The Trainer's Guide to

GoToTraining by LogMeIn

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How to Use This Guide

This guide is designed to provide technical tips & tricks and best practices advice for virtual training conducted via GoToTraining. It is suggested that you use this guide to help enhance your understanding of the GoToTraining platform, gain confidence in your facilitation skills, and improve upon the learner experience.

While the tips & tricks in this guide are invaluable, they will not provide you with a complete training experience. For access to a bank of hundreds of virtual (and in-person) training activities go to www.soapboxify.com. Soapbox is an all-in-one presentation creation tool that allows you to enter some basic information about your training (length, audience, objectives) and in a matter of minutes will provide you with a complete facilitator guide, slide deck, handouts, and activity instructions. Sign up today for a free 10-day trial to experience how Soapbox will revolutionize your training programs.

Basic Feature Overview

Usability

For best results in all training sessions conducted using the GoToTraining platform, ask all participants to download the GoToTraining desktop application AND to access the GoToTraining platform using a Chrome browser. Failure to use the GoToTraining Desktop Application paired with a Chrome browser will severely limit the amount of engagement a participant is able to have in the session due to limited access to the platform's tools (breakout rooms, drawing tools, document collaboration, etc.).

Session Roles

Organizer

The organizer is someone who has a GoToTraining account and who schedules and manages the sessions. This person has control of the meeting controls, recording feature, and when a meeting can end. Before a meeting begins, the Organizer can designate other people to be Co-Organizers. When a session begins, the Organizer can assign other people to be Presenters or Organizers.

Co-Organizer

A Co-Organizer has all the same access and in-session features as the organizer. The only difference is that they cannot access the post-session tools such as reports. If you are utilizing a Producer during your session, you should designate them as a Co-Organizer.

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Presenter

In GoToTraining, the Presenter is the person who is sharing their screen. They do not need a GoToTraining account, and they will have limited access to tools during the session. It is easy to pass the role of Presenter from person to person during a session.

Webcam & Voice

Overview

The most basic features of GoToTraining are the webcam and voice features. Participants are prompted to enable their microphones and cameras upon logging into a meeting. Every participant has the option to mute/unmute at any time as well as the ability to turn off/on their camera at any time.

Adult Learning

Adult learners need multi-sensory learning experiences. For virtual instructor led training (VILT) this means asking your Participants to enable their cameras during training sessions. Also, adult learners need to be involved in their learning, which includes planning learning experiences with feedback and interaction, both of which are most effective on camera.

Limitations

When logging on, Participants may be prompted to choose their audio source or enable their webcam. If necessary, the Presenter can disable the ability for participants to share their webcam by clicking Options at the top of the Presenter Control Panel.

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How to Turn Your Webcam/Voice On and Off

Presenter/Organizer/Participants
You can use the control panel buttons to easily mute/unmute yourself (the microphone button). If the microphone is crossed out it means you are on mute. If the microphone is green it means you are not on mute. You can also use the control panel buttons to easily turn your webcam on or off (the camera button). Green means your webcam is active.

Presenter/Organizer/Participants
You can also control your webcam using the webcam tab on the control panel.

Presenter/Organizer/Participants
There are additional audio options under the audio tab on the control panel.

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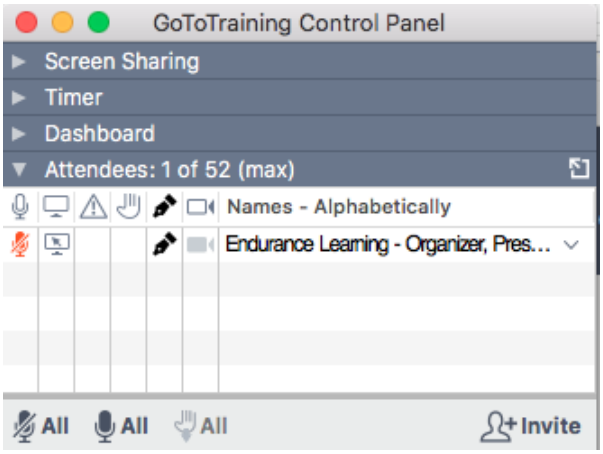
Mute All

The Organizer has the ability to mute all participants. This is helpful to enable as people are signing in to hide loud background noises. Furthermore, for meetings with a larger number of participants (10+), it is best to mute all participants while the Presenter is speaking so that everyone can hear.



Presenter/Organizer
Mute all or un-mute all by using the *microphone* All All buttons at the bottom left of the attendees panel.

Best Practices

- **Mute people upon entry.** In meeting settings, enable the ability to mute Participants upon entry prior to the start of your session.
- **Ask people to turn on their cameras.** At the start of your session, ask your Participants to turn on their cameras. Provide a brief explanation of why you are asking them to do so.

Back-Up Plan

If the webcam and/or voice aren't working, try signing off of GoToTraining and back in again. If that doesn't solve your problem, try a computer restart. It's also important to note that Participants will have the best experience using the desktop version of GoToTraining and a Chrome browser.

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Screen Share

Overview

Screen sharing is another feature that is easy to use and can be used in a variety of ways to enhance learning. Screen share can be used to present PowerPoint slides, show a webpage or video, or to show a document.

