

Medical Education Unit UCMS and GTB Hospital Delhi

How to engage your participants in your online lectures in *GoToWebinar?*

Guidebook

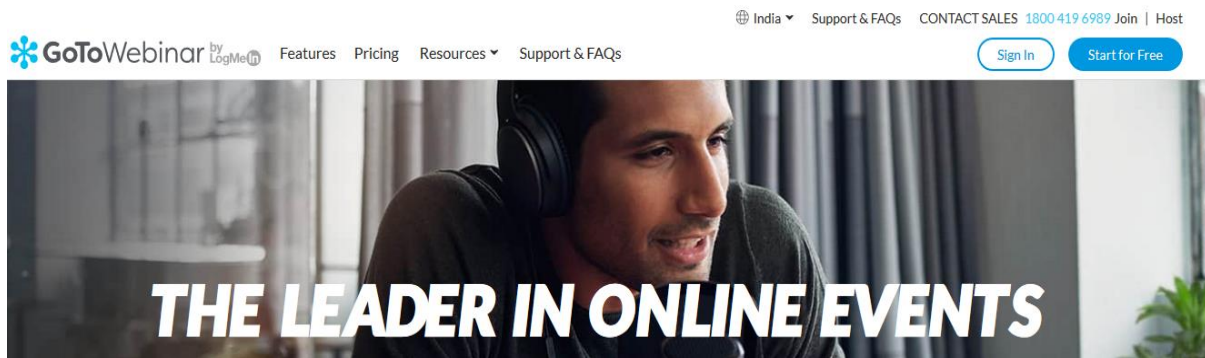
Faculty development program.

An initiative of Medical Education Unit,
University College of Medical Sciences and GTB Hospital,
Delhi

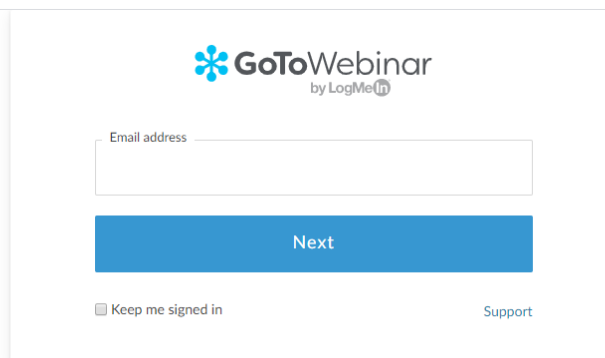
For faculty of UCMS and GTB Hospital, Delhi.



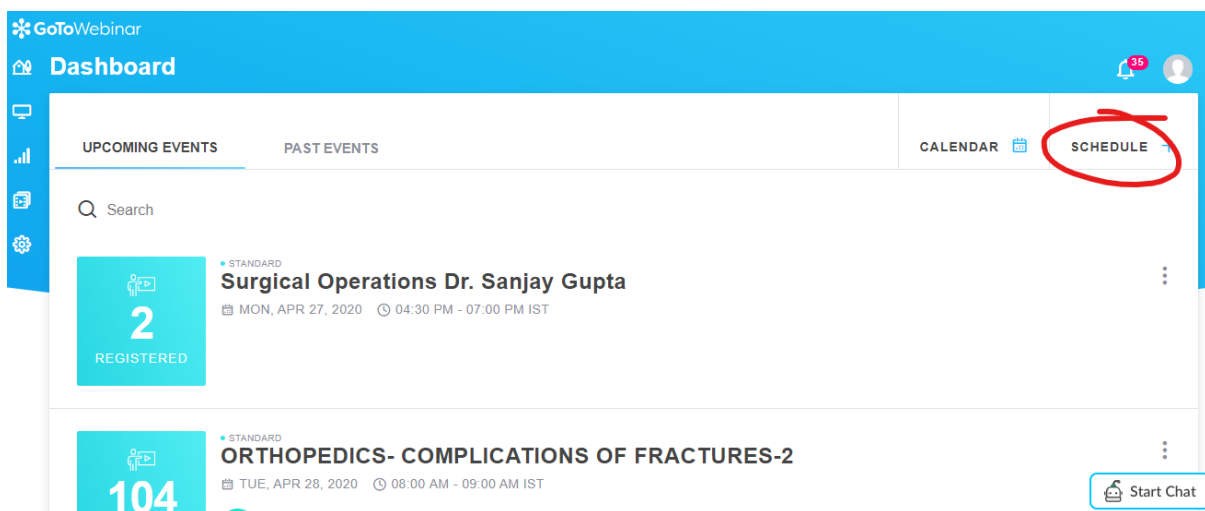
Go to www.gotowebinar.com and sign in.



