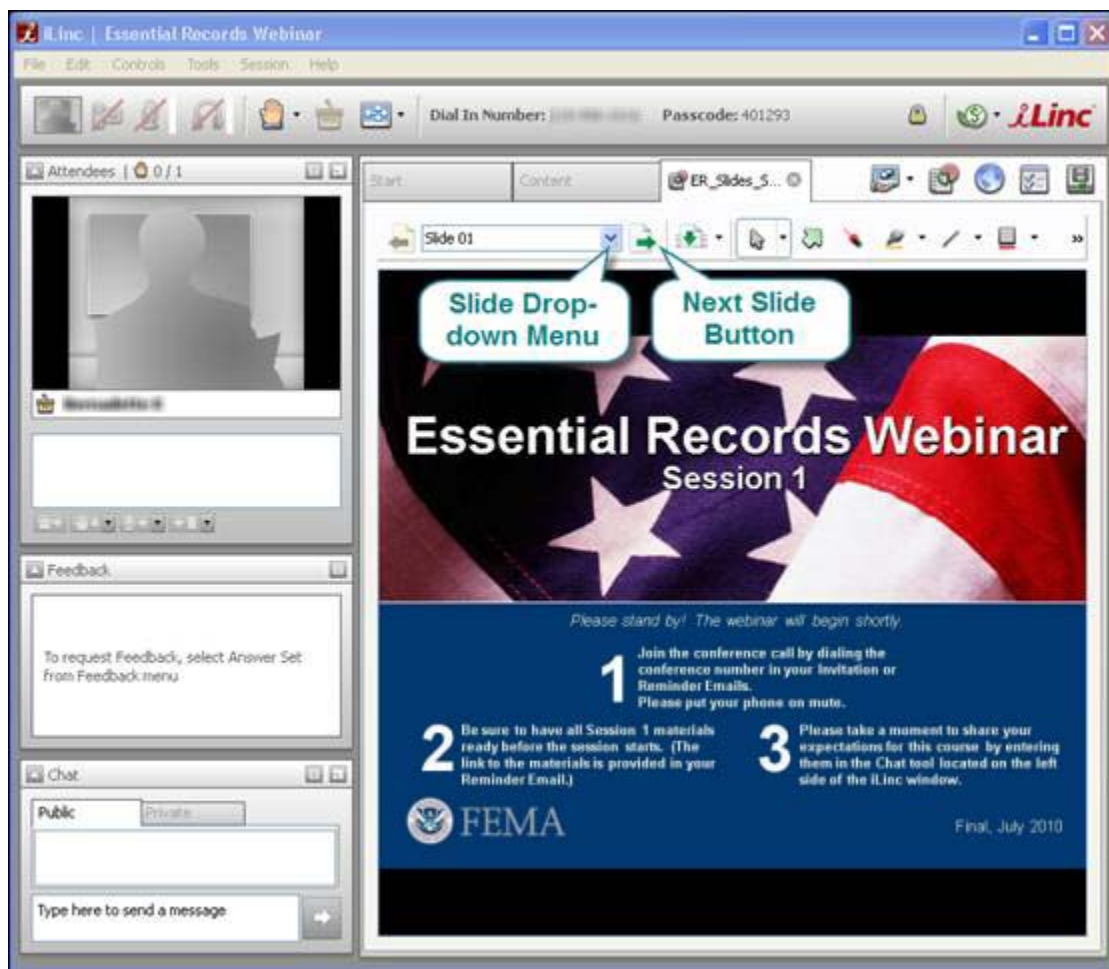




## Progressing Through Slides

STEP	ACTION
1.	With the slide tab selected, select the “Next Slide” button to progress to the next slide.
2.	To jump to a specific slide, select the slide from the slide drop-down menu.

Figure 12: iLinc Session—Visuals Tab





## Recording Your Sessions

**Note:** Remember that you must launch the webinar session from the Communication Center to record the session.

### Starting an iLinc Recording

STEP	ACTION
1.	In the Session Room, select "Session" from the menu bar.
2.	Select "Audio Connection."
3.	In the pop-up dialogue that appears, verify that the Dial-in Number and Passcode are correct; then select "Connect." <b>NOTE:</b> If the Dial-In Number and Passcode information are not correct, select "Change" next to the Dial-in Number and Passcode; then enter the correct numbers in each box and select "Save."
4.	Once successfully connected, you will see checkmarks to the left of the Dial-in and Passcode. When you see both checkmarks, select "Continue."
5.	Again select "Session" from the menu bar, then select "Record Session." When the recording has begun, a notification will appear in the task bar.



Figure 13: Accessing the Audio Connection Window

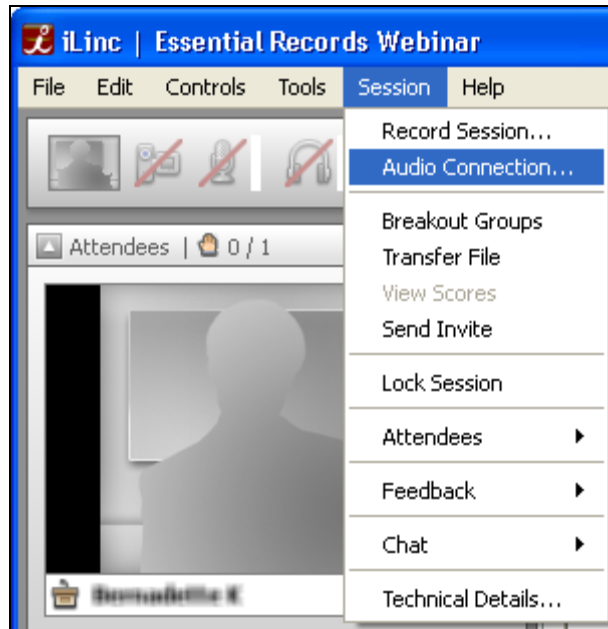
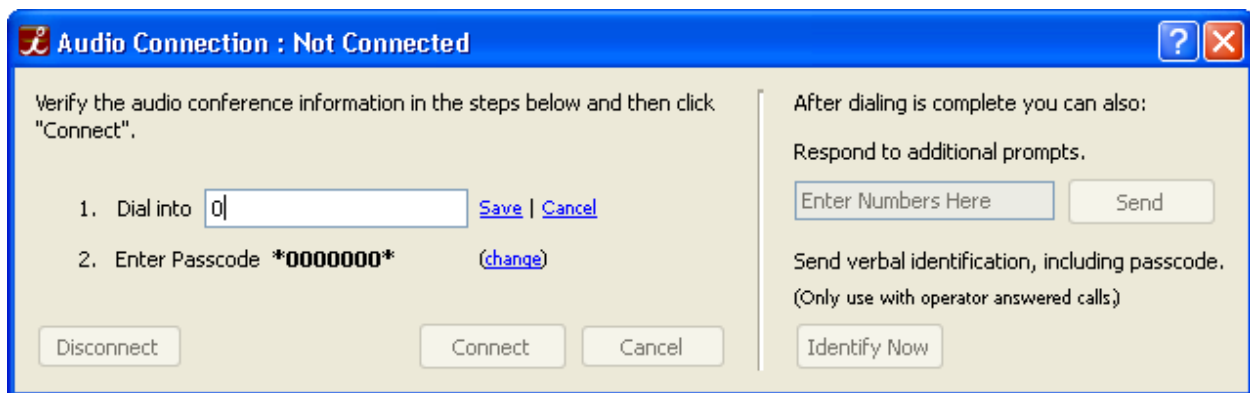
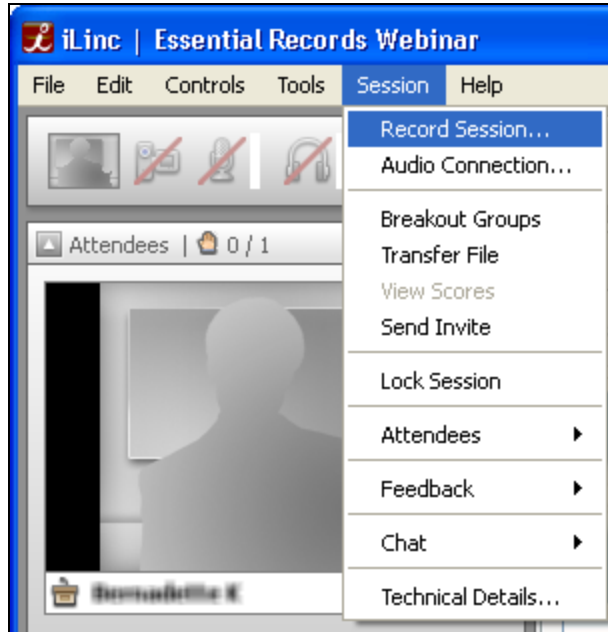