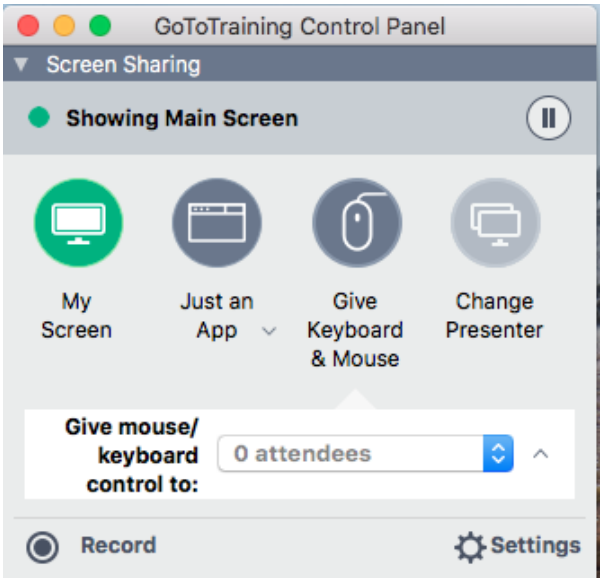
Adult Learning

Adult learners need learning experiences that appeal to all of their senses, including delivery techniques that meet the needs of audio, visual, and independent learning preferences. Using the screen share feature is one important method through which you can engage your learners.

Limitations

The Organizer has to give permission for Participants to have screen share abilities. Participants joining on mobile devices will not be able to screen share.

How to Screen Share



Organizer/Presenter
Use the screen sharing tab on the control panel to select to share *my screen*.

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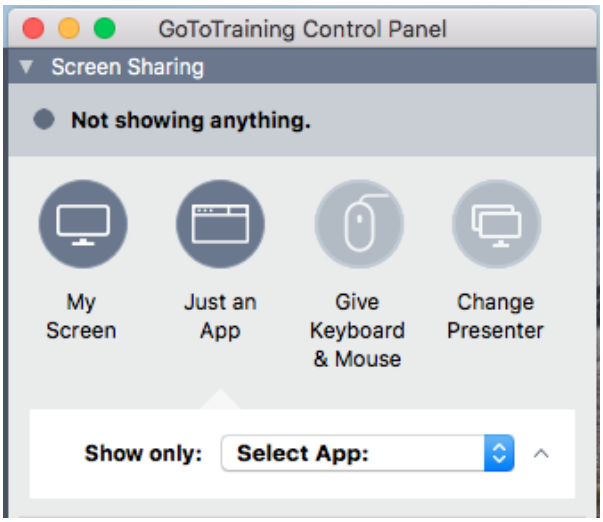

Organizer/Presenter
You may also use the screen sharing tab on the control panel to select to share *just an app*.

Best Practices

- **Share only the application that you want participants to see.** GoToTraining gives you the ability to pick the application that you want to share when you screen share. Sharing only that application takes away possible distractions such as a desktop background photo or multiple open applications.

Back-Up Plan

It is a good idea to share all of your materials with your Producer prior to the start of the session so that they can take over screen sharing a PowerPoint or document in the event that you have technical issues in trying to screen share. It is also a good idea to have back-up activities in mind in the event that your planned screen share doesn't work. For example, if you are planning to show a video but you can't get the video to play, you could instead tell a story that drives home the same point.

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Chat

Overview

Chat is a basic feature of GoToTraining that all Participants have access to regardless of their device. Participants have the ability to chat with the entire meeting group or to privately chat with individual people within the meeting group.

Adult Learning

Chat is a great tool by which to allow adult learners to actively and practically participate in their learning experience in order to learn by doing. Presenters can ask questions for Participants to share how they can apply their learning to their lives. Further, the chat feature allows Participants to practice and be involved in the learning experience through feedback and evaluation.

Limitations

If for some reason you do not want Participants to be able to chat, the Organizer can disable the chat feature. Also, in the meeting controls the host can disable the private-chat feature if you do not want Participants to have the ability to private chat people (instead they would only be allowed to chat people within the main meeting group chat). Keep in mind that it is helpful for Participants to be able to privately chat message the Producer with any technical issues, so it may be useful to keep this feature enabled with most audiences.

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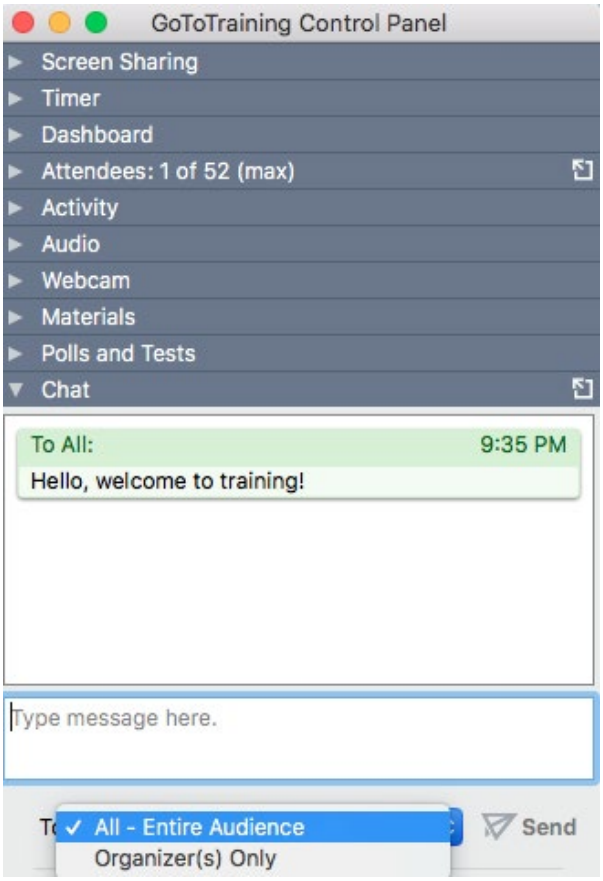
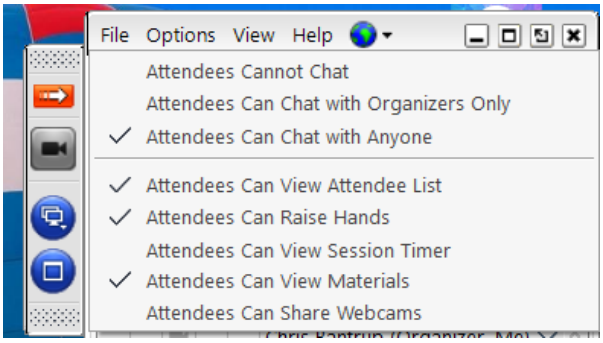
How to Chat



Presenter/Organizer/Participants
The chat room is accessible through the chat tab on the control panel. You can choose to send your messages to the entire audience or the Organizer(s) only.



