



Using iLinc: **A Quick Reference Guide**

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System requirements

Microsoft Windows 2000 SP4, XP SP2, 2003 R2 or Vista:

- * Internet Explorer 6.0 or higher (Recommend ActiveX enabled) is preferred
- * Firefox 1.5 or higher (Recommend Java installed) is compatible

Apple® Mac® (runs on Intel- and PowerPC-based computers):

- * Mac OS® X 10.3.9, 10.4, and 10.5
- * Firefox 1.5 or higher
- * Safari™ 2.0 or higher
- * Java Runtime Environment (JRE) 5.0 or higher

Joining the Webinar via Internet

Logging in using the emailed iLinc invites

The iLinc invite contains 4 links:

1. The first of these links will allow you to add the upcoming event to your calendar.
2. The second of these links is the Personal Join link, which you will use to enter the webinar.
3. The third link gives you the option of uploading a picture of yourself to be displayed during the webinar
4. First time participants in an iLinc webinar must use the fourth link to prepare their computers ahead of time to run the iLinc program

Figure 1.1- Email Invite example

Class Details:
Add this class to your calendar: <https://tadnet.ilinc.com/calendar/tkxjspj/fjsyxcz>
Title: Tackling Transition in Rural Areas
Date & Time: 09/29/2009 at 04:30 PM Eastern Time
Duration: 1 hour(s)
Instructor: Nolan Simon

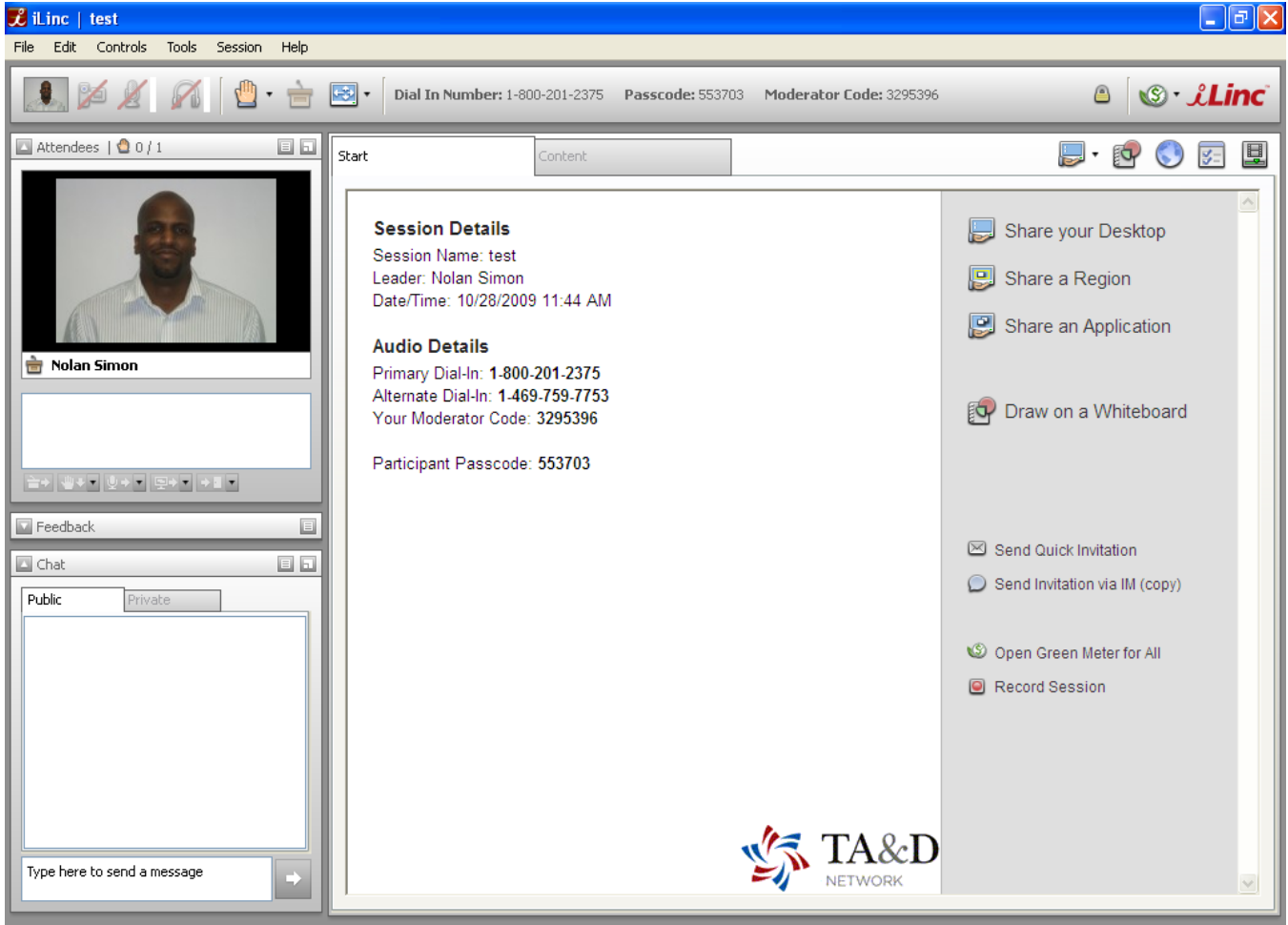
Join this class:
Your Personal Join Link: <https://tadnet.ilinc.com/join/tkxjspj/fjsyxcz> (do not forward to others)
Primary Dial-In: 1-800-201-2375
Alternate Dial-In: 1-469-759-7753
Pass code: 553703

