

New York State School Social Workers' Association

Webinar Series / 2021-2022

Google & Conference App Access Information



USING Google Workspace

Please familiarize yourself with Google Workspace PRIOR to logging into your virtual session. It would be helpful if you had a Google account but you do not need one to participate in the session. If you are new to the Google Workspace Meet, please review this video here:

<https://www.youtube.com/watch?v=r3GaLBblUn4>

Each virtual session has a unique Google link. Your session link will be provided to you one week prior to the scheduled virtual session in an email from our staff. Click on the link **OR** you can access the link through the conference app (Results at Hand) under "Agenda" 10 minutes prior to the session. (See details below.)

USING the NYSSSWA Results at Hand Conference App

Results at Hand will be used in order to:

- Access the session
- Sign In
- Sign Out
- Complete the Evaluation
- Access your CEU Certificate

Watch this video for the Results at Hand app Tutorial: <https://youtu.be/tQ890kzYrrc>

1. **VERY IMPORTANT:** Download the Conference App using your web browser NOW:
<http://app.resultsathand.com/nyssswaapril>

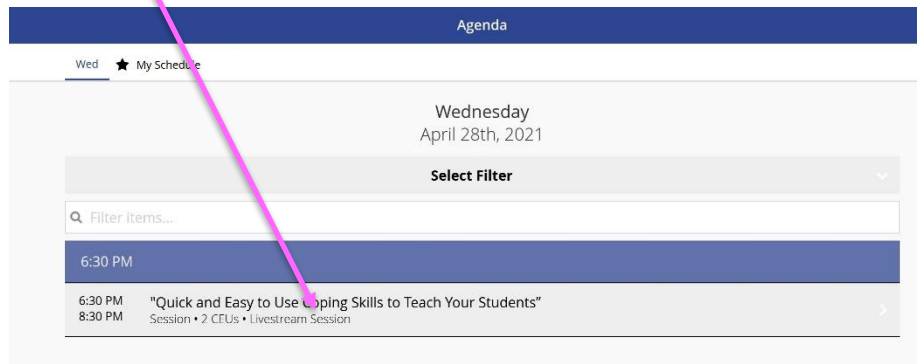
Or you can go to to your Smart Phone using the Google Play or Apple AppStore and searching

for:  Quick & Easy to Use Coping Skills to Teach Your Students

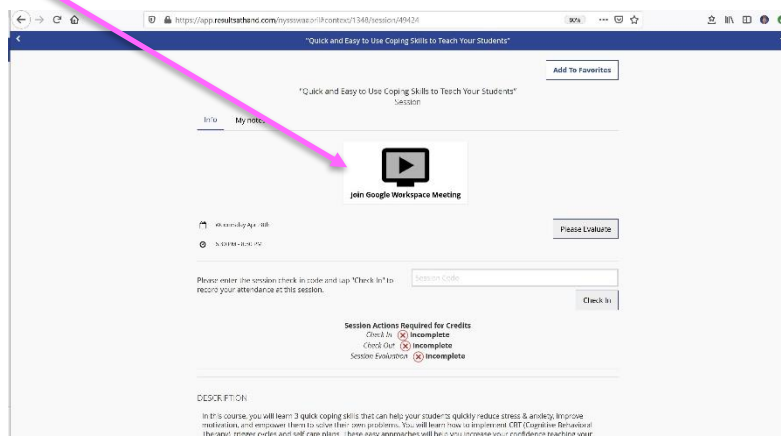
2. "Sign in" to the conference app using the email address you used for registration. You will be prompted to **create a password** if you are new to the app.



