



Screenshot based guidebook for hosting lectures on GoToWebinar

Faculty Development Program

Medical Education Unit

University College of Medical Sciences and GTB Hospital, Delhi

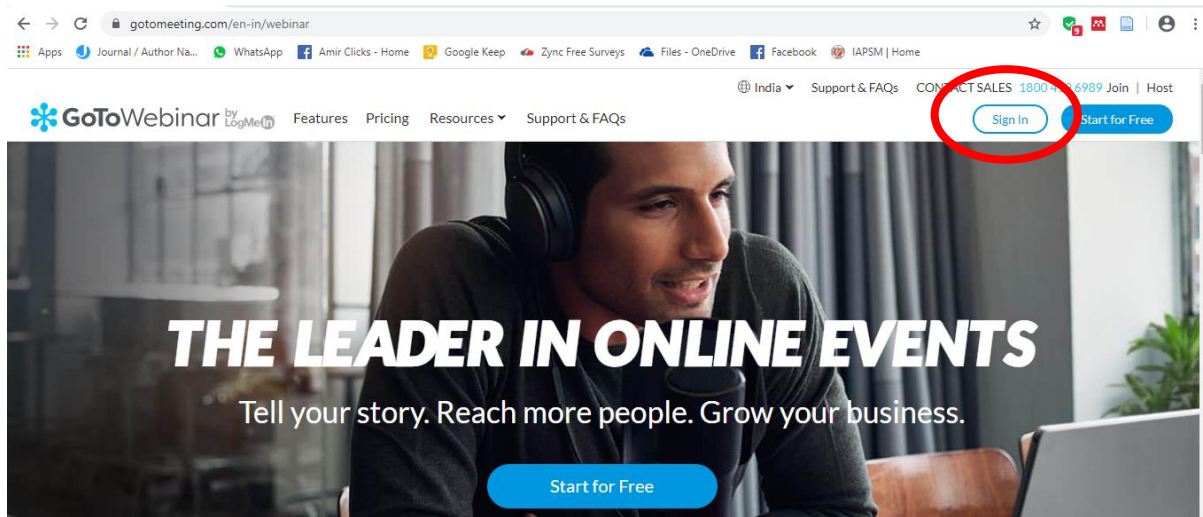
April 2020

University College of Medical Sciences and GTB hospital, Delhi shifts to online delivery of lectures from 8th April 2020. The lectures will continue as per the schedule. This document is to support the faculty to host their lectures using the login id and password provided to them.

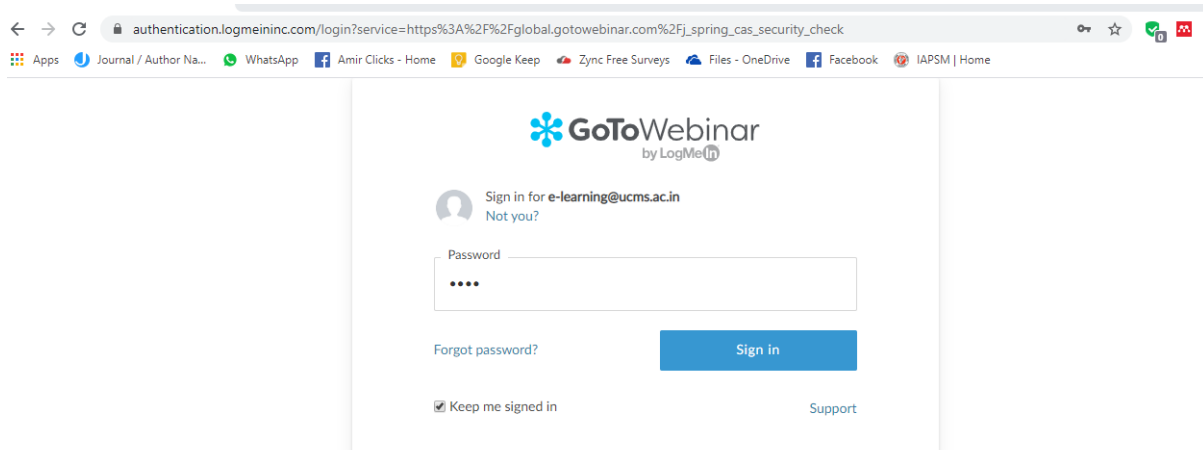
The faculty will begin with opening a browser in their laptops. Avoid using smartphones to host lectures.

