

GoToWebinar Instructions

NC EDSS / NC COVID HELPDESK

TRAININGS: NCEDSSTRAININGS@DHHS.NC.GOV

HELPDESK: NCEDSSHELPDESK@DHHS.NC.GOV



Instructional Topics







- **Registration Email**
- **GoToWebinar Screenview**
- **Control Panel**
 - Hide/Show Control Panel
 - Mute/Unmute
 - View Mode
 - Raise/Lower Hand
 - Additional controls
- **Questions**

Registration Email


- Once you have registered for a webinar/training you will receive an email with instructions on how to join the webinar
 - Don't forget to add the webinar to your calendar

[External] GoTo Webinar Instructions Confirmation

 NCEDSS Trainers <customercare@gotowebinar.com>
To  Holsomback, Elizabeth L

  Reply  Reply All  Forward  

Tue 1/3/2023 3:08 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to [Report Spam](#).



Thank you for registering for "GoTo Webinar Instructions".
Please send your questions, comments and feedback to: ncedsstrainings@dhhs.nc.gov

How To Join The Webinar

Wed, Jan 4, 2023 3:15 PM - 4:00 PM EST

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

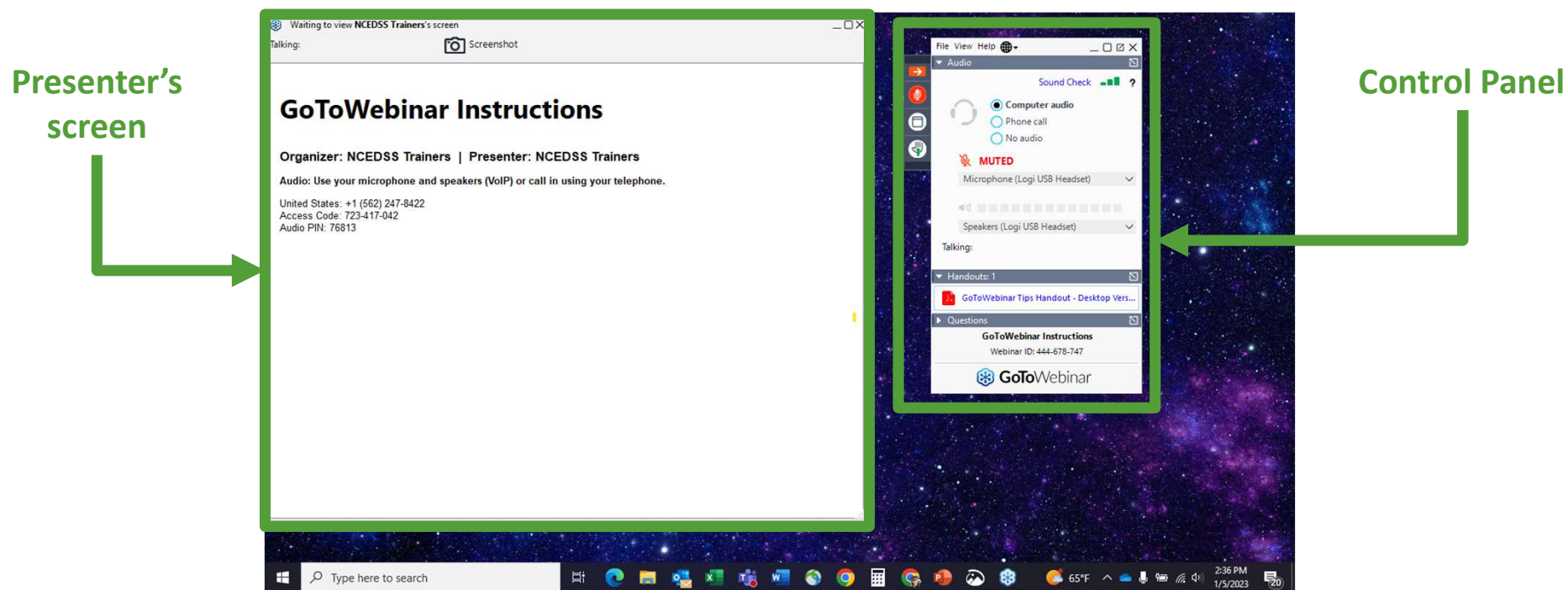
1. Click the link to join the webinar at the specified time and date:

Note: This link should not be shared with others; it is unique to you.
Before joining, be sure to [check system requirements](#) to avoid any connection issues.

