GoToMeeting Guidesheet

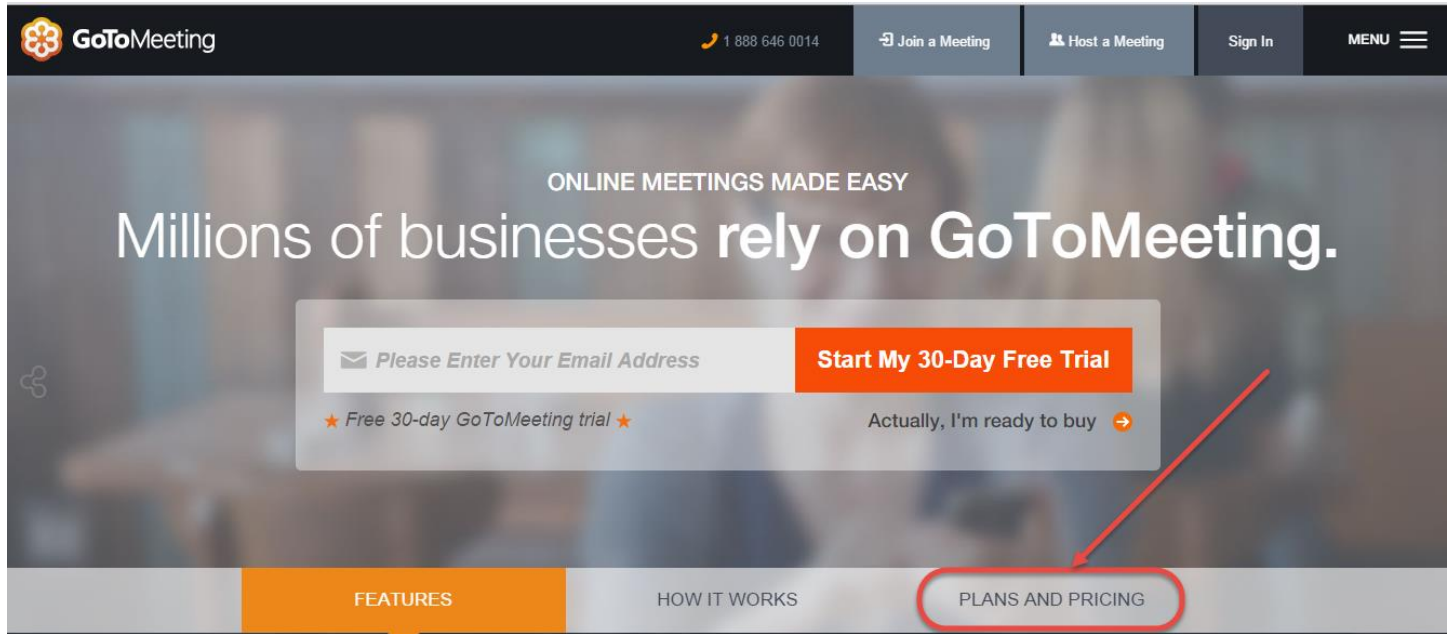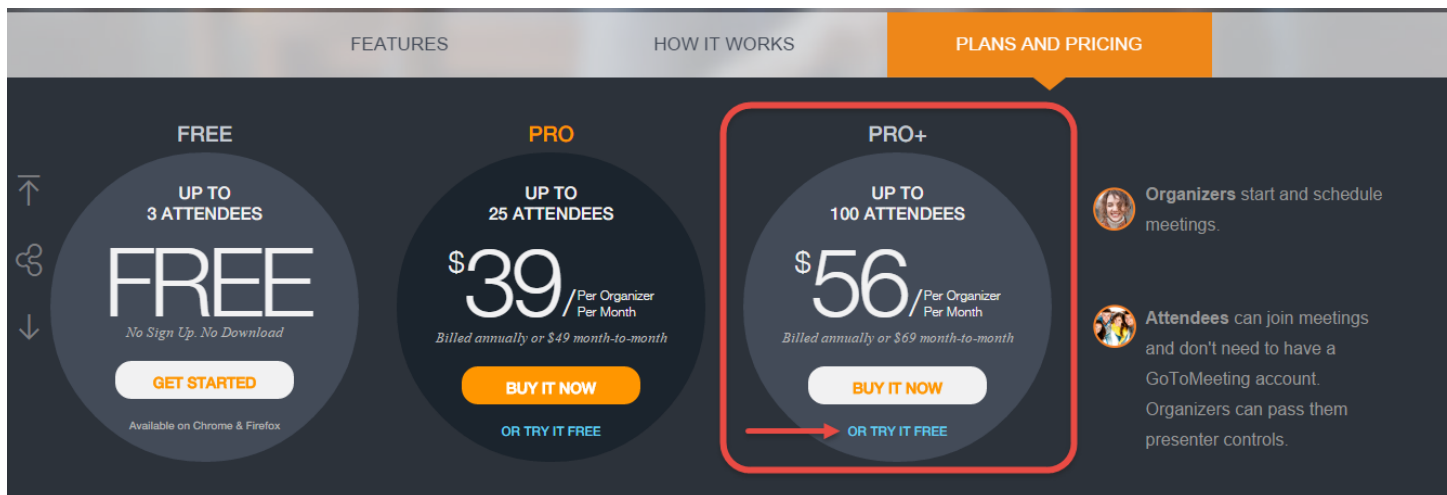**Instructor Guide**

