



The Halton Resource Connection

An Overview of Participating in a THRC Webinar

The Halton Resource Connection
905-875-4600 www.thrc.ca

Steps to follow

- 1. Register yourself**
- 2. Join the webinar**
- 3. Participate in the webinar**
- 4. After the session**

Register yourself

1. Register for the session through www.thrc.ca
2. One week before the session you will receive an email providing details about how to register for the webinar

Health and Safety Webinar

Join us for a webinar on Mar 14, 2013 at 6:00 PM EDT.

Register now!

<https://attendee.gotowebinar.com/register/6160970818377736960>

In this webinar session, you'll receive an overview of the Occupational Health and Safety Act which outlines your responsibilities as an employer, a supervisor, and an employee in working together to maintain a safe workplace.

After registering, you will receive a confirmation email containing information about joining the webinar.

[View System Requirements](#)

3. Click the link in the email to register for the webinar

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Join the webinar

1. The following slide outlines the email that you will receive one day before the session
2. Follow the directions and log in to the webinar at least 10 minutes before the session. The session will start promptly at the assigned time. Logging in before the session starts will provide time to manage any technical issues

Join the webinar

Dear -----

This is a reminder that "Health and Safety Webinar" will begin in 1 day on:

Thu, Mar 14, 2013 6:00 PM - 8:00 PM EDT

[Add to Calendar](#)

Please send your questions, comments and feedback to: sheree.abram-tilk@halton.ca

How to Join the Webinar

1. Click the link to join the webinar at the specified time and date:

<https://global.gotowebinar.com/ojoin/6160970818377736960/5098900859440001029>

Note: This link should not be shared with others; it is unique to you.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.
Canada

Toll: +1 (647) 497-9386

Access Code: 722-619-127

Audio PIN: Shown after joining the webinar

Webinar ID: 135-681-131

[View System Requirements](#)

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Participating in the webinar

- Once you log into the webinar you will see a “control panel” on the right side of your screen (see slide 7)
- The control panel contains tools that you can use during the session
- The following slides outline the tools that you will find on the control panel

The “control panel”

Opens and closes control panel

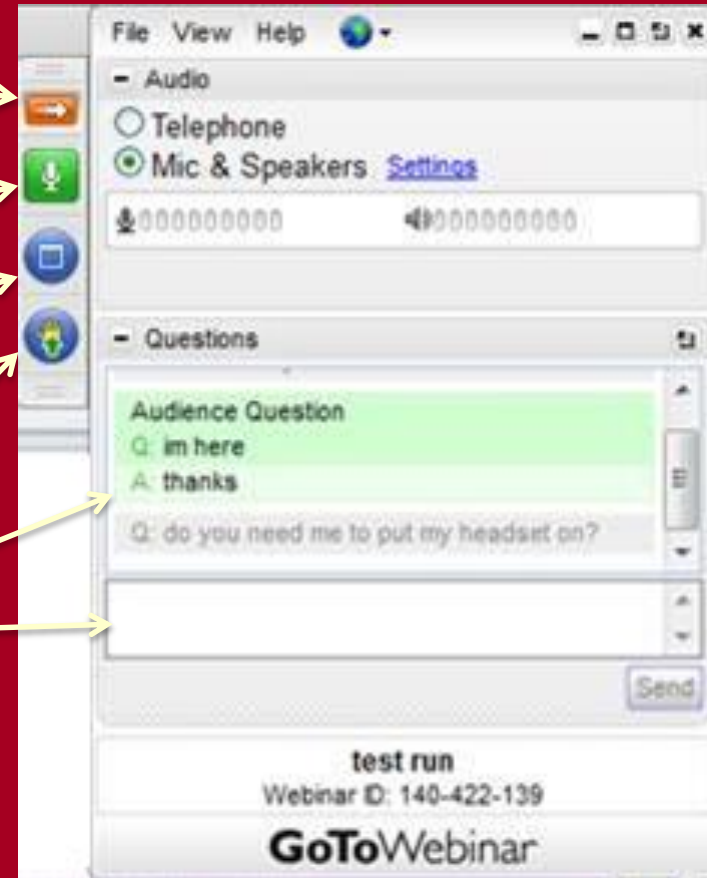
Lets you know if your microphone is on or muted

