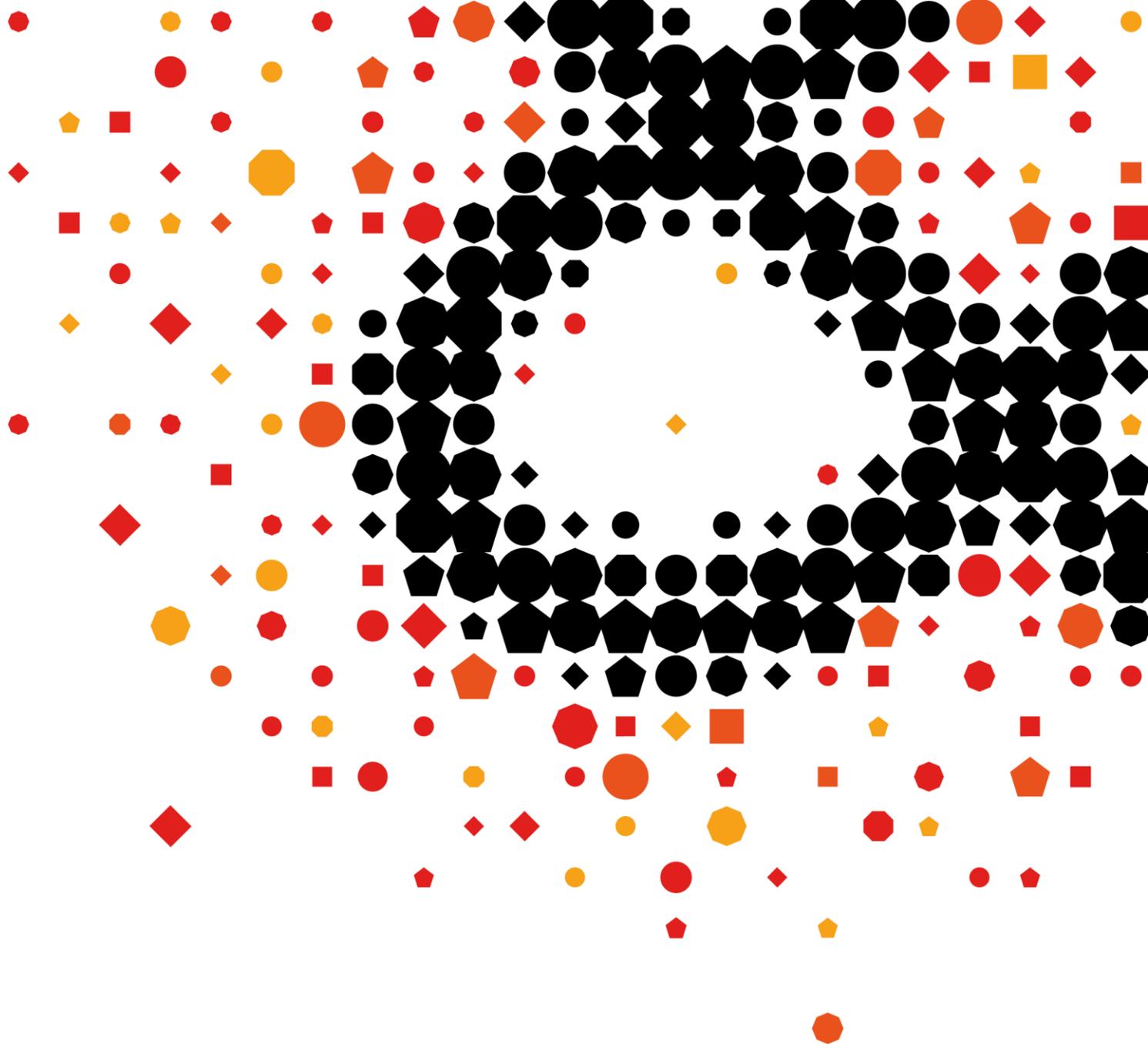


# GoToMeeting

## User Guide



# Recommended before the Patient Based Assessment

## System checks:

Is your firewall blocking GoToMeeting?

[GoToMeeting Firewalls](#)

Can your system accept GoToMeeting events?