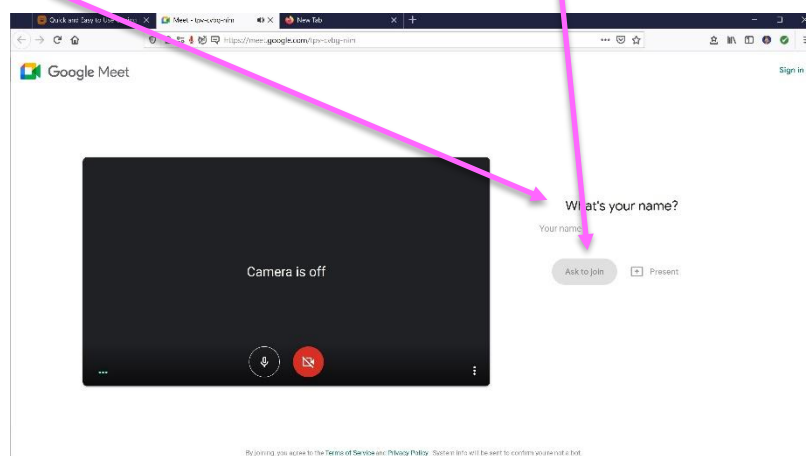
5. Click on the **Workshop Title.**



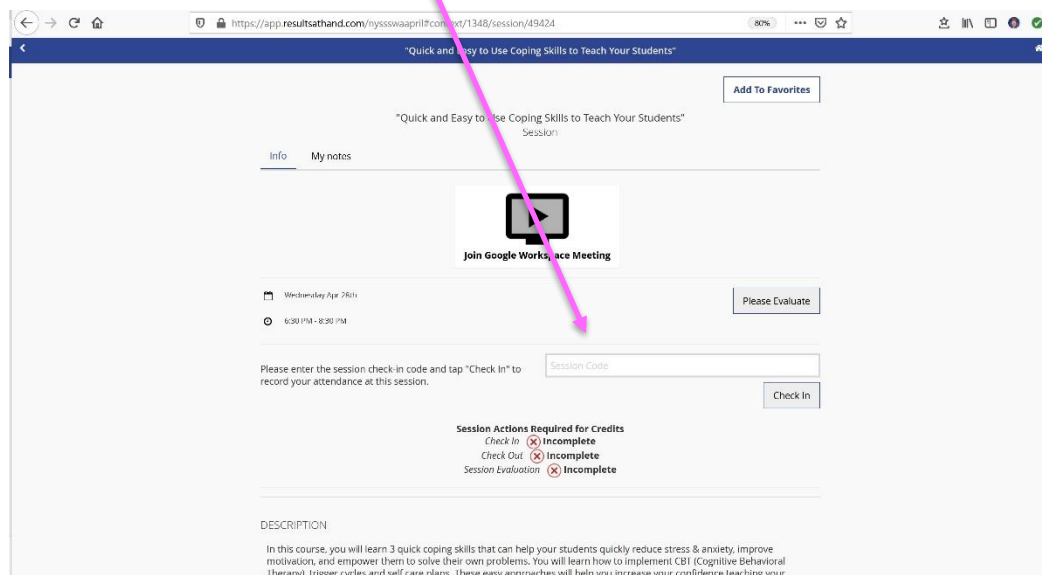
6. Click on **“Join Google Workspace Meeting”**



7. Add your name as instructed and Click **“Ask to Join”**

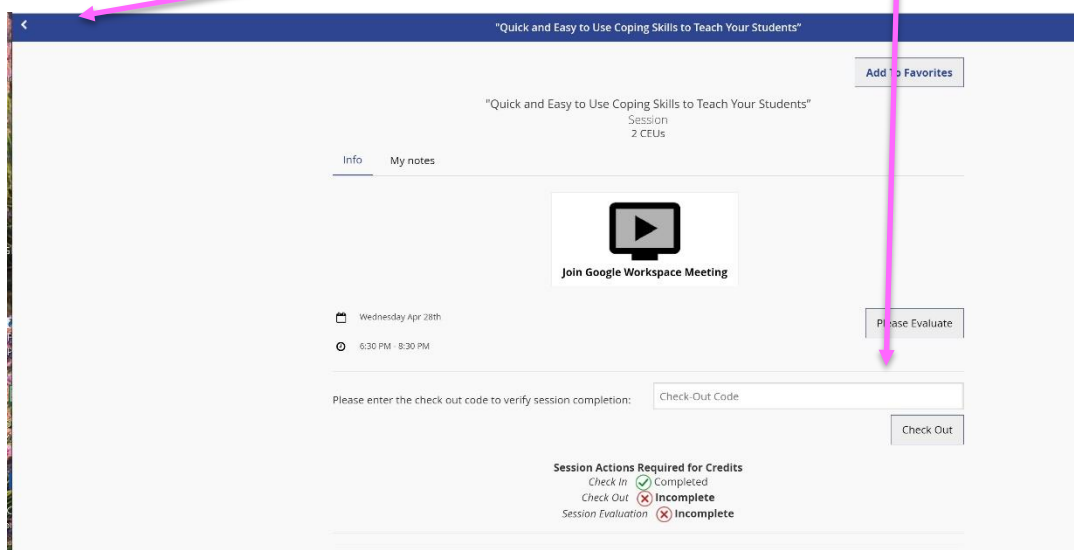


8. At the beginning of the session when notified by the presenter or host, enter the 4 digit unique “check in” code immediately in the box provided. The check in window will be open for 15 minutes after the session for begins.