Figure 14: Audio Connection Window

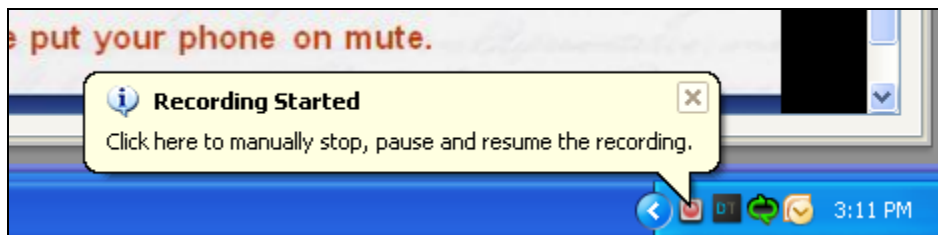




*Figure 15: Beginning an iLinc Recording*



*Figure 16: Recording Started Notification*

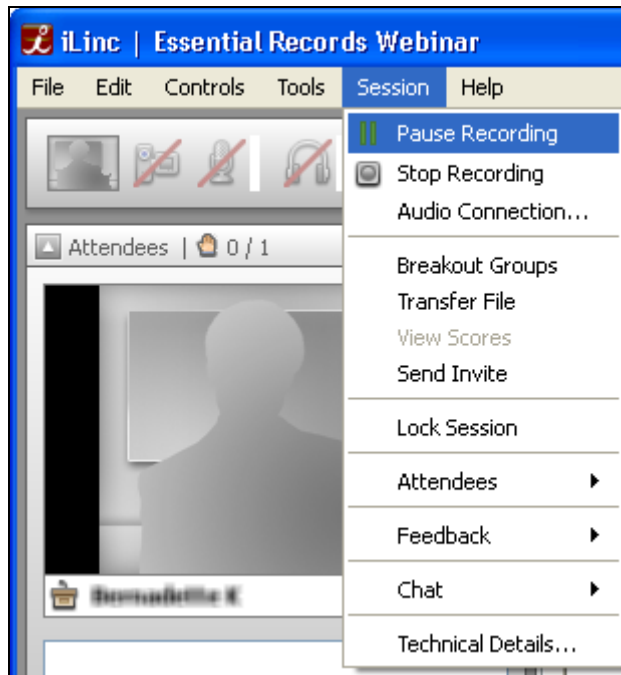




## Pausing and Resuming a Recording

STEP	ACTION
1.	In the Session Room, select "Session" from the menu bar.
2.	Select "Pause Recording."
3.	To resume the recording, select "Resume Recording" from the same menu.

*Figure 17: Pausing an iLinc Recording*

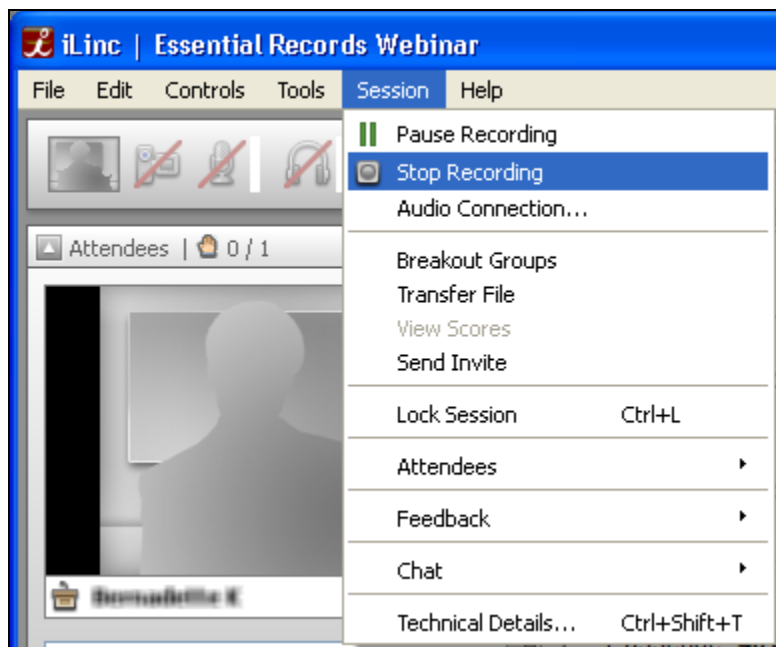




## Stopping an iLinc Recording

STEP	ACTION
1.	In the Session Room, select "Session" from the menu bar.
2.	Select "Stop Recording."
3.	Accept the automatically generated recording name by selecting "Save" when prompted. The recording will be saved automatically onto iLinc's Communications Center.

*Figure 18: Stopping an iLinc Recording*



**Important Note:** State Teams are required to host their recordings on their own servers; recordings of state-specific IPER webinars will *not* be hosted on the IPER project's servers. IPER will, however, provide a link to these recordings in the state sections of the IPER Resource Center.

Once you have created an iLinc recording, a message will be sent to the Master Account email informing you that it is available through the iLinc Communication Center.

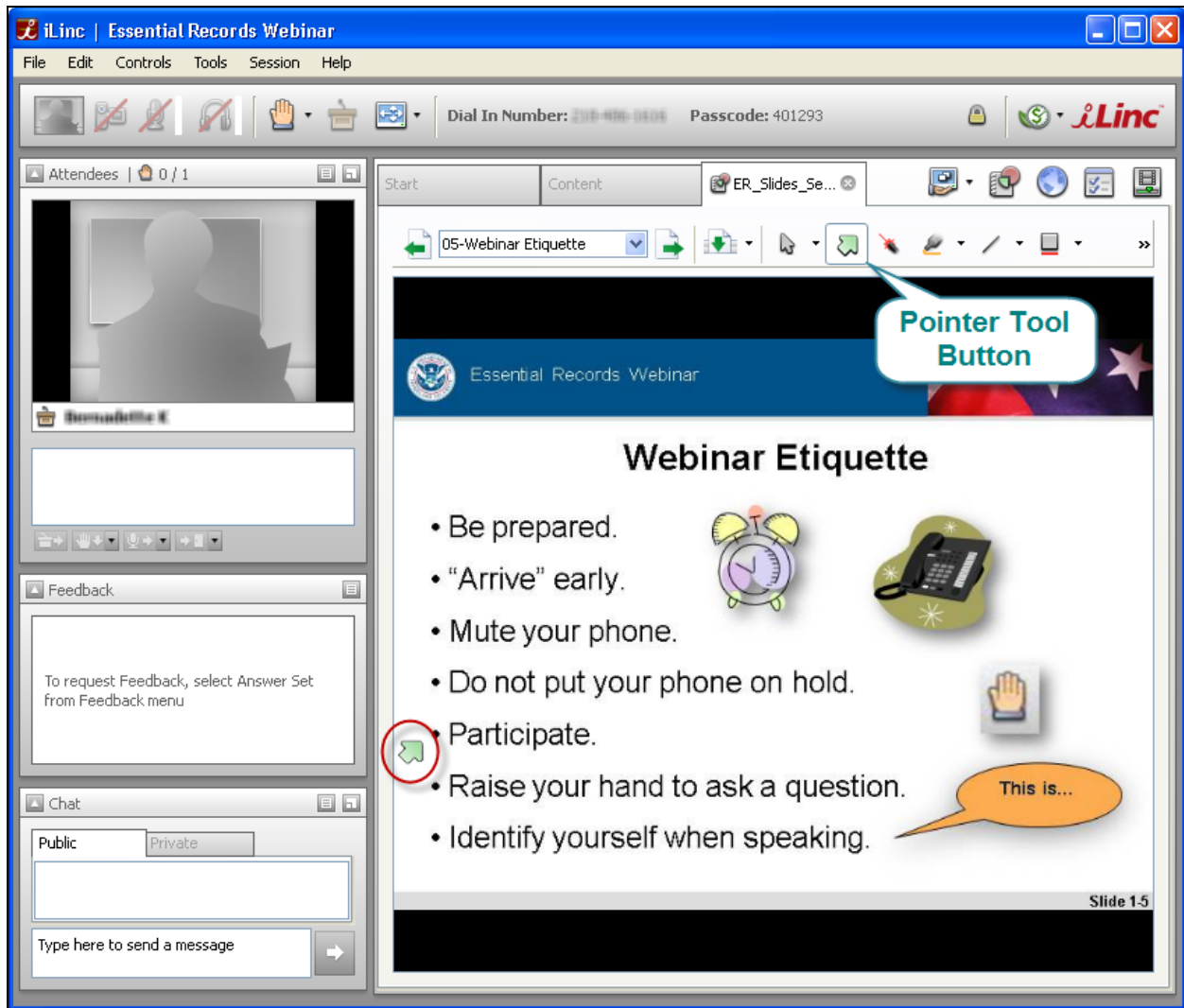
Recordings are available up to five (5) days following the last session (Session 4) of a course offering. You must download the recording within this timeframe.