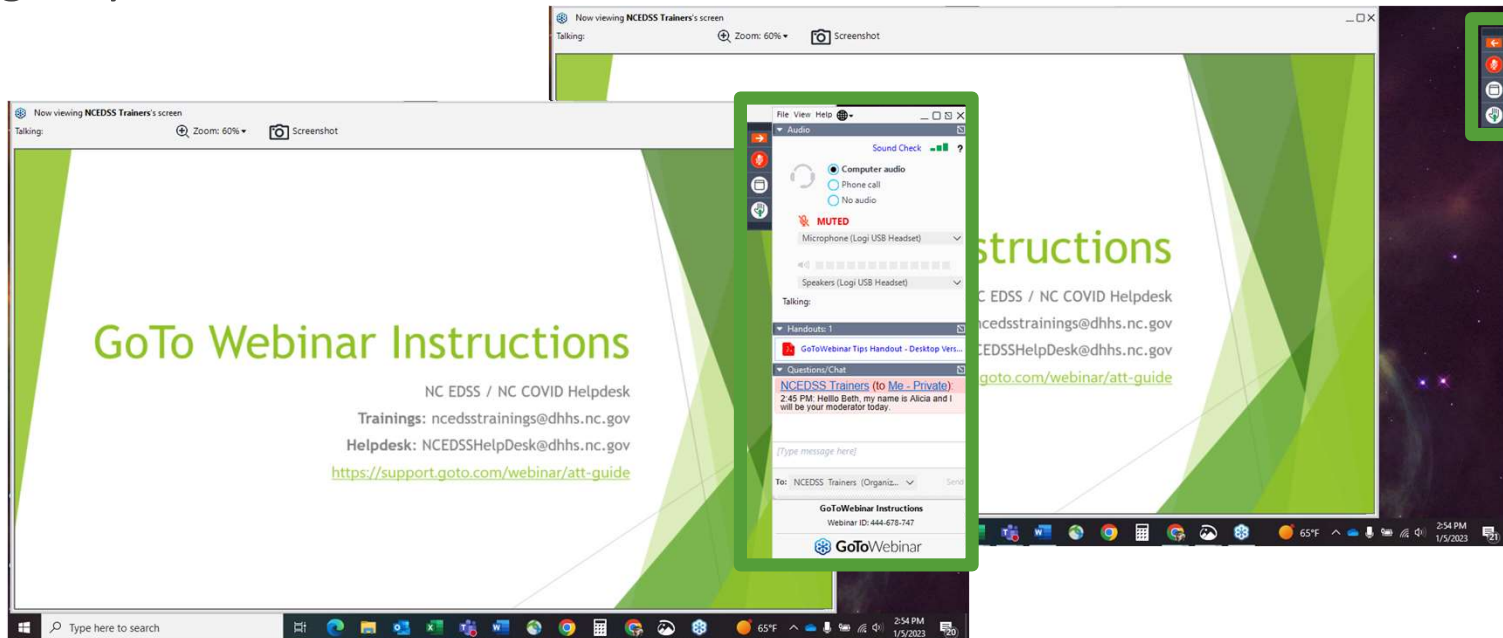
GoToWebinar Screen View

- Once you join the webinar, your screen will look something like this
 - You will be able to view the presenter's screen in the GoToWebinar Viewer as well as the Control Panel