The sign in page is shown below. Put in the log in Email address and the password.



As you log in, you will reach the dashboard. Schedule your lecture by clicking on SCHEDULE as highlighted below.



Give the name of your event/lecture. Click other options like 'Live' and 'Standard'.

GoToWebinar
Schedule

NEW EVENT COPY AN EVENT

Event Title
sample lecture

💡 Certain title formulas consistently work better than others. For example: 10 little known ways to [market your business]. [LEARN MORE](#)

Is this a live or recorded event?

Live Recorded

💡 84% of B2B consumers opt for replays over live webinars. [LEARN MORE](#) Start Chat

💡 Webinars scheduled between 10:00 AM - Noon on Tue-Thursday see better registration rates. [LEARN MORE](#)

Time Zone
(GMT+05:30) Calcutta, Chennai, Mumbai, New Delhi

How do you want to interact with your attendees?

Standard Webcast

Your event will be scheduled as a **Standard Event**. [LEARN MORE](#)

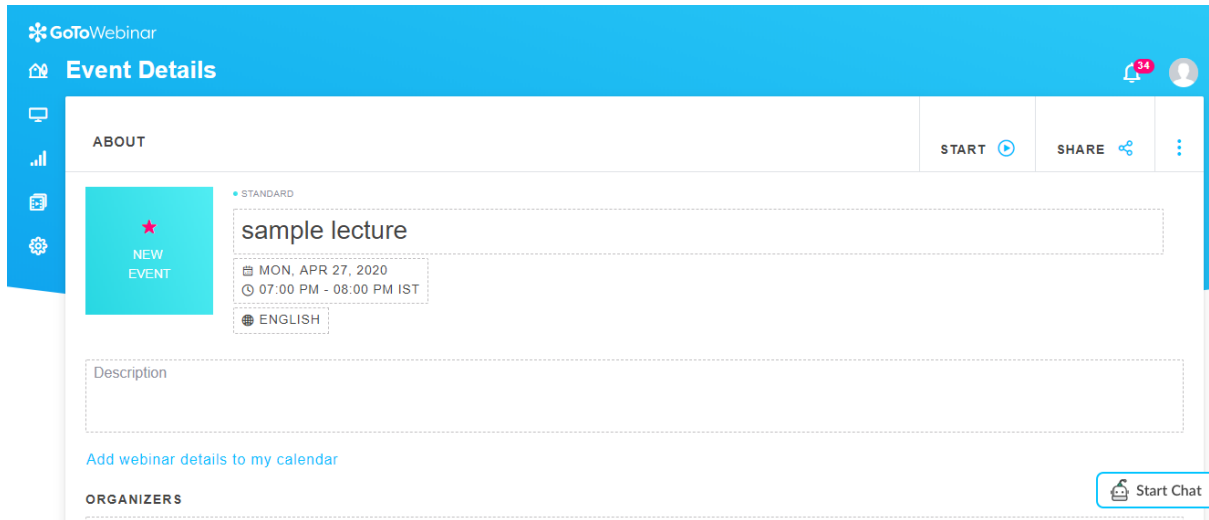
Remember my choice.

CANCEL

SCHEDULE

Click on SCHEDULE in the screenshot above.