Presenter/Organizer
To edit participant chat options, click the Options button at the top of the Presenter Control Panel.

Best Practices

- **Explain to Participants the difference between group chat and private chat.** If you have both of these features enabled, be sure to explain to Participants that there is a difference between the group chat section and the private chat section. Nothing is quite as awkward as a message going out to the group that was meant to be private.

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- **Tell people to private chat the Producer with technical questions.** Technical difficulties can really cloud up the group chat window and take away from the purpose of your session. At the start of your session, tell participants to private chat the Producer with any technical problems they may encounter during the session.
- **Have your Producer manage the chat room.** It is best practice to have your Producer manage your chat room instead of having the Presenter attempt to do so. When asking a question to the group, tell Participants that you would like them to respond in the chat window. After a few moments, ask your Producer to share aloud some of the things that Participants shared within the chat window. This gives the Producer the ability to read responses while the Presenter is talking. The Producer can then filter out responses that should be shared aloud to the group. This is especially important with large groups when the number of responses coming into the chat window will be numerous.

Back-Up Plan

If chat isn't working for some reason or you are feeling overwhelmed by the amount of talk in the chat window, you can always unmute some or all Participants and ask people to verbal respond to questions or to elaborate on something that they shared in the chat window.

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Feedback Indicators

Overview

On GoToTraining, the only feedback indicator available is the hand raise. Participants can click the hand raise at any point during your session to indicate that they have a question or to ask for help.

Adult Learning

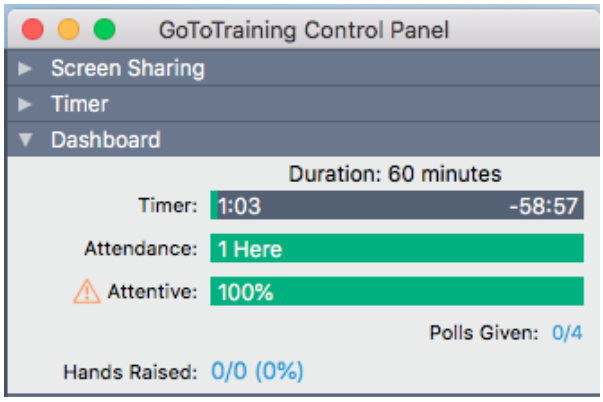
Effective adult learning programs allow for participant feedback and consultation. Feedback indicators are a simple way for participants to be involved in their learning process.

Limitations

You may choose to disable the hand raise feature if it becomes overwhelming. Simply click the Options button at the top of the Control Panel to disable.

How to Use

Participants
Raise a hand by clicking on the hand button with the green arrow located in the top left corner of their Control Panel.



Facilitators/Organizers
Use the dashboard to see how many Participants have their hands raised.

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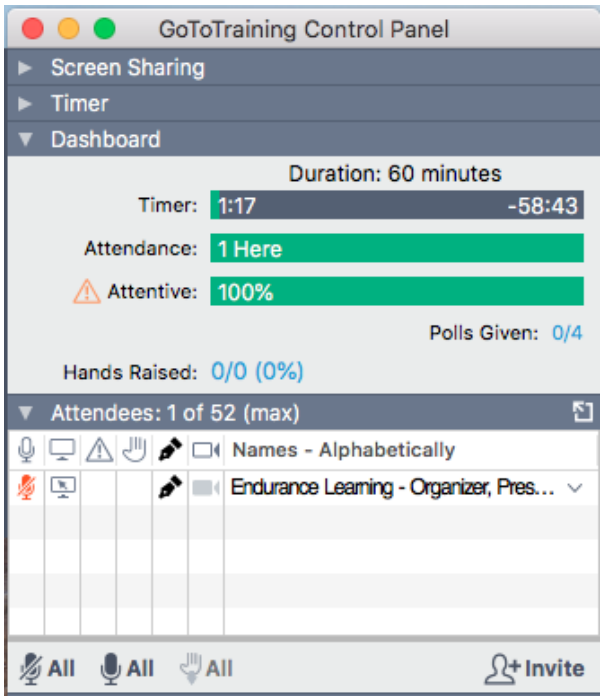
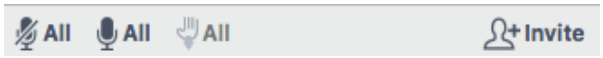


Facilitators/Organizers
Identify which Participant has raised their hand by clicking attendees. Any Participant who has raised their hand will have a hand icon in the hand raise column.



Facilitators/Organizers
Remove all hands raised by clicking the All button at the bottom. Facilitators may also remove a single hand raise by clicking on the hand icon next to that person's name.

Best Practices

- **Feedback indicators can work like a poll.** If you would like to ask a yes or no question to Participants, feedback indicators are a great way to go. They are also helpful to gauge understanding at any point during your session by asking Participants to click thumbs up or thumbs down to indicate if they understand the content or directions.
- **Tell Participants about indicators at the start of your session.** If you point out the feedback indicators at the start of your session, it can be a great tool for people who have questions to raise their hand or to warn you about running short of time.

Back-Up Plan

If the feedback indicators aren't working for someone an easy back-up plan is to have Participants chat share their answer. If your group size is small, you may also allow Participants to share answers to a simple question verbally.

