

GoToWebinar软件使用指南 ——Organizer主持人版

CESPN

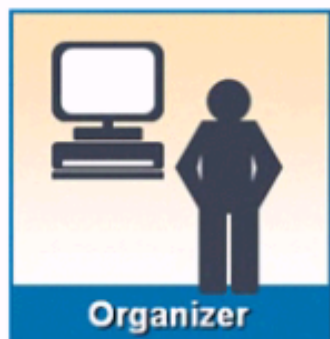
 Since 2008

华人环境学者工程师协会

Chinese Environmental Scholars & Professionals Network

GoToWebinar使用指南—简介

Roles and Responsibilities



- Schedules and starts the Webinars
- Manages all in-session Webinar controls



- Joins via special invite sent from Organizer
- Speaks or presents during the Webinar
- Can use Chat



- Invited to register
- Can use the Questions pane and hand raising tool

- Organizer主持人:负责控制讲座, 包括邀请主讲人、
- Panelist主讲人: 被邀请做讲座
- Attendee听众

- Presenter: 等待主讲人预备工作都做好, 将他设为presenter, 会议界面转为主讲人电脑界面



GoToWebinar使用摘要——创建讲座

- Organizer 登陆 www.gotomeeting.com/fec

- User Name: cespn2008@gmail.com
- Password: cespn2008

- 创建新的网络讲座——click My Webinars/Schedule a Webinar

- 添加讲座内容：

- 1. Webinar Details
- 2. Branding and Theme

Webinar Waiting Room: List

Presenters in Waiting Room (添加主讲人信息及照片，方便听众在等待讲座开始时熟悉主讲人)

- 3. Registration (听众注册时表单设置)

GoToWebinar®

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- ▣ My Webinars
 - **Schedule a Webinar**
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● 网络讲座设置修改

- 当完成初步网络讲座添加之后，organizer 依旧有机会修改各项信息、参数

My Webinars

Sort By:

CESPN-2011-01生物电化学系统科研展望 [Edit](#)

Registration: [Edit](#) [Email me the invitation](#)

Change Session Settings: [view](#) [Add to Outlook calendar](#)

Start Date/Time	Registrants
+ Sat, Jul 30, 2011 10:00	9 <input type="button" value="Practice"/> <input type="button" value="Start"/>

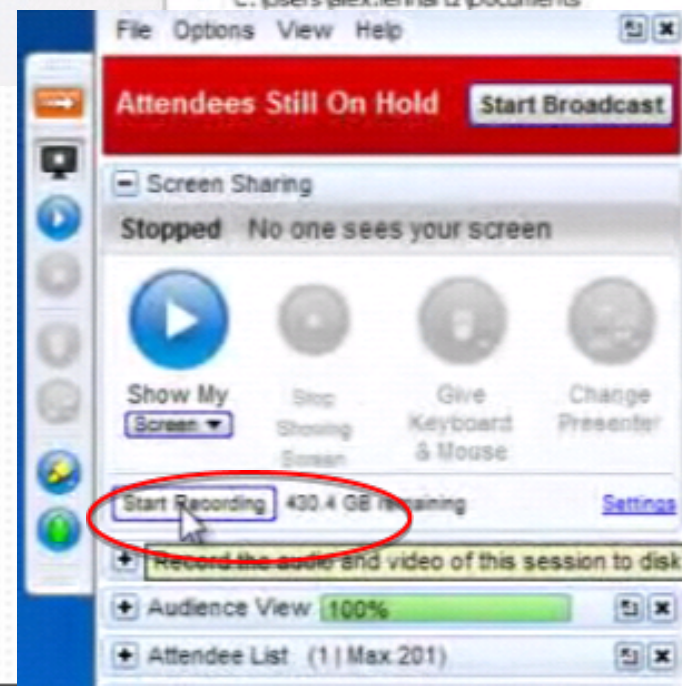
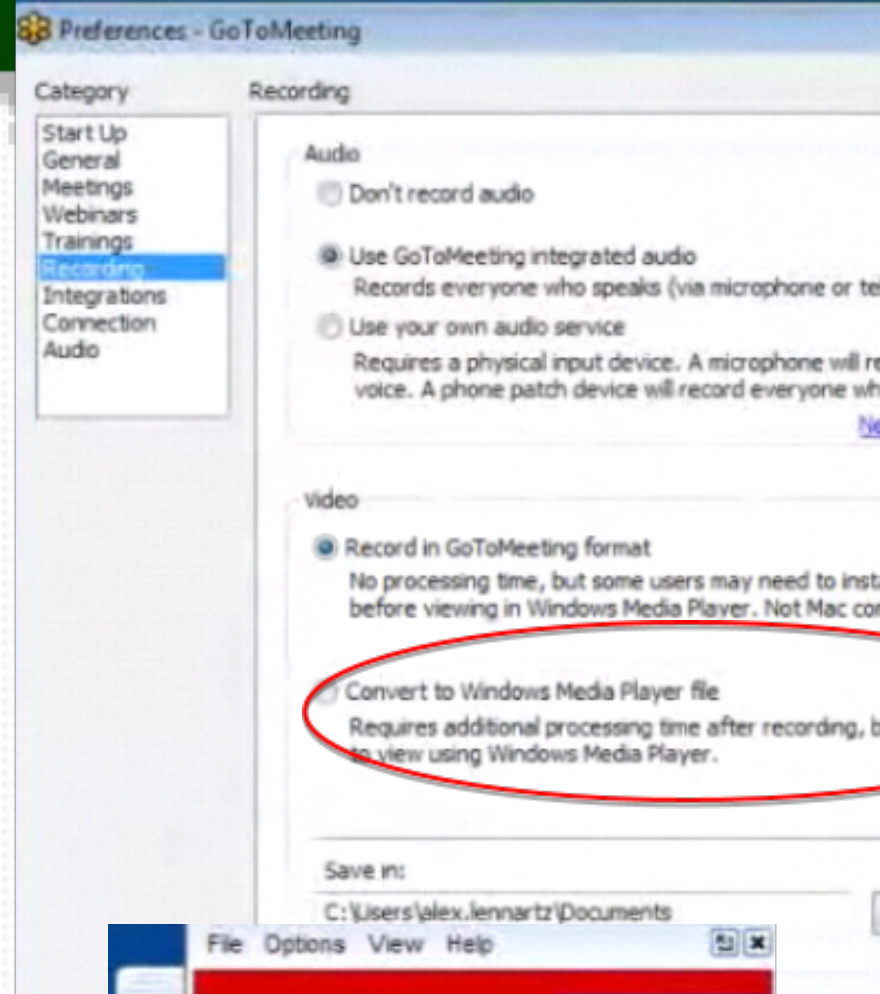
[Schedule Another](#) | [Schedule](#) [Cancel This Session](#)

