



# IPER Training Webinars

Participant Webinar Reference Guide  
(Reference 03)

*Final, July 2010*



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

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/cjssjci>

**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 doing so. The *Client* can be removed from your computer via the Add/Remove Programs function.

If your system fails the test, please contact Verne 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/cjssjci> (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 session.

NOTE: Depending on your security settings, you may receive a message that you need to allow the link 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/cjssjci>. 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 iLinc Participant Reference Guide has been uploaded in iLinc for your use. The Guide is divided into sections that cover the basics of iLinc sessions, how to use the iLinc session features, and what the iLinc session interface looks like. The Guide is available at the following link: <https://iper.ilinc.com/content/hvfpbbw/cjssjci>.

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

**Select this link to prepare your system ahead of time.**

**Select this link to join the webinar (You may need to copy this link into your browser).**

**Select this link to download the course materials (You may need to copy this link into your browser).**



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*

**Join Session**  
Enter the information and then click the "Submit" button.

**EPR-XX-0611: RECORDS EMERGENCY PLANNING & RESPONSE**  
(\* required) Not Eric?

\* First Name:

\* Last Name:

\* E-mail Address:

\* State:

\* Title:

\* Agency:

Remember me on this computer



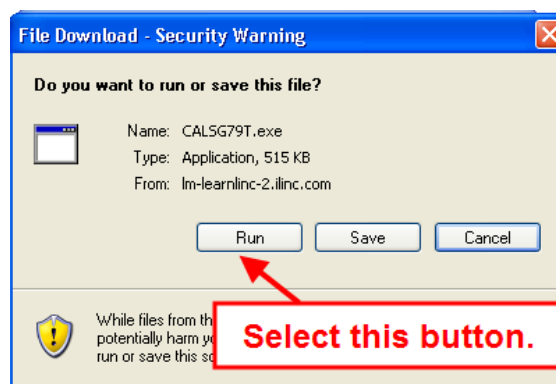
If the window below appears, select the yellow bar to download ActiveX or select the Manual Join button.

*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):

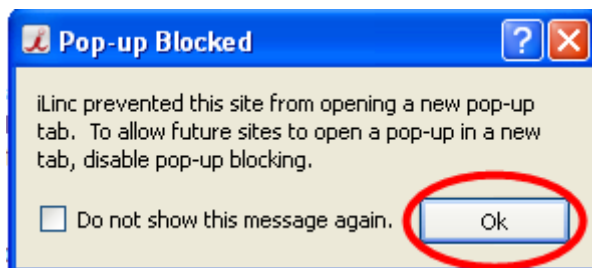
- Mac OS® X 10.5 and 10.6
- Firefox 1.5 or higher
- Safari™ 2.0 or higher
- Java Runtime Environment (JRE) 5.0 or higher
- 1 GHz or higher processor
- 256 MB RAM (512 or higher recommended)
- 56 Kbps bandwidth (256 Kbps recommended)
- 1024 x 768 display