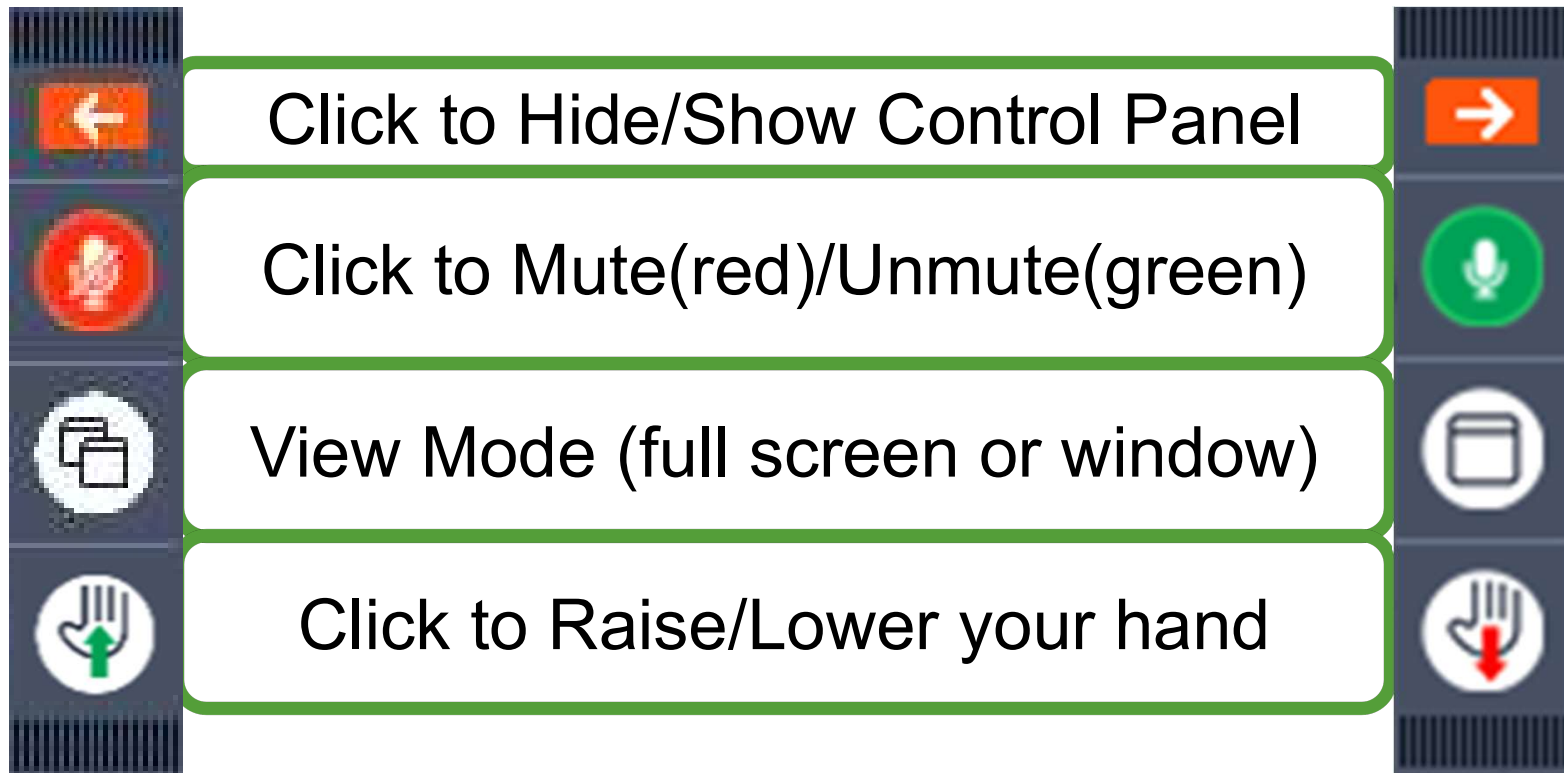
Control Panel

- **The Control Panel is where you can access your audio options and in-session features**
 - Please note the Control Panel will automatically collapse when it is not in use by you, leaving only the icon bar visible



Control Panel

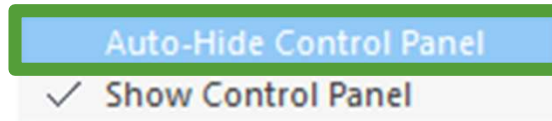
- Icon bar



Control Panel – Hide/Show

Click to Hide/Show Control Panel

- The first icon will show and hide the Control Panel
 - The Control Panel will automatically hide when not in use
 - If you would like to turn this feature off, right click on the icon and deselect the option to Auto



Control Panel – Mute/Unmute



Click to Mute(red)/Unmute(green)

- **The second icon is your microphone**
 - Once the presenter has given you control of your microphone you can click to mute and unmute yourself
 - Please keep your microphone muted throughout the training, unless you have a question/comment



Control Panel – View Mode



- The third icon will adjust your view of the presenter's screen from a full screen view to a restored down view

View Mode (full screen or window)



Control Panel – View Mode

- Full screen view

Presenter's
screen

The image shows a GoTo Webinar presentation slide titled "GoTo Webinar Instructions" with contact information for NC EDSS / NC COVID Helpdesk. A control panel is overlaid on the right side of the slide, showing audio settings (muted), handouts, and a chat window with a message from "NCEdSS Trainers (to Me - Private)".

GoTo Webinar Instructions

NC EDSS / NC COVID Helpdesk
Trainings: ncedsstrainings@dhhs.nc.gov
Helpdesk: NCEdSSHelpDesk@dhhs.nc.gov
<https://support.goto.com/webinar/att-guide>

Control Panel

Audio: MUTED
Microphone (Logi USB Headset)
Speakers (Logi USB Headset)

Handouts: 1
GoToWebinar Tips Handout - Desktop Vers...

Questions/Chat
NCEdSS Trainers (to Me - Private):
2:45 PM: Hello Beth, my name is Alicia and I will be your moderator today.

To: NCEdSS Trainers (Organiz...)