# Presentation Tools

## Pointer Tool

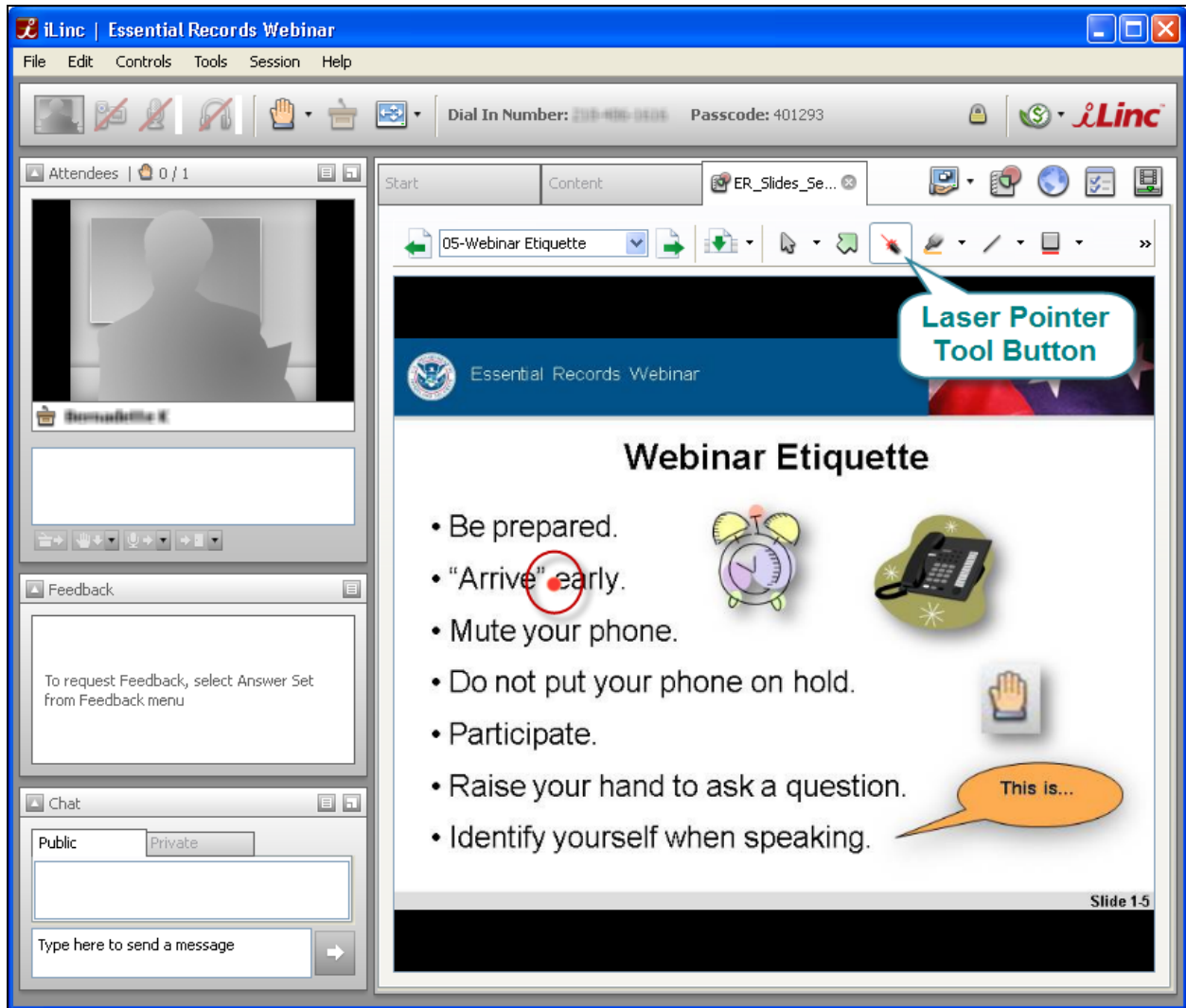
Figure 19: Pointer Tool Location and Use





## Laser Pointer Tool

Figure 20: Laser Pointer Tool Location and Use

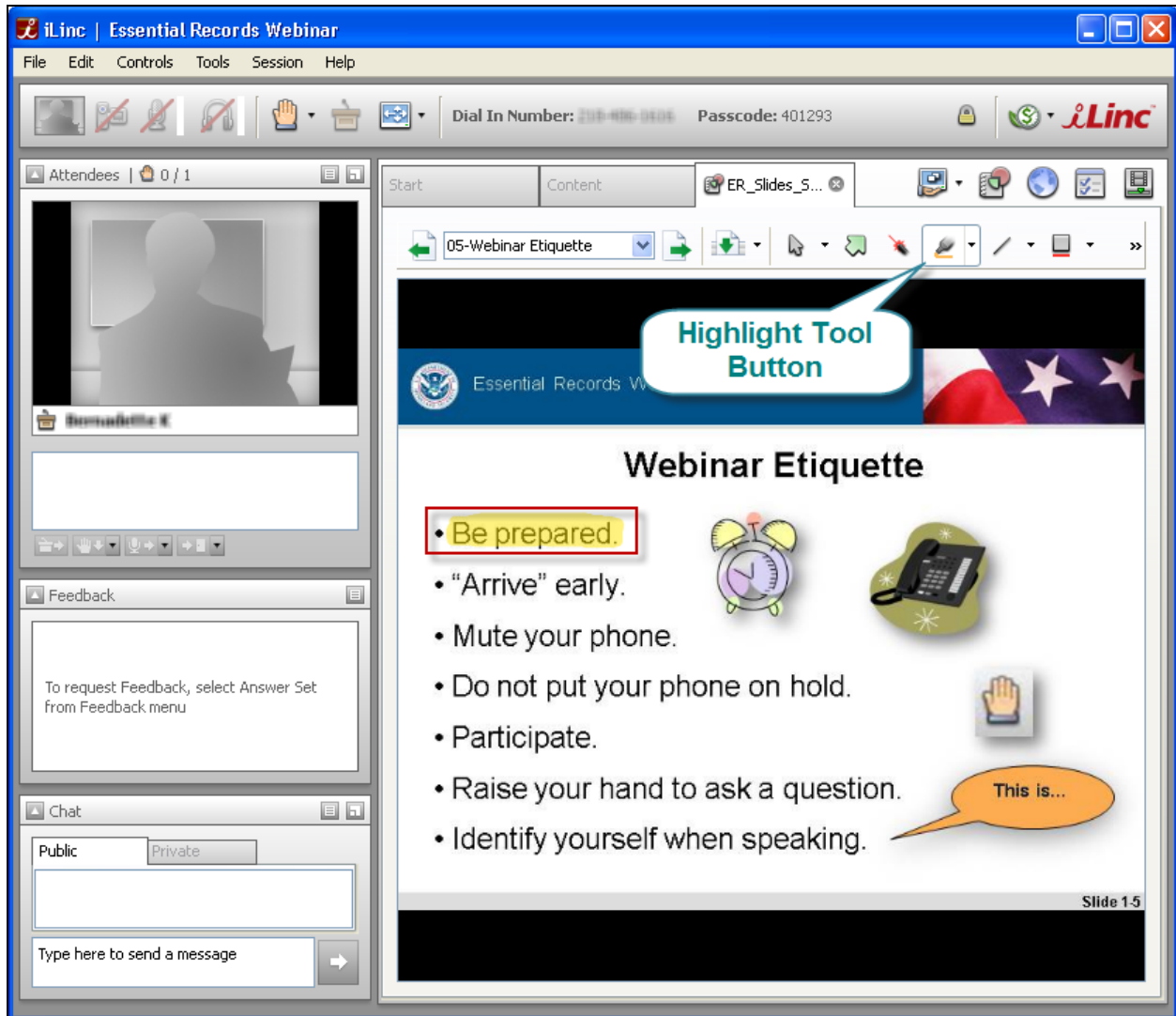






## Highlighter Tool

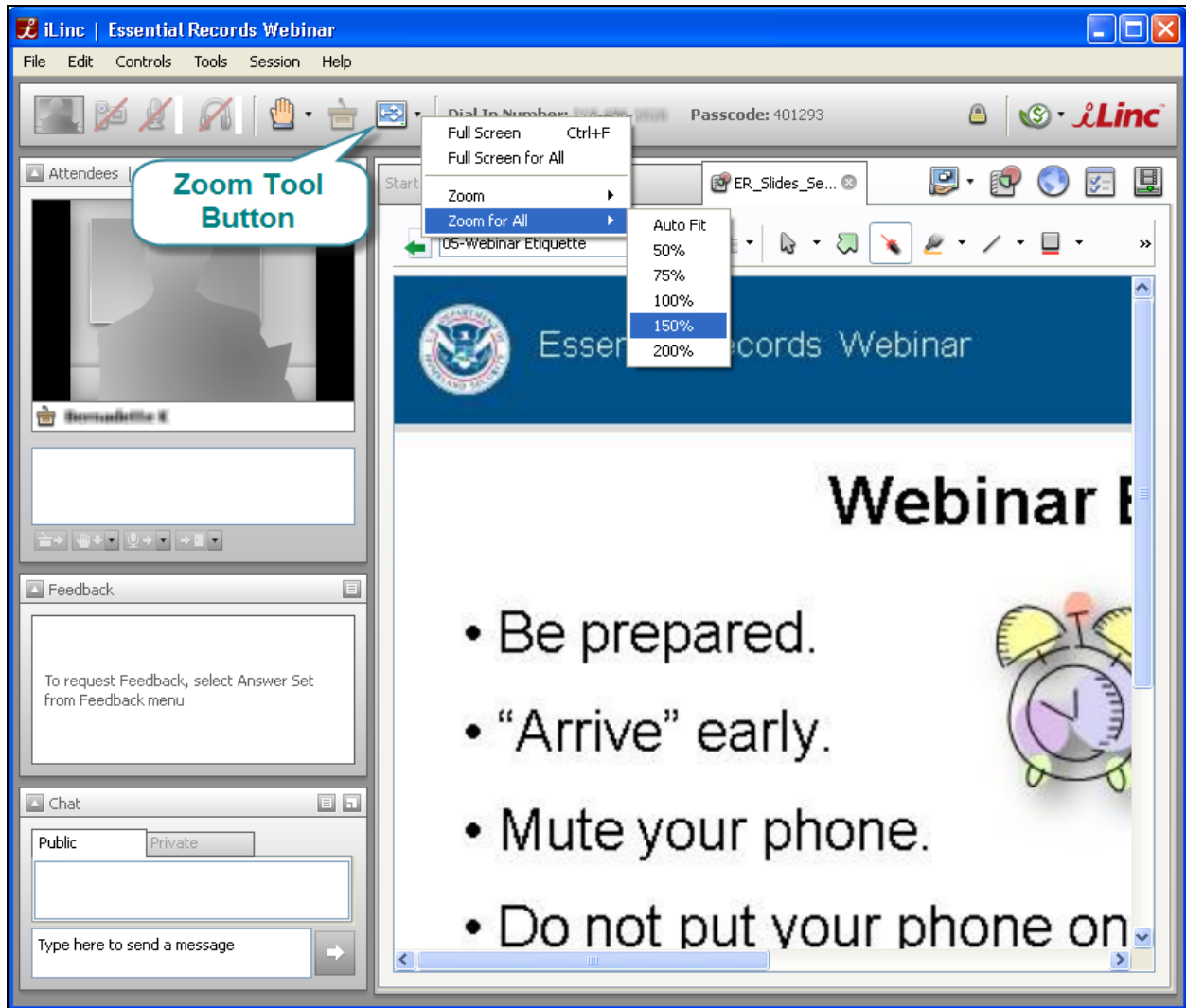
Figure 21: Highlighter Tool Location and Use