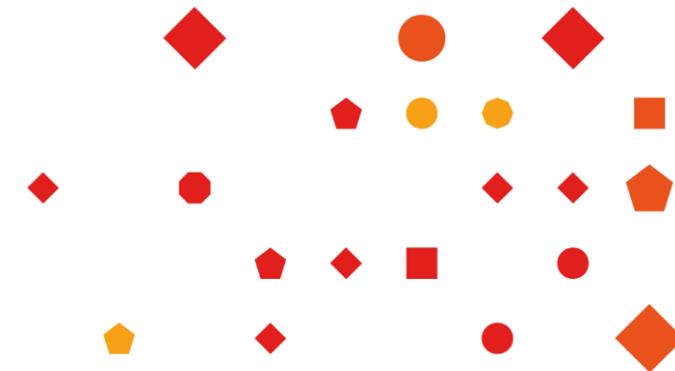
[GoToMeeting System Check](#) & [System Requirements for Attendees](#)

Have you tested your Microphone/ Webcam/ Speakers?

[GoToMeeting Event](#)

GoToMeeting quick start (YouTube guide)

[GoToMeeting attendee quick start](#)



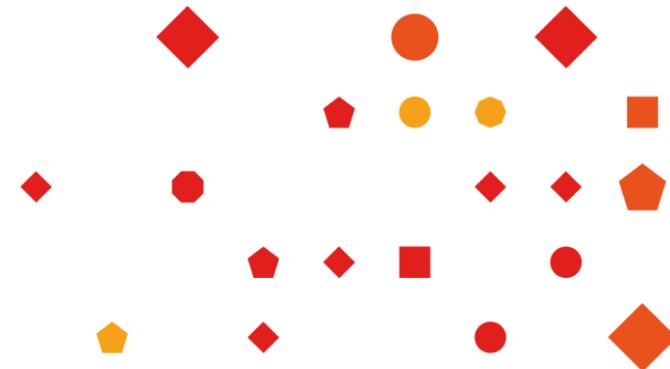
# GoToMeeting software

Following your system checks in slide 2, you will need to download the GoToMeeting Application for:

[Windows](#)

[Mac](#)

This is the only way you can successfully record your PBA.



# Best Practice

Please do not save recordings to your local drive

To record an Event, you must download the GoToMeeting app. If using the web browser, you will **not** have the option to record

We recommend you log into your GoToMeeting account, click on **one-time** and a list of your scheduled events will appear. Currently, it auto routes into 'My Room' which means they will not meet the apprentice



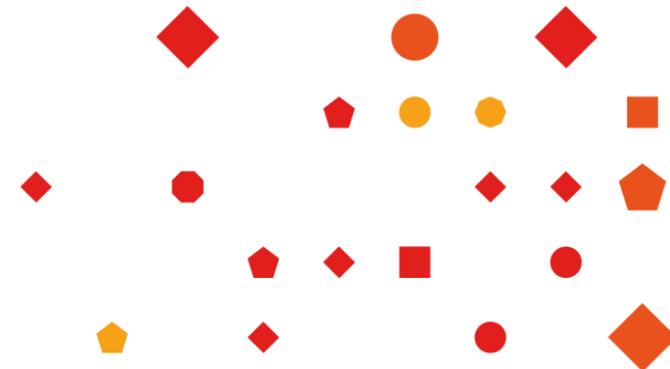
# Connecting to your event

To access a full list of your events, use **Google Chrome** and login to your GoToMeeting account at <https://www.gotomeeting.com/en-gb/meeting/sign-in>

Once you have logged in successfully, you will be in '**My Room**' you will need to click on **one-time** to view all of your up and coming events.

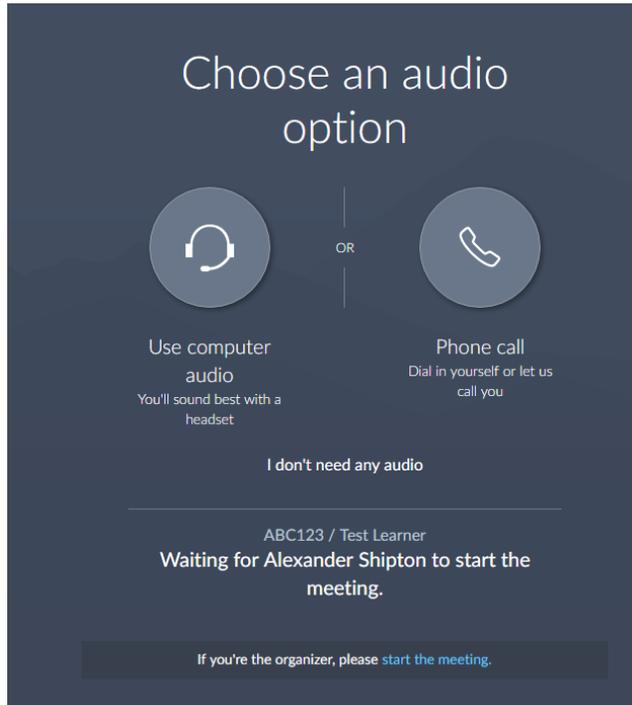
With the GoToMeeting software installed, when you launch the event it will ask you to launch using the app, which we recommend you do. Otherwise, you cannot record your event.

