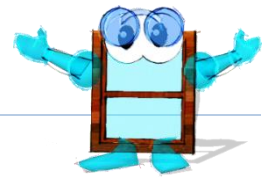


## How to webinar with us...



### How to be part of a Child Australia OLC webinar presentation

The Online Learning Centre uses a number of dynamic tools to deliver your course information to you. A webinar is an online event that we host and broadcast to people in different locations – wherever they may be. Webinars are delivered by computer across the internet. You can participate in a webinar using a computer that has a microphone and audio speakers.

### Here's what you will need to do to get ready

- Have a computer with internet and audio speakers.
- Before your course is due to start, you will receive an email to invite you to a *Welcome to Course* webinar. This is a great opportunity to connect with your tutor and the course group – and also lets you get used to participating in a webinar, if you haven't had much experience previously.

### During a webinar presentation

- You should be able to see the presenter's screen and hear their voice.
- You can also type messages in the chat section of the webinar panel.
- If you are having any technical problems, please contact us for assistance (details at the end of this document).

### Getting the most from your session

We only have a limited time to get through important information, so we ask you to please keep to the following guidelines:

- Shut out any distractions you can – the dog, the kids, fellow workers, Facebook, the TV, that sort of thing
- Please put your mobile phone on silent
- If you have questions or comments to make, we would love to hear them – you can:
  - Select the 'put up my hand' icon if you want to speak (you need to have a microphone attached to your computer) – or...
  - Type your question or comment into the chat box on your webinar panel
- Make sure you let us know if you don't understand anything. We will provide you with notes of the session. We will also take questions and comments after the webinar by email and get back to you with any further information you need.


### Here's what you will need to do on the day

- Log in to the OLC and be ready to connect to the webinar **15 minutes before** the scheduled start time – this will give you time to check that everything is setup OK, especially if you are new to webinars.

- Click on the active webinar link – this link is in the **Extras** panel on the right of each course page. Click on the active webinar link – this link is in the **Extras** panel on the right of each course page. It is also in the yellow *Webinar* panel at the bottom of module pages that include a scheduled webinar.

## Playing recorded webinars

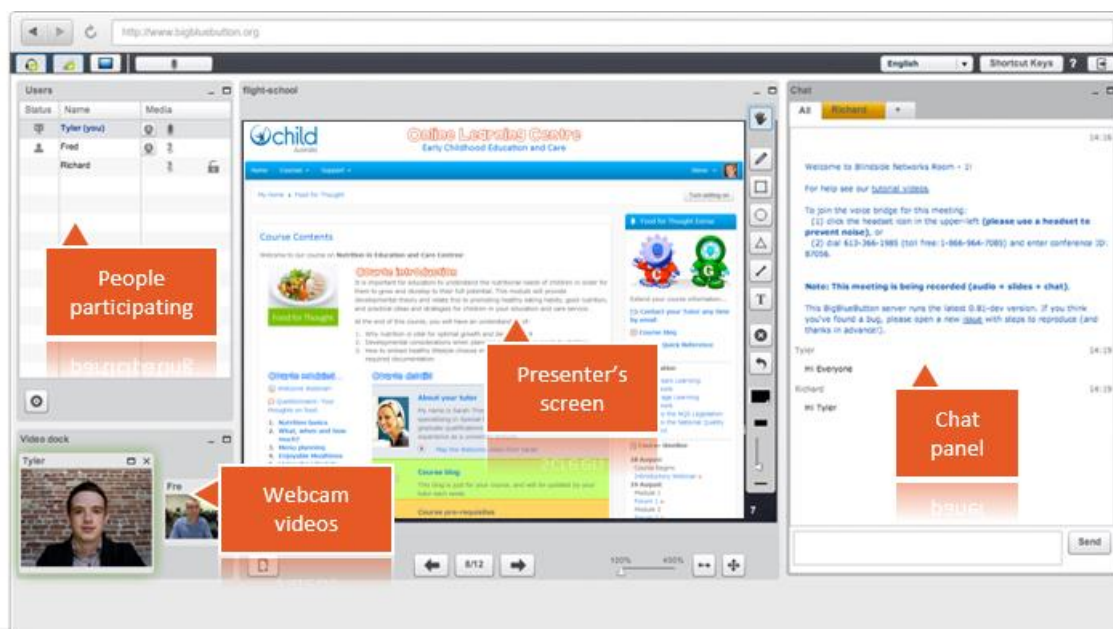
We record all of our webinars for each course, and store them for replaying. Whether you've missed out on participating in a webinar - or you just want to review the materials - you can simply replay the recording to catch up:

-  Click on the **Webinar link** in your course page or in the **Extras box** on the right side of the screen, and recording will load in a new browser window.

## Big Blue Button webinar help

This link opens the Big Blue Button series of video help clips:

- [BBB overview video for Students \(link\)](#)



Sample *Big Blue Button* webinar layout

If you have any webinar questions or concerns, please contact us:

1. Open your course landing page
2. Click **Contact your Tutor** in the *Extras* panel
3. Send an email with your query to your course Tutor