In the browser, go to www.gotowebrinar.com

You will go to the page as shown in screenshot below.



Click on Sign In as shown in the pic above. You will be taken to the next page as shown below. Enter the log in email id and password as provided to you along with the respective license.



Go to the next page, and click on Schedule on the GoToWebinar side as shown below.

LogMeIn
ACCOUNT

Good Morning
DR ARUN SHARMA
e-learning@ucms.ac.in

Personal Info
Sign In & Security

Need Help?
Type your ques

PRODUCTS

GoToMeeting
Meet Now | My Meetings

GoToWebinar
Schedule | My Webinars

MANAGE USERS

Rate your experience

BILLING
View invoices, edit or make payments, add or change subscriptions.

ADMIN CENTER
Manage users, user setting, user groups, admin settings and history.

HELP
Need help? View FAQ's, find help articles, and contact a support agent.

The next page will be as follows. Enter the details such as your lecture topic in event title. Click on Live as you are doing a live lecture. In 'Occurs', let it be default as 'Once'.

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](#)

Occurs
Once

Set date and time. In 'How do you want to interact with the attendees', click on 'Standard'. This is given in the screenshot below.


Start Date Wed, April 8, 2020	Start Time 15:00	End Time 16:00
----------------------------------	---------------------	-------------------




Webinars scheduled between 10:00 AM - Noon on Tue-Thurs 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



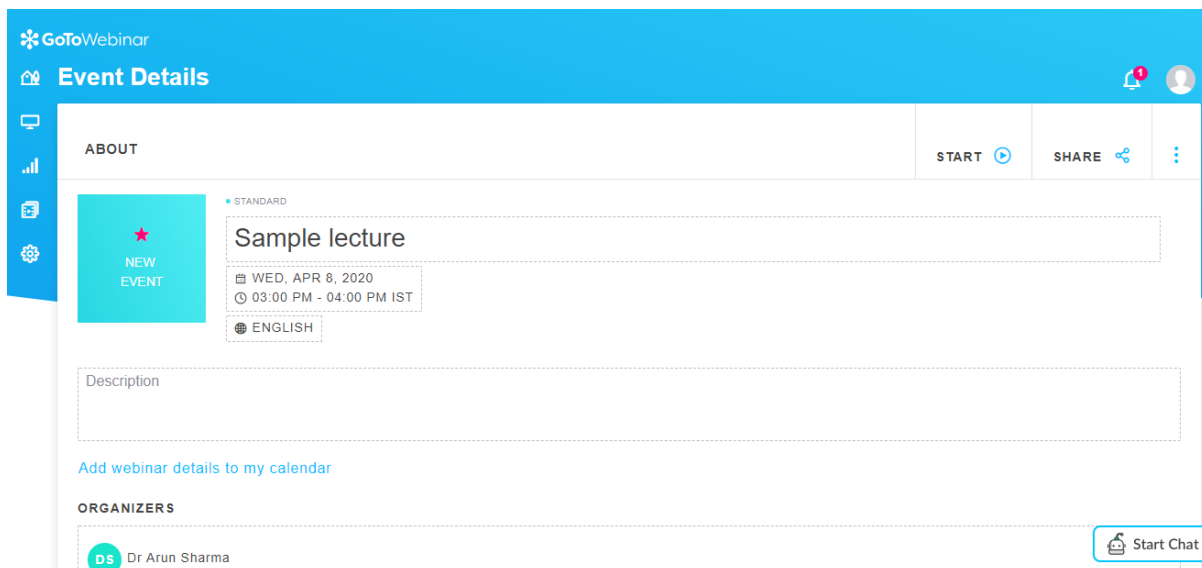
Your event will be scheduled as a **Standard Event**. [LEARN MORE](#)

Remember my choice.

CANCEL

SCHEDULE


After clicking on 'Schedule', the event will be displayed as given below.