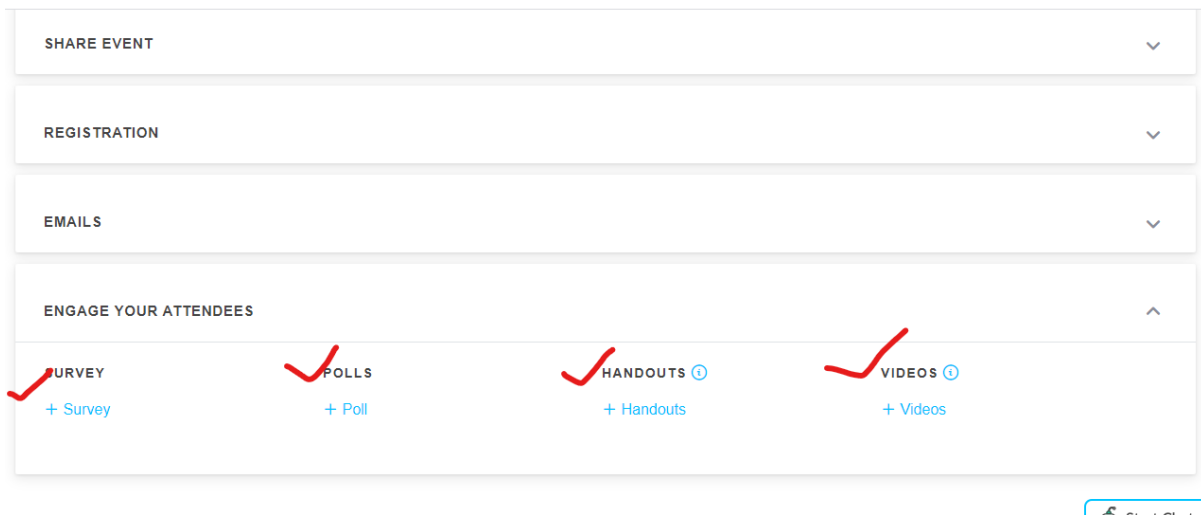
After scheduling your lecture you will reach the page as shown below.



If you scroll below, you have an option of ENGAGE YOUR ATTENDEES. Click on that and you will get some good options.



The options available are SURVEY, POLLS, HANDOUTS, and VIDEOS. You can use any of these to engage your students/participants.



A. Survey

If you click on survey, you will get a survey form as shown below. You can plan a formative assessment plan of your lecture or collect information about some other topic.

SURVEY

Add survey title

TYPE Multiple Choice With One Answer ▾

Enter your question

Answer 1

Answer 2

[+ Add another answer](#)

PREVIEW SAVE

IF you scroll down below you will get option for launching your survey as given below.

SURVEY

SETTINGS

Select when you would like the survey to appear.

Attendees won't receive a survey.

After the webinar
The survey will launch after the webinar.

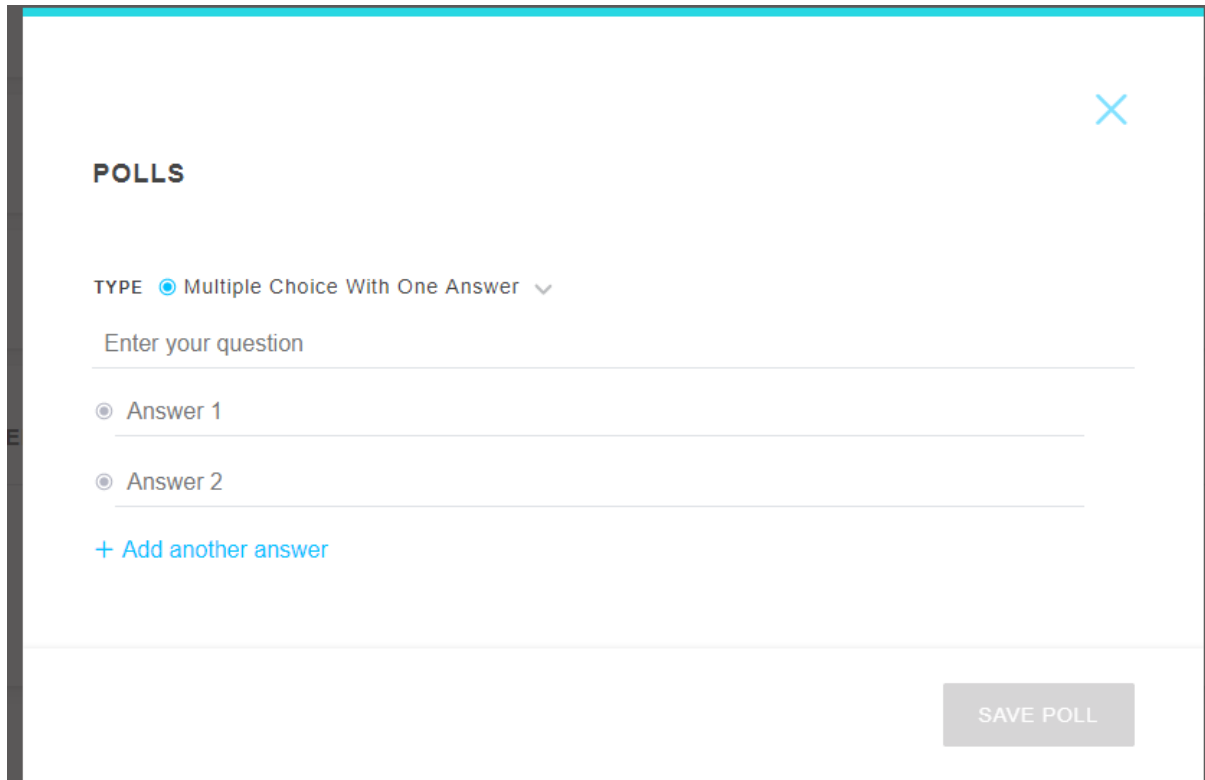
In the Attendee Follow-up Email
All attendees will receive the survey link in the Follow-up Email.

