

## GBOR-OIIT LIVE CLASSROOM PARTICIPANT INFORMATION

### PSFIN V8 Project Institutional Readiness Web Conference

Your web conference will be delivered using Horizon Wimba's Live Classroom. Following is important information regarding your upcoming meeting on Live Classroom:

Well before your meeting is scheduled to begin, run the Horizon Wimba Setup Wizard on the computer you will use during the meeting. The wizard ensures that your computer is properly configured to use Live Classroom. Download or update plug-ins as prompted. The wizard is located at:

<http://208.185.32.175/wizard/launcher.cgi?wc=hmqd>

- The recommended browser is Internet Explorer 5.2 or higher or Netscape.
- Popup blockers should be disabled before using Live Classroom.
- For optimal performance, close all unnecessary applications.
- If you wish to speak during the webconference, your computer must be equipped with a microphone or headset including a microphone.
- When using a Mac, you must use a USB microphone.
- Microphones should be plugged in BEFORE launching Live Classroom.

To login to your meeting:

1. Go to <http://gbor-oiit.horizonwimba.com>
2. Click on PARTICIPANT LOGIN.
3. When prompted, enter the following information:

**Room ID: PSFIN\_IR** (all upper case)  
**Name: *institution\_firstname*** example: usg\_mary, (see chart below)

4. Click on the name of your meeting under Open Rooms if the meeting will be delivered live or Archived Classes if the meeting has been recorded for later playback.

Your meeting will be delivered ☒ Live ☐ Archived.

The name of your meeting is: **PSFIN V8 Project Institution Readiness**

The date of your meeting is: **Wednesday, March 21, 2007**

The time of your meeting is: **10:00 – 11:30 a.m.**

For technical support contact <http://horizonwimba.com/technicalsupport> after running the setup wizard.

## Institutional Readiness Call Sign-in Convention

Please use the following naming convention to sign in: *institution\_name*

This will make it easier to see who is participating and where they are from.

Example: Chelle Stringer from University System Office would use **usg\_chelle**

<b>Institution</b>	<b>Sign-in Convention</b>
Abraham Baldwin Agricultural College	abac
Albany State University	albany
Armstrong Atlantic State University	armstr
Atlanta Metropolitan College	atlm
Augusta State University	aug
Bainbridge College	bain
Clayton State University	clay
Coastal Georgia Community College	cgcc
Columbus State University	columb
Dalton State College	dalton
Darton College	darton
East Georgia College	ega
Fort Valley State University	fvsu
Gainesville State College	gsc
Georgia College & State University	gcsu
Georgia Gwinnett College	ggc
Georgia Highlands College	high
Georgia Perimeter College	gpc
Georgia Southern University	south
Georgia Southwestern State University	gsw
Georgia State University (R1)	gsu
Gordon College	gdn
Kennesaw State University	kenn
Macon State College	macon
Medical College of Georgia (R1)	mcg
Middle Georgia College	mgc
North Georgia College & State University	ngcsu
Savannah State University	savst
Skidaway Institute of Oceanography	skio
South Georgia College	sga
Southern Polytechnic State University	spsu
University of West Georgia	westga
University System Office	usg
Valdosta State Office	vald
Waycross College	wayc

## Participant Login

Enter the Room ID and your name to log in:

**Room ID:**

**Name:**

**Enter**