

## TRAINING

### USER'S INITIAL TRAINING PROGRAM

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#### PREREQUISITES

- Availability of a PC
- Headset
- High speed Internet connection
- *Conferenceware* software already installed

#### OBJECTIVES

At the end of this activity, participants will have :

- Acquired knowledge about *Conferenceware* software functionalities, as well as online help
- Developed skills to browse in these functionalities :
  - PowerPoint presentation and giving control over it
  - Whiteboard and authorization to draw
  - Sending files, images, screen captures and messages
  - Vote and survey, with results display
- Realized a WEBconference

#### DOCUMENTATION

- [Start-Up Guide](#)
- [Start-Up Tutorial](#)
- [Role Play](#)

#### EVALUATION

Recording a WEBconference

#### DURATION

Approximately one hour

#### REFERENCES

- Link going to [Tele-efficiency](#) WEB site and presentation of [best practices](#) under Applications menu.

#### PLAN

## Conferenceware

- 1- Introduction
  1. [Register your profile](#)
  2. [Help yourself with the Help menu](#)
- 2- Meeting room
  1. [Register information on a meeting room](#)
  2. [Appointing the meeting room's host](#)
- 3- Meeting
  1. [Edit the meeting properties](#)
  2. [Send an invitation to a meeting](#)
  3. [Start a meeting](#)
  4. [Host a meeting](#)
- 4- Meeting functionalities
  1. [Making a PowerPoint presentation](#)
  2. [Display an interactive white board](#)
  3. [Send messages, files or images](#)
  4. [Conduct a poll and display the results](#)
- 5- Participants and registration
  1. [Manage the attendees](#)
  2. [Ask for registration](#)
  3. [Invite an attendee with one click !](#)
- 6- Reports
  1. [Display a report](#)
  2. [Make a search](#)
  3. [Export a report](#)