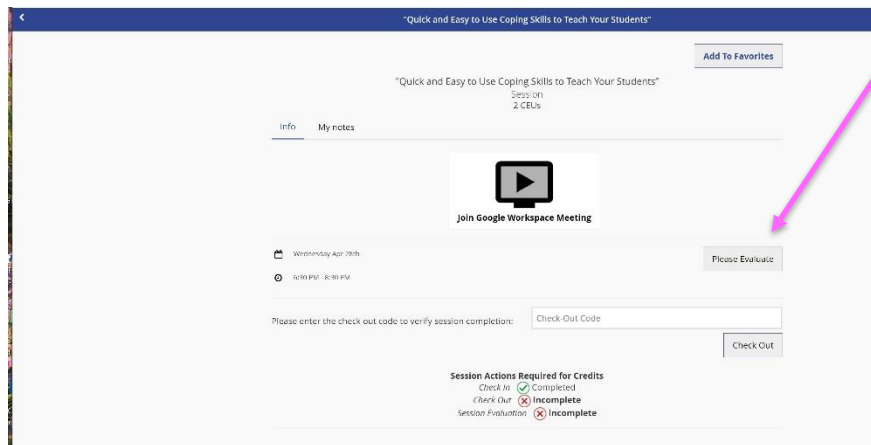
9. If you have difficulty logging on DURING your session, **please use the chat feature** to “check in” by writing your name/ check in trouble. The moderator will manually check you in following the session. *Example: Dot Kontak, difficulty checking in*

10. At the end of the session, the presenter will provide you with a 4 digit “check out” code that you need to enter **immediately** into the “check out” box that will be provided on this same page. (Remember if you need to get back to the “Main Menu” to navigate, click the arrow at the top left corner.)

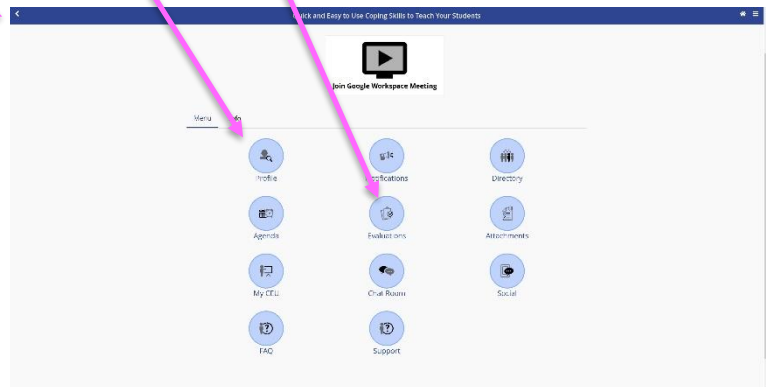


Completing the Evaluation

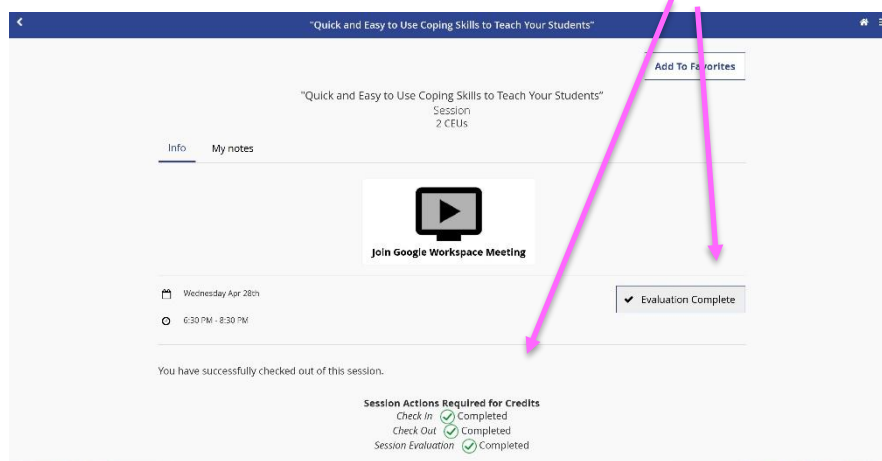
1. Once you have added the codes to “check in” and to “check out”, click on the “Please Evaluate” box.



2. If you need to complete the evaluation later, you can sign in to the app later or if you get lost you can also go the Main Menu and click on “Agenda” which will take you to the session page or you can click “Evaluations” to go directly to the Evaluation.