The screenshot displays the 'Event Details' page in the GoToWebinar interface. At the top, there's a navigation bar with 'GoToWebinar' and 'Event Details'. Below this, the event title 'Sample lecture' is prominently displayed. Key details include the date 'WED, APR 8, 2020', the time '03:00 PM - 04:00 PM IST', and the language 'ENGLISH'. A 'NEW EVENT' badge is visible on the left. The 'ABOUT' section is currently empty, with a 'Description' field. There are buttons for 'START', 'SHARE', and 'Start Chat'. The organizer's name, 'Dr Arun Sharma', is listed at the bottom.


Scrolling down on the page, you have to enter your name as panelist. Go down below and click on 'Share event'. In the 'Share event', click on 'Copy event info' and then paste in your word document.


ORGANIZERS


 Dr Arun Sharma


PANELISTS


[+ Panelists](#)


Send update email to all participants 


ADD PAYMENT 

SETTINGS 

BRANDING & COLORS 

SHARE EVENT 



SHARE EVENT 




INVITE YOUR ATTENDEES


Registration URL


<https://attendee.gotowebinar.com/register/5909531258246390030>

Webinar ID

489-396-043

 [Email me the event invitation](#)  [Copy event info](#)  [Preview event info](#)

PUBLISH TO MY CHANNEL 

 **Create a channel on GoToStage**

Promote or curate and share your event recordings by adding them to your public or private channel. [LEARN MORE](#)

[+ Create channel](#)

The copy event info will copy the information given below. The faculty must send this link to the participants. You can also send the Webinar ID to the students. This link has to be sent to the class student representatives whose mobile numbers have been provided to you in another document.

Please register for Sample lecture on Apr 8, 2020 3:00 PM IST at:

<https://attendee.gotowebinar.com/register/5909531258246390030>

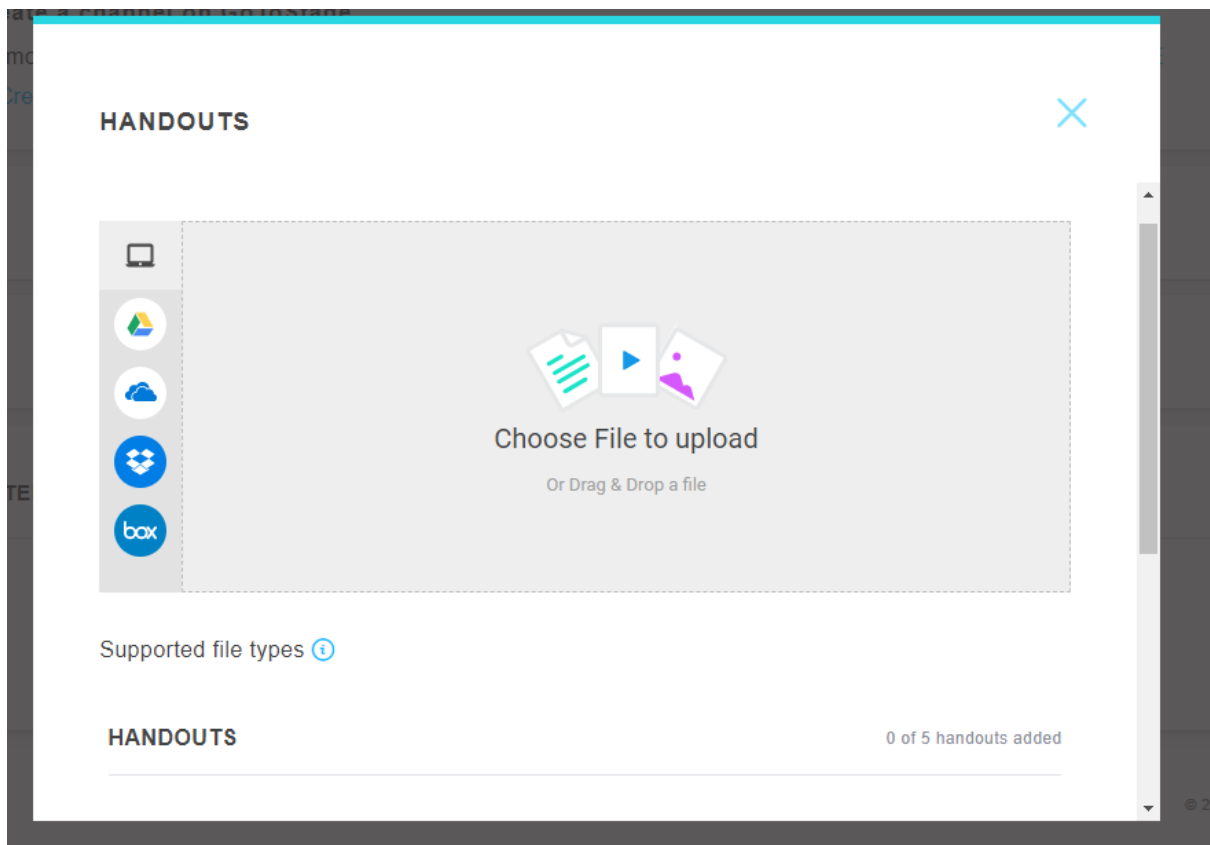
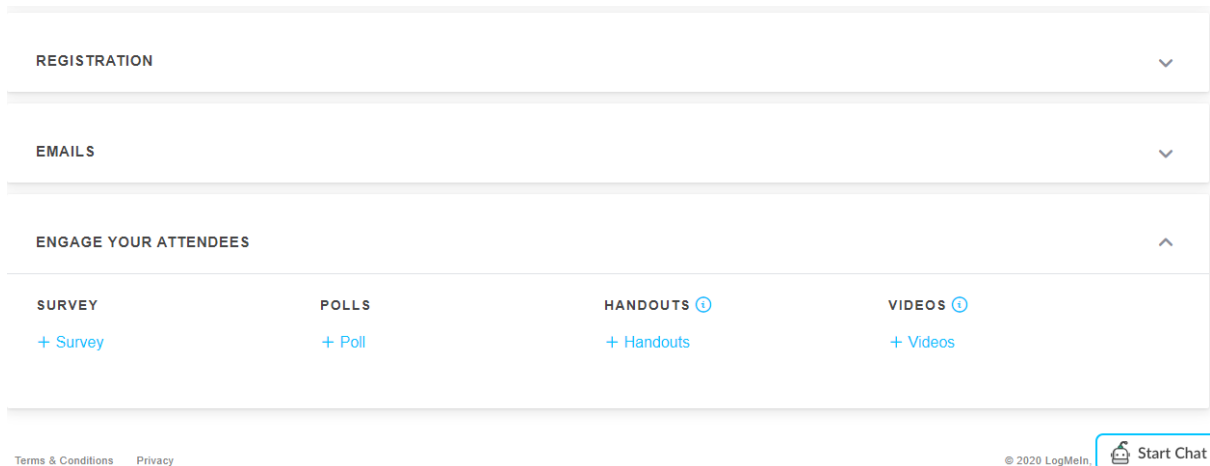
Webinar ID
489-396-043

After registering, you will receive a confirmation email containing information about joining the webinar.

Brought to you by GoToWebinar®
Webinars Made Easy®

Going further down, you can click on 'Engage your attendees'. This will give options of 'Survey', 'Polls', 'Handouts', and 'Videos'.

You can upload your powerpoint presentation or other documents in Handouts section.



If you want to add a survey form, such as 'Feedback form', you can customize the questions of the survey. You have the option of send survey to the students at the end of the lecture. This is shown below in the screenshot given.

ite a channel on GoToStage

×

SURVEY

Add survey title

This field is required.

TYPE Multiple Choice With One Answer ▾

Enter your question

Answer 1

Answer 2

[+ Add another answer](#)

[REMOVE](#)

[PREVIEW](#)

© 20

ite a channel on GoToStage

×

SURVEY

[REMOVE](#)

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.