## Zoom Tool

Figure 22: Zoom Tool Location and Use



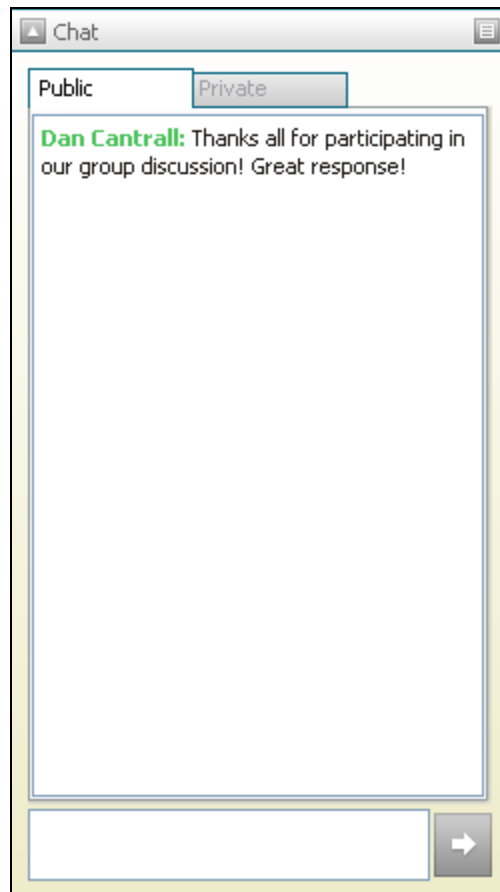


# Chat Tool

## Public Chat Tool

STEP	ACTION
1.	In the Chat Tool, select the “Public” Tab.
2.	Type your Chat message in the message field.
3.	Select the arrow button to send your message. Your message appears in the Chat Tool.

*Figure 23: Chat Tool—Public and Private Tabs*

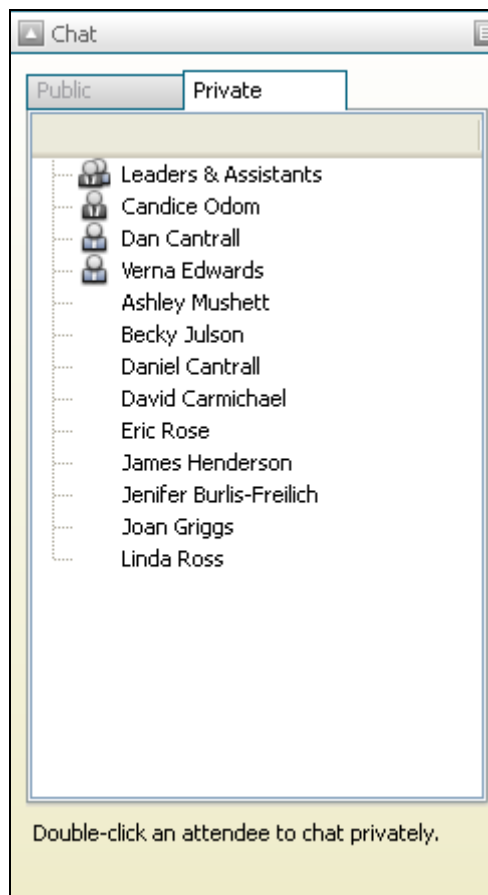




## Private Chat Tool

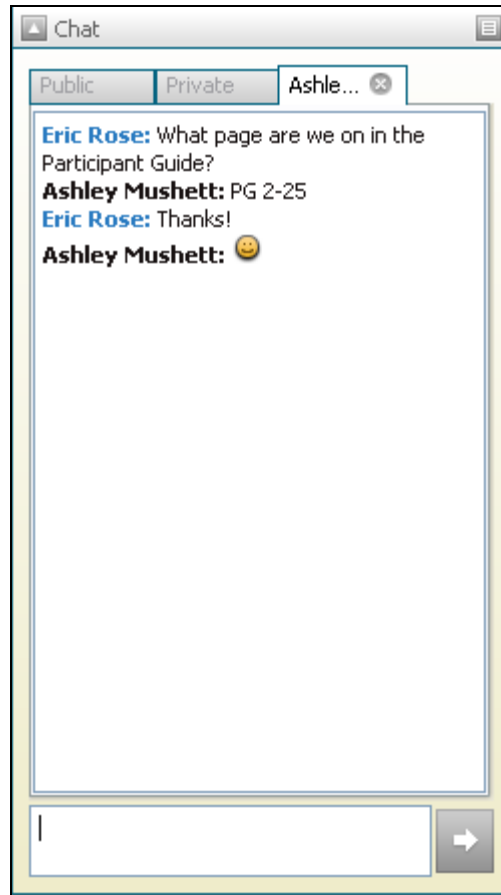
STEP	ACTION
1.	In the Chat Tool, select the “Private” Tab. A list of attendees appears.
2.	Select (double-click) the attendee with whom you want to chat. Another Chat Tab opens, in which you can communicate exclusively with that attendee.
3.	Type your Chat message in the message field.
4.	Select the arrow button to send your message. Your message appears in the Chat Tool.

*Figure 24: Private Chat List of Attendees*





*Figure 25: Private Chat in Session*





## Raised Hands

When a participant raises his or her hand, an icon will appear next to his or her name in the Attendee List. To lower everyone's hands, select the arrow next to the Lower Hands icon under the Attendee list, then select "Lower All Hands."

*Figure 26: Hand Raise Tool*



*Figure 27: Hand Raises in Attendee List*

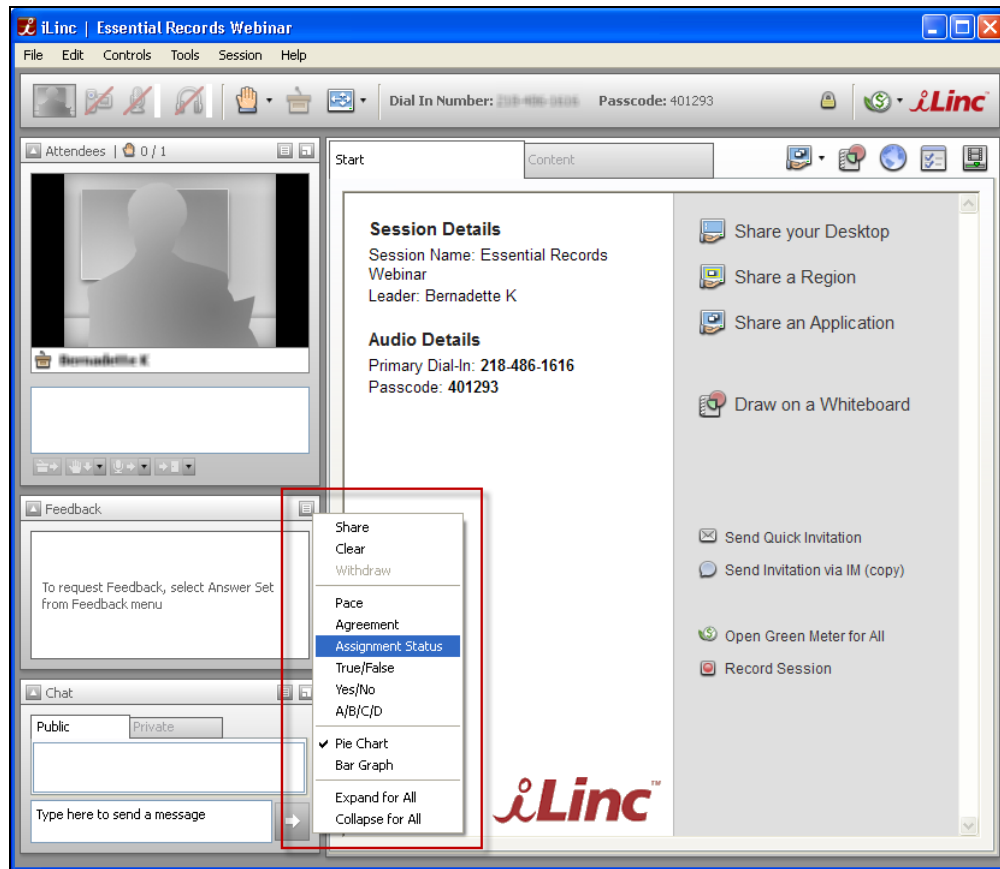




## Feedback Tool

STEP	ACTION
1.	In the Session Room, select the Feedback Tool menu button.
2.	From the list, select the type of feedback question you are posing. The Feedback options appear in the participants' Feedback Tool.
3.	OPTIONAL: You may share the class results with the participants by selecting "Share" from the menu.
4.	When you are finished using the Feedback Tool, select "Withdraw" from the Feedback Tool menu. The Feedback options no longer appear in the participants' Feedback Tool.

