TECHNOLOGY TRAINING GUIDE

BCCA TECHNOLOGY TRANSFER PROGRAM

This training guide will provide BC beef producers with basic training to guide you through using new communication and learning technologies for the first time. We hope that by creating this common-sense practical guide, you will be encouraged to participate and engage with new technologies as an opportunity to learn about research that is applicable to your operations.

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Technology doesn't have to be Scary!

With a significant decrease in extension programs over the past number of years, the BC Cattlemen's Association is working to bring information about relevant beef industry research to producers through innovative, technology-based delivery platforms. However, we recognize that many of you have not used some of these technologies before, and may be overwhelmed with trying to figure it all out. We are here to help…

One of the objectives of this program is to provide resources and training to producers to ensure you have the right tools to access these new delivery methods, and to assist you in adopting new technologies.

This manual will provide you step-by-step instructions to participating in a webinar. We anticipate providing additional materials on social media, YouTube and more.

Welcome to the new millennium!

What is Technology Transfer?

Extension activities like on-the-ground field days, workshops or education days are traditional ways that beef producers typically learn about new research and ideas to improve ranch operations.

"TECHNOLOGY TRANSFER"

or knowledge transfer, is a new term for extension programs to deliver information to users. In modernizing the term from extension to technology transfer, we are also adding a new twist by introducing technology-based platforms.

WEBINARS

What is a webinar?

- a live online presentation during which participating viewers can submit questions and comments to be answered live.

Technology Transfer Goals

To deliver valuable information to beef cattle producers and other beef industry stakeholders across B.C. about relevant research, and practical advice for adopting and implementing new production practices and innovation in their beef cattle operations.

Approach

1. Tell a meaningful story about a specific topic in high priority subjects, as indicated by producers and industry stakeholders including:
    a. Forage Development
    b. Environment
    c. Business/People Development

    through a high-level overview of past, present and future research
2. Offer meaningful, tangible advice that will excite the audience to adopt or test new innovations or production practices in their operations
3. Motivate the audience to continue to access extension resources to keep learning more about, and adopt new information, research and technologies.

Webinar Basics

This section will provide you some basic guidance about registering for, accessing and attending a webinar. This will provide you with the step-by-step instructions necessary to increase your comfort level with utilizing some of the technology available to us as an industry. Once you are comfortable, you will be able to increase your access to beef industry research extension that will help you build a more sustainable beef operation.

Under BCCA's Technology Transfer Program, we are piloting and utilizing the GoToWebinar platform, operated by Citrix. If you have participated in any Beef Cattle Research Council webinars, this is the same platform. Find information about upcoming webinars from BCRC at http://www.beefresearch.ca/resources/webinars.cfm

System Requirements

Before you get started, you need to make sure that your computer has the basic requirements to connect with GoToWebinar. What are the computer's system requirements to join a webinar?

In most programs, you can access information about the version you have under the File menu ► About

- Internet connection
- Windows® 8, 7, Vista, 2003 Server or XP
- Mac OS® X 10.6 (Snow Leopard®) or newer
- iOS 6 or newer
- Android 2.2 or higher
- Internet Explorer® 7.0 or newer
- Mozilla® Firefox® 4.0 or newer
- Safari™ 3.0 or newer
- Google Chrome™

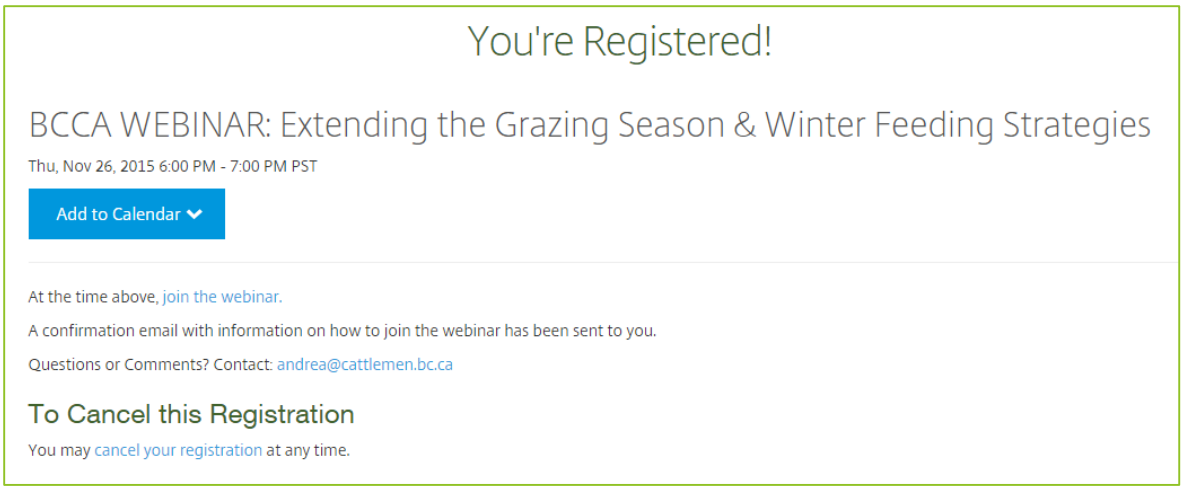
For more information about requirements, click here.

