



Getting Started with Go-to-training

Introduction

If you are familiar with Gotomeeting then Go-to-training will be very easy to navigate. All functions work similar with a few extra tools available that are specifically tailored for training purposes. Go-to-training will allow you to conduct training sessions with people anywhere as long as they have an Internet connection.



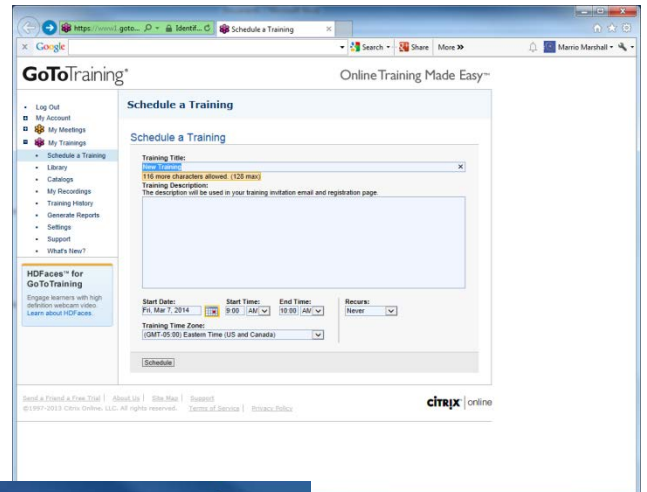
GoToTraining
by CITRIX

Scheduling a Training Session

Step1: Click on the Go-to-training icon and enter your login credentials

Step2: Enter the training session information.

- Title of the training
- Training description
- Start Date
- Start Time
- End Time
- Recurring Sessions
- Time Zone



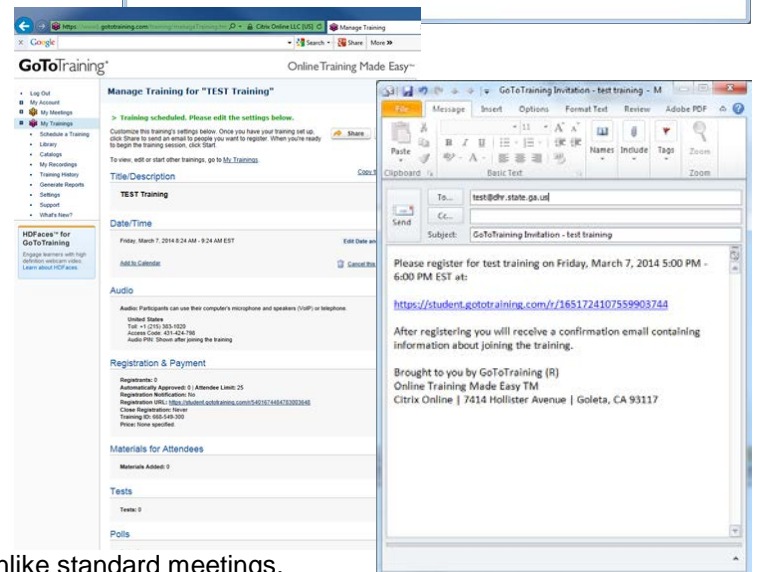
Click the **schedule** button in the bottom left corner.

Now you are in the Manage Training screen. Please check all of the specifications for your training sessions and ensure that your training is scheduled for the correct date, time, etc.

Step3: Once everything has been verified you are ready to need invite your participants.

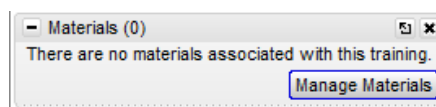
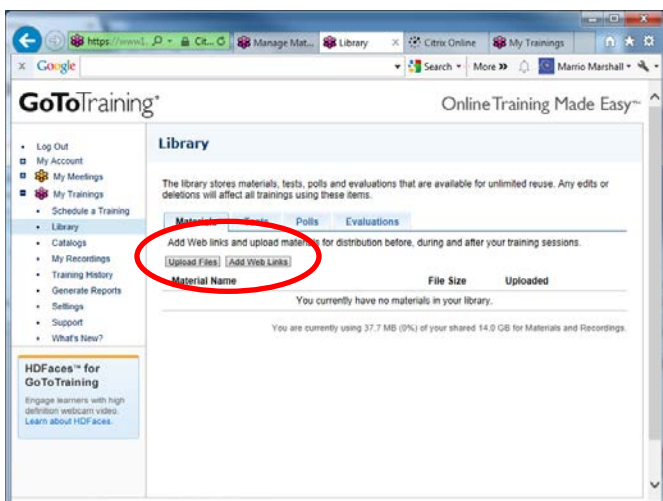
Click the **Share** button

A drop-down will appear prompting you to choose your method of sending out your Training invitations



Unlike standard meetings, training sessions often have handouts, test and other extras that you may need to add to your session. Go-to-Training makes it easy to send these materials to all the participants by adding them to a Library. You can add weblinks, upload files, create assessments, polls and evaluations.

Step4: Click Library on the side panel and follow the instructions given. You can also access the library from the manage tab from the main floating menu





Once you have uploaded all your content, you are ready to start your training session.

Step5: When you are ready to start your training, **Click** on the **My Trainings** tab, find your correct training session under the upcoming trainings menu and **Click Start**

Once you are logged in to Go-to-Training, the setup is similar to Go-to-Meeting, with the exception of a few extra features.

Dashboard Window Pane

The window will show how long your training is, how attentive your participants are and what percentage of your participants raised their hands.

Attendees Window Pane

In this window pane you will be able to view everyone that is participating in the training and whether they have a microphone and a camera installed (just like Go-to-meeting). There are two new indicators added to this window. A **raise your hand** indicator and a **not paying attention** indicator. The raise your hand indicator is used when participants want to get the trainers attention and/or ask a question. The **not paying attention** indicator lets the facilitator know when you don't have Go-to-Training in the foreground on your computer screen indicating that you have other applications up in front of it.

Materials Window Pane

This window is where you will manage all the content you have uploaded (PDFs, assessments, handouts, etc.).

Chat Window Pane

This window is also featured in Go-to-Meeting and it just allows you to send text messages to the participants. You can send messages to the entire group or choose one person to message. This is a great tool to communicate with certain participants without interrupting others.