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Polls and Tests

Overview

Polling/Testing is a tool that is easy to set up and utilize to enhance your session. As an Organizer or Co-Organizer, you will have the option to launch a poll or test with the click of a button during your session. Participants will experience a multiple-choice question popping up on their screen. After all Participants have answered, the Producer has the option to share the answers with the group. You can set up multiple poll questions to use during your session as a pre-test, knowledge check, to gauge opinions, to take attendance, or to use as an informal assessment tool. For a more formal assessment, you may choose to create a test, which follows the same functionality as a poll in GoToTraining. If you would like to have a record of participant answers or scores to certain questions, set up your questions using the test feature (instead of the poll feature) so that you may download a report after the session which details their answers. Poll answers are not stored for use in post-session reports.

Adult Learning

Polls are invaluable to training sessions as they are a great method by which to gather learner feedback. Participants are able to be involved in the learning process and to provide feedback and consultation. Polls are also a way by which to give Participants control over their learning, to gather evaluations, to check for understanding, or to allow participants to make decisions.

Limitations

All Participants regardless of their browser or device will be able to participate in polls. All Organizers and Presenters will have the ability to create, control, and launch polls and tests. You may create up to 20 polls per session. Up to 50 questions may be added to a test, and participants may take a test only once. You may also select if you would like participants to see the correct answer as well as their score. If you would like a record of the answers (a downloadable report) at the end of your session, set up the questions using the testing feature (not the polling feature). Polling and tests can be managed by the Organizer/Co-Organizers only.

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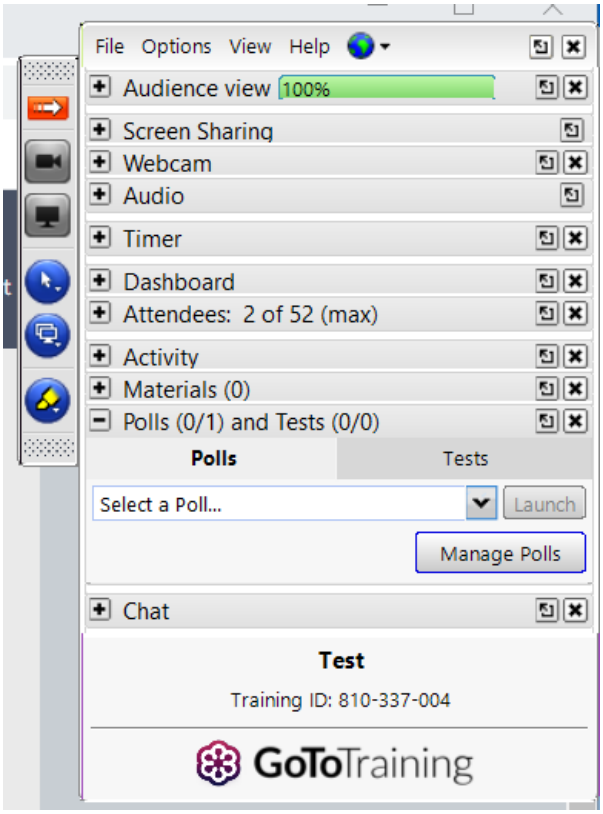
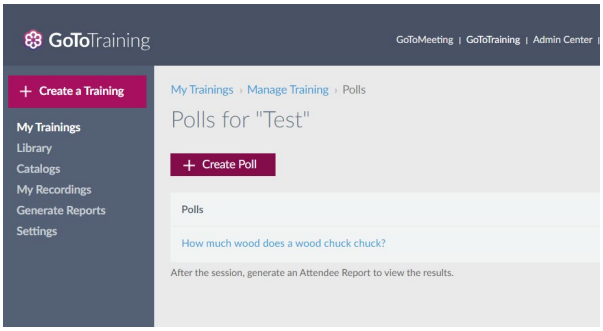
How to Use



Organizer
Click the polls and tests pane of your Control Panel. If an Organizer has preloaded a poll you will see them displayed in the Select a Poll drop-down. To Create a poll select Manage Polls.

The same logic applies to finding or creating a Test.



Organizer
You will be taken to your Library, where you can create and manage your polls and tests, evaluations and materials. Click the button to Add a Poll. Enter your poll question and answers in the appropriate fields.

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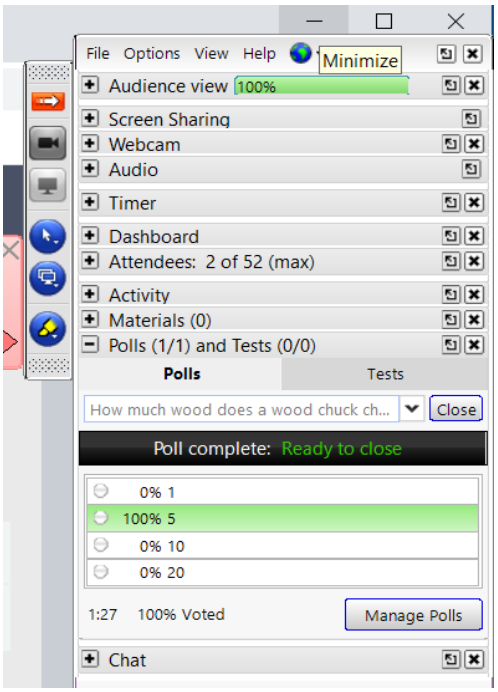
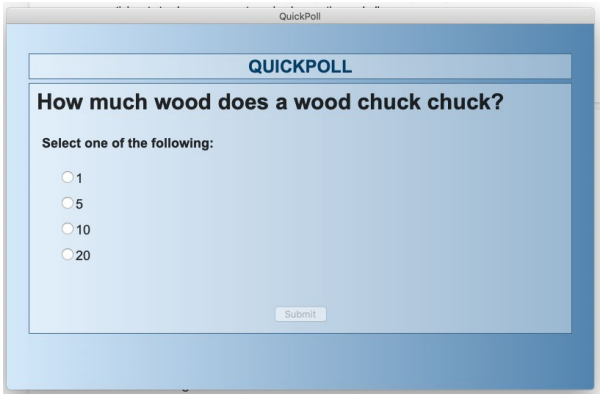


Organizer
In your Control Panel, you will now see the poll that you created. Launch the poll. You will see the percentage of Participants who have answered the poll in real time. When you are ready, click the button to close the poll. You will be given the opportunity to display the poll answers with Participants if you would like.