Webinar Registration for BCCA Sessions

1. You will be invited to participate in a webinar, either through communication (likely via email) from your local/regional association, BCCA's e-news or via news on our website.
2. Click on the registration link, which will take you to a registration page where you will fill out your name, email address. Click REGISTER button.

3. Once you've registered; you will see a confirmation of registration screen. Here you can click the drop-down option to add the webinar time & date to your calendar (though this is not necessary).

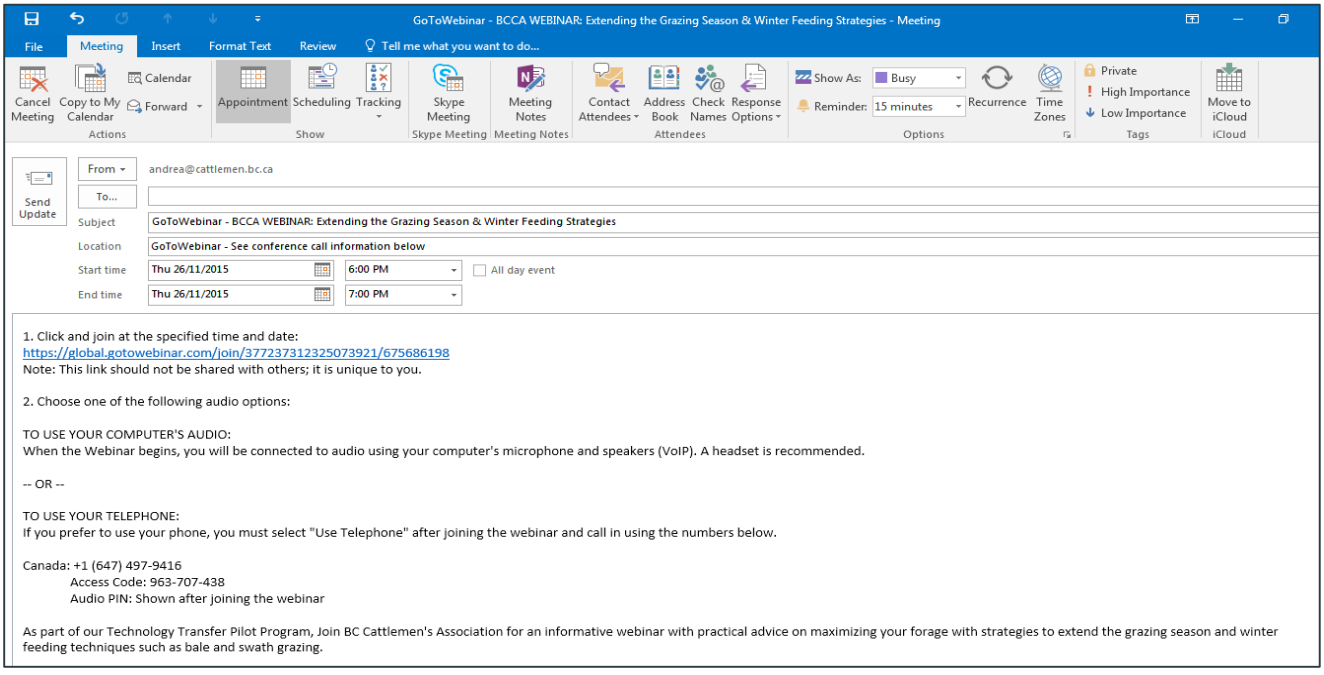
* This registration system will be the same as for Beef Cattle Research Council (BCRC) webinars.



