

# Online Training Session Connection Instructions

Please print these instructions and have them with you on the day of session.

## Audio Instructions

### Option 1- Telephone

To hear the presenter or ask any questions verbally you will need to join an audio conference. From anywhere in Australia, using a telephone in your classroom, please dial:

**02 9478 5955** and enter the pin number **2417#**

Please note: the "Pound key" on the recorded message refers to the hash key in the pin number above.

If you are using a telephone please ensure that you turn off your computer speakers and microphone to prevent audio interference with the telephone conference.

### Option 2- Computer Speakers


If your computer has speakers they can be used to hear the audio conference instead of a telephone. Please ensure you have your speakers setup by going to:

**Bridgit menu**  **Menu** > **Options** > **Audio Settings** and following the configuration wizard.

Please note: You will not be able to use your computer microphone to ask any questions. Questions can only be asked through the telephone or using the chat feature (see below).

Please check your speakers are turned up. If you have any difficulties hearing this can be due to your internet speed. If this occurs we recommend you use Option 1- Telephone.

## Chat


Bridgit text chat will now be used to facilitate questions from all attendees. There will be a second person moderating the chat in order to make sure all questions are answered. To ask a question, select the Bridgit participant button,  type your message in the text field and press send.

## Computer Instructions

### Before the session

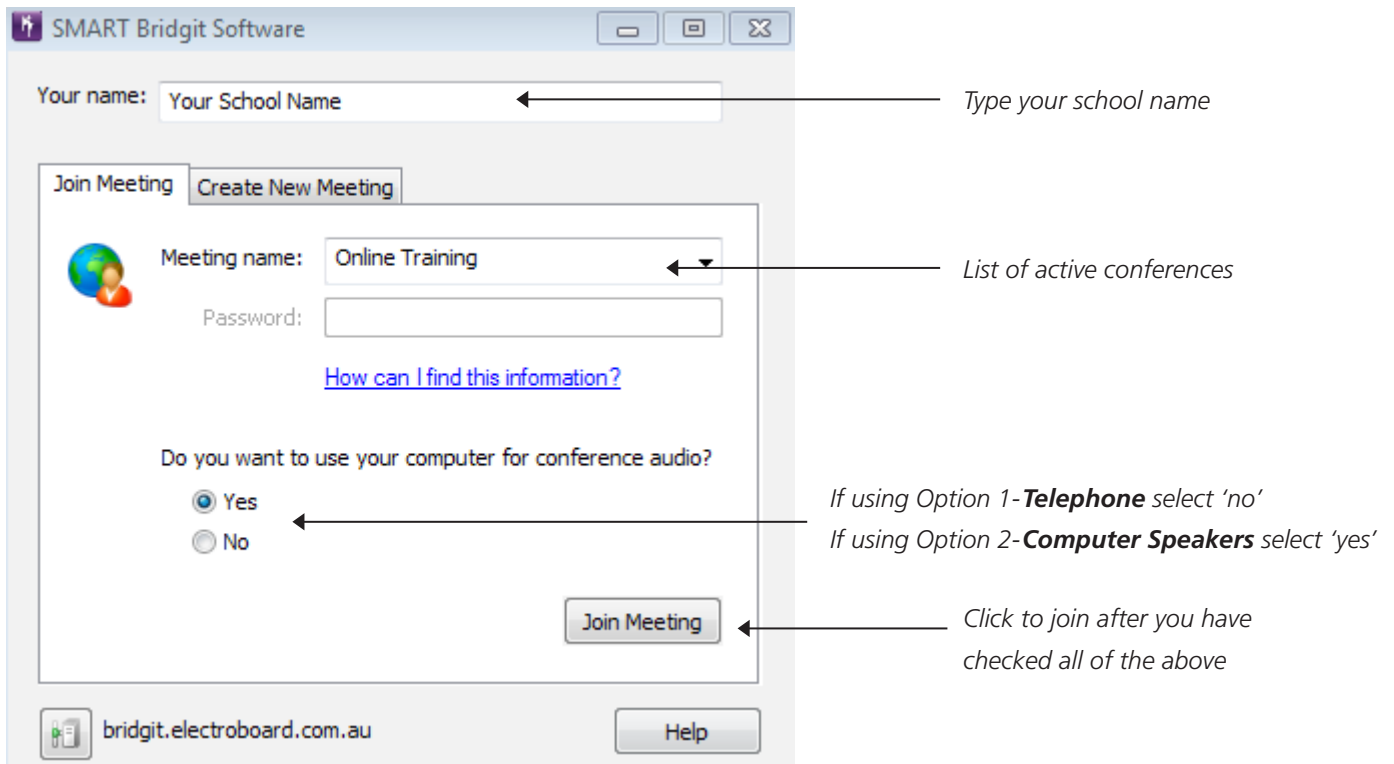
Before you can take part in the session, you must download the Bridgit™ software client to the computer you'll be using on the day of the session. The client for PC and Mac is available at

<http://bridgit.electroboard.com.au>

1. In the **File Download** dialog box, click **Save**
2. In the **Save As** dialog box, click on the **Save in:** list and select **Desktop**
3.  Click **Save**. If a **Download Complete** dialog box appears, click **Close**. The Bridgit client is downloaded to your desktop and ready to use.

### A few minutes before the session start time

1. Double-click the **Bridgit** icon on the desktop to connect to the conference server.
2. Check the server name by looking in the server name box. The server name should be [bridgit.electroboard.com.au](http://bridgit.electroboard.com.au) If it is not, select the server name by clicking on it, type [bridgit.electroboard.com.au](http://bridgit.electroboard.com.au) and click the **Connect** button.
3. In the Meeting Name list, select **Online SMART Board Training** and click **Join Meeting**.
4. In the **Your Name** field, type your **School Name** (i.e. ABC Public School).



For help, call the ELECTROBOARD Helpdesk on **1800 060 636** and press **Option 3**.

# Feedback Form

In order for us to continuously improve the Online Training Sessions and meet your needs as educators, please take a few minutes to complete the following survey.

The completed survey can be faxed to **02 8436 6320**  
or emailed to **[training@electroboard.com.au](mailto:training@electroboard.com.au)**

Your feedback is very important to us. Thankyou for your time.



Session Attended: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Optional): \_\_\_\_\_

Please tick the most suitable answer:

1. The session was well designed (pacing, adequate time for Q & A, etc)

Strongly agree       Agree       Disagree       Strongly disagree

Please comment \_\_\_\_\_

2. I received information from this session that I can use immediately in my job

Strongly agree       Agree       Disagree       Strongly disagree

Please comment \_\_\_\_\_

3. The trainer used good presentation skills

Strongly agree       Agree       Disagree       Strongly disagree

Please comment \_\_\_\_\_

4. I will participate in future online training

Strongly agree       Agree       Disagree       Strongly disagree

Please comment \_\_\_\_\_

What did you like best about the session? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you improve the overall training experience? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_