In the Absentee Follow-up Email
All absentees will receive the survey link in the Follow-up Email.

PREVIEW SAVE

B. Polls

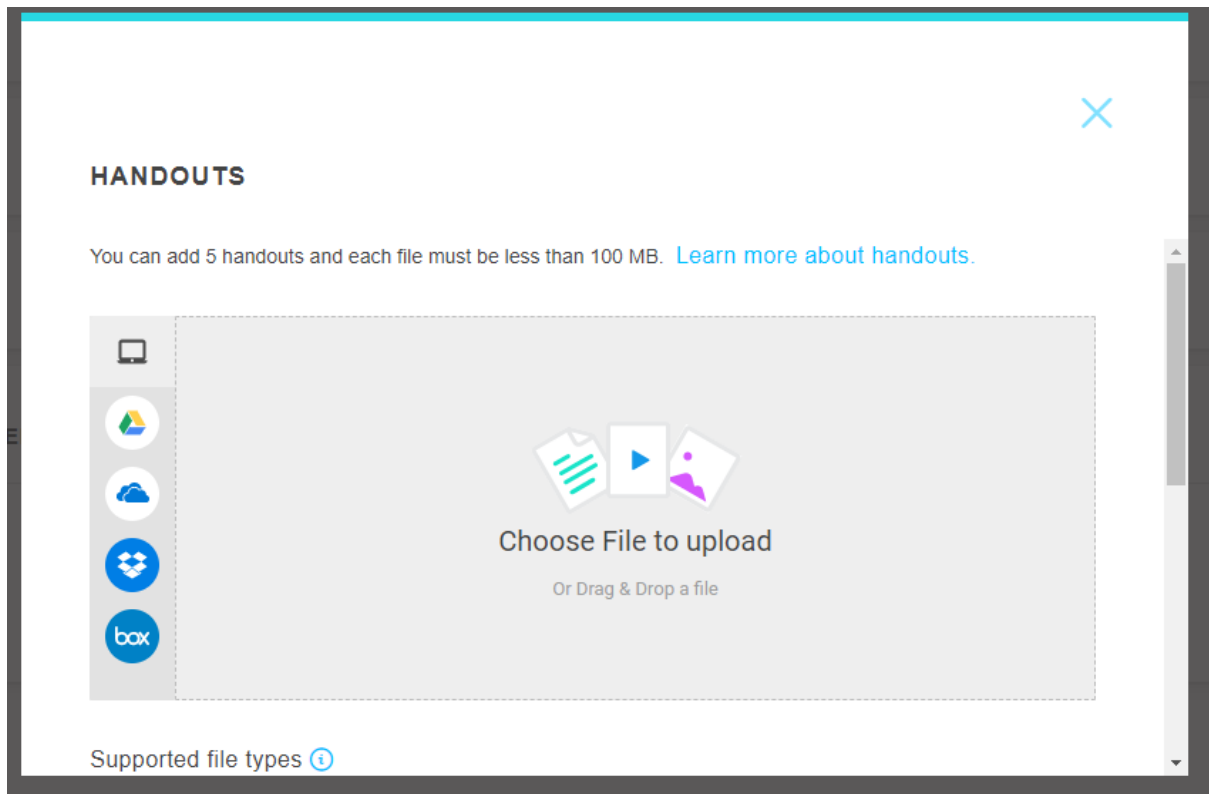
Another option is POLLS. You can generate a poll, which you can launch whenever you want, during the lecture. Prepare the poll and keep it when you plan for your lecture. The poll will be launched during the lecture. Once you launch the poll, the students will see the question and answers on their screen. The students can click on the answers on their screens and after 1-2 minutes, you can show the whole result to the students.