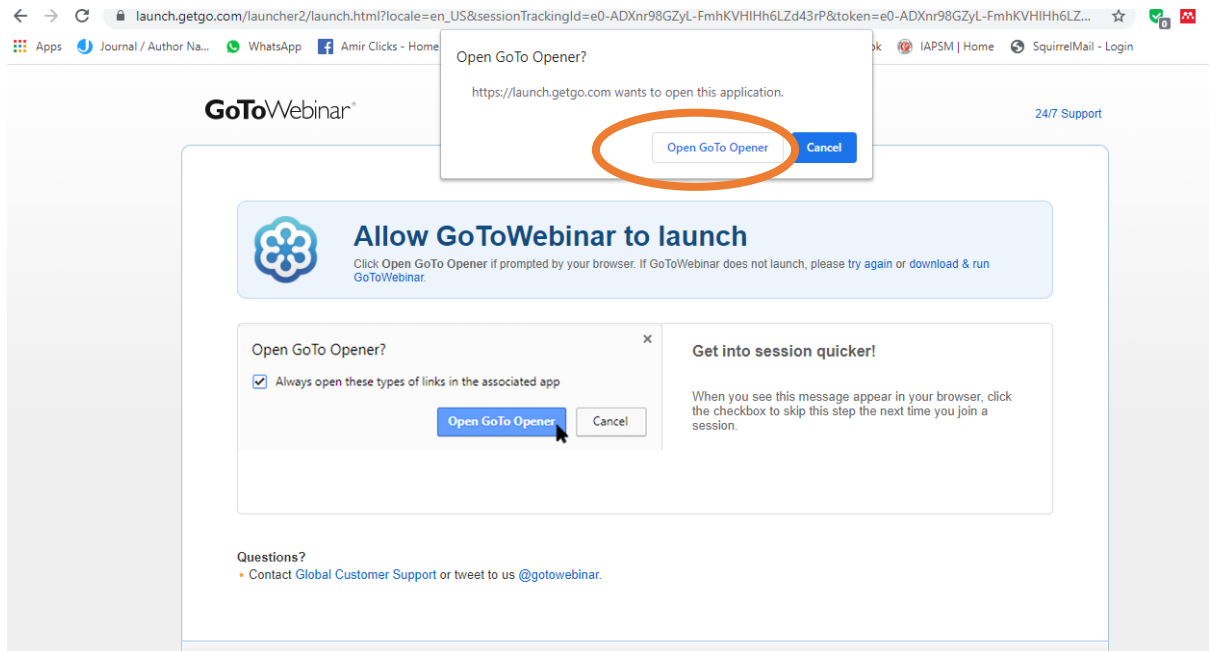
In the Attendee Follow-up Email
All attendees will receive the survey link in the Follow-up Email.

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

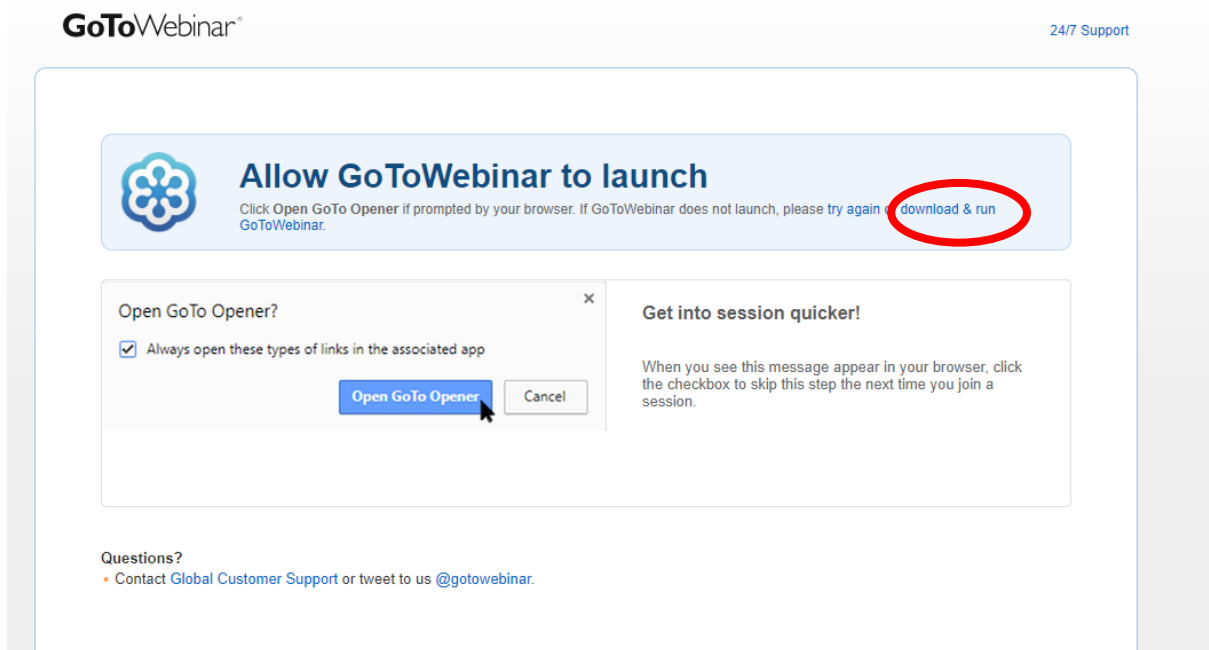
[PREVIEW](#)

