

GoToMeeting

Overview

GoToMeeting allows faculty and students to have real-time, online meetings, and classes that allow participants to collaborate via video, voice, text chat, whiteboard, and document sharing.

Advantages & Challenges

Advantages

- Teach from anywhere, anytime
- Real-time, online classes--adding video of both instructor and participants
- Online office hours at your convenience
- Exam review sessions
- Record session to review later
- Allows students to attend class, even if they are not on campus
- Hold real-time meetings to collaborate virtually on group projects
- Allows students to review recorded sessions for better prep or refreshers on particular topics

Challenges

- Requires a solid internet connection; wired access is preferable
- Quiet location is preferable

Technique Tips

1. Get comfortable with the interface and tools; launch your session in advance and practice.
2. Set expectations with your students at least two classes in advance by giving them the required information to join the session and explaining how the session will be run.
3. Start your session fifteen minutes before the class time. Display your first agenda slide to let students know they have entered the correct session.
4. Test all links and media-rich content and have these ready for use.

5. Test your audio and have students do the same when they enter the session.
6. To start, shut off students' web cameras, whiteboard tools, and application-sharing privileges in the participant window (allow students to use the microphone and text chat).
7. During the session, regularly solicit feedback from students via the student feedback icons (for "clapping," "thumbs down," etc.).
8. At the beginning of the session, explain how you will manage the class (in terms of "raising hands," etc.).
9. Use whiteboard tools while presenting slides to call attention to specific information.
10. Use the recording feature to provide an archived version of the session for students who could not attend the live session or want to review the material covered.

How Tos & Resources

GoToMeeting QuickStart

- [PC, 3:24](#) running time
- [Mac, 3:13](#) running time
- Quick overviews of how to start, review, and schedule meetings.

GoToMeeting Organizer Training

- [Part 1: Scheduling a Meeting, 6:18](#) running time
- [Part 2: Hosting a Meeting, 6:33](#) running time
- Tutorials include: system requirements, overview of different meeting roles, scheduling and inviting attendees (online or via desktop) and other options (sharing mouse control, recording a meeting, screen sharing options, and drawing tools).

NKAF GoToMeeting Tutorial, 3:47 running time

- Covers the basics of setting up a meeting, including how to send the invitations/notifications using Gmail, instead of Outlook.