The screenshot shows a web interface for creating a poll. At the top right is a blue 'X' icon. Below it, the word 'POLLS' is displayed in bold. Underneath, there is a 'TYPE' dropdown menu with 'Multiple Choice With One Answer' selected. A text input field is labeled 'Enter your question'. Below this are two radio button options: 'Answer 1' and 'Answer 2'. A blue link '+ Add another answer' is positioned below the second option. At the bottom right, there is a grey button labeled 'SAVE POLL'.

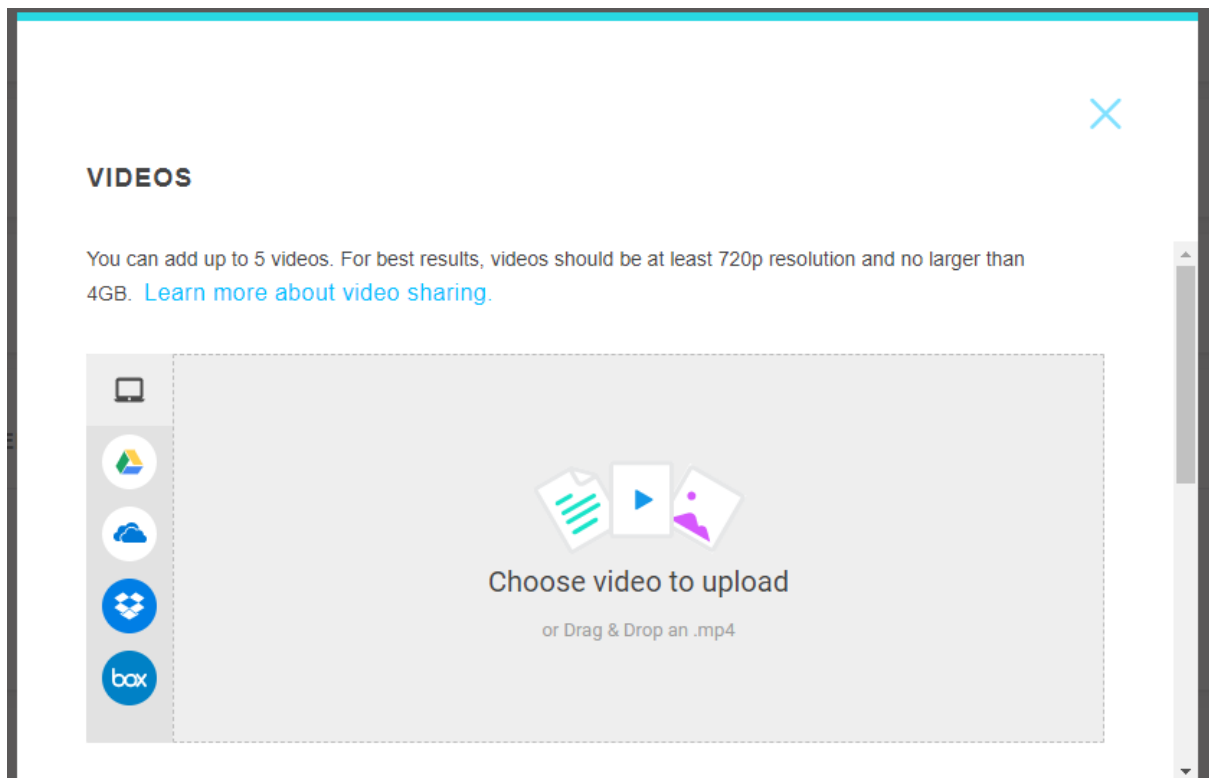
C. Handouts

Another option is HANDOUTS. You can upload files, whether ppts, or pdfs, or pics. Anything that you put in HANDOUTS, can be downloaded the students when they attend your lecture. Even powerpoint presentations.



