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WELCOME

Thank you for attending the fifth EDUCAUSE Virtual Annual Conference! The EDUCAUSE Virtual Conference Team is excited you can join us. This event will be held simultaneously with the face-to-face conference in Anaheim, California. It will feature 63 general, featured, and concurrent session webcasts (professionally streamed over the internet), as well as 15 exclusive online sessions. Last year, over 400 individuals registered on behalf of themselves or their campus. We estimate that nearly 2,000 people from across the globe participated (groups consisting of two or more team members watching from single locations).

REGISTRATION LIST

Learn who is attending the online event by accessing the virtual conference registration list.

You can also access this list from the registration page.
VIRTUAL CONFERENCE EDUCAUSE STAFF CONTACTS

The Virtual Conference EDUCAUSE Staff are listed below, and will be online with you for the entire week. We manage the event, content and run most of the exclusive online sessions from the below onsite room; we’d love to see a picture of you and your team as well!

EDUCAUSE 2012 Studio Room: All of the equipment is set up and ready for you to use. You just need to bring yourself!

Victoria Fanning, Director, Hybrid and Online Meetings
Susan Henderson, Director, Online Strategies and Programs
Loren Benavente, Online Meeting Coordinator
Not pictured: Rhonda Johnson, Manager, Network and Systems Administration
GETTING STARTED: AGENDA & TIME ZONES, RECORDINGS, TECHNOLOGY AND LOG IN

Virtual Conference Homepage: See this page for information about the virtual conference center, webcasts, exclusive online sessions, recordings, orientation session, and resources.
AGENDA & TIME ZONES

This year's EDUCAUSE Virtual Annual Conference will be held from 7:30 a.m. PT (UTC-7) Wednesday, October 16, to 11:30 a.m. PT (UTC-7) Friday, October 18. There are 63 webcasts, 15 exclusive online sessions, and 2 open discussion and reflection times.

NOTE: The default time zone for both the agenda on the EDUCAUSE site and in the Virtual Conference Center is Pacific Time. You may want to change the default time zone for both the virtual conference agenda on the EDUCAUSE website and within the virtual conference center where content is delivered.

1. EDUCAUSE Website: View the detailed agenda. Change the time zone by clicking on “Change Timezone” just above and to the right of the daily tabs.

2. Virtual Conference Center: To change the timezone, click on “Agenda” or “View All Sessions” then click on the Pacific Time link.

3. Virtual Conference Center: You can also change the time zone from your profile page.
**Recordings & Private Recordings Page**

*Recordings* will be uploaded and posted between 15 minutes to 3 hours after a session ends during 30+ minute breaks in the program. 61 of the 63 webcast sessions will be recorded and all Exclusive Online Sessions. The two webcasts that must be viewed live are:

- **General Session:** Wednesday, October 16 from 9 a.m. to 10:30 a.m. PT with Sir Ken Robinson
- **Featured Session:** Wednesday, October 16 from 3:40 p.m. to 4:30 p.m. PT with Jorge Lopez

**Private Recordings Page:** This private page allows you and your team members to access all on-demand session recordings from one location without having to log into the Virtual Conference Center. It will be available as soon as the conference goes live, on October 15. To obtain the URL, go to the Virtual Conference Center and click on the “Private Recordings Page” link from the top navigation bar or from the graphic on the main lobby page. Feel free to send this link to your nonregistered team members, but don’t publicly post it.
TECHNOLOGY

Please see the Technical Requirements page for system checks as well as hardware and software requirements.

LOG IN

The Virtual Conference Center will open early, on Wednesday, October 9, so you can test your credentials and technology set. It will remain open through January 18, 2014.

Registrants will receive login credentials via an e-mail message from EDUCAUSE on Wednesday, October 9. If you register after October 9, you’ll receive a personal e-mail message.

Starting on October 9:

- Go to the EDUCAUSE 2013 login page
- A system check will run.
  - NOTE: If you want to view this meeting on your TV or on a device that doesn’t meet the screen resolution requirements, just hit “skip and continue” when the system notes a screen resolution issue.
- Enter in your username/password from the e-mail message.
  - You cannot change these credentials.
  - If you’re registered and haven’t received your credentials by October 9, check your spam folder then write to conf@educause.edu
- If you registered for additional logins, please send those credentials to assigned colleagues as needed.

EDUCAUSE Profile: You need to create and use an EDUCAUSE profile in order to build your personal itinerary.

