



The following pages describe each screen layout and identify the descriptions of the correct set up for the WCT. These layouts include:

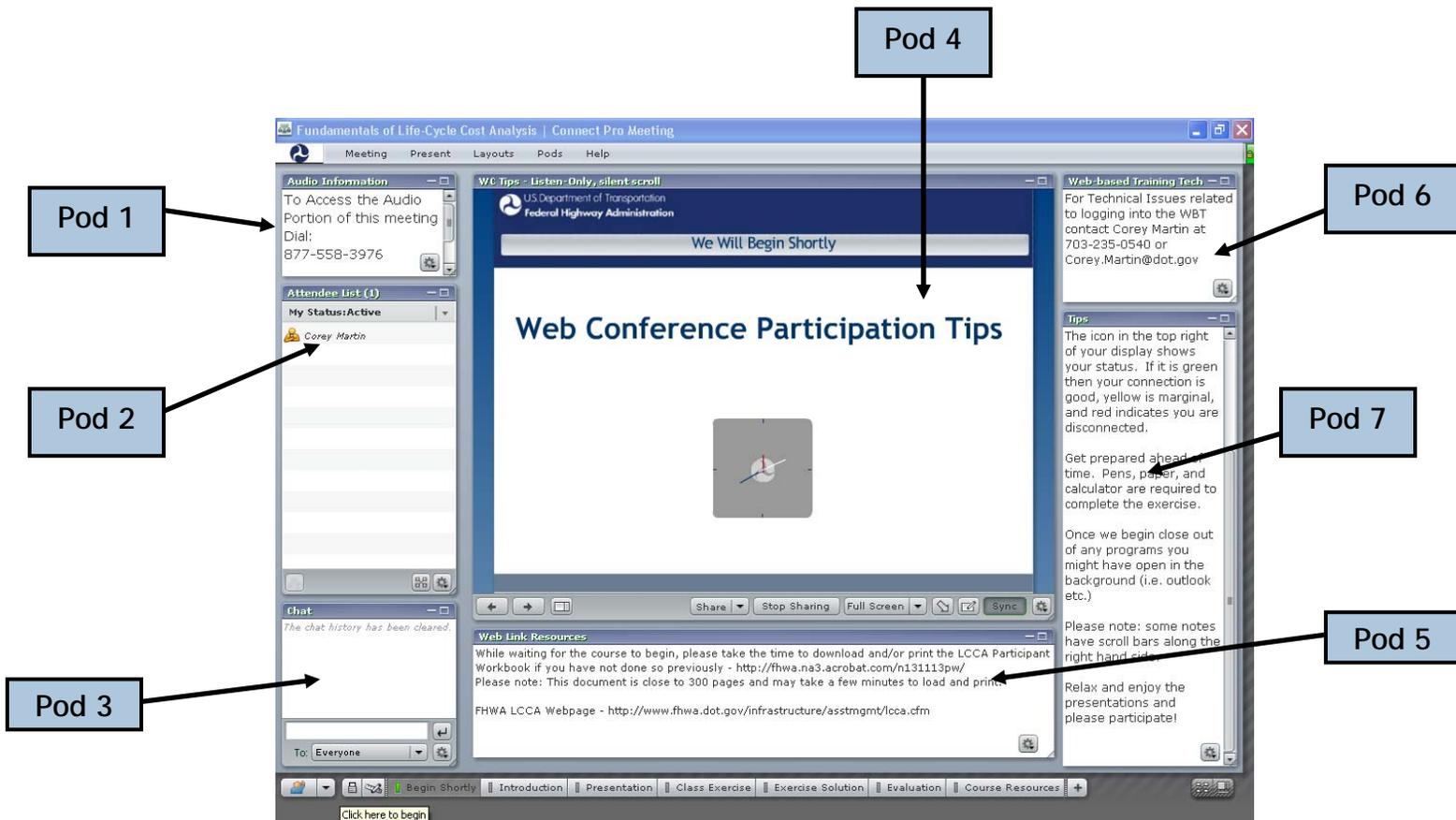
- *Layout Type 1: Begin Shortly*
- *Layout Type 2: Introduction*
- *Layout Type 3: Presentation*
- *Layout Type 4: Evaluation*
- *Layout Type 5: Course Resources*

Please review these screen shots and refer to them for the correct usage of the layouts.