1. Create a free trial account.

Click on the following link to access GoToMeeting.

Click on **PLANS AND PRICING**:

Scroll down and choose the PRO+ version which allows up to 100 attendees. Click on **TRY IT FREE**

Fill in your First Name, Last Name, Email Address and Password. Click **START YOUR TRIAL**:
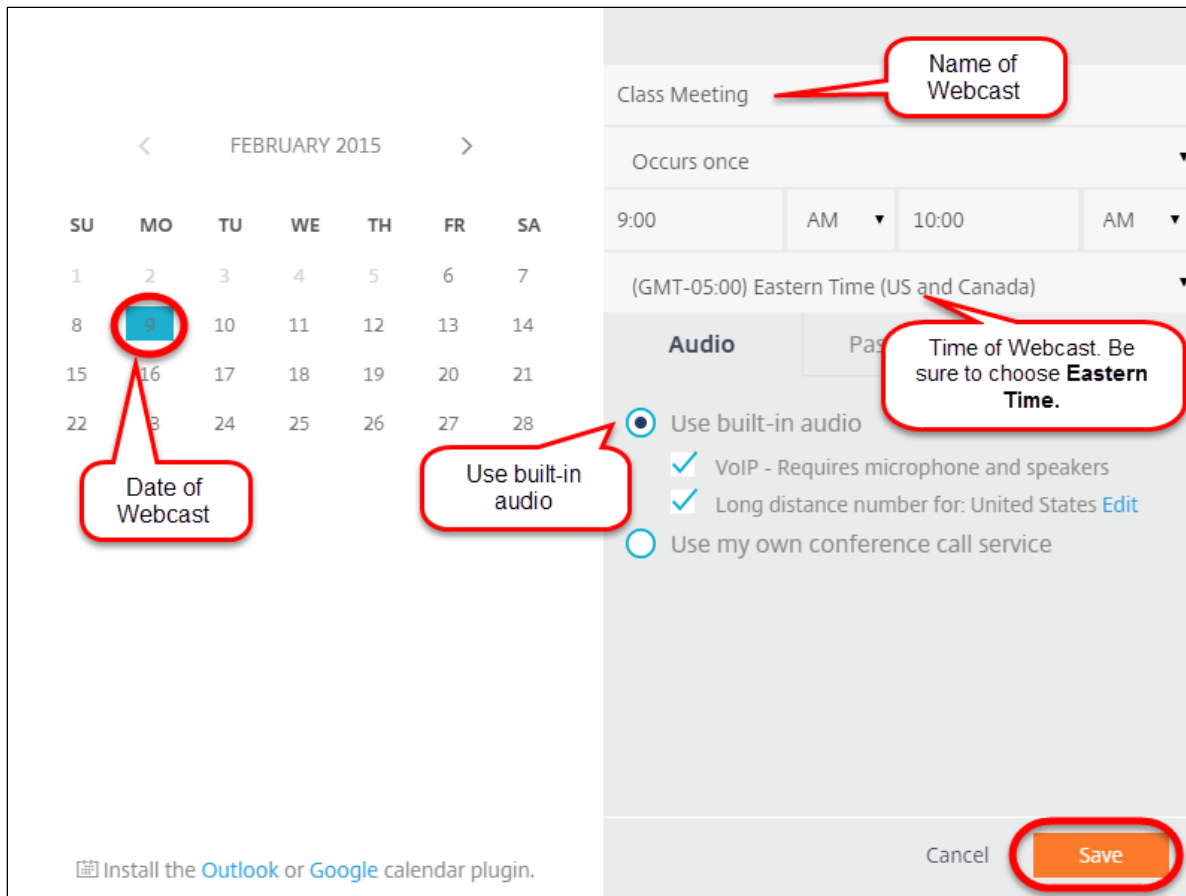