**Please ensure you join your event 15 minutes prior to the start time.**



# Joining your GoToMeeting – Google Chrome

When you click on your booking link, you will be taken to your chosen browser; please note browsers will provide different options:



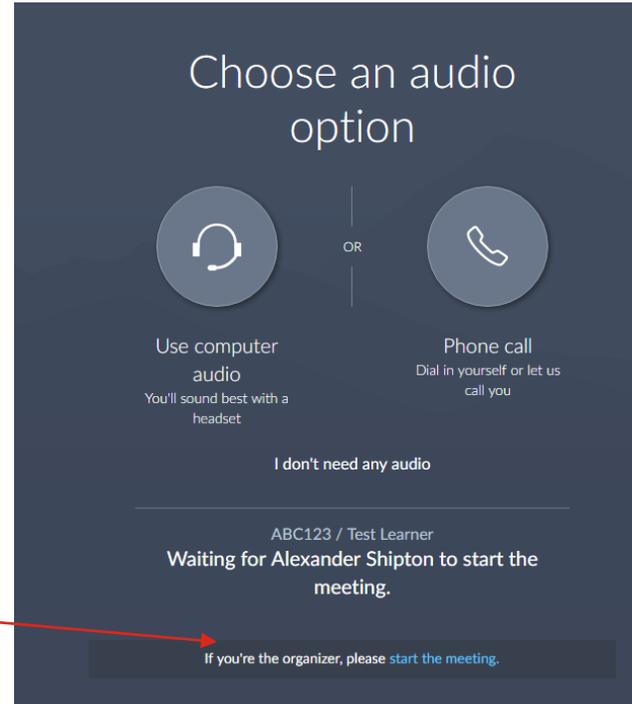
Google chrome



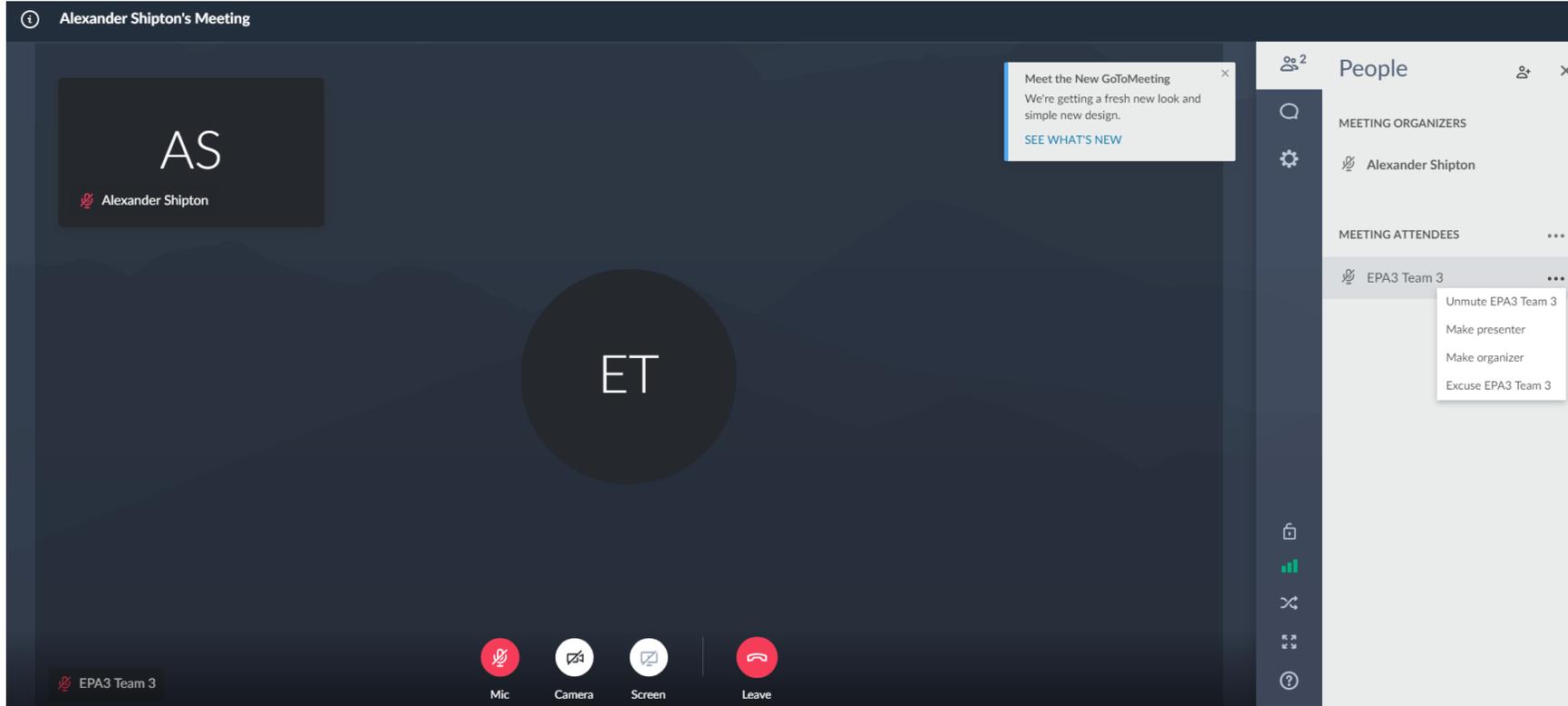
# Controlling your GoToMeeting - Google Chrome