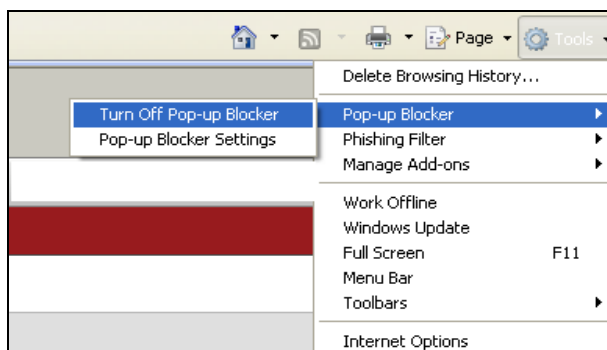
## Popup Blocker

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*

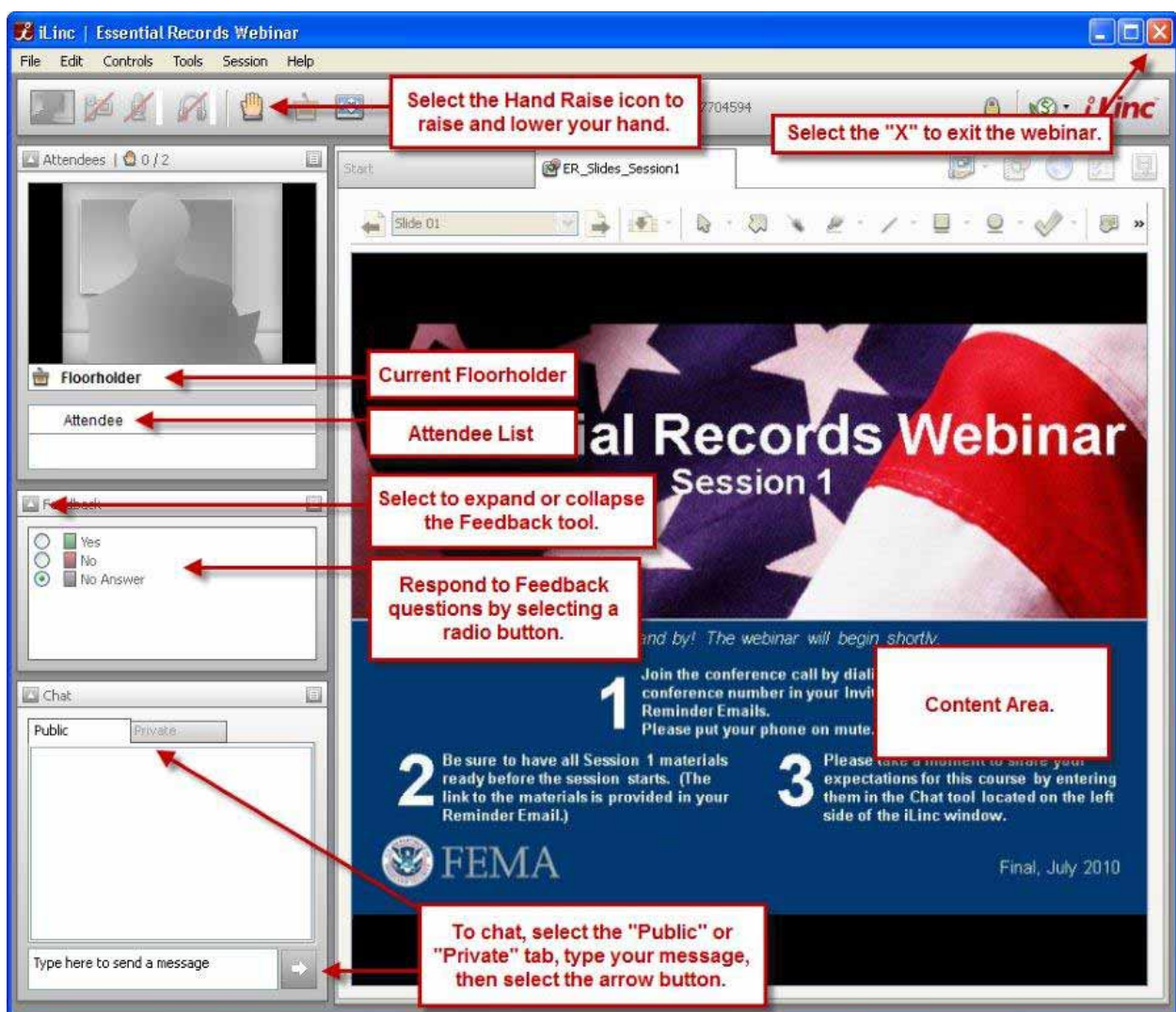




## Tool Panel in the iLinc Session Room

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