- Go to the Login link on the top right corner of any EDUCAUSE website page.
- Or go to this login page.
VIRTUAL CONFERENCE CENTER

LOBBY

After logging in, you will be taken to the Lobby.

To visit event areas, hover your cursor over heading names in the top navigation bar then click on action items in the drop down list. NOTE: You can also click on the headings themselves as well as the lobby graphics, but not all areas are represented.

1. For quick access to all live and on-demand presentations, go to “Agenda” then select “View All Sessions” or click on the large graphic “ACCESS ALL SESSIONS” on the right.

2. Event Assistance, Help Desk: Live help is offered during all conference hours.

3. Return to the lobby by clicking on “Home.”
**View All Sessions**

1. The default time zone is Pacific Time. Change the time zone by clicking the Pacific Time zone link.

2. Click on the day of the week tabs to view the session listings for each day (all tabs and session details match the EDUCAUSE website detailed agenda).

   **NOTE:** On-demand recordings will remain in their original date/time order (e.g. if a session is live at 8 a.m. on Tuesday, the on-demand recording will show at 8 a.m. in the Tuesday tab.)

3. To view presentation details, click on the session title in the left side. Click on the icon under the session title; these buttons are dynamic and will change from “Add Reminder” to “Starting Soon”, “Enter Now”, “Live now”, “Presentation Ended,” and “Watch On Demand”.

**Speaker bios:** 1. Under every speaker’s name is a link to his/her EDUCAUSE profile. 2. You will get a message about logging into your EDUCAUSE profile if their profile is not public. You will not get this message if his/her bio is public.
SESSIONS TYPES AND TECHNOLOGY PLATFORMS

WEBCASTS

51 webcasts will be shown using the Sonic Foundry mediasite player and 12 will be shown using the 323link player. You’ll see a webcast icon to the left of the session title and the sponsor name is noted at the bottom of the abstract.

When you click on the button to access the webcast, you may get a pop up message about content. Hit “show or allow all content.” (The conference center is on https and the webcasts are on an http site.)
SONIC FOUNDRY MEDIASITE WEBCAST PLAYER

1. Click on the white icons on the upper right of the player box to change your view. You’ll have two additional viewing options; e.g., move the slides and the speaker to the foreground or background. (We’re unable to show a screenshot of these icons.)

2. The Chat box will automatically open to the right of the player for all online attendees. Please use this chat box to discuss content, share resources and post speaker questions. If you don’t want to see it, just click on the x to close it.

3. Click on the Twitter icon in the bottom to tweet about this session with both face-to-face and online attendees. The conference session hashtag EDU13 will automatically populate.

NOTE: The player and chat boxes will open automatically. You can open, close, move or change the size of any of these boxes.
NOTE: If you click on the pop out icon in the upper right, your view will change. You will leave the Virtual Conference Center and go straight to the full player. You’ll have additional viewing options and a wider screen, but you will also lose the ability to chat or use the twitter pod.
3232LINK WEBCAST PLAYER

1. The Chat box will automatically open to the right of the player for all online attendees. Please use this chat box to discuss content, share resources and post speaker questions. If you don’t want to see it, just click on the x to close it.

2. Click on the Twitter icon in the bottom to tweet about this session with both face-to-face and online attendees. The unique session hashtag will automatically populate.

NOTE: The player and chat boxes will open automatically. You can open, close, move or change the size of any of these boxes.

Until the session starts, you’ll see the EDUCAUSE logo and a spinning wheel. This is a live channel and you won’t see the presentation until it begins.
EXCLUSIVE ONLINE SESSIONS

Fifteen sessions will be hosted in Adobe Connect, an interactive web conferencing software system. You can directly interact with the speaker and other attendees via the chat box, polls and other interactive features.

You’ll see an exclusive online session icon to the left of the session title that notes exclusive online session. Click on the View Now or Watch On Demand button to access either the live or recorded session.

Enter a Live Session

You will get two windows; one will note that “Adobe Connect has been launched.” Close that window.

Go to the other window, which will show a login page. You can either click on:

- “Enter as a guest” then enter your first and last name as well as your institution OR
- “Enter with your login and password” then enter in your INXPO credentials

Both options will work and it doesn’t matter which one you use.
NETWORKING LOUNGE

1. The Networking Lounge is a great place to communicate with other online participants. The lounge features a **group chat or message board**, where participants can discuss the event, network, or simply chat while taking a break. Just go to tab 1 “Participant Chat,” enter in a message then hit send.