Figure 28: Feedback Tool

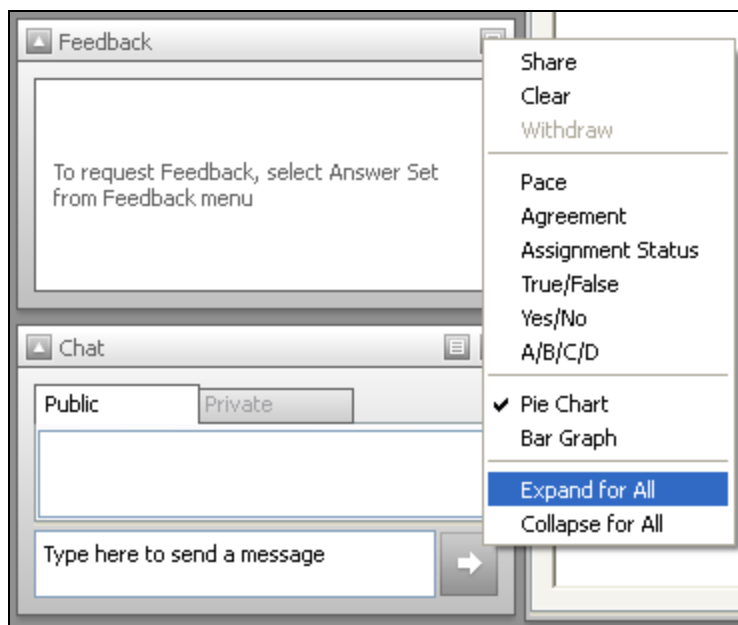




## Expanding the Feedback Tool for Everyone

STEP	ACTION
1.	In the Session Room, select the Feedback Tool menu button.
2.	From the list, select "Expand for All."

*Figure 29: Expand Feedback Tool for All*



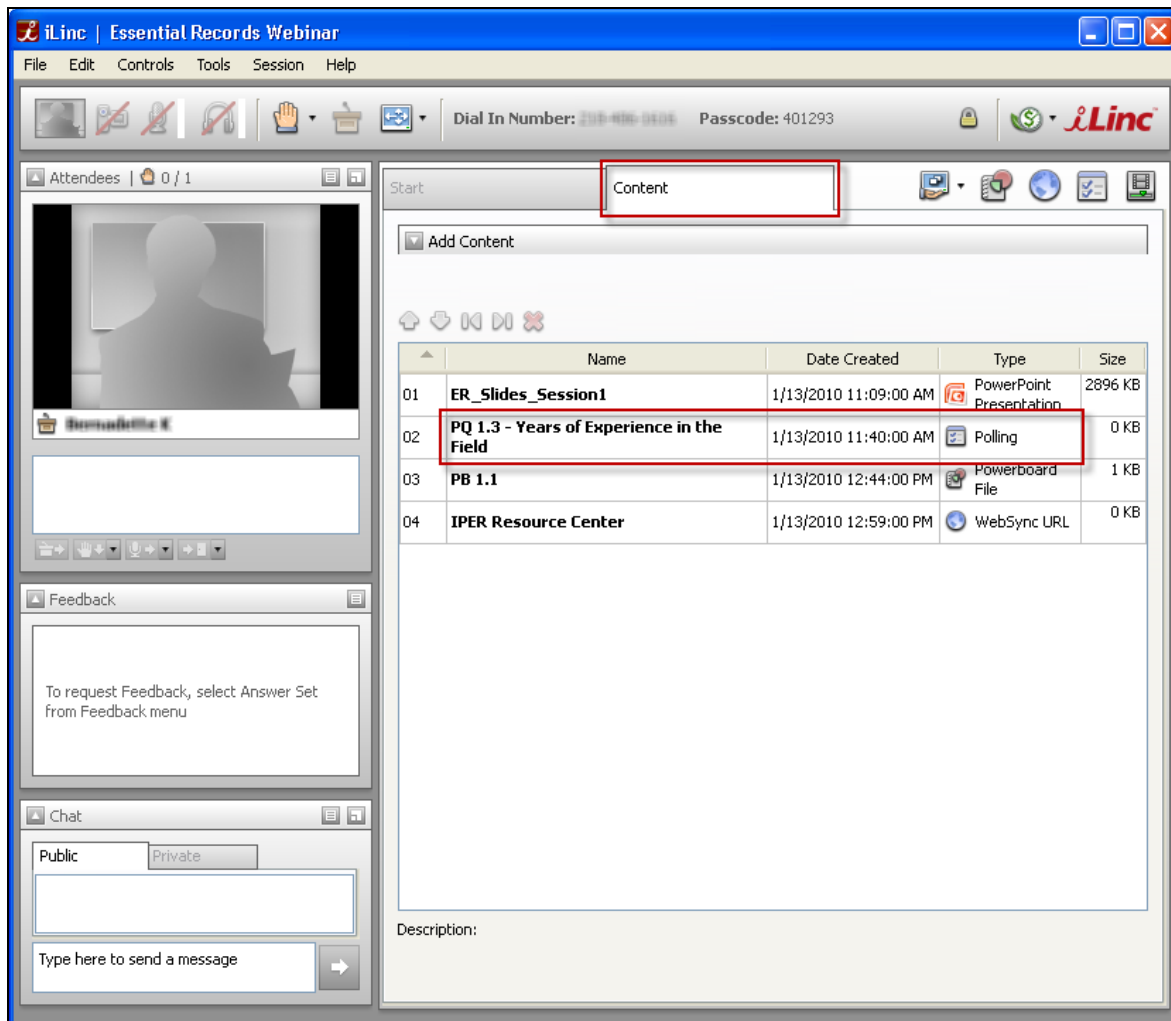




# Polling Questions

STEP	ACTION
1.	In the Session Room, select the Content tab.
2.	Select (double-click) the desired question. <ul style="list-style-type: none"><li>• Polling Questions are indicated as “Polling” in the “Type” column.</li></ul>
3.	To pose the question to participants, select “Ask Question.”
4.	Select “Share Results” to share the spread of received answers with the participants.

Figure 30: iLinc Polling Tab





## Passing the Floor

STEP	ACTION
1.	In the Session Room, select the non-presenting instructor's name in the Attendee List.
2.	Select the "Give Floor to Selected" icon.
3.	To take the floor back, select the "Take the Floor" icon from the top row of icons.

