

How to Attend a Live e-Seminar

This information sheet will help you get the most out of NfN e-Seminars, we will provide tips and instructions on how to participate successfully, as well as answer the most frequently asked questions.


Once you've registered for an NfN e-Seminar, the information provides will make sure you and your computer will be ready to participate when the session time arrives.

On the Day

NB: Our Learning Hub event centre opens 20mins prior to the start time. You will not be able to join the session prior to this.

1. Click on the link in the email you received regarding the e-Seminar

Before the session watch this video:



On the day:

The e-Seminar room will be open 20 minutes before the session commences, simply click on the link below to join:

<http://bit.ly/2bjmZF0> ←

You will be linked through to our Learning Hub room where you will need to enter the following:

- Name
- Email Address
- Click Join Now

All NfN e-Seminars are recorded and uploaded to the website for registrants to access at their convenience, within 2 business days of the live session.

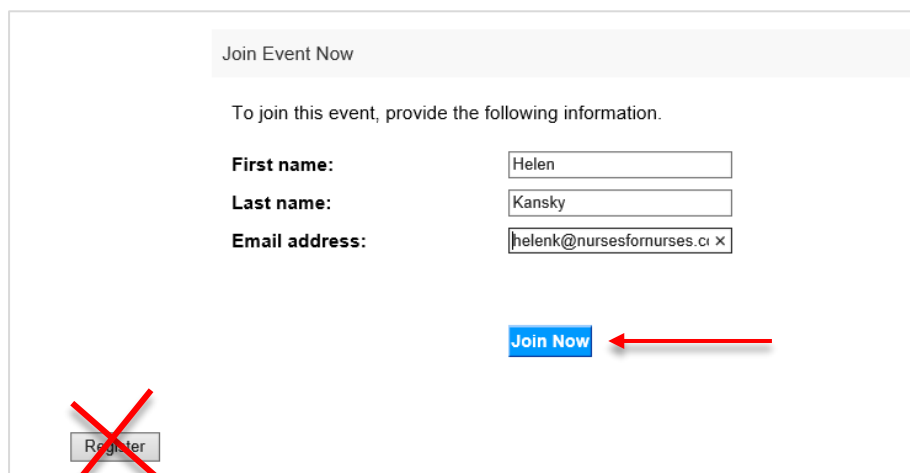
2. You will be directed to the NfN Learning Hub

- a. Check if the session has started on the left hand side of the screen.



The screenshot shows the Learning Hub interface. At the top is the 'Learning hub' logo. Below it, the event title 'Event Information: Implementing Ideas Effectively' is displayed. A message states: 'Registration is required to join this event. If you have not registered, please do so now.' The event status is 'Started (Register)', with a red arrow pointing to the '(Register)' link. The date and time are 'Monday, August 1, 2016 2:00 pm Australia Eastern Time (Brisbane, GMT+10:00)' with a 'Change time zone' link. The duration is '1 hour'. The description field is empty. At the bottom, a disclaimer states: 'By joining this event, you are accepting the Cisco WebEx Terms of Service and Privacy Statement.'

- b. On the right hand side of the screen enter the details you registered with and click Join Now
NB: Do **NOT** click register – if you do this you will be sent into a world of misery.
If you have clicked register, close the browser window, go back to your email and click the join link again.



