



# ISACS

Independent Schools Association of the Central States

## Learning Bridge Webinar Frequently Asked Questions (FAQs)

### **What is a Learning Bridge Webinar?**

It is a one-hour presentation conducted on the telephone (toll free) conference call and via the Internet (PowerPoint slideshow). Internet is recommended but not necessary.

### **What time is the Learning Bridge Webinar?**

This year all webinars are at:

- 3:00 pm – 4:00 pm (Central)/4:00 pm – 5:00 pm (Eastern)

### **What is included in the registration fee?**

The standard fee (\$75 per Learning Bridge) includes access to the recorded version for four weeks. Package discounts are available for those schools that register for 10 or more webinars (\$60 per Learning Bridge).

### **What technology do I need to participate?**

ISACS uses a technology platform called Adobe Connect Pro. With this platform you can:

- 1) Log on to the Internet to view the slideshow and listen to the presentation via the Internet through your computer speakers; OR
- 2) Log on to the Internet to view the slideshow and call in to a provided toll-free number to listen to the presentation over the phone. If you plan on having multiple people listening to the webinar, you should have a high quality speaker phone.

### **Does it matter if I use a PC or a Mac?**

With this technology platform, it does not matter what type of computer you have. Adobe Connect Pro works easily with all systems.

### **What Internet browser should I use?**

We highly recommend using Google Chrome.

### **Will I receive anything before the webinar?**

ISACS staff will send an email to the contact person from your school who registered for the webinar with the following information:

- instructions on how to (1) log on to the dedicated website, and (2) dial in to the conference call using the telephone (if needed); and
- a copy of the presenter's slideshow if available prior to the webinar. (If you'd like, make copies for all attendees).

This email will be sent 3-5 days prior to the Learning Bridge. Please call the ISACS office at 312-750-1190 if you have not received an email with instructions 48 hours prior to the webinar.

**What if my school signs up for the Learning Bridge Webinar but is unable to participate at the time of the live presentation?**

As part of the registration fee your school has access to a recorded version of the Learning Bridge Webinar for four weeks from the date of the webinar. ISACS staff will forward the link to the recorded version within 24 hours of the live webinar. You will need a password to listen/view the recorded version on your computer.

**How do I obtain the password to access the recorded version?**

The password is forwarded in the email that is sent out within 24 hours of the live webinar. If your school signed up for the webinar, you can also call the ISACS office 312-750-1190 for the password.

**If I am participating in a Learning Bridge Webinar for the first time or if my school plans to have a large audience, can I work with ISACS staff to ensure it runs smoothly?**

ISACS staff is more than happy to do a short tutorial with you so that your school can review how the technology will work at your location for the webinar. Please call the ISACS staff at 312-750-1190 and give us a few days notice to set up a convenient time.

**What time should I log on?**

Please log on/call in 5-10 minutes prior to the start of the webinar.

**Tips from other schools:**

- If a Learning Bridge topic is geared towards parents, invite parents to come to the school and have a follow-up conversation with faculty.
- If you are having a large group for the Learning Bridge Webinar you may want to log onto the Internet at two computers (there is no additional charge for this) and allow participants to post questions during the webinar using one computer and have the other computer available to view the PowerPoint slideshow.
- Make copies of the PowerPoint slideshow for all participants ahead of time.
- Review the Learning Bridge Webinar with your technology person to make sure it runs smoothly.

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**If you have additional questions or would like to schedule a tutorial, please call ISACS at 312-750-1190.**