



TRAINING OF 'CLICKMEETING' SOFTWARE FOR SYNCHRONOUS COMMUNICATION INTEGRATED WITH EDUCATIONAL SYSTEMS OF GDAŃSK UNIVERSITY OF TECHNOLOGY








We invite you to a training in ClickMeeting software. The participants of the training will gain knowledge and skills in practical use of software dedicated to the realisation and organisation of webinars.

DETAILED TRAINING PROGRAM:

1. Introduction to the 'ClickMeeting' platform.
2. Synchronous communication, webinars and recording repositories as a part of creating of engaging and effective online classes and educational repositories.
3. Platform management using integration with moodle.
4. Webinar Room – a place to conduct a webinar.
5. Workshops on conducting the online classes on the 'ClickMeeting' platform:
 - introduction to room service – technical requirements,
 - creating online meetings,
 - webinar room management,
 - conducting the online meeting.
6. Question and answer session. Own work with the platform.

Gather students and teachers in a virtual classroom.

Schedule a lecture, import e-mail addresses into your address book and send customized invitations to students. Use the multi-access function to allow colleagues to plan their own lectures using your account. Run a waiting room with the event plan to interest students and inform them about the discussed issues . You can also share files for download there.



 Multiuser	 Książka adresowa	 Dostosowane zaproszenia	 Pokój webinarowy	 Moodle INTEGRACJE
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Provide knowledge interactively.

Present difficult subjects in an accessible way. Share documents, presentations and the your computer desktop. Illustrate your thoughts on the board or demonstrate how the software works by taking control of the student's computer. Solve exercises and tasks together with students. Conduct a



moderated question and answer session. Evaluate students using scoring tests and ask for their opinion on the lecture.

 Prezentacja	 Tablica	 Udostępnianie pulpitu	 Symultaniczne tłumaczenie czatu	 Tryby audio	 Ankiety i testy
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Keep in touch and share educational materials.

Keep in touch with students after the lecture. Redirect them to the Thank You page where you can post notes, additional materials and tasks. Share the recording of the lecture or send it to absentees. In addition, analyse test results and event statistics to improve subsequent webinars.

 Strona z podziękowaniami	 Nagrywanie webinaru	 Przechowalnia plików	 Statystyki wydarzeń i uczestnictwa	 Ocena webinaru	 Udostępnianie
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Source: <https://clickmeeting.com/pl>