When you click the drop-down menu, there will be a number of email/calendar client options – if you use one of these platforms, select it. It may download a .ics file (in Gmail, it will be automatic). Open this file to install appointment to your calendar and save. For example, this is what it looks like in Outlook. You will also receive an email confirmation that will look similar.

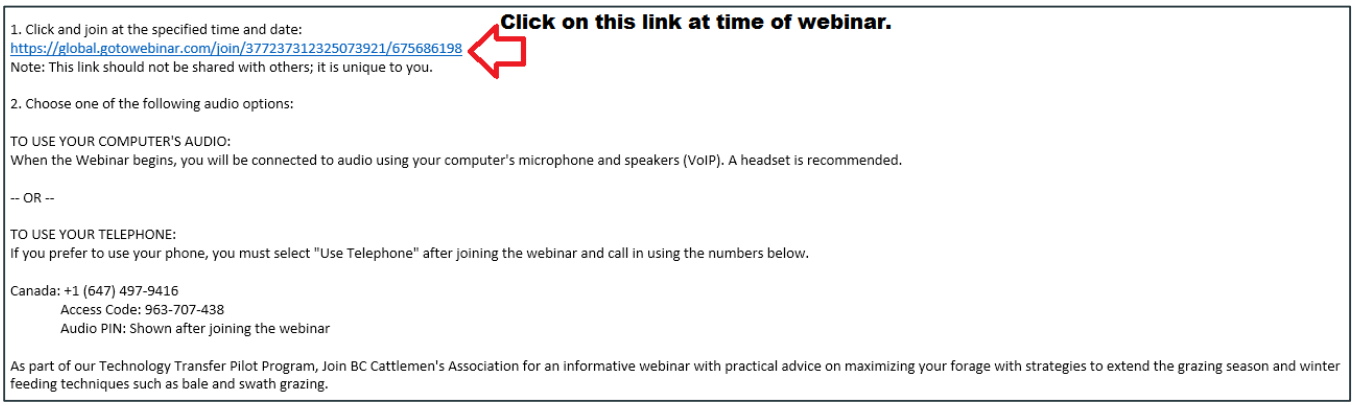
**Make sure you don't delete this email prior to the webinar, as it contains your individual link to the webinar session.

When it comes to the appointed date and time of the webinar, you will want to go to this email for the link to access the webinar.



Joining a Webinar

1. At the time of the webinar, you can either open a) the email confirmation you received or b) the calendar appointment if you added to your calendar.



TIP: we recommend you sign in to join the webinar about 15 minutes prior to the start time to ensure audio/video settings are working as you expect.

2. Click the 'JOIN WEBINAR" link provided to you in the email.
3. If prompted, click **YES**, **GRANT, LAUNCH APPLICATION** or **TRUST** to accept the download.
4. Join the audio portion of the webinar. Information for audio is provided in:
    a. The audio pane of the webinar control panel
    b. The webinar confirmation email
    c. The webinar appointment reminder

    If you do not have computer speakers, you will want to select the Telephone option, and call into the conference call line provided in the confirmation email or calendar appointment.

NOTE: by default, the microphones for all participants will be muted; questions/comments may only be sent to the webinar administrator via the comments box (or in advance of the webinar via email to: techtransfer@cattlemen.bc.ca). This alleviates any interference caused by microphones/speakers of the participants.

If you are connecting via the conference call line on your telephone, please ensure that your phone is MUTED.

To switch audio formats during the webinar:

When attendees are given the choice in how to join the audio of the webinar (this will be the case for BCCA webinars), you can switch between using computer speakers and telephone conference line during the webinar (for example, if you are not happy with the audio quality).

In the Audio pane, select either **USE TELEPHONE**, **USE MIC & SPEAKERS** by clicking on the radio button for your choice. If joining by telephone, please be sure to use the audio access code indicated in the webinar confirmation and PIN that is provided once you log into the webinar.

