

## FAQ for Webinars and Tutorials (General)

- 1. Where can I find a schedule of the Webinars available for training?*

The schedule can be found at [www.cia.indiana.edu/trainingInfo.htm](http://www.cia.indiana.edu/trainingInfo.htm). For Webinars specific to Kentucky RTA schools, click on the T-PRO Training link at the top of this page or visit <http://www.cia.indiana.edu/TPRO/webinars.shtml>.
- 2. How do I access the Webinar link?*

You can access the Webinar link by visiting the Webinar schedule at [www.cia.indiana.edu/trainingInfo.htm](http://www.cia.indiana.edu/trainingInfo.htm) and clicking on the "Access Webinar" link next to the session you wish to access. For Webinars specific to Kentucky RTA schools, click on the T-PRO Training link at the top of this page or visit <http://www.cia.indiana.edu/TPRO/webinars.shtml>.
- 3. Are there handouts that I can download prior to the Webinar session?*

If there are handouts available for a specific Webinar session, you may download them by accessing the Webinar prior to the session. In the File Share "pod," click on the name of the document you wish to download and choose to "Save To My Computer."
- 4. How do I register for a Webinar session?*

It is not necessary to register for a Webinar session. Webinar sessions, however, are limited to the first thirty entrants who log into the session. Entering the Webinar session 5-10 minutes early will help assure your participation in the Webinar.
- 5. How do I log into the Adobe Connect site?*

You should choose the option to log into the Webinar "room" as a guest and type your name into the appropriate spot. To receive credit for participation, you should use your full name when you log in.
- 6. How early can I access the Webinar?*

You can access the Webinar as soon as you have the link. A link can be found on the Webinar schedule. You may wish to enter the Webinar "room" early to download handouts or become more familiar with the site.
- 7. Are there any resources that give more information about participating in a Webinar?*

The Center for Innovation in Assessment will be using Adobe Acrobat Connect (formerly Breeze) software to conduct these Webinars. To access a Breeze Participant User Guide, visit <http://www.indiana.edu/~breeze/participant.html>.
- 8. Is there any special equipment or software that I need on my computer to participate in a Webinar?*

You need to have at least a broadband (such as DSL or cable) Internet connection and working computer speakers to participate in a Webinar. It is possible to participate using a dial-up connection, but not recommended.

9. *How can I check to make sure my computer is compatible with the Webinar software?*

The Center for Innovation in Assessment will be using Adobe Acrobat Connect (formerly Breeze) software to conduct these Webinars. Participants only need to have access to a computer, a broadband connection to the Internet, and speakers to participate. Participating with a dial-up connection is possible, but not recommended. To test your computer for compatibility and access a Breeze Participant User Guide, visit <http://www.indiana.edu/~breeze/participant.html>.

10. *Can I get some kind of certificate to show that I have participated in Webinar training?*

Some of the Webinars will include a participation certification that will be available for download in the Webinar “room” and will be available at the conclusion of the session. If the Webinar session in which you participate does not include a certificate, you can request one by emailing [pdevel@indiana.edu](mailto:pdevel@indiana.edu).