D. Videos

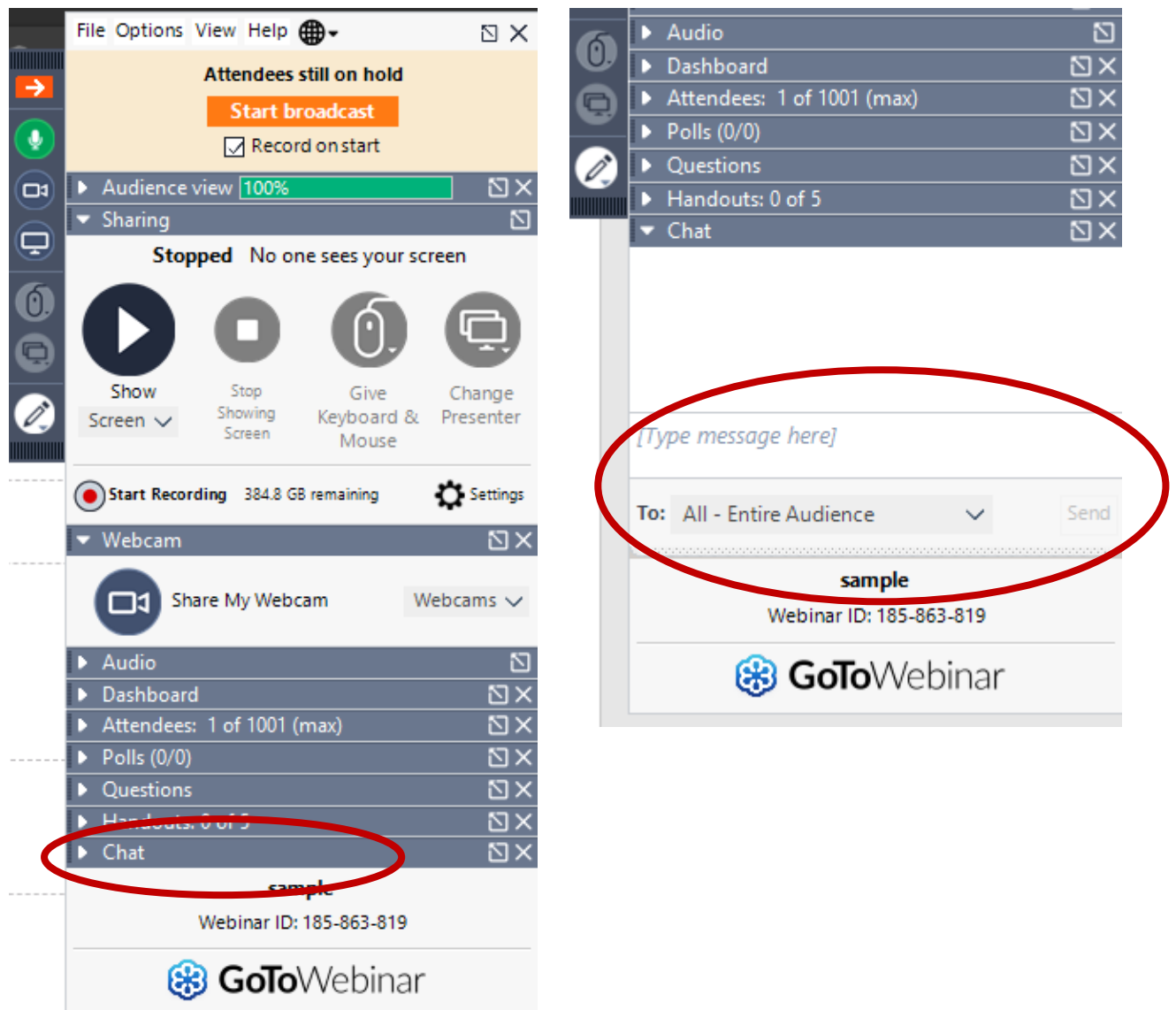
Another option is sharing VIDEOS. You can upload videos which you have prepared, or you can link from YouTube. You can show these videos during your lectures.



E. Chat options

i. WhatsApp: A faculty can join the students' group and chat with the students while the online lecture is on. This will help pass on the message to the students and also give feedback to us about our teaching.

ii. There is chat option in GoToWebinar. The faculty can see all the student who have raised their hands. The faculty can unmute from there and then the student can speak. Another way is the chatbox in GoToWebinar control panel itself. This is immensely helpful for typing and chatting.



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