Dropdown menu options:
Select setting...
Select setting...
Audio
Panelists
Branding and Theme
Email Notifications
Polls (0)
Survey (0)
Webinar Password



GoToWebinar使用摘要 ——会议录像

- 如何记录网络讲座
 - 右键点击工具栏内的GoToWebinar图标，选择Preferences
 - 打开Recording一栏
 - 在下面的Video部分，选择Convert to Windows Media Player file以便日后上传
 - 在控制板上View菜单下选择Recording
 - 点击Start Recording就可以开始给讲座录像了



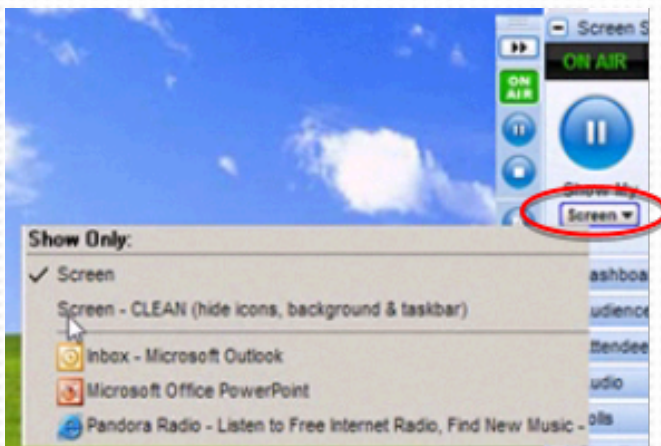
GoToWebinar使用摘要——讲座中操作注意事项

● Screensharing控制板→

如若不希望听众看到电脑操作，可以随时点击暂停键，freeze当时的电脑屏幕；待操作结束后，再重新share screen

停止share screen(基本不需要使用)

切换presenter：当讲座可以开始时，点击此键讲主讲人电脑屏幕设为主屏幕与听众share screen



<-点击screen的下拉菜单，可以选择分享屏幕的内容：整个屏幕或者单独软件界面



GoToWebinar使用摘要——讲座中操作注意事项

	No Attendees have arrived	Attendees arrived, presenting desktop	Attendees arrived, presentation paused	Attendees arrived, presentation stopped
a				
b	⏪	⏪	⏪	⏪
c	OFF AIR	ON AIR	⏸	OFF AIR
d	▶	⏸	▶	▶
e	⏹	⏹	⏹	⏹
f	🔇	🔇	🔇	🔇
g	🗨️	🗨️	🗨️	🗨️
h	📄	📄	📄	📄
i	👤	👤	👤	👤

Attendee List (2 | Max 26)

NAMES - ALPHABETICALLY

Jason V (Organizer, Presenter, Me)

Dan

Mute Dan

Make Presenter...

Make Organizer...

Give Keyboard and Mouse

✓ Allow Drawing

✓ Allow Attendee List

✓ Allow Chat

Send Chat Message...

Copy Email Address to Clipboard

Dismiss Dan...

