

Instructions for joining the LISTN group (and a webinar on Tutela)

Note: You need to sign up for a Tutela account before you can join any groups.

Instructions for Joining the Group

From the Tutela Home Page, follow this path: Home Page → Groups → Search Groups → enter “LISTN” → click on “Search” → click on “LISTN” → click on “Join Group”

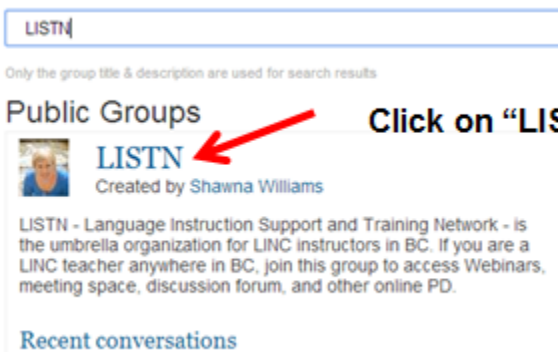
From the Tutela Home Page



Go to Groups



Click on “Search Groups”.
Type “LISTN”.
Click “Search”.



Click on “LISTN”



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Note: Once, you have joined a group; just click on “groups” → “my groups” to access it rather than searching.



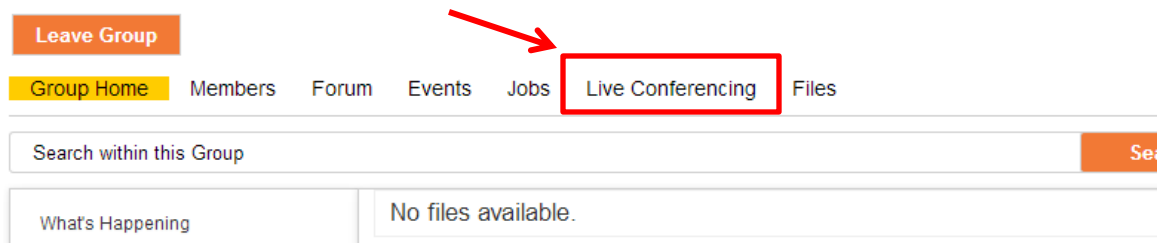
Instructions for Joining a Webinar

Once you have completed the steps above, click on “live conferencing” → scroll down to “Webinar Style” → click on “join conference” → select “allow” for camera and microphone access → select “join audio” for audio settings

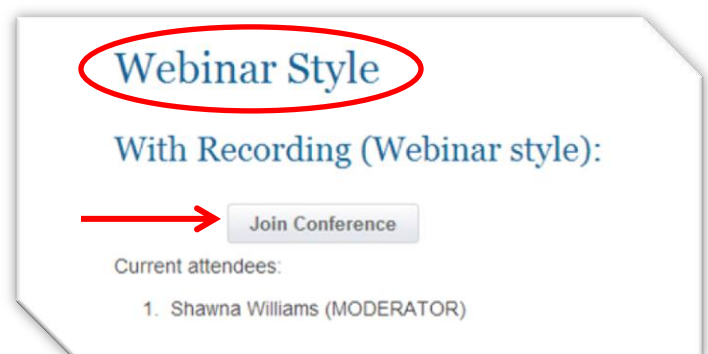
Group - LISTN

Go to Live Conferencing

Instruction Support and Training Network - is the umbrella organization for LINC instructors in BC. If you join this group to access Webinars, meeting space, discussion forum, and other online PD.



Go to Webinar Style: With Recording (Webinar Style) and click on the “Join Conference button”.
A new window will open.

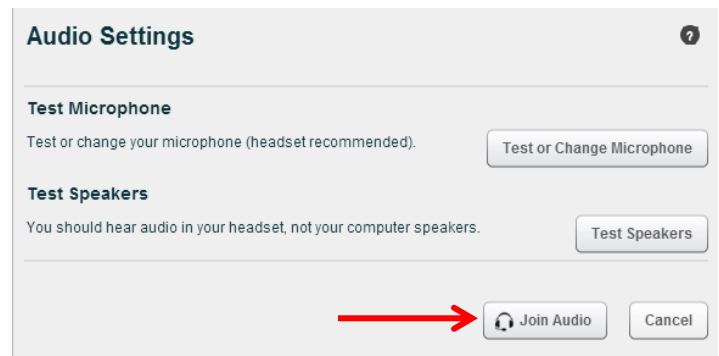


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Select Allow for Camera and Microphone Access



Select Join Audio



Participating

If you have problems with your headset, there is a toll free number and conference code in the top right corner of the screen. You will experience better audio over the phone than over the internet. If there are more than 10 people in the session, you will be asked to enter your questions through the chat box on the right side of the screen. The meeting will be recorded.

Logging out

As you leave the meeting room, please remember to log out by clicking on the little door icon in the top right.

NOTE: If you are not familiar with joining webinars on Tutela, it is a good idea to leave plenty of time before the meeting starts to find the conference room, join the conference, and ensure your audio is working.