GoToWebinar Instructions
Webinar ID: 444-678-747
GoToWebinar

Control
Panel

Control Panel – View Mode

- Restored down view

Presenter's
screen

Now viewing NCEdSS Trainers's screen
Talking: Zoom: 60% Screenshot

GoTo Webinar Instructions

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File View Help
Audio
Sound Check
Computer audio
Phone call
No audio
MUTED
Microphone (Logi USB Headset)
Speakers (Logi USB Headset)
Talking:
Handouts: 1
GoToWebinar Tips Handout - Desktop Vers...
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2:45 PM: Hello Beth, my name is Alicia and I will be your moderator today.
[Type message here]
To: NCEdSS Trainers (Organiz...
GoToWebinar Instructions
Webinar ID: 444-678-747
GoToWebinar

Type here to search
65°F
2:54 PM
1/5/2023

Control
Panel

Control Panel – View Mode

- Restored down view with additional browser window open

Presenter's screen

The image shows a dual-screen setup. The left screen displays a GoTo Webinar slide titled "GoTo Webinar Instructions" with contact information for the NC EDSS / NC COVID Helpdesk. The right screen shows a browser window with the "North Carolina Electronic Disease Surveillance System" interface. The browser window includes a navigation bar, a "Workflows" section with a table of event classification statuses, a "Tasks" section with a table of tasks, and a "Help Desk" section with contact information. A "Control Panel" is visible on the right side of the browser window, and an "Additional browser window" is indicated by a green arrow pointing to the browser's address bar area.

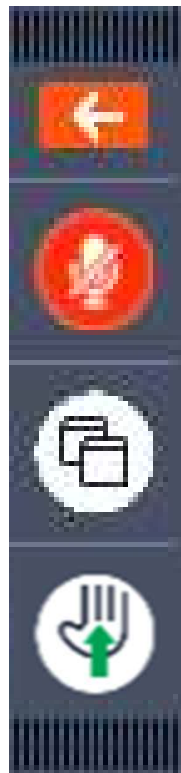
Control Panel

Additional browser window

Type	Priority	Name	Disease
Workload Distribution	Medium	Timberlake, Jason	Coronavirus (COVID-19)
Workload Distribution	Medium	Hendrix, Jason	Coronavirus (COVID-19)
Workload Distribution	Medium	Wander, Jason	Coronavirus

Event Classification status:	Events
1. Original Assignment - Mecklenburg 2021	53 (0)
1. Original Assignment - Mecklenburg 2022	13 (0)
1. Original Assignment - Mecklenburg 2021	53 (0)
1. Original Assignment - Mecklenburg 2022	13 (0)
2. LHD to LHD Transfer A-M	1 (0)

Control Panel – Raise/Lower Hand



- **The fourth icon is the raise hand feature**

- If the arrow is green and pointed up, your hand is down
- If the arrow is red and pointed down, your hand is up

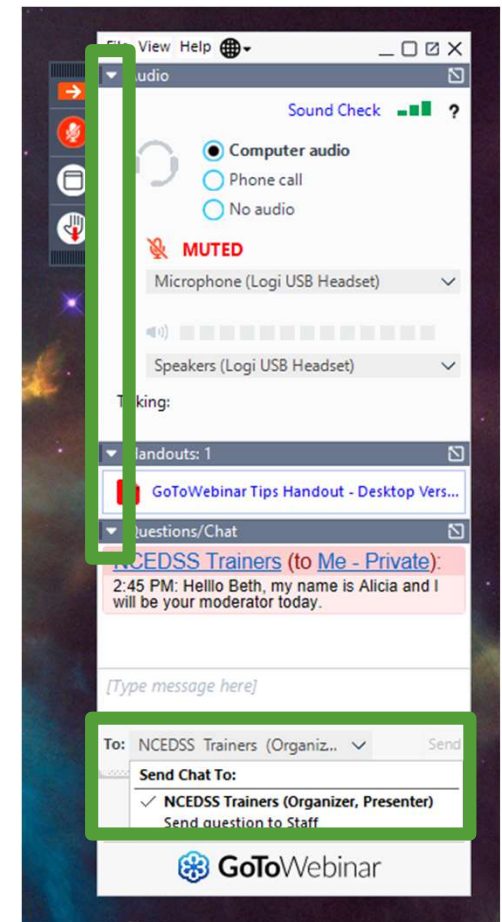
Click to Raise/Lower your hand

- Green means 'go ahead and raise your hand'



Control Panel – Additional Controls

- **Clicking the arrows next to the headers will expand the section and allow you to see any content**
- **Audio**
 - To hear the presentation, you should either have Computer audio or Phone call selected
 - If connected via phone call, be sure to enter the Audio PIN
- **Handouts**
 - If any handouts have been uploaded to the webinar you can find and download them here
- **Questions/Chat**
 - You can ask the organizers any questions here
 - If a moderator has initiated chat with you, please be sure you are selecting who you would like your question/comment to go to prior to sending it



Questions

- **Contact the NC EDSS / NC COVID Trainers**
 - Trainings: ncedsstrainings@dhhs.nc.gov
- **Contact the NC EDSS / NC COVID Helpdesk**
 - Helpdesk: NCEDSSHelpDesk@dhhs.nc.gov
- **View the Attendee Overview Guide from GoTo Support**
 - <https://support.goto.com/webinar/att-guide>