Participants
Simply select an answer and click submit when a poll box appears on your screen to participate in a poll or test.

Best Practices

- Practice launching polls prior to the start of your session. It is important to set up all of your polls prior to the start of your session and to log in and practice launching your polls. Make sure that you have someone else logged in to validate that they are seeing the poll that you have launched to Participants.
- You can create single choice or multiple choice questions. When you are creating your poll questions, you will have the option to allow Participants to select multiple answers or to force Participants to choose a single answer.

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- Both the Presenter and Organizer can launch polls. Both the Presenter and Organizer will have access to this feature. However, best practice is that the Producer will manage all polling.
- Presenters & Organizers are unable to vote in polls. Keep in mind that the Organizer and Presenter are unable to vote in polls. If this is an issue for you, you can login on a second device as a Participant in order to participate in polls.
- You have the option to broadcast poll answers to the group. When you close a poll, you have the option to broadcast the answers to the group. If you show poll answers, Participants will be able to see what percentage of Participants picked each answer. There will not be names associated with answers if you choose this option.
- You can only launch a poll once. If you accidentally launch a poll too soon or close the poll too early, you will be unable to re-launch the poll. You will need to create a second version of a poll if you need to ask the same poll question multiple times.
- Testing Features. When you create a test, you will be given the option to Title your test, add instructions, and incorporate a variety of types of questions into your test including:
  - Multiple choice with one answer
  - Multiple choice with multiple answers
  - True/false
  - Short answer
- Webinar reporting. After your session, you will have the ability to download certain kinds of reports. However, there are some limitations to what you can see on these reports depending on the type of report that you pick.
  - Registration Report: Shows when each person registered for the training and their answers to the registration questions.
  - Attendee Report: Shows registration information and how long each Participant attended the session for.
  - Evaluation Report: Shows evaluation questions and answers.
  - Registrant Test Report: Shows tests, scores, and average test score.
  - Test Report by Date: Shows average test scores for tests or test questions over a specified date range.
  - Training History Report: Shows the duration and number of attendees for each training during a specified date range.

Access these reports by clicking Manage Tests or Manage Polls in the Polls and Tests Pane of the Control Panel.

Back-Up Plan

If your polls don't launch as planned, you should be prepared to ask Participants to respond to your question aloud (using voice) or via the chat feature. If you are planning to use the poll feature as an assessment you can ask Participants to chat their responses to you using the private chat feature (so that other Participants cannot see their responses).

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Drawing Tools/Virtual Whiteboard

Overview

You can use annotation tools on a shared screen. Using the annotation tool, Participants and Presenters/Organizers will have the option to write free hand using a pen tool, point using a pointer, highlight something, or add an arrow to the screen.

Adult Learning

Annotation tools allow adult learners the opportunity to learn by doing and draw upon their past experiences to aid in their learning. It is also a great method by which to involve Participants and give them the ability to practice something new.

Limitations

In GoToTraining Participants do not have the option to use text to type things on the screen. If you are asking Participants to use the annotation feature to write things, it may be difficult to read at times due to the fact that the pen feature can be clunky. Also, it is important that Presenters/Organizers pay attention to what is appearing on the screen. While Participants may have the option to drawadul on the screen, they do not have the ability to delete what they draw. Presenters will have to be careful to clear all annotations at appropriate times. Participants on certain browsers, or mobile users will be unable to access or use the drawing tools. For best results, encourage Participants to download the GoToTraining Desktop App prior to the start of your session to utilize this feature.

How to Enable

You need to enable annotations if you plan to utilize them during a session. You can also disable Participant annotations if they become an issue.

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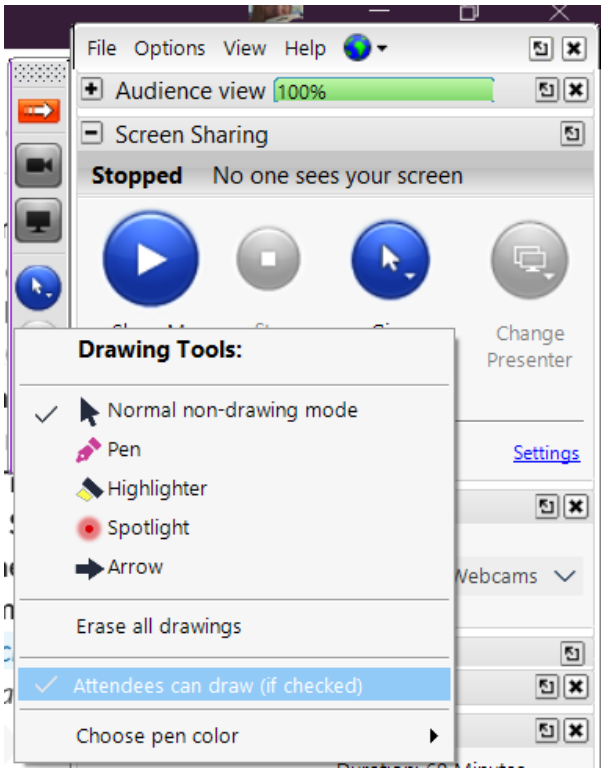
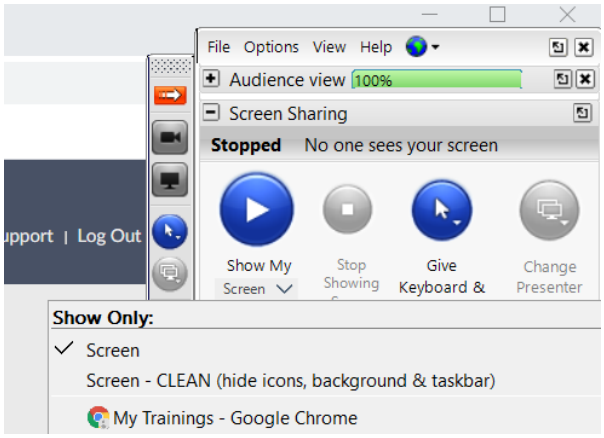
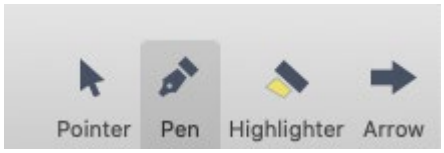


Presenter
On the Control Panel, Click Screen Sharing. Then click on the pen image in the bottom left perimeter of the box. You will see an option to allow Attendees to Draw (make sure there is a check mark displayed).