*Figure 31: Passing the Floor*



*Figure 32: Take the Floor*

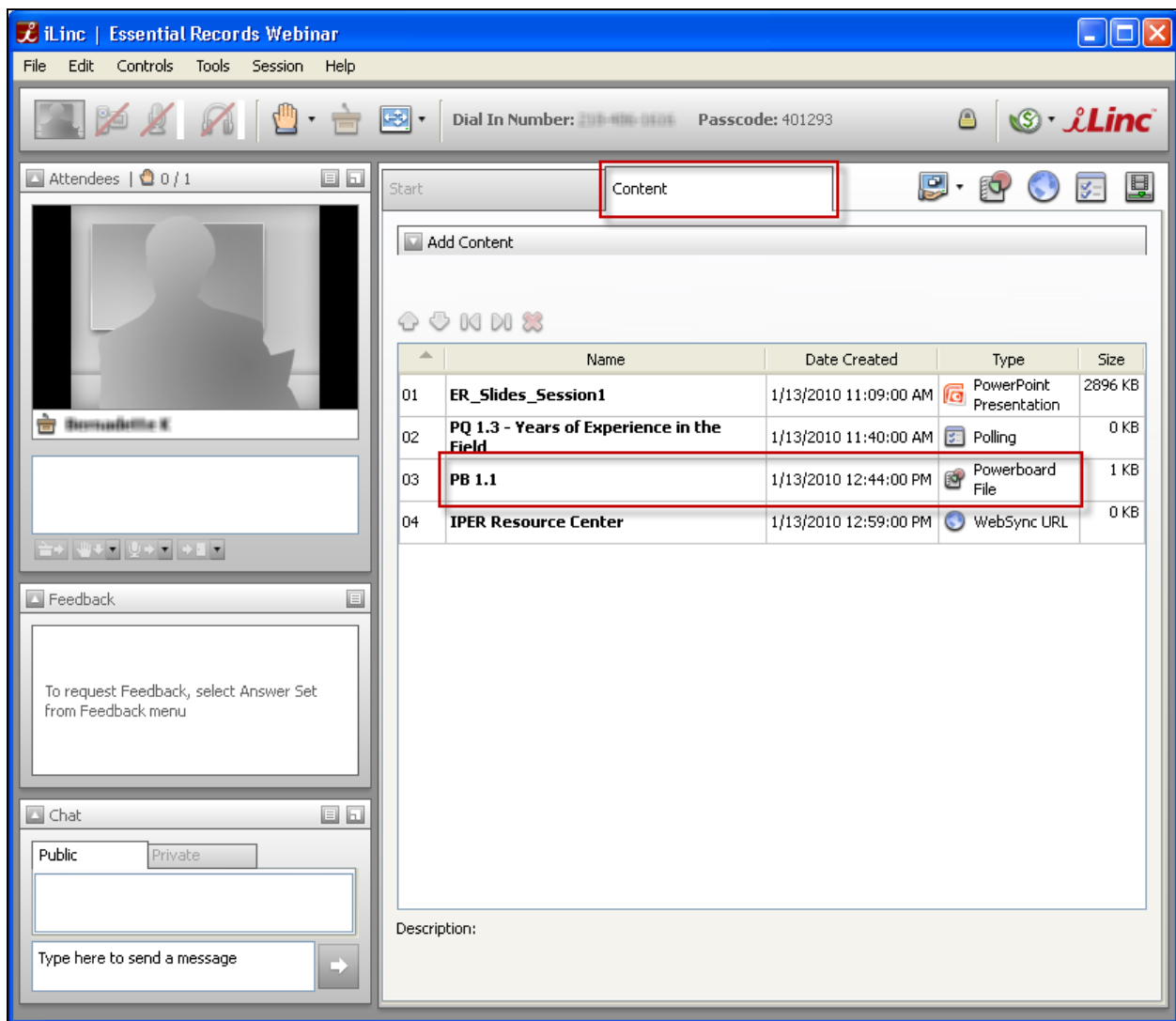




# Powerboards

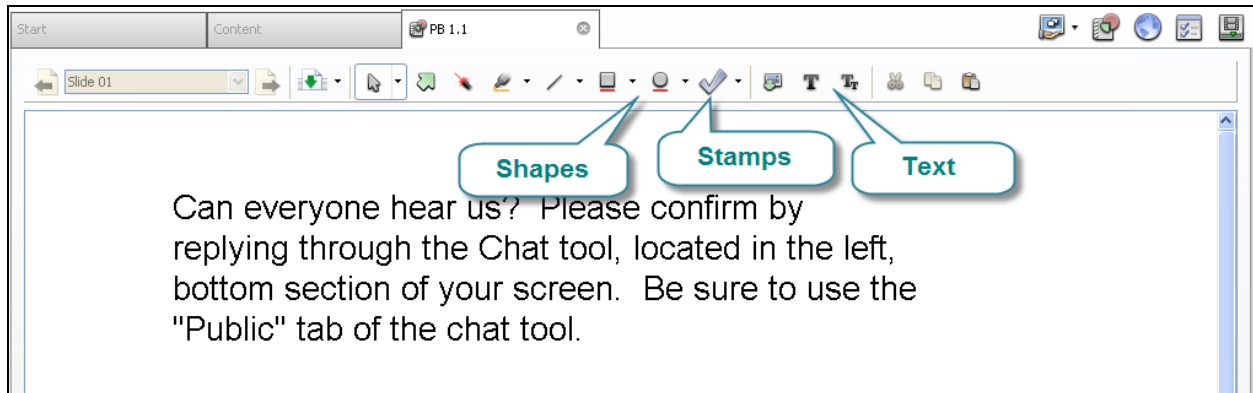
STEP	ACTION
1.	In the Session Room, select the Content tab.
2.	Select (double-click) the title of the desired Powerboard file. <ul style="list-style-type: none"><li>• Powerboard files are indicated as “Powerboard File” in the “Type” column.</li></ul>

Figure 33: Powerboard in the Content Tab





*Figure 34: Powerboard Mark-Up Tools*



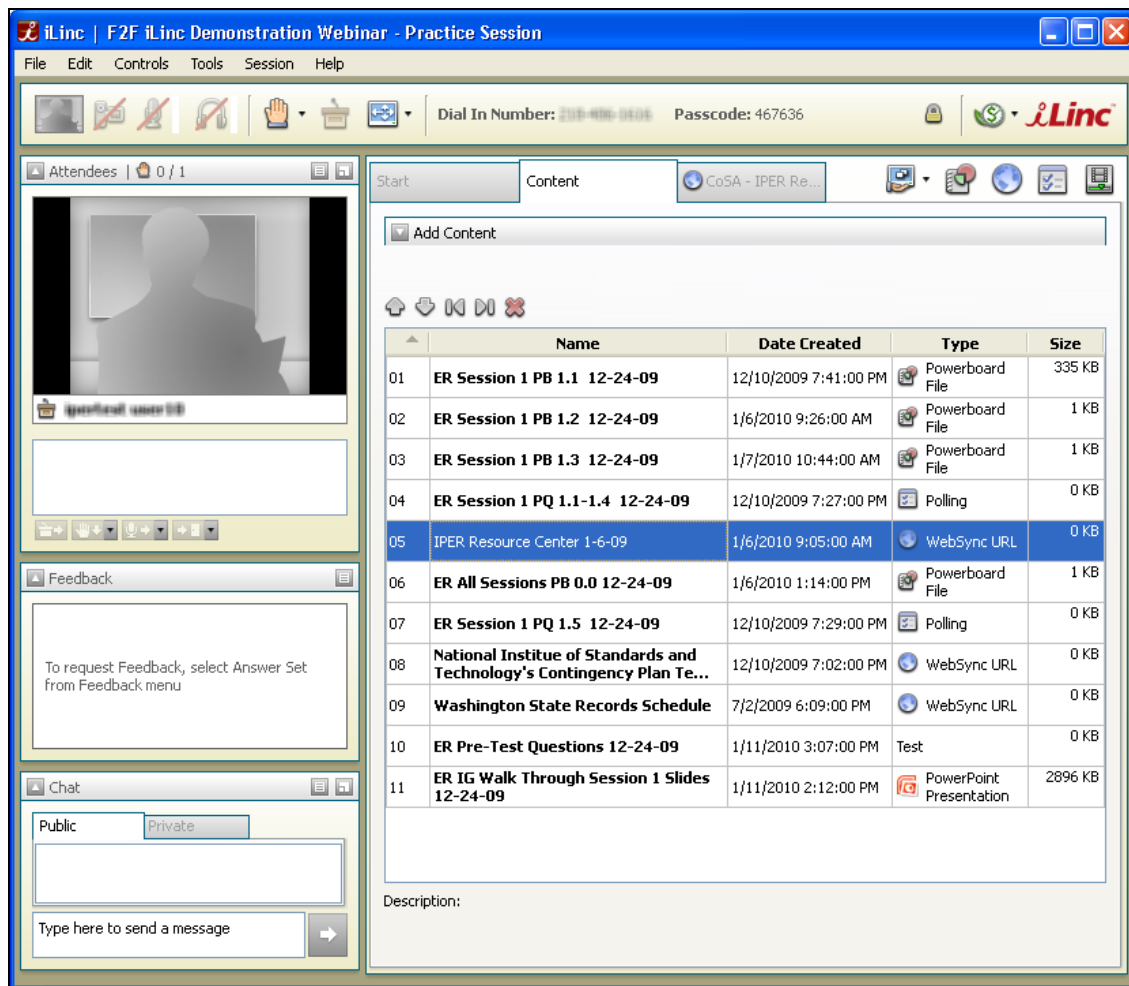


# Displaying Websites

## Websites on the Content Tab

STEP	ACTION
1.	In the Session Room, select the Content tab.
2.	Select (double-click) the title of the desired WebSync file. <ul style="list-style-type: none"> <li>WebSync files are indicated as "WebSync URL" in the "Type" column.</li> </ul>

Figure 35: WebSync in Content Tab





## Instructor-Added Websites

STEP	ACTION
1.	In the Session Room, select the WebSync URL icon.
2.	Select the address bar and type the URL provided in the Instructor Guide.
3.	Select "Enter" to launch the webpage for all participants.

Figure 36: iLinc WebSync Icon



Figure 37: iLinc WebSync Tab





## Displaying Handouts

STEP	ACTION
1.	In the Session Room, select the Content Tab.
2.	Select (double-click) the Handout WebSync file. The list of handouts appears.
3.	Select the link for the handout you want to display. The handout will open as a PDF file in WebSync.

### Important Notes on WebSync

When using WebSync, there are a few things to keep in mind:

- WebSync opens an instance of the participants' browser within the iLinc interface. Participants have control over the browser and can follow hyperlinks without the knowledge of the instructor.
- Participants cannot see when instructors interact with a website or PDF document shown through the WebSync function, so scrolling, moving their cursor, etc., is not visible to participants. Instructors will need to provide instructions on what to do ("scroll down," "select this," etc.). However, when the instructor selects a hyperlink, the webpage will change for all participants.
- Depending on the participant's computer settings, hyperlinks to PDFs (such as the handouts) may open in PDF software (e.g., Adobe Acrobat) instead of in the WebSync browser. This could cause confusion for participants, and you may need to tell them to return to the iLinc Session Room window when you are finished presenting the PDF.