Layout Type 1: Begin Shortly

This layout is designed for the interim between “entering the meeting room” and “waiting for the session to begin”. It allows the participants to read some helpful tips and download supporting resources.



Pod Names and Descriptions:

**Pod 1: Audio Information** - This pod should be displayed at all times. It contains the teleconference number and passcode to access the audio portion of the session.

**Pod 2: Attendee list** - This pod displays every participant, presenter or host logged into the meeting room.

**Pod 3: Chat** - This pod is for chatting amongst presenters, attendees and host. You can chat with everyone or you can direct your chat to and individual in particular.

**Pod 4: WC Tips - Listen Only, silent scroll-** This pod shows tips on participating in a Web conference.

**Pod 5: Web Link Resources** - This pod contains hyperlinks to Web conference resources.

**Pod 6: Web Based Training Technical Problems** - This pod displays contact information for technical support

**Pod 7: Tips** - This pod offers helpful tips during the training session.



Layout 2: Introduction

This layout is designed to introduce the facilitators of the training session. Along with introducing the instructors, an agenda for the training sessions is provided as well as a pod with the web based training technical problems and web link resources pod.



Pod Names and Descriptions:

**Pod 1: Audio Information** - (Reference "Begin Shortly Layout")

**Pod 2: Attendee list** - (Reference "Begin Shortly Layout")

**Pod 3: Chat** - (Reference "Begin Shortly Layout")

**Pod 4: Facilitators** - This pod introduces the instructors, their location and contact information.

**Pod 5: Agenda** -Provides participants with the schedule of the session.

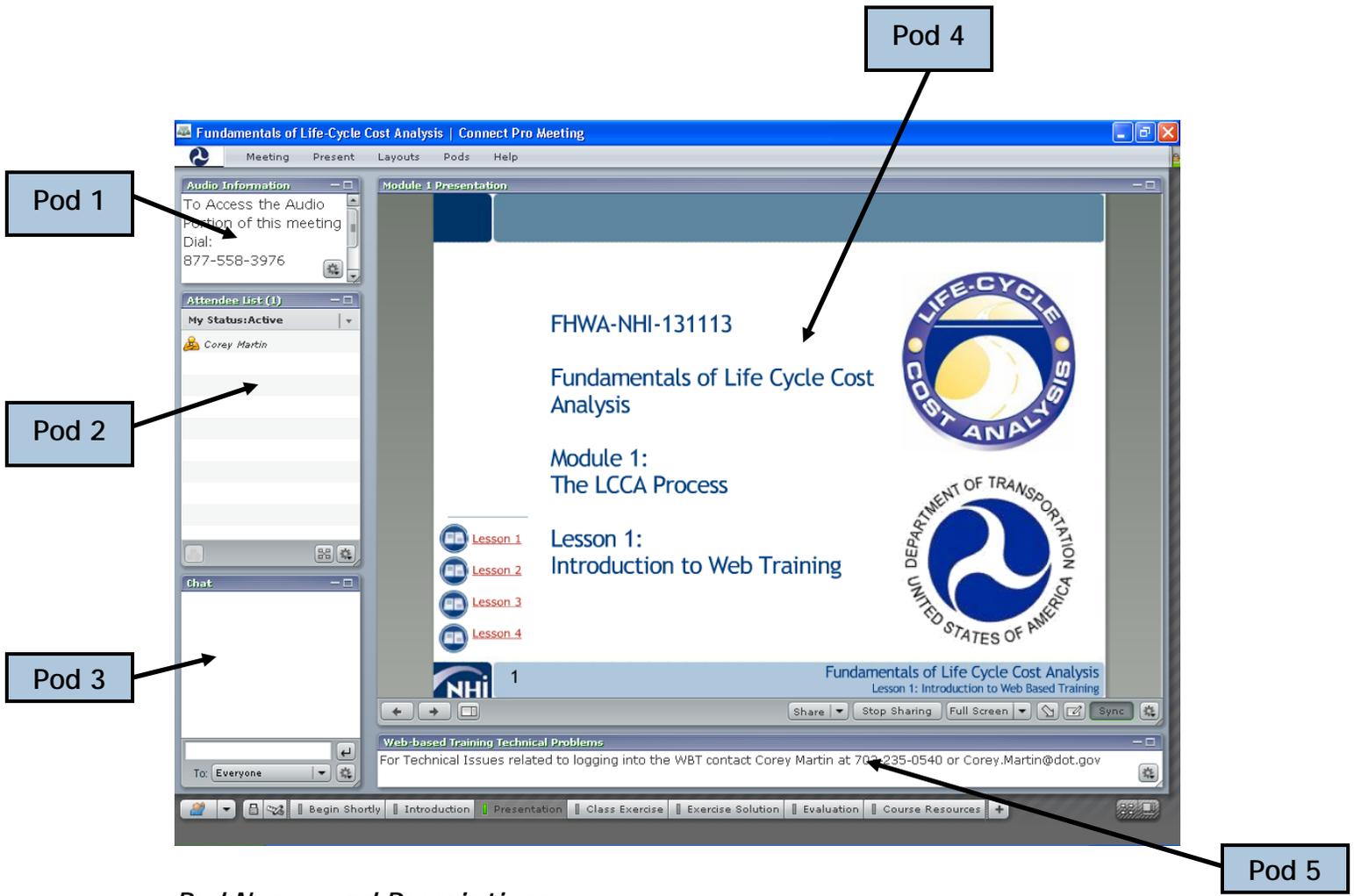
**Pod 6: Web Based Training Technical Problems** - (Reference "Begin Shortly Layout")

