

## Online Training Session Connection Instructions

Please print these instructions and the feedback form on the next page and have them with you on the day of session.

### Audio Instructions

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

**(02) 9478 5955 and enter the pin number 4456#.**

Note: the Pound key on the recorded message refers to the hash key in the pin number above.

### Computer Instructions

#### Before the session

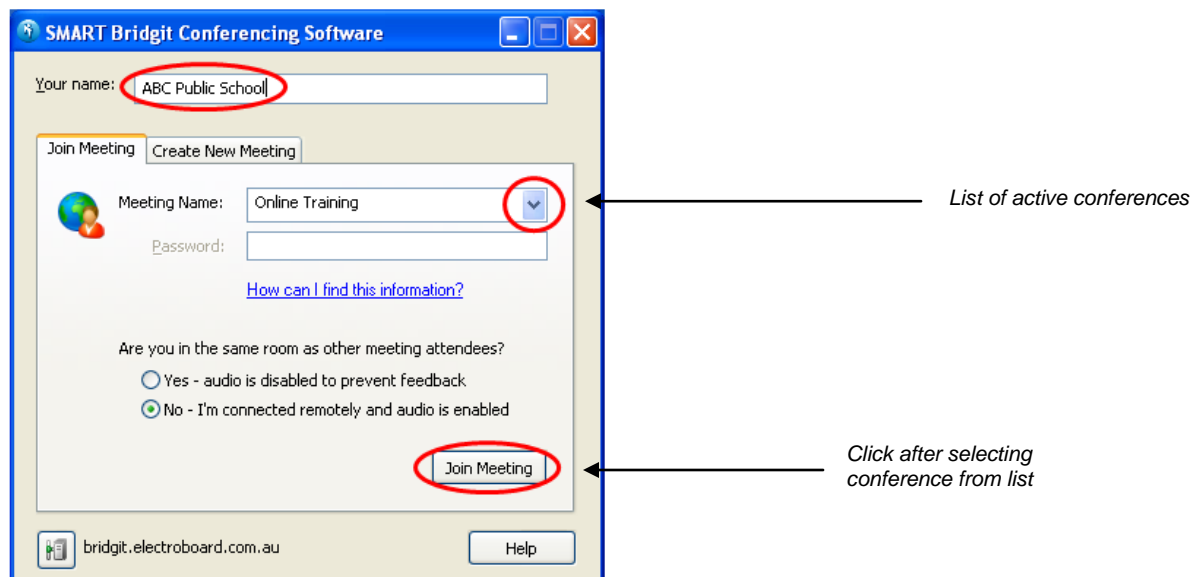
Before you can take part in the session, you must download the Bridgit™ software client to the computer you'll be using on the day of the session. The client for PC and Mac is available at <http://bridgit.electroboard.com.au>

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**. If it is not, select the server name by clicking on it, type **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 Electroboard Helpdesk on 1800 060 636 and **press Option 3.**

**Fax to Training Services at (02) 8436 6302 or e-mail response to [training@electroboard.com.au](mailto:training@electroboard.com.au).**

## Session Feedback

Please indicate the extent to which you agree or disagree with the following statements:

1 = strongly disagree, 2 = disagree, 3 = agree, 4 = strongly agree

- |    |   |   |   |   |   |
|----|---|---|---|---|---|
| 1. | The session was well designed (pacing, adequate time for Q & A, etc)          | 1 | 2 | 3 | 4 |
| 2. | I received information from this session that I can use immediately in my job | 1 | 2 | 3 | 4 |
| 3. | The trainer used good presentation skills                                     | 1 | 2 | 3 | 4 |
| 4. | I will participate in future online training                                  | 1 | 2 | 3 | 4 |

What did you like best about the session?

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How would you improve the overall training experience?

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