You are ready to start your lecture. Ten minutes before your lecture, you login as before, and then click on 'Start webinar' on the top right side of the scheduled event.

You will see this page as shown below. Click on 'Open GoToOpener'.




If it doesn't work, then click on 'download and run GoToWebinar' as shown below.




It will start downloading as shown below. Click on the downloaded file and you will be taken to the GoToWebinar Window application.

GoToWebinar® 24/7 Support


 **Run GoToWebinar Opener**
The download should automatically begin in a few seconds, but if not, please [restart the download](#).

Questions?

- Contact [Global Customer Support](#) or tweet to us [@gotowebinar](#).


 Click **GoToWebinar Opener** to begin.

GoToWebinar Ope...exe

 **Run GoToWebinar Opener**
The download should automatically begin in a few seconds, but if not, please [restart the download](#).

Questions?

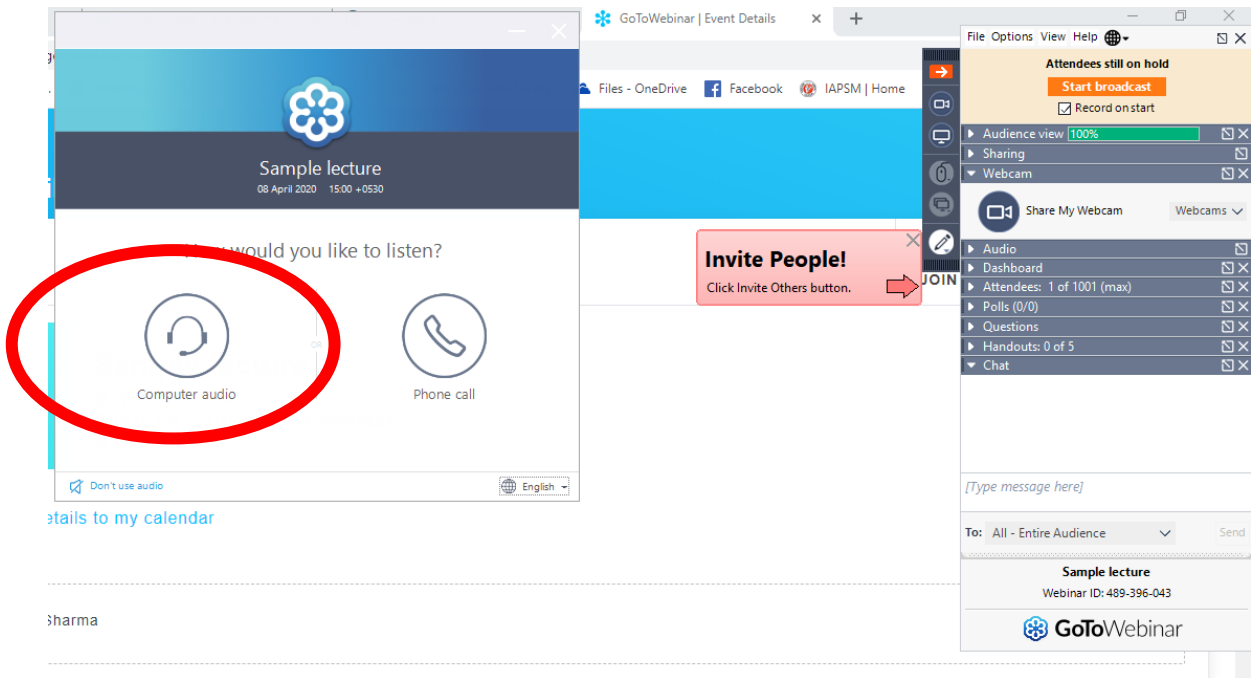
- Contact [Global Customer Support](#) or tweet to us [@gotowebinar](#).