Let us see who you are! Upload your picture: <https://tadnet.ilinc.com/picture/fjsyxczorchmhfz>

Want to prepare your system ahead of time? <https://tadnet.ilinc.com/systest/tkxjspj>

5. Click the Personal Join link
6. At the login screen, enter your first name, last name and email address in the available fields.
7. At the presentation screen, your name will appear on the left hand side of the screen along with the names of other participants joining the webinar.

Figure 1.2- Presentation Screen



Joining a Public Session

1. If the webinar you are trying to join has been made public, meaning that no invites were emailed out, log on to <https://tadnet.ilinc.com>
2. On the red tool bar, click on “Public Sessions”.
3. A list of webinar sessions that require registration will appear.
4. If prior registration is not required for the webinar you’re joining, click the button marked Join at the top of the session list.

Figure 1.3- Public Sessions List

The screenshot shows the iLinc website interface. At the top, there is a navigation bar with 'Public Sessions' highlighted. Below the navigation bar, there is a section for 'Public Sessions' with a 'Register' button and a 'Join' button. A table lists the available sessions. The table has columns for 'TYPE', 'SESSION NAME', 'DATE/TIME (EASTERN TIME)', 'STATUS', 'SEATS', and 'ACTIONS'. The first session listed is 'Principal Preparedness to Serve Diverse Student Populations, including Students with Disabilities' with a 'Register' button in the 'ACTIONS' column. The page also includes a search bar and pagination controls.

<input type="checkbox"/>	TYPE	SESSION NAME	DATE/TIME (EASTERN TIME)	STATUS	SEATS	ACTIONS
<input type="checkbox"/>		Principal Preparedness to Serve Diverse Student Populations, including Students with Disabilities	11/02/2009 11:00 AM Recurring		Unlimited	<input type="button" value="Register"/>

5. If prior registration is required for the webinar you’re joining, locate the webinar title from the list of webinars and check the box to the left of the title
6. Click the Register button at the bottom of the screen
7. The Registration screen will appear with fields where you will enter your first name, last name and email address.
8. The confirmation screen will appear and acknowledge your registration for the webinar.
9. An invite will be emailed to the email address you entered on the Registration screen shortly after
10. Repeat steps 1 through 6 from “Logging in using emailed iLinc invites”

Logging in as the Webinar lead

1. Repeat steps 1 through 6 from “Logging in using emailed iLinc invites”
2. Your name and picture (if you’ve uploaded one) will appear on the top left hand corner of the Presentation screen.



iLinc Audio-(Conference line and Internet Audio)

When an iLinc webinar is being created, one or both of the audio options can be made available for participants to choose from. After successfully logging into to the webinar, a dialog box will appear on your screen with the audio options that have been made available to you by the Conference Leader. The choices will be Internet Audio or Conference Dial-in . Click on the radio button next to the option you prefer.

Dialing into the Conference Line

1. From the invite, locate the conference dial-in number and password. If you've logged into a webinar that you didn't receive an emailed invite for or didn't require a registration, the number and pass code will appear at the top of the Presentation screen (See Figure 1.1)
2. Dial conference line number
3. The recording will prompt you for the pass code. Enter pass code on your telephone keypad and then press pound(#)
4. If the Conference Leader has placed the phone lines on hold, music will play until the lines are taken off of hold.

Dialing in as the Conference Leader

1. Dial the conference line and enter the Moderator code instead of the pass code which was provided in the emailed invite. Only the Conference leader will receive the Moderator code in the emailed invite.
2. As the Conference leader, you have the ability to mute all participants during the webinar by going to Session->Control Audio->Mute all participants.