## Displaying Your Own Documents

STEP	ACTION
1.	Select the arrow located next to the “Share” button.
2.	Select “Application” from the drop-down list.
3.	Select the checkbox next to the application you want to share.
4.	Select the green “Play” button at the bottom of the screen. The iLinc Session Room will minimize and become translucent. The document you are sharing will become the primary window. An additional window labeled “Sharing” will also appear.
5.	When you are finished sharing the document, select the “Stop” button in the “Sharing” window. This will stop sharing the document and return the Session Room to its original state.

Figure 38: Sharing a Document via Application Share

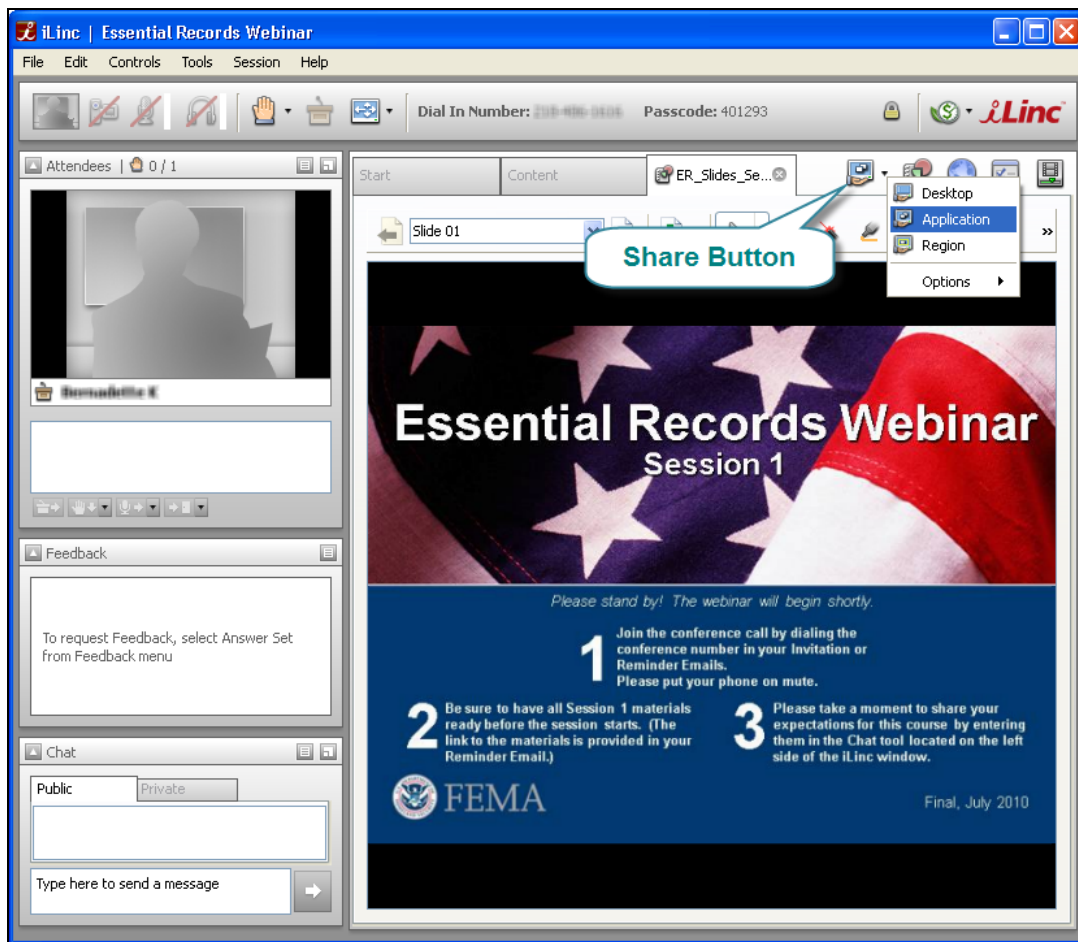






Figure 39: Beginning an Application Share

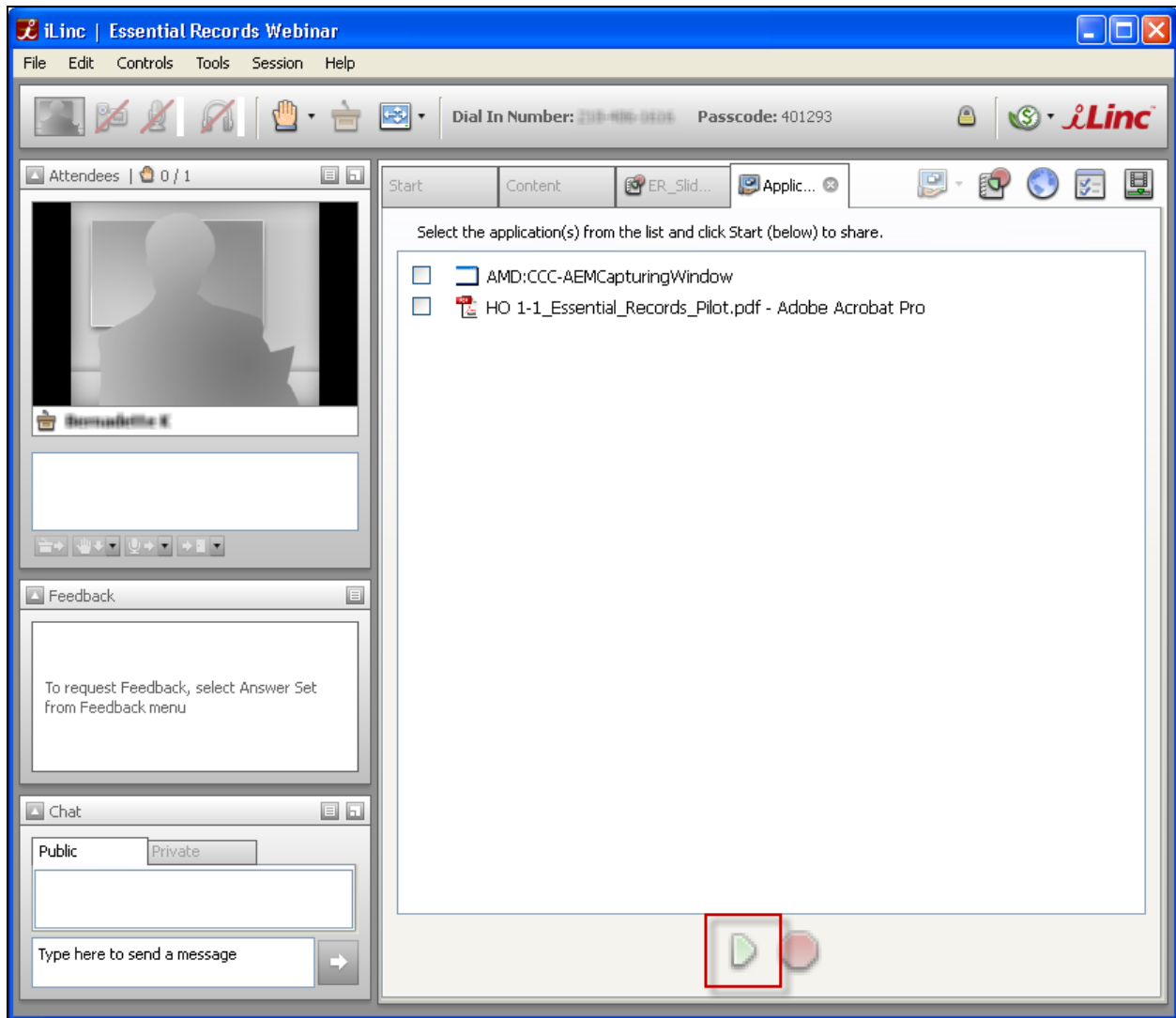




Figure 40: "Sharing" Window and Minimized Session Room

The screenshot shows the Adobe Acrobat Pro interface. The main document is titled "Handout 1.1—Essential Records" and contains a table with the following content:

Priority for access*	Essential records are records that:	Examples include:
Priority 1: First 0–12 hours	Are necessary for emergency response	<ul style="list-style-type: none"><li>• Copy of emergency and/or Continuity of Operations (COOP) Plans</li><li>• Infrastructure and utility plans</li><li>• Maps and building plans</li><li>• Emergency contact information</li></ul>
	Are necessary to resume or continue operations	<ul style="list-style-type: none"><li>• Delegation of authority</li><li>• Contact information</li><li>• Payment records</li><li>• Prisoner records</li></ul>