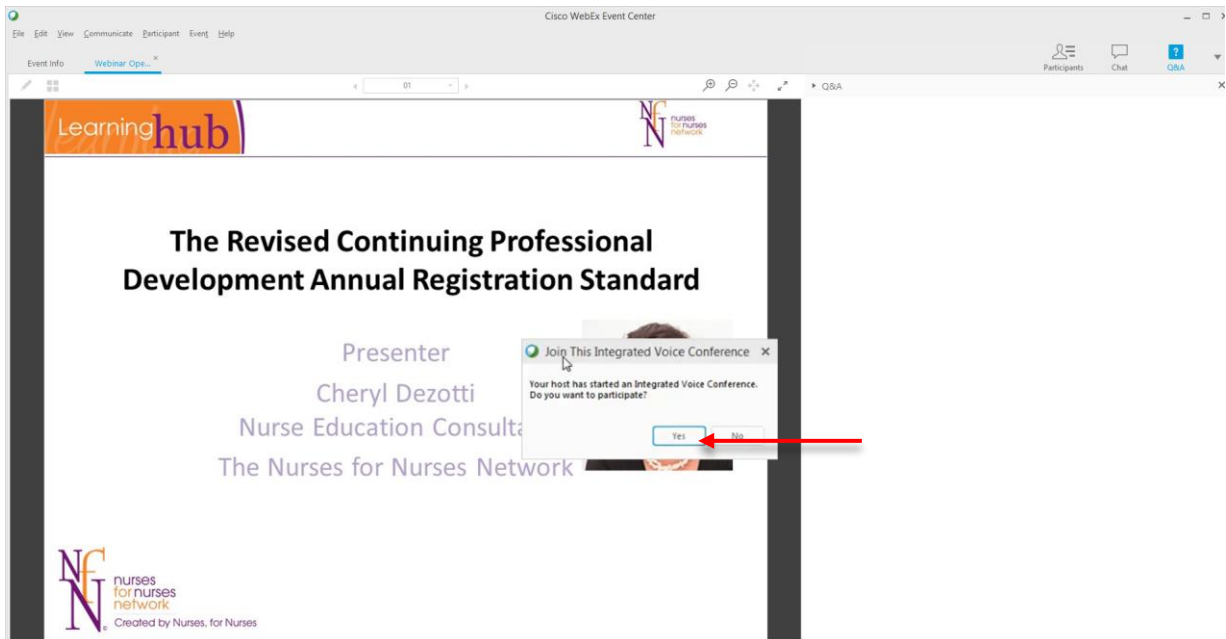
The screenshot shows a 'Join Event Now' form. It asks for the following information: 'To join this event, provide the following information.' The fields are: 'First name:' with 'Helen', 'Last name:' with 'Kansky', and 'Email address:' with 'helenk@nursesfornurses.c'. A red arrow points to the 'Join Now' button. A 'Register' button is present in the bottom left corner but is crossed out with a large red 'X'.

3. If this is the first time that you have attend one of our e-Seminars, you may be prompted to run a small in-browser application. You need to run this to watch the session.

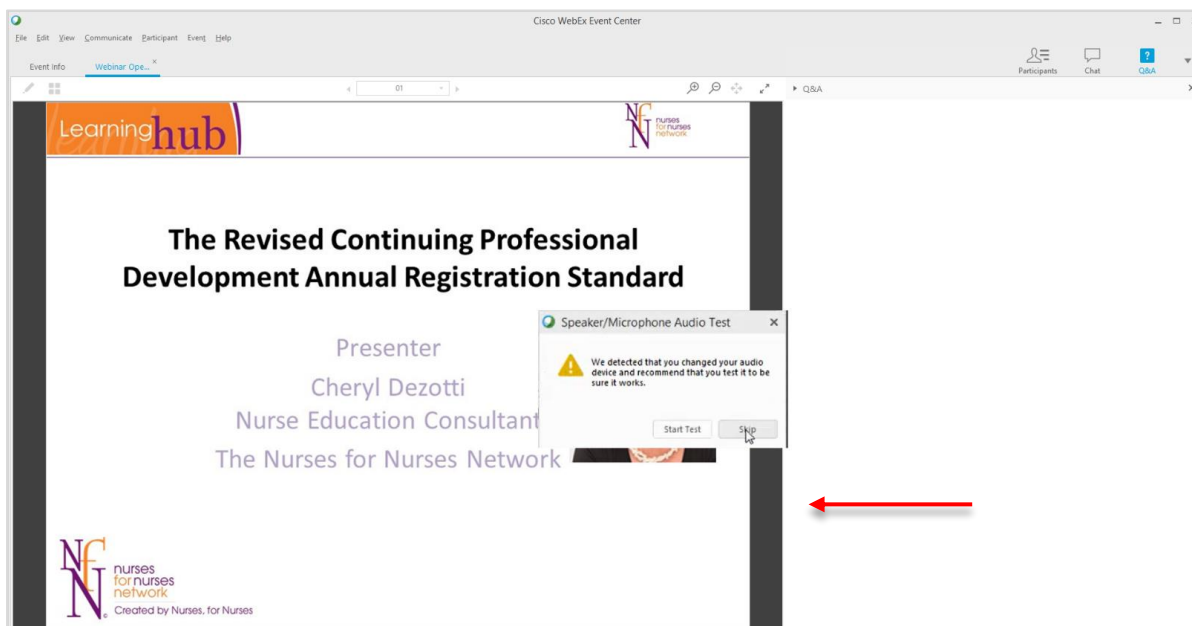
I can't show you what this looks like as it depends on which internet browser you are using. So just follow the onscreen instructions.

The Learning Hub may take a few moments to open, please be patient – please do not perform any random acts of clicking.

