



Lárionad Náisiúnta um Threoir san Oideachas
National Centre for Guidance in Education



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NCGE continue to use the ZOOM application for the purpose of meeting and webinar hosting. This is in addition to our additional continued use of 'Teams' and other remote collaborative tools. The below is a quick guide to using the platform for **WEBINARS hosted by NCGE** on the ZOOM platform. If you have any questions following your reading of this please e-mail - ncgeinfo@ncge.ie

The Zoom Application

In order to attend and / or participate in an NCGE Zoom webinar we recommend that the '**ZOOM Client for Meetings**' (desktop) or '**ZOOM Cloud Meetings**' (mobile) application is first downloaded to your device. The link to do so is here - <https://zoom.us/download>

Please note:

Zoom is highly secure. It meets very high standards of HIPPA5, the USA legal system for online security. No NCGE webinar link will be made public and pre-registration is required.

In addition, 'Screen Sharing' is permitted for webinar **hosts / speakers only**.

For more information in relation to ZOOM Privacy & Security click [HERE](#)

Registering for a WEBINAR

- If you have received a communication from NCGE in relation to an upcoming webinar this will contain details with the date and time of the webinar alongside the **registration link**.
- On receipt of this e-mail - click the **registration link** and enter your name, e-mail address, and any other requested information
- On clicking the 'Register' button the Zoom platform will then send the (unique) **webinar link** to you (please keep this e-mail readily accessible)
- A reminder will be sent to you 24 hours in advance of the webinar start time

Joining the WEBINAR

- On the day and time of the scheduled webinar click on the webinar link received (we recommend accessing the webinar area at least 5 mins prior to the scheduled start)
You will be prompted to open / download Zoom – select the relevant option
- You will be brought either directly into the webinar or a message will be displayed indicating either the upcoming start time or that the meeting host has yet to begin the broadcast.

You can **test** joining a webinar / meeting through this link: <https://zoom.us/test>

Attendee Controls

- On entering the webinar attendees are automatically set to **'listen only mode'**
Due to the large volume of attendees - verbal interaction is not possible.
- For the duration of the webinar all attendee cameras will be **inactive**
The NCGE webinar host / speakers will be seen only
- **Choosing video layout** - At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share
- **Enter/Exit full screen** - At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking Esc
- **Leaving the webinar** - You can leave the webinar at any time by clicking on the Leave Meeting option at the lower right corner of the Zoom window.

Attendee questions / feedback

Q&A – The method of asking questions of the host / speakers is through the Q&A function. Questions can be submitted through the clicking of that button **at the bottom of your screen.**

Please note:

1. Questions will either be answered by the host directly (verbally – as part of the webinar itself) **or** a typed text response will be provided
2. Fellow attendees will **only** see questions raised **where an answer has been provided** by the host / speaker
3. If you have a **technical question**, please also ask under Q&A – a meeting host will reply to you directly (other attendees *will not* see questions or answers of this type)

Webinar Etiquette

NCGE respectfully requests that webinar attendees adhere to the following:

- Please ensure that your location is quiet and secure from intrusion
- Please ensure that all hardware is functioning prior to participation
- Please be courteous / professional in any questions raised or comments made

The NCGE webinar host reserves the right to mute attendees (whose microphone has been enabled), for example if there is a noise distraction from a microphone feed.

From time to time webinars may be recorded. You will be advised of this as part of any initial communications and registration e-mail sent.

THANK YOU