2. **“Questions for the Profession”** are posted and changed out daily. Please respond, submit your own discussion questions, or take a break and chat. Respond using the group chat.

3. **Click on each tab to access the following sites.**

   - **Flickr**: Click on the graphic to join and post photos to the EDUCAUSE 2013 group.*
   - **Instagram**: Click on the graphic to view photos. Use the tag **EDU13**.*

   *Submit photos of your campus team to onlineconf@educause.edu for a chance to win a prize (must be received by 8 a.m. PT Friday, October 18).

   - **Twitter and Facebook**: Both are integrated.
   - **LinkedIn and YourTube**: Click on the graphic to access the EDUCAUSE site.
TRIVIA GAME

Hover over Networking in the top navigation bar then click on Trivia Game.

**We will award a $25 amazon gift card to the winner.** You must complete the trivia game by 11:30 a.m. Friday, October 18.

Trivia questions cover topics on California, movies and campuses (those campuses registered for the virtual conference).
EDUCAUSE CENTRAL

1. Video from Diana Oblinger, President and CEO of EDUCAUSE

2. Websites and popular resources

3. Participants (guests) who are also visiting the space.
**SPONSOR SHOWCASE**

See the videos, links and resources posted by our corporate sponsors. We thank them for their support!

Our virtual conference sponsors include:
- Ellucian, Platinum Partner
- Sonic Foundry, Platinum Partner
- 323link
- UNIT4 Business Software
PROFILE

Filling out your profile completely and accurately will help you network with attendees in the event. 

NOTE: This information is unique to the Virtual Conference Center and completely separate from your EDUCAUSE profile (i.e. feel free to note your campus team name, etc).

Your profile already contains some basic information. Please add additional information which may be helpful for networking. Photo: Please select an image from an extensive list of stock images, or you upload your own photo.

You can edit your profile at any time by clicking “Profile” on the toolbar at the top of the screen.
**BRIEFCASE**

The briefcase is a central location to retrieve all documents and links that have been saved from within the event. EDUCAUSE added a few documents that are available to the face-to-face attendees in the onsite tote stuffing area.

By clicking on the Download button, you can download all documents listed in your briefcase or manually select which documents that you prefer to download.

You can return to the briefcase by clicking on the briefcase icon on the toolbar **in the bottom center of your screen.**

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**COMMUNICATION CENTER**

There are four types of private communication: email, chat, vCard and connections. To initiate communication with an event participant you can click the “communicate” icon located on the bottom toolbar.

From here you can view received and sent e-mails and vCards as well as view previous, pending and missed chat sessions.

Within the communication center is also the connections feature. Connections allows you to view and accept new connection requests. In addition, you can access your current connections, send new connection requests, view pending requests and see requests you have ignored in the Communication Center.
COMMUNICATION NOTIFICATIONS

If you receive an email, Vcard, chat request, connection or announcement you will be notified via a communication bubble that will display in the upper right hand corner of your screen. By clicking on the communication notification, you will be taken to the indicated item. If you wish to close out the notification, click on the X as seen in the below image.

You can also access these messages within your profile.

- **Announcement** – You’ll receive an announcement if there are any just in time updates; e.g. if a session is cancelled or a link has changed. Click on the notification window to view or dismiss.

- **Chat Request** - If you receive a chat request you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.

- **Email** - The notification will display you have an unread email. Click on the notification window to view.

- **Vcard** - The notification will display you have a new vCard. Click on the notification window to view.

- **Connection** - The notification will display that you have a new connection. You can click on accept or ignore directly from the request window.
HELP

VIRTUAL CONFERENCE HELP DESK & ADOBE CONNECT TECHNICAL HELP
Click on the Help Desk link in the top navigation bar for live help during all conference dates/times. If you have any problems with the INXPO live help desk or technical support after hours email, please alert the EDUCAUSE staff at onlineconf@educause.edu.

If you need help after hours, please write to the onlineconf@educause.edu

TIP! If you need help in an Exclusive Online Session, send a private message to _Technical Help in the chat. To accomplish this, hover over the name _Technical Help in the Participant List and click on “Send a Private Message”.

EVALUATION AND FEEDBACK
During the conference: Tell us what you think - anytime, anywhere – about anything. Our goal is for you and your colleagues to have an outstanding conference experience. Click here.

During and post conference: Fill out the session evaluations found on the EDUCAUSE website or click on the “Evaluate This Session” button under each session title in the Virtual Conference Center, above each session abstract in the View Sessions area.