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.

To Access the Webinar

Click On Google Meet Link: <u>https://meet.google.com/cxx-rion-hyo</u> Access by Phone: (US) <u>+1 301-304-8468</u> (PIN: 524970471) Meeting Code: NYSSSWA22

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

VERY IMPORTANT: Download the Conference App using your web browser NOW:

http://app.resultsathand.com/nyssswajanweb

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

Foundations of Mental Health Amid Recovery from a Pandemic

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

SEE Step by Step process for this event Below.

1. "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.



2. Once you are signed in, you will see this menu:



- 3. Click on "Profile" to see or add any information (not required). Scroll down to **make sure your** "License #" is there. If not, please add it.
- 4. **PLEASE log in to the conference app ASAP** The window to check in is relatively short so we want everyone to be ready to go.
 - a. If you have difficulty logging on, please email: member.services@nyssswa.org

Directions for Checking in and Checking Out of Your Session

- 1. Go to the Conference app: <u>http://app.resultsathand.com/nyssswajanweb</u>
- 2. Sign in (see above)

3. Main return	Menu page . Any time you want to to this page, click top left arrow.	4 qu	i kand harg to the Toping Solits in Feach four S Jein Gragie Workspace Meeting	Rusents.	* = [•]
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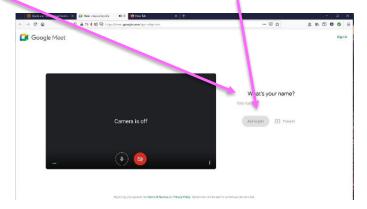
5. Click on the Workshop Title.

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	Wednesday April 28th, 2021	
	Select Filter	
Q Filter items		
6:30 PM		
6:30 PM "Quick and Easy to U	se oping Skills to Teach Your Students"	

6. Click on "Join Google Workspace Meeting"

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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.

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	DESCRIPTION		
	In this course, you will learn 3 quick coping skills that can help your students quickly red motivation, and empower them to solve their own problems. You will learn how to impl therarou. U rigeer cructes and self care dans. these ease acoroaches will help vou increa	ement CBT (Cognitive Behavioral	

- 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.)

"Quick and Easy to Use Coping Skills to Teach Your Students"	
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Please enter the check out code to verify session completion: Check-Out Code	Check Out
Session Actions Required for Credits Check In () Completed Check Out () Incomplete Session Evaluation () Incomplete	

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

"Quick and Easy to Use Coping Skills to Teach Your Students"	
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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.

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

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Directions for Downloading Attendance & CEU Certificates

IF YOU ALREADY PAID:

- 1. Go to Main Menu. Select My CEUs. Hello, Δ C # Home MY ITEMS → My Profile → My Contacts 20 ➔ My Notes EVENT GUIDE A Profile Notifications Directory 13 📾 Agenda Evaluations Attachments 😥 My CEU Chat Room OR Go to "hamburger" menu and select My CEUs. Social 10 FAQ 2. Click on the "Envelope" Email Button/icon to email yourself D Support a copy of the CEU Certificate (or attendance) certificate. Note APP INFO that your CEUs will show up once you have successfully 🖾 Help checked in/out of the event and completed the evaluation. ? FAQ i Version Info If you needed assistance checking in to your ٠
 - session, please allow 1-2 days for our conference staff to make the manual changes.

<	My Live-Online CEU Credits		
	License #: 54321 CEUs		
	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

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

 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.

K		My Live-Online CEU Credits	
	License #: 54321 CEUs		
	Session "Quick and Easy to Use Coping Skills to Teach Your Students"	Date/Time Apr 28, 2021 6:30 PM to Apr 28, 2021 8:30 PM	2
	TOTAL		2.000

Directions for Downloading Handouts

- 1. Go to "Agenda".
- 2. Click on the session, then click on the paperclip icon which indicates an attachment. Wednesday Thursday Friday ★ My Schedule



3. Go to "Materials" then click on the link.

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Info	Materials	My notes
	Handouts	Email me these materials

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, <u>dot.kontak@nyssswa.org</u>