Note: You have the option of taking a tour of the software or signing up for free product training.

2. To create your Live Webcast, the next step is to click on **SCHEDULE A MEETING:**
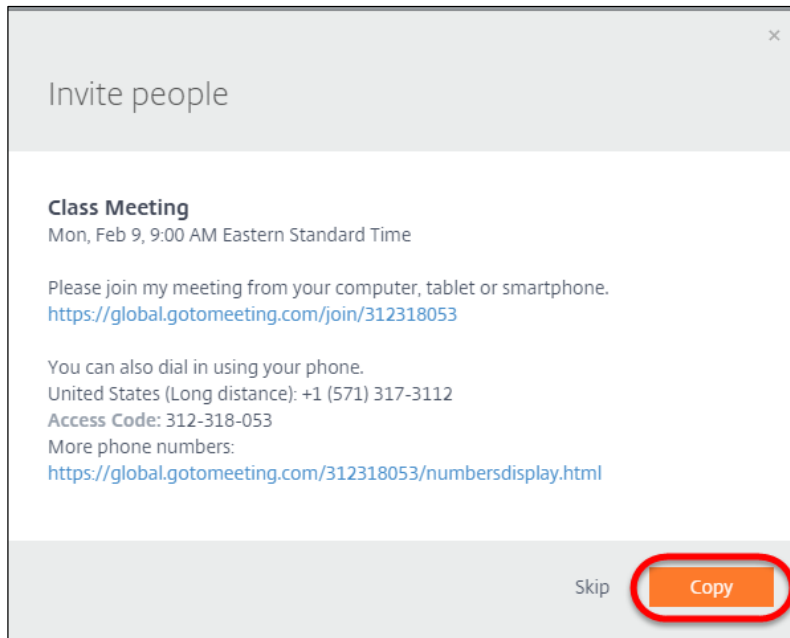

Name the Webcast, Select the Date and Time for it to begin. Click **Save**:

3. An Invite people box will come up containing the link for students to use to join the meeting. Click **Copy**.

You will see this message:
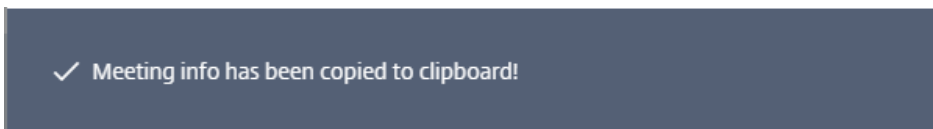
Once you have the information in your clipboard, click **SKIP**:

You will be brought to the main GoToMeeting screen and you will see your Class Meeting listed.