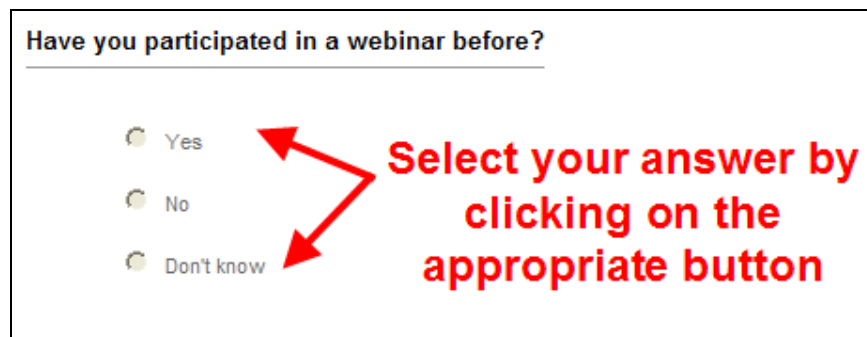




## Polling Questions

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*

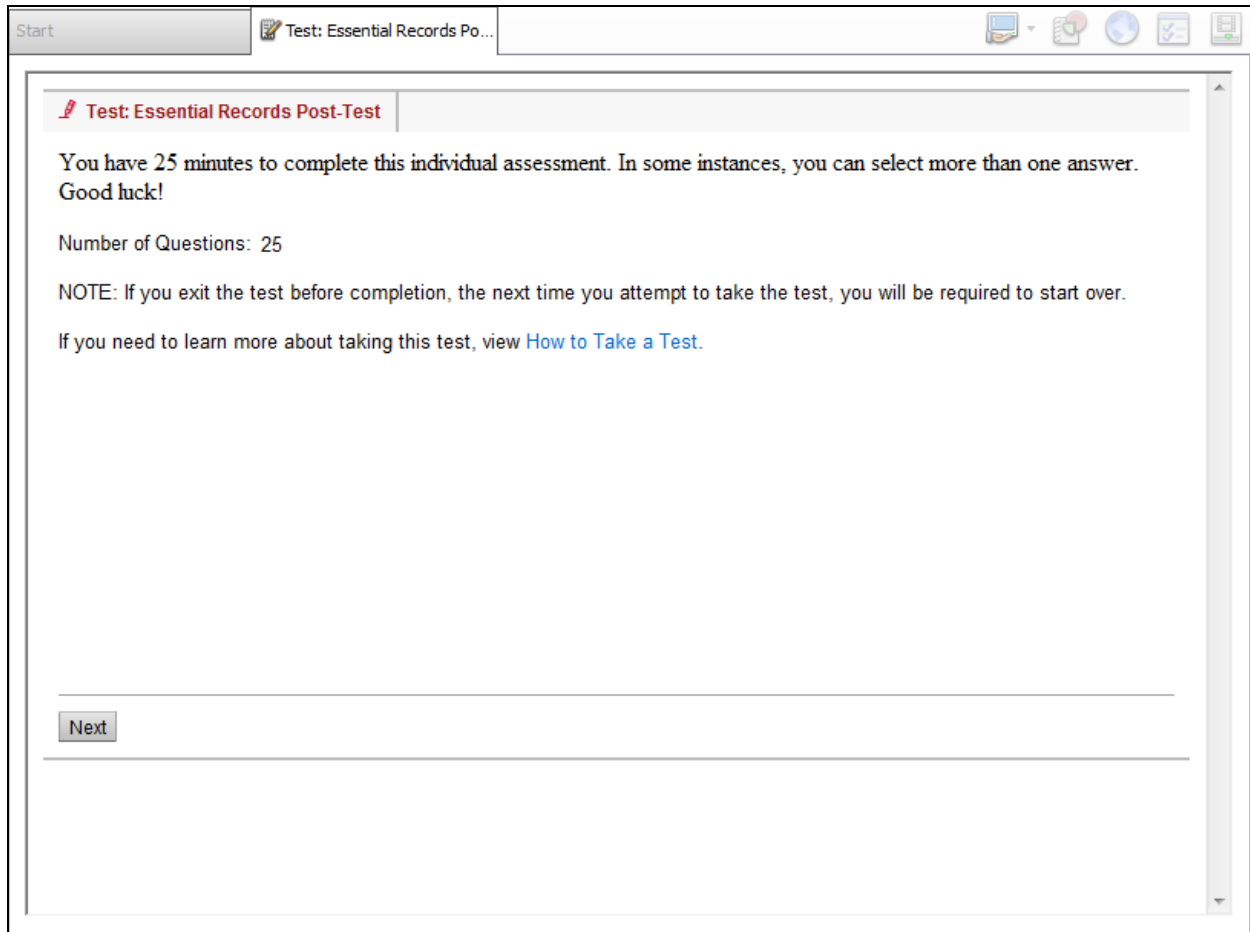




## TestLinc

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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