View full screen mode

Raise hand if there is a question

Question box

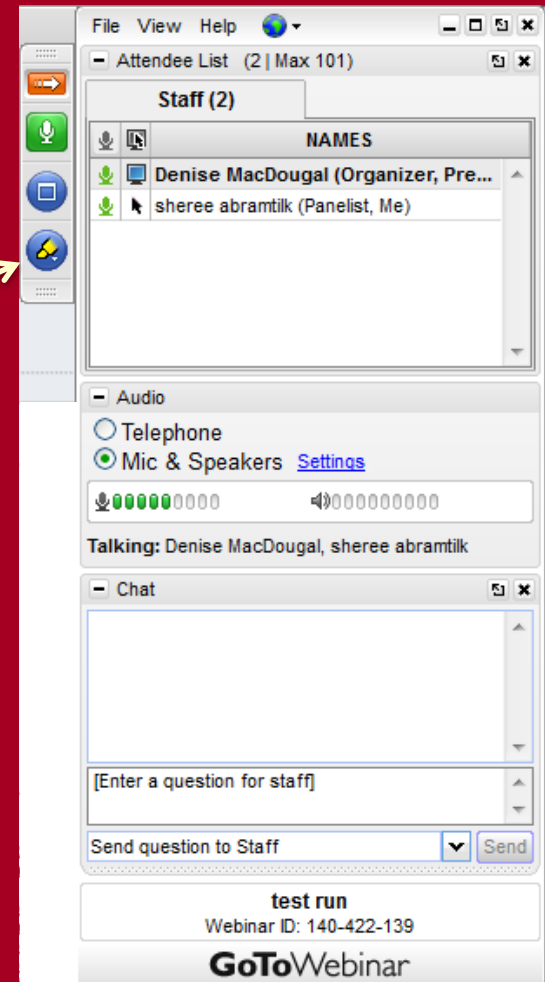
Answers seen here



Additions to the “control panel”

There may be times when the session facilitator will include additional options to the control panel. One of these is the “pen”.

This button shows the shape of a pen. This means that you will be able to draw on the screen with your mouse. All participants will be able to see what you “draw”.



Participating in the webinar

- The webinar facilitator will guide you through any questions you may have. If you have a question use the question area or raise your hand . These features are found in the control panel on slide 7.
- The presentation materials for the session will be shown on your screen. Anything the facilitator brings up on their screen will show on your screen.
- The facilitator may mute all microphones during content delivery and then un-mute microphones for open conversation.

Participating in the webinar

Some tips to make the experience more effective:

- **Turn off any external noise sources (ie radio, telephone) when using your microphone.** When microphones are turned on everyone can hear your voice and noise in the background.
- **Mute your microphone** when you are not using it.
- **Participate in the session.** Learning takes place when people are engaged in the experience. Every effort has been made to develop interactive webinars. They can only be interactive if you participate.

Participating in the webinar

Some tips to make the experience more effective:

- Please **use a headset or the telephone**. This reduces the echo for you and the other participants. THRC has some for loan if you are a member of the Resource Library.
- When **using the phone** follow the prompts. You will receive a PIN number once you log on the session.

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After the session

1. An evaluation will be prompted at the end of the session. Please provide feedback to support further development of webinars.
2. You will receive a follow up activity within two weeks of the session. This is meant to keep the learning alive and prompt you to think more about what you learned in the session. You do not have to send this back to the facilitator.

Supports

- If you have any questions about the webinar process please contact:

Ruth Anne Wollaston, The Halton Resource Connection,
Resource Library/Professional Development Coordinator
905-875-4600 x103 or ruthannew@thrc.ca