4. When the Learning Hub event centre opens:
- a. Click Yes to the Integrated Voice pop up box or you won't be able to hear the presenter



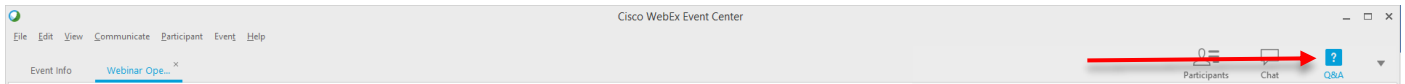
- b. Click Skip on the Speaker/Microphone Test



- c. Click the X on the speaker control



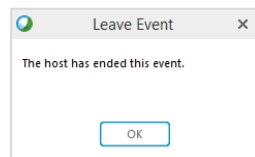
5. During the session if you would like to ask a question click on the Q&A button, type your question and click send



The presenter will either answer you via the messaging panel or respond within the e-Seminar

A screenshot of the Q&A form in the WebEx interface. It features a dropdown menu labeled 'Ask:' with 'All Panelists' selected. Below the dropdown is a text input field with the placeholder text 'Type your question in here'. To the right of the input field is a 'Send' button.

1. At the end of the presentation, the host will end the session



You will either be:

- a. redirected to an evaluation form if you are using a computer. Please complete same to assist in the generation of your certificate.
- b. not redirected if you are using a smart device. You can update your reflection via the website. See the FAQ section below for instructions on same.

TIPS

- A high speed internet connection is recommended. It's important to note that if your internet connection is slow then the e-Seminar's image and sound quality may be affected. Unfortunately, if your internet is slow, then there is little that you or NfN will be able to do to improve your experience.
- Close down all non-essential programs.
- We recommend using Chrome or Internet Explorer Internet as your internet browser for the best webinar experience. Visit www.whatbrowser.org to find out what browser you are currently using.
- We recommend a headset for the best audio experience.
- If attending the session using workplace computers and internet, check with your IT department to make sure you are able to view live streaming via the internet. If you are unable to, you will not be able to view this session via your workplace but you should be able to watch the recorded version.

Your CPD certificate will be available within 2 business days – just login to our website.

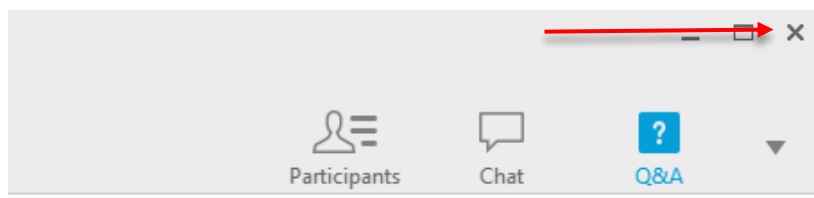
FAQs

What if I am disconnected during the session?

Go back to your email and simply join the session as before.

Why can't I hear the presenter?

- Check to make sure your speakers/headset is plugged in correctly.
- When joining the session, you must click Yes on the Integrated Voice Protocol pop up box. If you can't remember if you did this. Click out of the session, using the 'X' at the top right on the page and start the Join process again.



- If you are still having trouble you may need to check your audio settings on your device.

Do I get a certificate if I leave the session early?

You need to spend a reasonable amount of time in the session to generate your certificate. If you didn't attend for the minimum amount of time, you can simply watch the recorded version on the website.

I'm a member how do I get my CPD certificate?

Your certificate is generated at the end of the session, after you fill in your evaluation and is housed on the NfN website in the CPD dropdown menu under the Your CPD Certificate menu selection

I'm not an NfN member how do I get my CPD certificate?

Your certificate is housed in the My Recent e-Seminar section of the website. When you registered to attend the e-Seminar, you received an email with a password to enable you to login and view your certificates.

How do I change or add a reflection to my certificate?

This is an easy task.

- Login to your NfN Page.
- Go to the CPD drop down menu and choose the Your CPD Certificates menu option.

This will list all of the CPD certificates you have been awarded. Find the certificate you would like to edit and click Update My Reflection.

E-Seminar	Diabetes Education Series Session 2 Management Strategies Part One - Diet, Activity, and Glucose Monitoring
VIEW OR DOWNLOAD CERTIFICATE	Presented by Louise Natusch, Credentialed Diabetes Educator - Diabetes Queensland In this session Louise will explore the management of Diabetes looking at diet, activity, and glucose monitoring.
	Attended 16 June 2016
	UPDATE YOUR REFLECTION

How long does my reflection need to be?

It certainly doesn't need to be a thesis, just a couple of sentences identifying how you will use this session in your clinical practice.

I work for Queensland Health and I can't join the session from work.

Unfortunately, due to Qld Health's internet security protocol, you are unable to join the live session. However, with information to date we believe that you will be able to watch the recorded version.