How to Use



Presenter
You may decide to have Participants annotate on your screen (a displayed slide, document, or other image) or share a "Clean" screen (whiteboard).



Participants
Participants will see the tool images appear, giving them access to a pointer, pen, highlighter, and arrow stamp.

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Features

- **Pointer.** The pointer can be used by Participants to point things out or identify something on the screen.
- **Pen.** The pen can be used to write freehand, point something out, circle or underline something, draw a graph line, etc.
- **Highlighter.** The highlighter tool can be used to highlight a portion of text (or to write/circle an object in yellow).
- **Arrow Stamp**. The arrow tool can be used to identify something.

Best Practices

- **Erase all Drawings.** The Producer should be aware of the "erase all drawings" option and be prepared to utilize it for any session where you are allowing Participants to use the annotation tools. This will enable the Producer to clear all drawings that accidentally get added to the screen at the wrong time (which can be a big distraction to Participants).
- **Know your audience.** It is important to consider your audience when deciding if you are going to enable annotation tools for your session. Participants can accidentally add annotations to the screen at the wrong time, type inappropriate things, or draw pictures that you don't want on your screen. Often this is done by Participants by accident and becomes a big distraction as they cannot figure out how to undo their drawings while the Presenter is talking.

Back-Up Plan

If annotations aren't working for someone you can always ask Participants to use the chat feature as a means by which to collaborate during the activity.

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Breakout Rooms

Overview

Breakout rooms are a way to have small group conversations or work time in a virtual environment. Similar to Participants in a training room working together at a table, breakout rooms allow for the Organizer to put Participants into individual meeting rooms with partners or small groups for as much time as they would like. At the conclusion of the breakout room session, the Organizer can bring groups back together as a large group with the click of a button. In breakout rooms, Participants will be able to work together to edit a document, share a video, PDF or image, share their screens, or talk via audio. You may organize up to 6 breakout rooms.

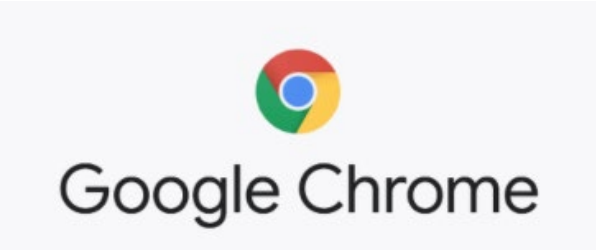
Adult Learning

Breakout sessions allow adult learners the opportunity to practice what they have learned (and get feedback) and to share the relevance and applications of their learning by having small group conversations.

Limitations

Breakout rooms are only available for Participants using a Chrome browser. Breakout rooms are not available on mobile devices. During breakout sessions, Participants are unable to reply back to a Presenter's broadcast message. The only way that Participants can ask for help is to raise their hands. Make sure that Participants are aware of this method of asking for help prior to launching breakout rooms.

How to Use



Organizer/Presenter/Participants
Remind Participants that they must have Google Chrome installed on their device and be joined from a Google Chrome browser. If they are not joined from a Chrome browser, they need to rejoin the training or copy and paste the Activity link to a Chrome browser.

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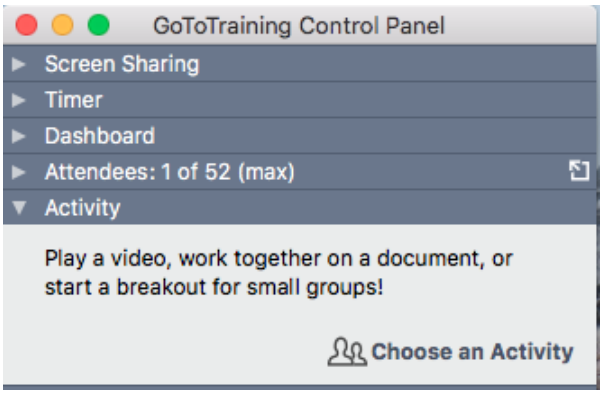
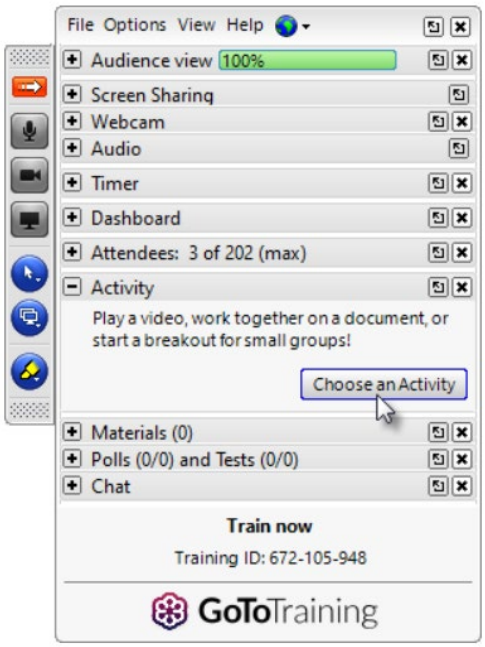
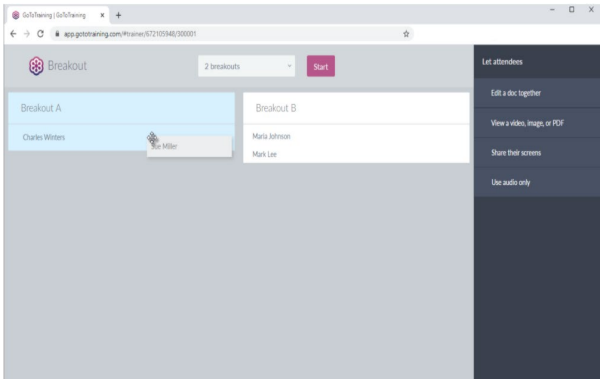


Organizer

In the control panel, open the activity pane.