**Pod 7: Web Link Resources** - (Reference "Begin Shortly Layout")



Layout 3: Presentation

This layout is designed to present the main presentation slides. Also offered in this layout are the audio, attendee, chat and web-based training technical problems pods.



Pod Names and Descriptions:

**Pod 1: Audio Information** - (Reference "Begin Shortly Layout")

**Pod 2: Attendee list** - (Reference "Begin Shortly Layout")

**Pod 3: Chat** - (Reference "Begin Shortly Layout")

**Pod 4: Module 1 or 5 Presentation** - This pod displays the presentation which is

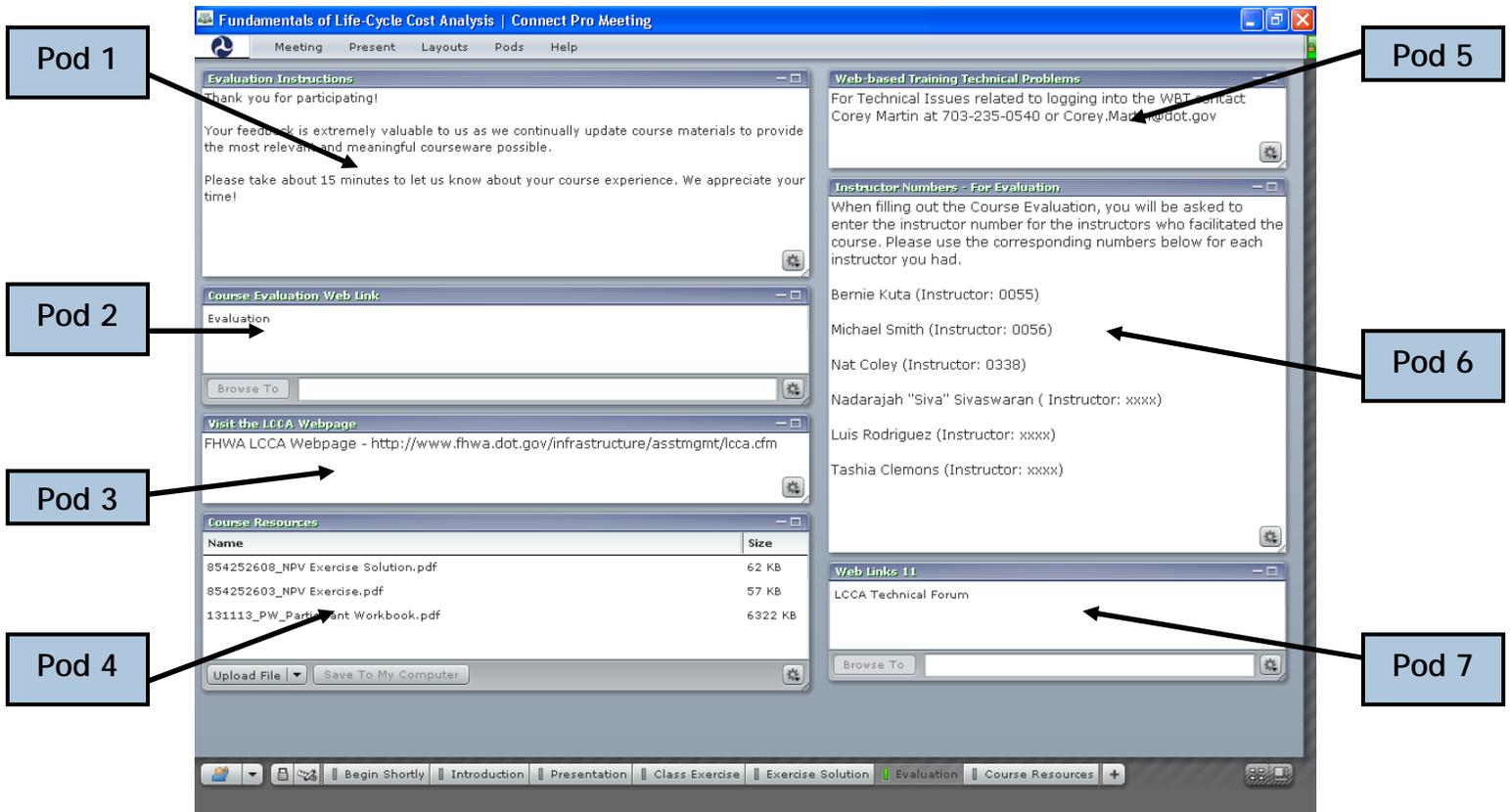
being dictated. On day one module 1 is presented and on day 3 module 5 is presented.

**Pod 5: Web-based Training Technical Problems** - (Reference "Begin Shortly Layout")



Layout 4: Evaluation

This layout offers the following information; Instructions on using the evaluation link; the link to the evaluation; Resources used in previous layouts; links to Web Pages and forums; and the instructor’s name and number for input into the evaluation.



Pod Names and Descriptions:

Pod 1: Evaluation Instructions - Instructions on using the evaluation.

Pod 2: Evaluation Web Link - Link to evaluate the over course and instructors

Pod 3: Webpage - link to webpage

Pod 4: Course Resources - .PDF files to be downloaded from previous layouts

Pod 5: Web-based Training Technical Problems - (Reference “Begin Shortly Layout”)