4. You can now send an email to your students announcing the Live Webcast. Paste the link information that you just copied to the Clipboard into the body of the email:

Sample Email:

5. To start the meeting, click **Start**.

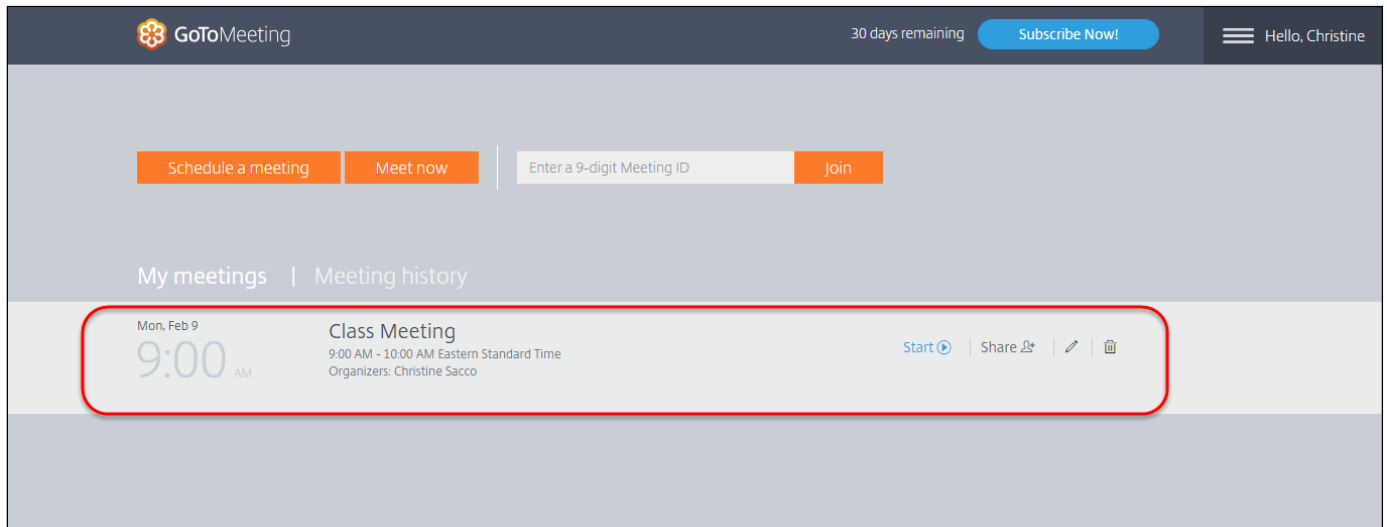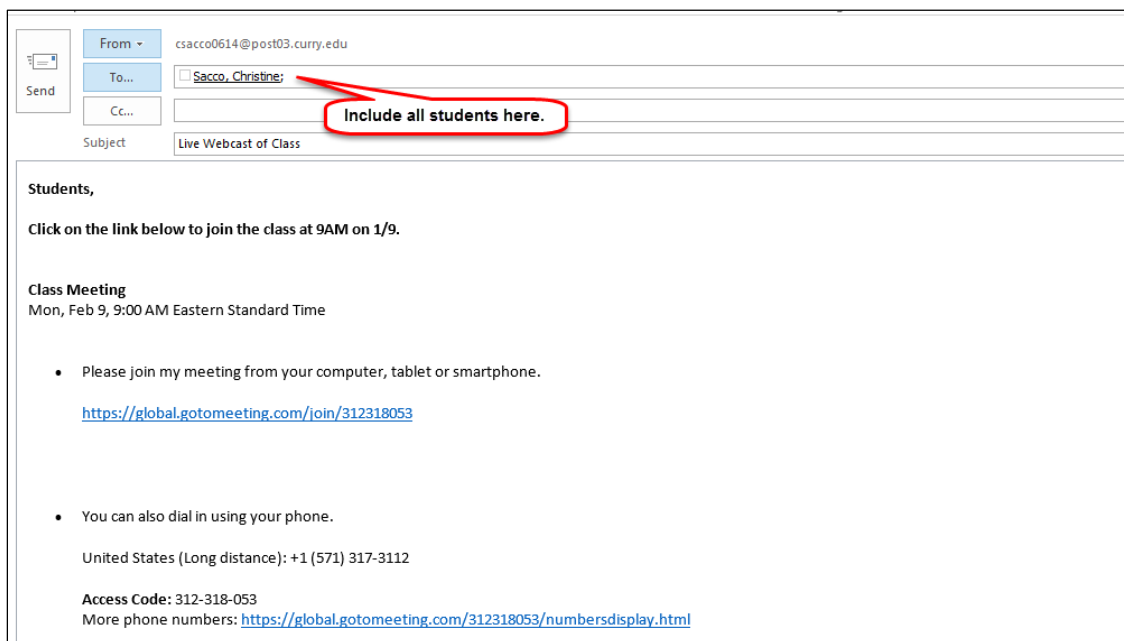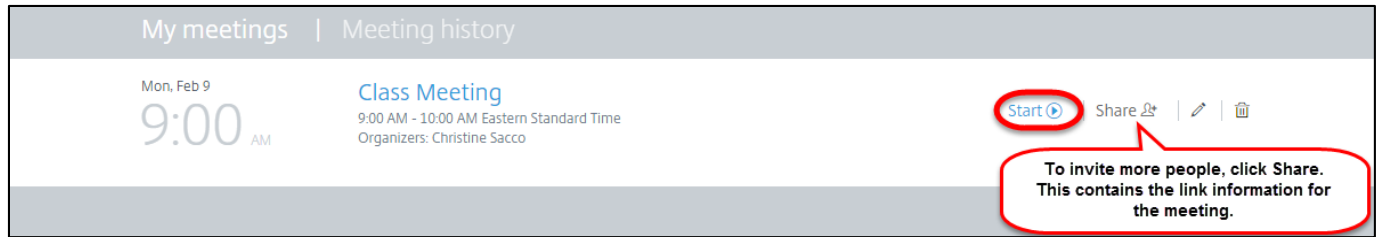> **Note**: If you would like more people to join the class, click on **Share** to get the link information.