Organizer
Click Choose an Activity. The breakout window will open.



Organizer
Here you can choose the number of breakouts and assign participants to breakout rooms.

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Best Practices

- **Before launching breakout sessions:**
  - **Prepare Participants for what is about to happen.** For Participants who have not used breakout sessions before, the unknown can be a little scary. It is important to explain what is about to happen and to give clear directions for what they should be accomplishing within their breakout room.
  - **Unmute Participants.** Oftentimes Participants will not know how to unmute themself or will struggle to do so. One way to alleviate this potential hazard is to unmute all Participants before you launch them into their rooms.
  - **Notify all attendees to set Google Chrome as their default browser and to join the meeting using Chrome**. If participants join from a browser other than Chrome, they will be prompted to copy and paste the breakout link in a Chrome browser to enter breakout rooms.
  - **Tell Participants how to ask for help during breakout rooms before you send them in**. Prior to launching breakout rooms, make sure that Participants are aware that they need to raise their virtual hand to ask for help. While the Organizer is able to broadcast messages to all breakout room Participants, Participants are unable to respond to these messages.
- **During breakout sessions:**
  - **Drop-in to check on groups.** Organizers have the ability to drop-in to each room. Utilize this feature in order to help groups who feel stuck, get conversations back on track, or ease-drop on topics in order to tell the larger group about things you overheard that you think the whole group would benefit from hearing at the conclusion of breakout rooms.
  - **Respond to help requests.** Be paying attention to Participant hand raising during breakout sessions. If a Participant needs help, the only way for them to indicate that to you is by raising their virtual hand.

Back-Up Plan

In the event that you have a catastrophic technical difficulty and you cannot launch breakout rooms as planned, be prepared with a backup activity such as having a large group discussion as opposed to small group discussions.

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Materials/Handouts

Overview

GoToTraining is equipped with a Materials pane which allows you to upload your materials (handouts) prior to the start of the session. These materials are accessible to all Participants from this pane during your session. In the event that you would like to not allow access to the materials (or wait until a certain point in your session to allow access to the handouts) simply click Option at the top of the Control Panel and deselect the Ability to View Materials until you are ready for Participants to access the handouts.

How to Use

Prior to a VILT session you need to consider how you will be sharing handouts.
Sharing beforehand via email. There are a few possible downsides to this method:

- Participants might not attend your session if they receive the handouts in advance.
- Participants could not receive the email or not get it prior to the session, causing a struggle during the session to get everyone on the same page.

Sharing via the Materials pane during the session. This is the best way to share handouts that Participants will need access to during your training session.
Sharing after the session via email. You may decide to share your handouts for the first time after the session OR to combine sending handouts after the session with one of the options listed above. It is a good idea to combine a session evaluation with your post-session handouts email.

Collaborate in GoogleDocs

Overview

GoToTraining allows for Participants to easily collaborate on a GoogleDoc, or to view an image, PDF or other file easily through the GoToTraining platform. For best results, these files should be uploaded prior to the start of the session and tested to ensure that they are ready for Participants to access.

Adult Learning

Adult learners need learning experiences that appeal to all of their senses, including delivery techniques that meet the needs of audio, visual, and independent learning preferences. Using the collaboration feature is one important method through which you can engage your learners.

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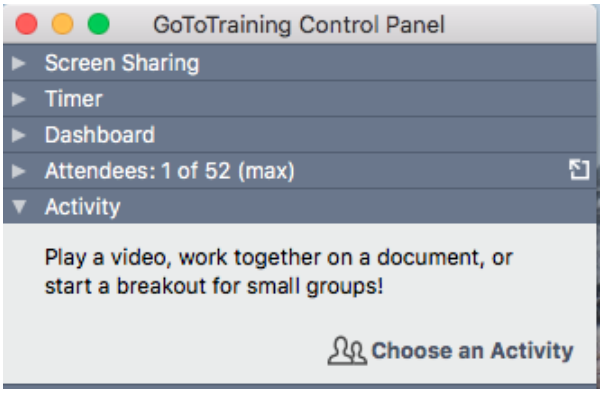
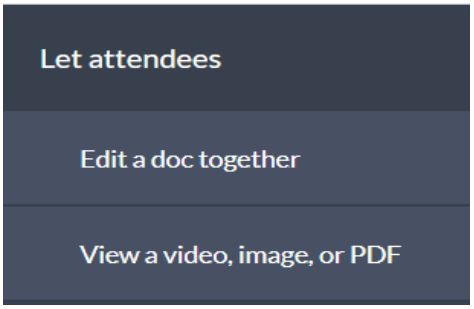
Limitations

Participants using mobile devices will be unable to access these files or participate in collaboration using this feature.

How to Use



Organizer/Presenter
From the Control Panel, Select the Activity Pane. Select Choose an Activity.



Organizer/Presenter
Select the type of file you would like participants to collaborate on. These files may be uploaded prior to the start of your session.