 **GoTo Opener** ✕

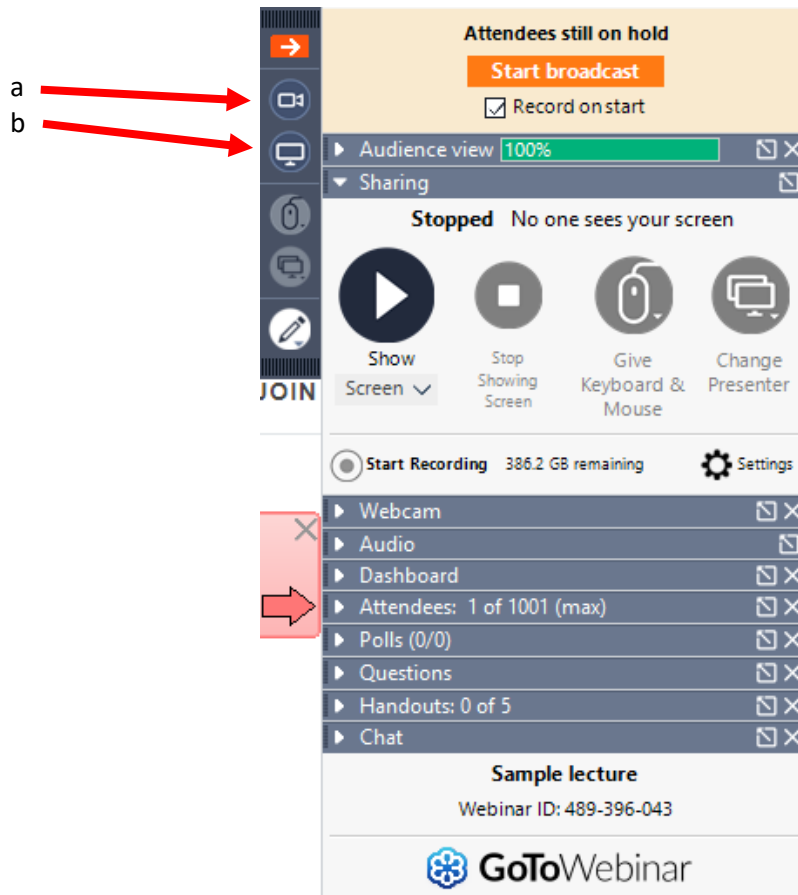
Connecting to GoToWebinar...

Starting GoToWebinar...

The GoToWebinar application when launched will look like the screenshot below. Click on the Computer audio option.



The control panel will be like this. Here you can see the video icon (a), the screen sharing icon (b), and various other options. On the top of this control panel there is tab called File. When you must end webinar, you can click on the File tab on this control panel. And click on the End Webinar option.



The lecture will be automatically recorded. Other details will also be recorded. The students list who attended will be automatically received at the e-learning emails through which you logged in.

More resources:

<https://support.goto.com/webinar/videos>

Online training and GoToWebinar related support by:

Dr AK Sharma
Head of Department
Department of Biostatistics and Medical Informatics,
UCMS and GTB Hospital, Delhi

Documentation by:
Dr Amir Maroof Khan
Coordinator,
Medical Education Unit,
UCMS and GTB Hospital, Delhi

Email: mededu.ucms@gmail.com