You may receive the prompt below. Click on **Launch Application**:

Screen Control Panel:
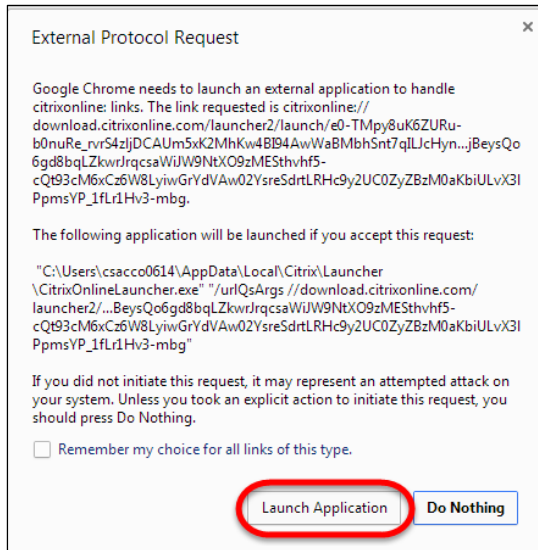
The Screen Sharing Controls will appear on the right hand side of your screen:

These are the tools you will use to conduct the Live Webcast.

6. Before you share your screen**, Start the PowerPoint** presentation or whatever you will be lecturing on during the Live Webcast.

7. Click **Show My Screen** on the Control Panel to begin sharing your screen with students.

Some of the options you may use on the Control Panel are:

Start Recording - to record the Webcast:
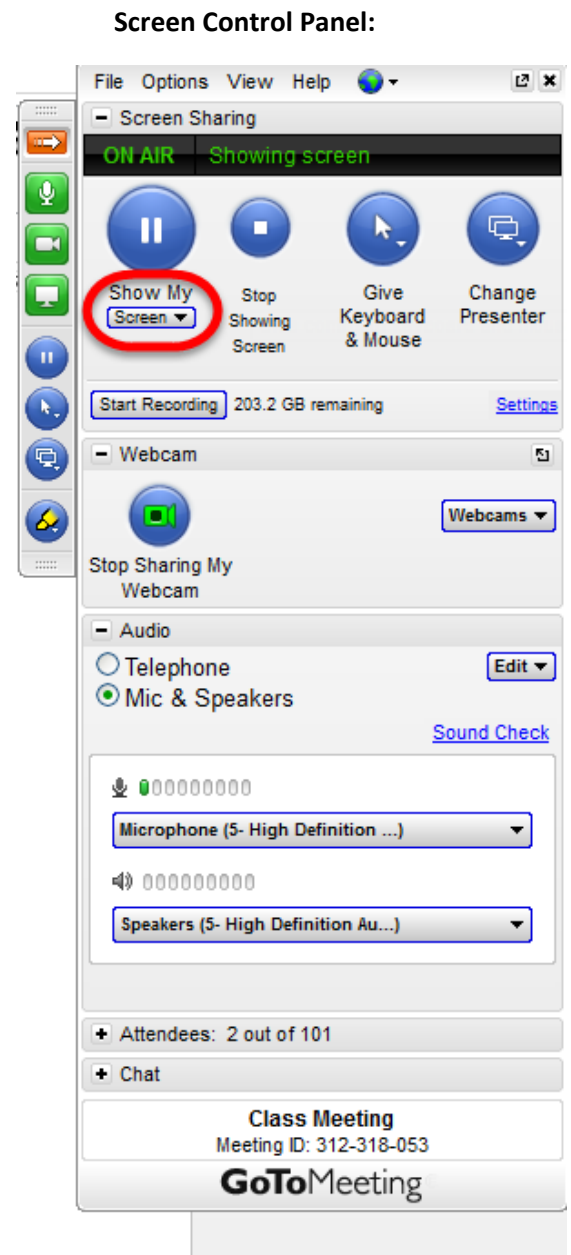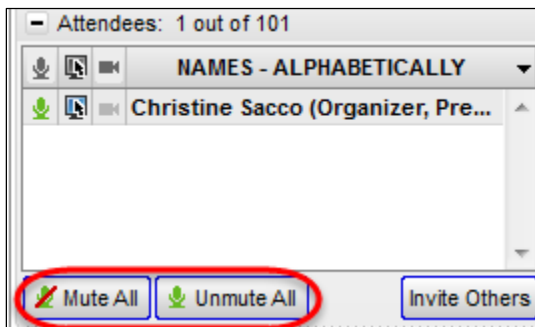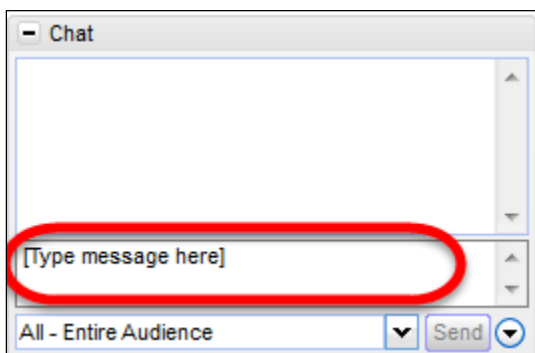

Share My Webcam - so students will see you on their screen:

Attendees – window that lists all participants and lets you Mute All or Unmute All:

Chat – window that allows you to communicate with participants:

For a list and description of all the Control Panel options, click GoToMeeting Control Panel.

Proceed to conduct the Live Webcast of your class.

7. To end the meeting, close the window.

Student Guide

For a Student Guide con GoToMeeting, click on Attendee Quick Reference Guide

Best Practices for conducting a Live Webcast

- Do a trial run first. Practicing before the real Webcast can eliminate a lot of newcomer errors.
- Start your PowerPoint presentation or whatever you will be lecturing on before sharing your screen.
- Start the Webcast at least 15 minutes early to check audio and video equipment.
- Give students specific instructions about how to interact during the class; for example:
    1. Login to the Webcast at least 10 minutes before class starts to test your equipment.
    2. Keep your webcam off unless instructed to turn on (30 student faces on the screen would be too much).
    3. Type questions in the Chat window.
    4. Instructor will answer those questions and decide whether student should turn on their webcam to ask their question using audio.