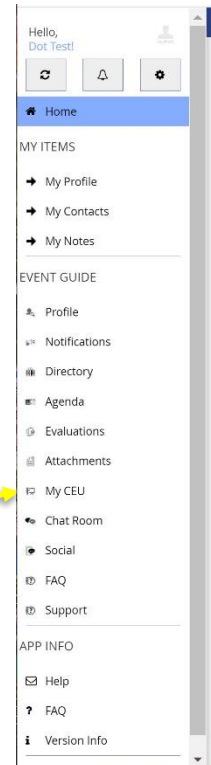
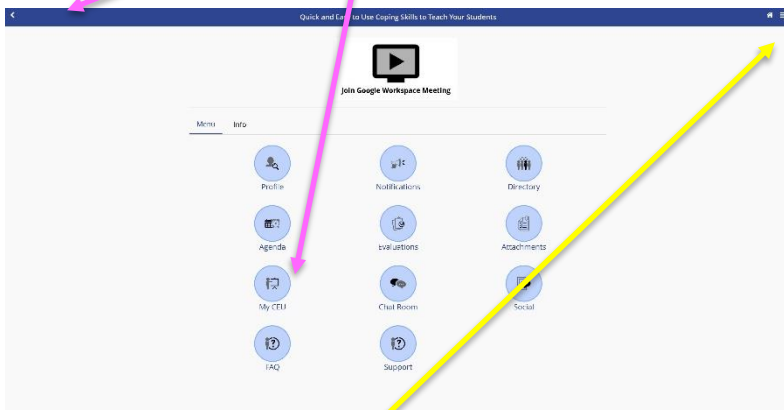
3. Once you have completed your evaluation, you will see your completion status.



Directions for Downloading Attendance & CEU Certificates

IF YOU ALREADY PAID:

1. Go to Main Menu. Select **My CEUs**.



OR Go to "hamburger" menu and select My CEUs.

2. Click on the "Envelope" **Email Button/icon** to email yourself a copy of the CEU Certificate (or attendance) certificate. Note that your CEUs will show up once you have successfully checked in/out of the event and completed the evaluation.
 - **If you needed assistance checking in** to your session, please allow 1-2 days for our conference staff to make the manual changes.

Session	Date/Time	CEU
"Quick and Easy to Use Coping Skills to Teach Your Students"	Apr 28, 2021 6:30 PM to Apr 28, 2021 8:30 PM	2
TOTAL		2.000

License #: 54321

CEUs

My Live-Online CEU Credits

An envelope icon is located at the bottom right of the table.

IF YOU HAVE NOT PAID OR ARE WAITING FOR PURCHASE ORDER PAYMENT

3. If you go to My CEUs (See 1. Above), you will NOT see an "Envelope" Email Button/icon since your CEU is **not ready to be released** until we also receive payment. Please contact your administrative office regarding payment.

Session	Date/Time	CEU
"Quick and Easy to Use Coping Skills to Teach Your Students"	Apr 28, 2021 6:30 PM to Apr 28, 2021 8:30 PM	2
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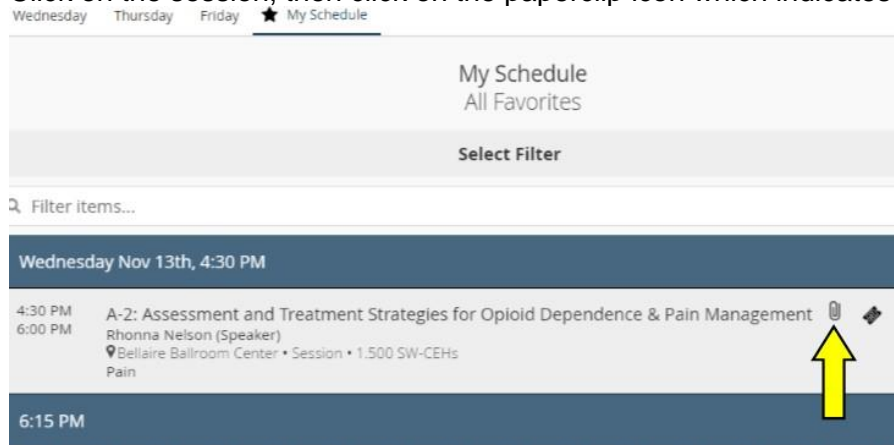
CEUs

My Live-Online CEU Credits

The envelope icon is absent from this version of the page.

Directions for Downloading Handouts

1. Go to “Agenda”.
2. Click on the session, then click on the paperclip icon which indicates an attachment.



3. Go to “**Materials**” then click on the link.



4. Click on the link to print the necessary materials for your session.

If there are no materials posted to the session yet, that means the presenter has not submitted materials to app yet. Don't worry! You will likely receive a link to the presentation slides later OR the presenter will email you the presentation directly prior to the conference.

CONFERENCE STAFF

If you have any questions about your registration, the app or CEU process, please contact Dot Kontak, dot.kontak@nyssswa.org