1. Choose how you wish to use your audio (Computer Audio is preferred)
2. Allow Google Chrome to use your Microphone

If it says “awaiting organiser” then click on the organiser button to login and start the meeting



# Controlling your GoToMeeting - Google Chrome



- To view attendees click on the silhouette to expand the page
- To make attendee a presenter click on the three dots next to their name which will give you the option to **Make Presenter**
- To record you will need to click on the following symbol  and the web app will open

# Recording

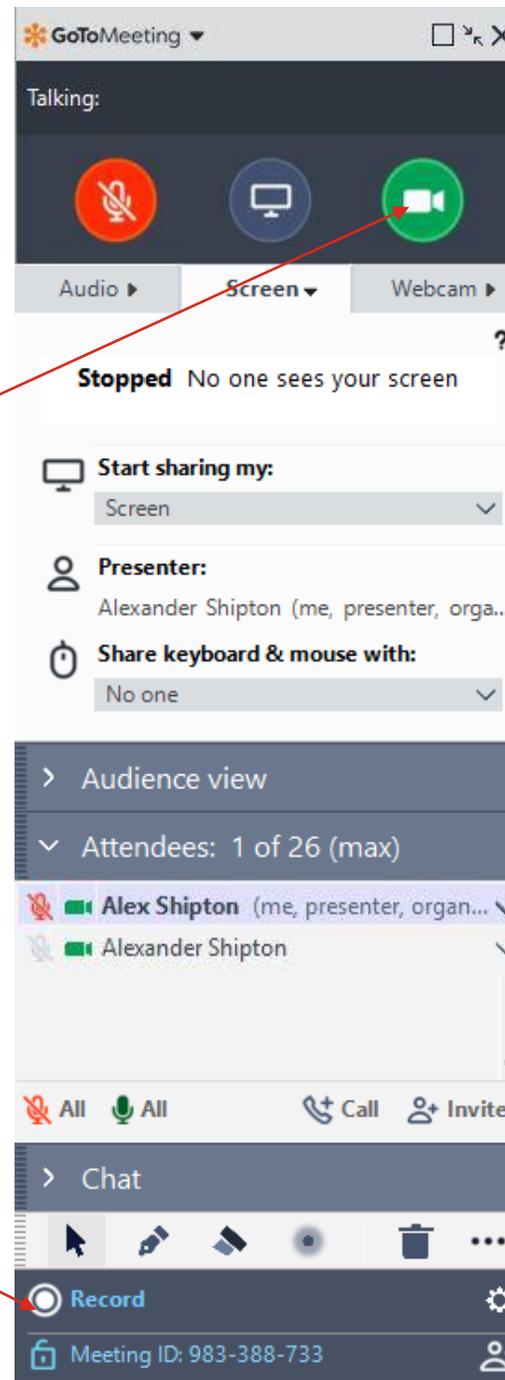
When you and the candidate are ready you will need to:

- Ensure the webcams are being shared
- Press **Record**

**We need to ensure Record is pressed, this will also ensure the candidate's ID is checked.**

Prompts for Examiner to ask candidate

- Please can you show your ID
- Please can you confirm you are alone
- Carry out an environment check of the room
- Please can you confirm you are ready to start your PBA.

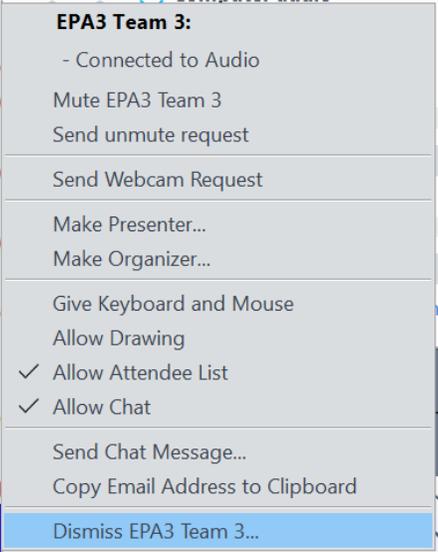


# Making a delegate a presenter

Click on the Attendees tab to expand



Right click on who you wish to make presenter, then select **Make Presenter...**



# Making a delegate a presenter cont.

A prompt box will appear, you will need to press **Yes**



## Verify Presenter Change

Are you sure you want to make EPA3 Team 3 the Presenter?

Request keyboard and mouse control

**Yes**

No

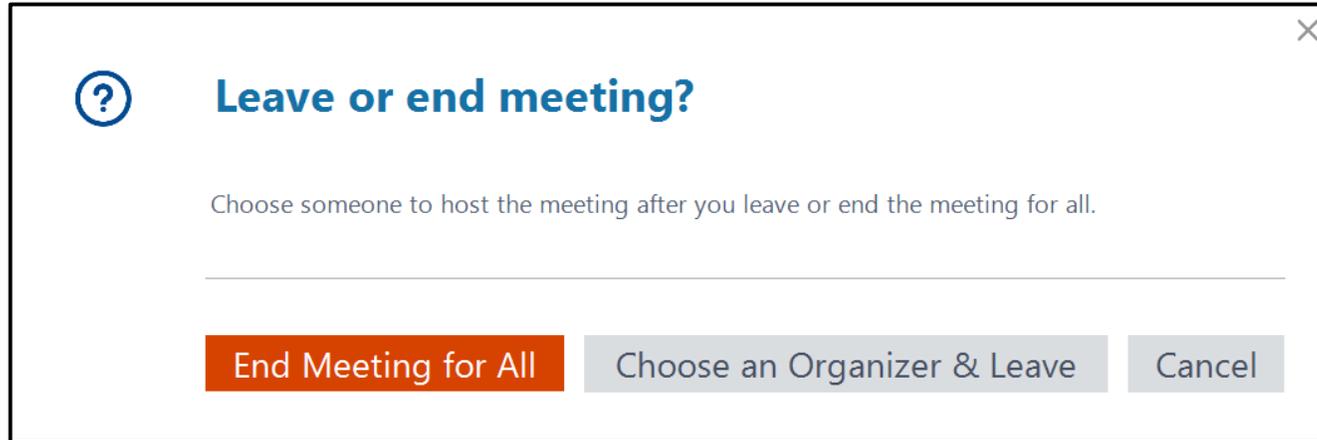
Your candidate will then receive the following and must click **Share**.

They can then share their webcam.



# Ending your GoToMeeting

When you have finished your Webinar, you can end this by clicking on the **X** top right of the screen. This will provide the following prompt



Choose **End Meeting for All** which will then ask if you are sure, press **yes**

## Where will I find the recording?

The recording will be automatically saved in GoToMeeting and made available to the **OSCE Admin team who will upload the recording into Learning Assistant.**

# Troubleshooting

A troubleshooting guide will be added to the VN-PBA Examiner Document Library