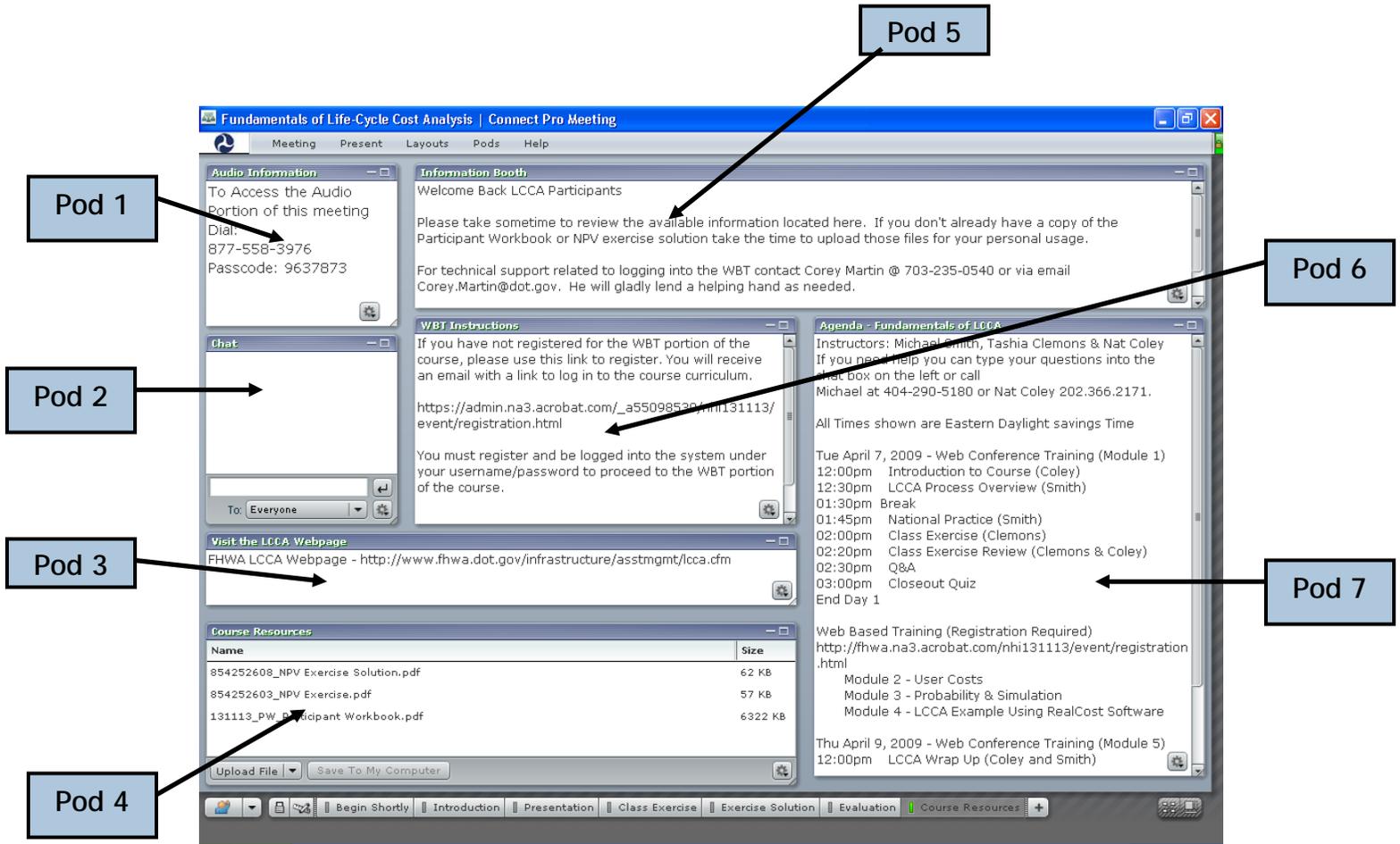
Pod 6: Instructor Numbers - For Evaluation

Pod 7: Web Link -Technical Forum



Layout 5: Course Resources:

Used as the last layout. The course resources layout reiterates previous layout information and will be accessible for participants to use as a resource after the training.



Pod Names and Descriptions:

**Pod 1: Audio Information** - (Reference "Begin Shortly Layout")

**Pod 2: Chat** - (Reference "Begin Shortly Layout")

**Pod 3: Visit the Webpage** - link to webpage

**Pod 4: Course Resources** - .PDF files to be downloaded from previous layouts

**Pod 5: Information Booth** - general overview of the layout page with contact information relative to the WBT portion of the training.

**Pod 6: WBT Instructions** - Instructions on registering for related sessions.

**Pod 7: Agenda** - Provides participants with the schedule of the session.



### *Key Reminders:*

- Prior to each training session the dates must be changed on the agenda to reflect the most recent session.
- Don't remove pods from layouts (NOTE: they are set up to flow properly with the design of the WCT).
- Check the pods for the correct information/location.
- Make sure the presentation modules start on the first slide.
- Check the layouts for correct order.
- During a session remember to use the layouts to navigate.
- Remember to use the "Presenter Chat", to communicate amongst other host and presenters (this will eliminate the cross talking of facilitators).
- The evaluation should be completed prior to taking the final exam

**Note:** Above are a few checkpoints/tips to keep in mind when conducting a WCT.