Listening to the call via the Internet (Voice over Internet Protocol)

1. When selecting the internet audio options from the dialog box, you can listen and respond to other participants in the webinar via your computer speakers and a microphone attached to your computer
2. If you opt for internet audio and the session leader has made the conference bridge available as well, internet audio will available to you in Listen-Only mode. You will be able to hear the presenters but will not be able to respond to them vocally. Questions can be submitted via the chat box on lower left- hand side of your screen.

Setting up a Meeting

1. Log on to <http://tadnet.ilinc.com> and login using the assigned user name and password for your room. Each room is associated with an email of the user or center's choice
2. Upcoming iLinc webinars that you are either leading or have been invited to will appear on your screen
3. Click the Add New Session button that appears just above the listing of webinars
4. A drop down menu will appear with options for **“Meeting”** and **“Classroom”**. Choose the Meeting option if the expected number of attendees for your webinar may be up to but not exceeding 100. Select the Classroom option if your expected number of attendees will exceed 100
5. The Add New Meeting (or Class) screen will appear.
6. From the 3 available view options, choose Form View to see all the available meeting options

Figure 1.4- Add New Meeting screen

The screenshot displays the 'Add New Meeting' screen in 'Form View'. The page header includes the iLinc logo and navigation links like 'Home', 'Manage', 'Administration', and 'Reports'. The user is identified as 'Nolan Simon' on 'Oct 28, 2009'. The main content area is titled 'Add New Meeting' and contains a 'Key Information' section with the following fields:

- Owner:** (* required) Nolan Simon (with a 'Replace' button)
- Title:** (empty text box)
- Description:** (empty text area)
- Leader:** Nolan Simon (with a 'Replace' button)
- Audio:** Teleconference (dropdown menu)
- Source:** Use Leader's Information (dropdown menu)
- Primary Dial-In:** 1-800-201-2375
- Alternate Dial-In:** 1-469-759-7753
- Passcode:** 553703
- Moderator Code:** 3295396
- Visual:** Attendee photographs only, Live video

7. The owner, leader and conference information fields will always auto-populate with the room owner's name and dial-in information; you have the option of changing one or all 3 of these fields if necessary while completing the form.

8. Click the Replace button next to Leader or Owner to substitute a different name in the field
9. Select the drop down menu next Audio to substitute telephone dial-in information
10. Check the box next to “Allow join from the site’s Public Page”, to make webinar public

Figure 1.5- Public Session option



Adding Content

1. In the **Content** section, to upload documents to be shared during the webinar, click the drop-down menu under the word content
2. Content options are PowerPoint, File(Word, Adobe), Media (video, audio), Web Sync
3. Select Add.
4. At the Add Content screen enter the title of the content you are uploading. You may also add a description
5. Click the Browse button to search your computer drives for the document you want to add.
6. To share a website or to websync, enter the URL (ex: [http://: test.com](http://test.com)) of website you want to share during the webinar
7. A list of availability options are available at the bottom of your screen, check the box next to any that are appropriate for your webinar.
8. Click Submit
9. The document(s) will appear in the Content window.

Adding Attendees

1. In the Attendees Section, to add a person to send an email invite to, enter their first name, last name and email address.
2. Click add
3. The names will appear in the Attendee window, repeat steps 1 and 2 to add all attendees.

Recording the Webinar

1. Click the box next to “Automatically Record Session
2. Choose from Start and Stop options available

Submit Meeting

1. Click Save/Submit button to send out your webinar
2. Click Save button to save settings for your meeting up that point without submitting

Cost to Centers

1. Centers across the TA&D Network who have iLinc rooms assigned to them can use the iLinc Stand Alone System (with VOIP) at no cost. Centers that conduct webinars using the conference bridge will be billed at .0425 cents per minute per user if using the Premier Conference Bridge that is assigned to every iLinc room under the tadnet.ilinc.com site
2. iLinc Meetings or Classrooms that exceed the maximum number of participants are subject to the bursting rates of .20 cents per minute, per each user over the maximum. Meeting allows for up to 100 participants, Classroom allow up to 300 participants

iLinc Support

1. The Technical Assistance Coordination Center is available to assist with questions and support regarding iLinc.
Nolan Simon- Email: nsimon@aed.org, Office: (202) 884-8884
Jeff Coles- Email: jcoles@aed.org, Office: (202) 884-8483
Michele Rovins- Email: mrovins@aed.org, Office: (202) 884-8210
2. iLinc Support can also be reached directly at 1-800-799-4510 8-8 EST. or via email at support@ilinc.com