

HOST-TRAINING AGENDA, Fall Extension Conference 2010

1. Doing the Audio Set-Up Wizard and trouble-shooting audio
 - *How? Meeting > Manage My Settings > Audio Setup Wizard*
 - Microphone trouble-shooting:**
 - Have they done the audio wizard and selected it?
 - Is it plugged in right? If wireless, is it charged?
 - Is it muted?
 - Are they pressing the 'hold to talk' button?
 - Is it default in *control panel > sounds and audio devices > voice?*
2. Locking layouts
 - *Click the **padlock** on the **left end** of the list of layouts at the bottom of the screen.*
3. Setting the count-down clock
 - *How? Click "Set Time". Drag the slider to the correct # of minutes. Click "Confirm." (If you move to a different layout after you've set the timer, it stops and you will have to reset it.)*
4. Recording the session
 - *How? Meeting > Record Meeting*
5. Loading documents
6. Finding documents
 - *How? Go to the Sharing layout. Click on 'Documents' in the share pod. The document(s) should be listed. Click on any listed to have them appear in the share pod.*
7. Sharing a Word doc—*make sure the view is zoomed up to 150%*
8. Sharing a website—*use 'control +' to enlarge the website*
9. How/why to use the presenter only area
 - *What happens if you move pods around in that area?*
10. Managing the linked chat box Q&A
 - *We'll practice*
11. Your role—see the check list
12. Who to call/email for help

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