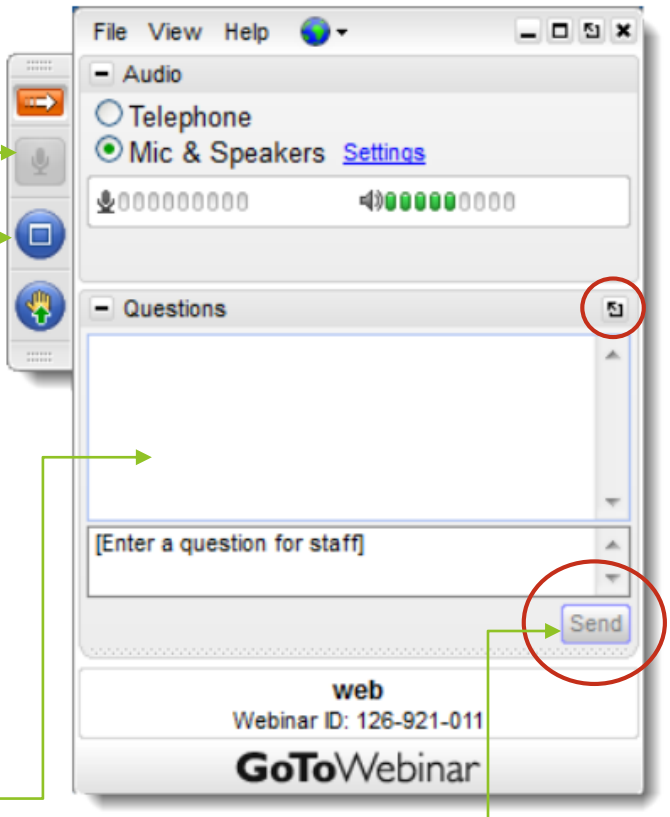
If your internet connection is typically slow, we recommend that you use the telephone option to connect to the audio, as the mic & speakers option may utilize a significant portion of your bandwidth, and could affect the video quality.

You can also

To join the webinar from a mobile device (iphone, ipad, android phone or tablet), download the GoToWebinar app from either the Apple AppStore or GooglePlay. If you do not download the app prior to the webinar, it will prompt you to do so when you try to join the webinar; keep in mind this will take a bit of time, so be sure to join early to ensure you can access the entire webinar.

Webinar Attendee Control Panel

Once you have joined the webinar, the attendee control panel will appear on the right side of your screen. This control panel contains various panes that can be minimized or expanded as needed by clicking the diagonal arrow in the top right of each pane (see circled on diagram to the right here).



To minimize/expand the control panel simply click the orange side arrow at the top left of the control panel.

If you have a slower internet connection, and are having trouble with the video feed, you can disengage the video feed and simply listen to the webinar through the audio, by clicking on the blue video button.

At any time during the webinar, feel free to ask questions of any of the presenters or webinar administrator. There will be a Q&A session at the end of the webinar where the presenters will address questions about the research, implementation or adoption of new practices.

Once the administrator begins the webinar, you will likely see one or more thumbnail sized video feeds of host and/or presenters, and their presentation screens will be shared so you can follow along on your own computer screen. It will look something like this:

To ask a Question:

Type your question into the “questions” pane. Click SEND.

To Exit the Webinar:

click File ▶Leave Webinar to exit a session. When the webinar is over, the administrator will automatically end the webinar feed.

Following the end of the webinar, you will instantaneously receive a short survey to complete. We ask your assistance in providing feedback on the webinar content as well as the webinar software ease of use, etc. This will help us to provide improvements to the way we connect with producers.

Polling During Webinars

A feature of this webinar software includes the ability to poll the participants during the webinar session. These are quick multiple choice questions that we can collect and share with the group within seconds during the webinar. It helps us gauge the engagement of the audience and collect information about producers and production practices related to the webinar subject content.

The administrator will open a poll; the question(s) will automatically pop up on your screen. Simply select the radio button for answer that you agree most with, and click SUBMIT. Once the majority of attendees have voted, the answers are immediately tabulated, and the host will post the results. It's an interesting and revealing way for attendees to interact without being in the same room together!

Is there any cost to me to participate in a webinar?
NO, there is no cost to attend a webinar. Presenters typically volunteer their time and expertise to help provide valuable information and research extension to producers and beef industry stakeholders to help improve the effectiveness and sustainability across the industry.

Do I need to have an account to participate in a webinar?
NO, you do not need to register an account with GoToWebinar to participate in a webinar.

For more answers to any questions you may have, the GoToWebinar has additional resources; click here.

If you have any questions, please don't hesitate to contact the BCCA Technology Transfer team at techtransfer@cattlemen.bc.ca.

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