Best Practices

- **Test all of your files prior to the start of the session.** Login as a Participant or ask a friend or colleague to test their ability to access the files that you upload for collaboration. If using a GoogleDoc file, ensure that Participants have access to the file prior to the session.
- **Have a backup file ready to go.** In the event that one or many Participants aren't able to access the files that you have uploaded, be prepared to share the file via email or other means as necessary.

Back-Up Plan

Be prepared to explain your visual, draw a picture, tell a story, or share the file using a different method in the event that your collaboration method fails.

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Producer Role

Overview

The Producer is the unseen Presenter. Their job is to take care of the administrative and technical aspects of the session to free up the Presenter to focus on content delivery. It is important to select your Producer carefully. A successful Producer is one who knows the platform well, who has the technical expertise to be able to help Participants who are having problems, and someone who can jump into the role of Presenter in the event of a technical problem.

Job Responsibilities

- ✓ **Answer chat questions.** It is important to keep an eye on the chat box during the session and to respond to questions or help requests as necessary.
- ✓ **Record your session.** If you would like to have your session recorded, it should be the responsibility of the Producer to make sure they enable the recording feature at the start of the session.

Best Practices

- Practice. The most important thing for a successful session is for the Presenter and Producer to practice together. Ensure that all features are enabled and set up, and run through the entire presentation together to ensure that each person knows their responsibilities during the session.
- Be on hand as a back-up Presenter. In the event that your Presenter has an unstable internet connection or has a computer crash, it is important to have the slides and lesson plan pulled up on your own computer and ready in the event that the Producer needs to jump in as the Presenter. Make sure that you understand the learning objectives and activities in order to continue the session if your Presenter experiences technical difficulties.
- Be on camera. Best practice is that the both the Presenter and Producer will be visible on camera.
- Introduce the Producer and explain their role at the start of session. It is important that Participants are introduced to the Producer at the start of the session and told that they should reach out to the Producer if they need help at any point during the session.
- Tell Participants how to contact the Producer if they need help. The best way for Participants to reach out to the Producer with technical problems is through a private chat message.
- Check-in with your Producer periodically during your session. It is easy to get into the flow of presenting and forget to check-in to make sure that everything is going alright. Make a point to check in with your Producer periodically throughout your session. You may choose to do this verbally or through a private chat message.

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Structure

Pre-Session Activities

People will always arrive at the session early. It is a good idea to have something for Participants to do when they arrive at your session. This gives Participants the opportunity to get comfortable with the tool and can also be a means by which to share content. Possible activities may be playing a trivia slide deck or doing a pre-session activity such as answering questions, or playing a game.

Starting Your Session

- ✓ **Begin with "housekeeping" items** to set expectations and help Participants get comfortable with the tools being used. You can use icebreaker or anchor activities as a means by which to teach Participants how to use a tool in order to accomplish this seamlessly.
- ✓ **Include breaks as necessary.** If your session is to exceed one hour, you may need to consider adding a break. Add breaks to VILT sessions as often as you would to an in-person training session. You may consider planning for "working breaks" prior to a breakout session or activity using the annotation tools. Ask Participants to prepare for the activity prior to taking their break. This will provide for an opportunity for people who need more assistance to get it while not holding up the session.
- ✓ **Use a breaks timer.** In the Control Panel, use the Timer dropdown to select a break duration. Click Start Timer to broadcast the countdown to Participants.

Post-Webinar

It is best practice to send out an evaluation after your session. This is also a good opportunity to send out handouts or resources that were shared during your session. In GoToTraining, you may create an Evaluation in the Library to be completed at the conclusion of the session or to be sent in a follow-up email. Follow the sets to access polls/tests (above) to utilize this feature.

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Practice

Pre-Session Checklist

Prior to starting your practice session:	
▢	Send your meeting invite ● Pay careful attention to the settings that you pick for your meeting
▢	Enable necessary tools ● Drawing tools ● Feedback indicators ● Materials ● Webcams
▢	Set up polls & tests ● Are they single answer or multiple answer? ● Do you want a record of the answers? (If yes - set them up as a test not a poll)
▢	Check your meeting settings ● Do you want to disable private chat? ● Do you want to disable annotation? ● Do you want to disable access to materials (handouts) until part way through your session?
During your practice session:	
▢	Test your microphone and camera ● Presenter: Can your Producer see and hear you? ● Producer: Can your Presenter see and hear you?
▢	Launch your slides ● Can your Producer see them? ● Can you view your slide notes?
▢	Decide how you are sharing your handouts ● If you want participants to access them during your session, upload them to the Materials pane. ○ Have your Producer verify that they can access each handout.
▢	Run through your entire session ● Is the timing correct? Do you need to cut or add anything?

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▢	Discuss with your Producer what their responsibilities are for each activity ● How will you communicate with one another during the session? ● What are the back-up plans if something goes wrong? ● Where do you anticipate people struggling with the technology? How can you be prepared to alleviate some of this stress?
▢	Have the Producer practice launching polls and tests, running breakout sessions, and clearing annotations and feedback indicators. ● Can you view the poll that the Producer launched? ● Are you able to broadcast the poll results? ● Are you able to access a breakout room and come back from the breakout room? ○ Tip: Have family members or co-workers join your session to send off to breakout rooms ● Are you able to broadcast a message to breakout room Participants? ● Are you able to clear annotations that Participants add? ● Are you able to clear all feedback indicators?
▢	Share the lesson plan and slides with your Producer so that they can take over in the event of a technical disaster

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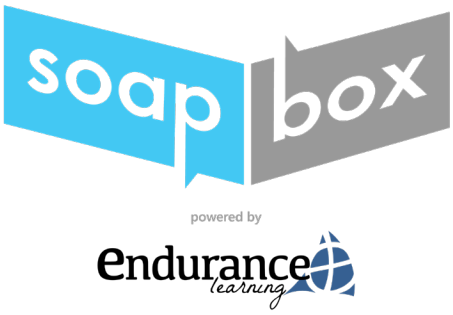
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