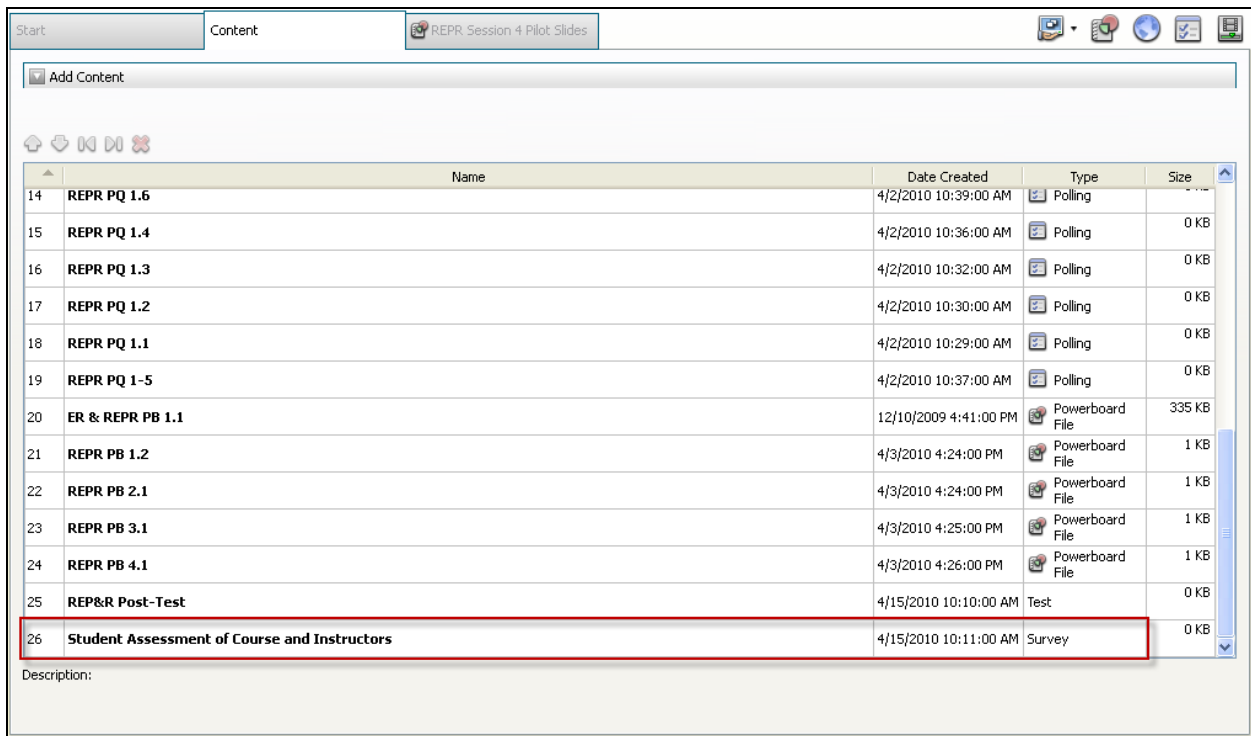
Overlaid on the bottom right of the document is a minimized iLinc session room window. The window title is "iLinc" and it shows a "Sharing" dialog box with a red border. The dialog box contains a "Type here to send a message" input field and a "Send" button. The session room also shows "Attendees: 0 / 0" and a "Chat" window.



# Course Evaluations

STEP	ACTION
1.	In the Session Room, select the Content tab.
2.	Select (double-click) the Course Evaluation. <ul style="list-style-type: none"><li>Evaluations are indicated as "Survey" in the "Type" column.</li></ul> The Evaluation will open automatically as a new tab in the participants' screen.

*Figure 41: Course Evaluation in Content Tab*





## Pre- and Post-Tests

STEP	ACTION
1.	In the Session Room, select the Content Tab.
2.	Select (double-click) the desired test. <ul style="list-style-type: none"> <li>• Tests are indicated as "Test" in the "Type" column.</li> </ul> The test will open automatically as a new tab in the participants' screen.

Figure 42: TestLinc in Content Tab

The screenshot shows the iLinc interface for a "F2F iLinc Demonstration Webinar - Practice Session". The main content area displays a list of items with the following data:

	Name	Date Created	Type	Size
01	ER Session 1 PB 1.1 12-24-09	12/10/2009 7:41:00 PM	Powerboard File	335 KB
02	ER Session 1 PB 1.2 12-24-09	1/6/2010 9:26:00 AM	Powerboard File	1 KB
03	ER Session 1 PB 1.3 12-24-09	1/7/2010 10:44:00 AM	Powerboard File	1 KB
04	ER Session 1 PQ 1.1-1.4 12-24-09	12/10/2009 7:27:00 PM	Polling	0 KB
05	IPER Resource Center 1-6-09	1/6/2010 9:05:00 AM	WebSync URL	0 KB
06	ER All Sessions PB 0.0 12-24-09	1/6/2010 1:14:00 PM	Powerboard File	1 KB
07	ER Session 1 PQ 1.5 12-24-09	12/10/2009 7:29:00 PM	Polling	0 KB
08	National Institute of Standards and Technology's Contingency Plan Te...	12/10/2009 7:02:00 PM	WebSync URL	0 KB
09	Washington State Records Schedule	7/2/2009 6:09:00 PM	WebSync URL	0 KB
10	ER Pre-Test Questions 12-24-09	1/11/2010 3:07:00 PM	Test	0 KB
11	ER IG Walk Through Session 1 Slides 12-24-09	1/11/2010 2:12:00 PM	PowerPoint Presentation	2896 KB

Item 10 is highlighted in blue. The interface also includes a video window, a feedback section, and a chat window.



## Ending the Webinar Session

STEP	ACTION
1.	Select the "X" icon in the upper right corner of the Session Room window. A notification appears, asking if you are sure you want to end the session. There will also be a checkbox allowing you to "Dismiss all participants."
2.	Check the box to dismiss all participants and then select "Yes." The session will end and the Session Room will close.



## Accessing Test and Evaluation Data from the iLinc Communication Center

STEP	ACTION
1.	Log in to the iLinc Communication Center using your State Team's Master Account.
2.	In the Communication Center, select "Reports" from the menu bar
3.	In the next screen, select "Test/Survey by Question."
4.	Select the "List Assessments" button on the right side of the screen. The list of available tests and evaluations will populate. Remember that the evaluations are called "Surveys" in iLinc. Note: If you are retrieving the results for only a test or only a survey, you can narrow the results by selecting the appropriate checkbox to the left before selecting "List Assessments" button.
5.	Select the radio button next to the test or evaluation.
6.	In the "Criteria" section, change both date boxes to be the date when the test or evaluation was taken. For the Pre-Test, this will be the date of Session 1. For the Post-Test and Evaluation, this will be the date of Session 4.
7.	In the "Results" section, select "Excel Spreadsheet."
8.	Select "Submit." You will be prompted to download an Excel spreadsheet of the results.



Figure 43: Reports from Menu Bar

The screenshot shows the IPER website interface. At the top left is the IPER logo (Intergovernmental Preparedness for Essential Records, Council of State Archivists) and the URL www.StateArchivists.org/iper. Below the logo is a navigation bar with buttons for Home, Manage, and Reports. The Reports button is highlighted with a red rectangle. Below the navigation bar is a secondary menu with links for My Sessions, Public Sessions, Catalog, and System Test. The main content area is divided into two columns. The left column features a greenmeter widget showing a gas consumption of 48,105.1 gallons, social media icons, and a 'JOIN PRIVATE SESSION' form. The right column displays a 'View Scheduled' dropdown menu and a table with columns for TYPE and SESSION NAME. The table contains one entry: 'F2F iLinc Demonstration Webinar - Practice Se'. Below the table is a pagination control showing 'Page 1 of 1'.

Figure 44: Activity Reports List

The screenshot shows the IPER website interface with the Reports menu selected. The navigation bar now shows Home, Manage, and Reports. Below it, the 'Activity' link is highlighted. The main content area is divided into two columns. The left column features a greenmeter widget showing a gas consumption of 1,970,950 gallons, social media icons, and a 'JOIN PRIVATE SESSION' form. The right column displays a list of 'Activity Reports' with the following items and descriptions:

- Session Attendance & Registration**: Use this report if you want a detailed list of attendees who attended or registered for a session(s).
- Session Occurrence Summary**: Use this report if you want detailed usage data on every occurrence of sessions on your site.
- Site Activity Summary**: Use this report if you want a summary of sessions on your site.
- Test/Survey by Question**: Use this report if you want to view test/survey responses by question.
- Test/Survey by User**: Use this report if you want to view an attendees test/survey responses.

At the bottom of the left column, there is a 'RELATED LINKS' section with links to 'Frequently Asked Questions (FAQs)' and 'Council of State Archivists (CoSA)'.



Figure 45: Report Retrieval Form

The screenshot displays the IPER web application interface. At the top left is the IPER logo (Intergovernmental Preparedness for Essential Records) and the URL www.StateArchivists.org/iper. The top right contains user navigation links: Edit Profile, Edit Password, Help, and Log Out. Below the header is a navigation bar with Home, Manage, and Reports tabs. A secondary bar shows the user's session information: ipertest user10 | May 27, 2010 | All times in Eastern Time.

The main content area is titled "Activity Reports > Test/Survey by Question". It features an "ASSESSMENTS" section with a filter set to "Active" and checkboxes for "Tests" and "Surveys". A search box and a "List Assessments" button are also present. A table lists the following assessment:

Assessment Icon	Assessment Name	Availability	Status
	Essential Records Webinar -- Essential Records Course Evaluation Form	Always Available	Active

Below the table is a pagination control: Page 1 of 1. The "RESULTS" section includes a "CRITERIA" area with "Activity from" and "to" date pickers (both set to 05/27/2010) and a checked "Include Details" checkbox. Under "RESULTS", there are radio buttons for "HTML Page" and "Excel Spreadsheet", and a checked "E-mail results to" field with an input box. A "Submit" button is located at the bottom of the form.

The footer contains copyright information: © 2010 iLinc Communications, Inc. | Terms of Service | Privacy Policy. On the right, it shows "Last Login: May 27, 2010 | 03:12 PM" and "POWERED BY iLinc".