

Webinar Instructions for DSHS Grand Rounds

(revised 2-10-2014)

The Texas Department of State Health Services Grand Rounds presentations will be available live via webinar. Participants will view the slideshow presentation via the Internet and hear the speaker's voice either through their telephone or computer speakers/headset.

For Webinar Only

(No Continuing Education Credit / No Certificate of Attendance)

- Go to the Grand Rounds website: <http://www.dshs.state.tx.us/grandrounds/default.shtm>
- Under Registration Options on the menu, select the "No CE Credit or Certificate" option.
- Click on the webinar registration link next to the webinar you plan to attend.
- Enter the required information on the webinar registration form.
- Receive an e-mail confirmation with information about how to join the webinar.

For Continuing Education (CE) Credit or a Certificate of Attendance

For individuals seeking [Continuing Education](#) (CE) credit or a certificate of attendance, there are two major components to registration:

1. Register in TRAIN. See [Accessing TRAIN Texas and Frequently Asked Questions](#) and [TRAIN Texas Quick Reference Guide](#).

- Login to TRAIN to register for Grand Rounds and select the appropriate option for viewing the webinar individually or at a pre-established webinar site: <https://tx.train.org/DesktopShell.aspx>
- Receive automatic confirmation of your Grand Rounds registration.

2. Register in GoToWebinar.

- Approximately 2-3 days prior to the webinar, you will receive a webinar invitation via email from the Grand Rounds webinar organizer.
- Click on the registration link in the webinar invitation and follow the instructions.

Note:

- For participants watching individually from their computer, each participant will need to register in GoToWebinar.
- For participants watching as part of a webinar site, only the session monitor needs to register in GoToWebinar.

To set up a webinar site for a large group, please e-mail the following information to ce.service@dshs.state.tx.us.

- Location address and room number
- Session monitor name, e-mail address, and phone number
- Session monitor back-up name, e-mail address, and phone number
- Site technical support name, e-mail address, and phone number (Person responsible for technical support such as setting up laptop, projector, and conference phone; ensuring Internet connectivity; etc.)

Prior to the Grand Rounds Presentation

If this is your first Grand Rounds webinar, you may want to do a quick test prior to Grand Rounds to ensure that your computer system meets the system requirements noted below.

- Click on the link in your webinar confirmation e-mail.
- If you get an “earlybird” message, you’ll know everything is working smoothly.
- If you have trouble connecting, please ask your IT support professional to assist you.

System Requirements:

- PC-based attendees
 - Required: Windows® 8, 7, Vista, XP or 2003 Server
- Mac®-based attendees
 - Required: Mac OS® X 10.6 or newer
- Mobile attendees
 - Required: iPhone®, iPad®, Android™ phone or Android tablet

Audio Requirements:

You will have the option of listening to the webinar either through your:

- Telephone with regular long-distance service and charges.
- Computer's microphone and speakers (VoIP). A headset is recommended.
 - Read the Audio Checklist for tips on using your computer's microphone and speakers with GoToWebinar at http://support.citrixonline.com/en_US/gotowebinar/all_files/GTW040001.

On the Day of the Presentation

If viewing the webinar in a group at a pre-established webinar site, be sure to check-in with your session monitor and sign the registration sheet.

If you are viewing the webinar individually, or if you are a webinar session monitor, please follow the steps below:

Step #	Action
1	<p>Registrants Who Will View the Webinar Individually and Webinar Session Monitors:</p> <p>To Login:</p> <ul style="list-style-type: none">• Click on the link in your webinar confirmation e-mail or Outlook appointment, OR• Go to www.joinWebinar.com• Enter the Webinar ID# and your e-mail address. • Select your audio option (telephone or voice-over-Internet (VoIP)).• If you select the telephone audio option, dial the phone number that appears on your computer screen. (Note: This will be a long-distance call.) <p>For technical assistance, call toll-free 1-800-263-6317 or long distance 1-805-617-7071.</p>
2	<p>For those registered in TRAIN to receive CE Credit or Certificate of Attendance:</p> <p>If you are a webinar session monitor, please ensure that participants sign the registration sheet.</p>

	<p>If you are an individual attendee, the webinar organizer can automatically track your attendance.</p> <p>If you are an individual attendee, and a small number of people are watching the webinar with you in your office, enter the names and phone numbers of each participant in the webinar question box immediately after joining the webinar. For example, enter a message such as:</p> <p style="padding-left: 40px;">“The following people are watching in my office: 1) your name 2) additional name, phone #, 3) additional name, phone #.”</p> <p>Entering the names of additional registrants viewing the presentation on your office computer ensures that they get credit for attending the webinar, as long as they have registered for the webinar in TRAIN.</p> <p>Note: All participants must register through TRAIN for the webinar session even if viewing at a webinar site or on someone else’s computer. Registration in TRAIN will be left open until 5:00 p.m. on the day of the presentation. See Accessing TRAIN Texas and Frequently Asked Questions and TRAIN Texas Quick Reference Guide.</p>
3	Watch the slideshow on your computer and listen to speaker’s voice through your audio option.
4	If you have a question for the speaker, type your question in the question box and press <Enter>. A Grand Rounds team member will relay questions to the speaker. Due to time constraints, the speaker will not be able to respond to all questions.

**After the Presentation
(For CE Credit / Certificate of Attendance)**

Step #	Action
1	After the webinar is complete, your attendance must be verified by the Grand Rounds Registrar. PLEASE DO NOT go into TRAIN and mark yourself complete. Once verified, you will receive an e-mail from TRAIN to access TRAIN and complete the pending mandatory evaluation. YOU MUST COMPLETE the mandatory pending evaluation in order to complete the process and receive either your certificate of attendance or CE credit.
2	Login to TRAIN to complete evaluation: https://tx.train.org/DesktopShell.aspx . Select the “There are Pending Evaluations” message that appears above the “My Learning Record” section on the right side of the TRAIN home screen.
3	Once you have completed the evaluation, the course will move from the “My Learning” option in TRAIN to the “Transcripts” option. Your certificate will be accessible for printing under the “Certificates” option.