



# CPFS Webinars – Three Steps

## Set up PC

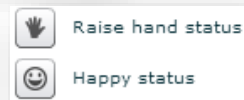
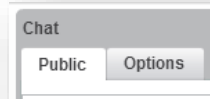
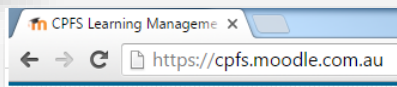
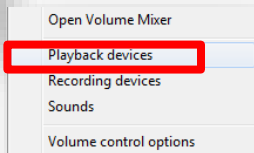
- Plug in Headset
- Check Speakers
- Check Microphone

## Connect to Webinar

- Open Chrome browser
- Go to [cpfs.moodle.com.au](https://cpfs.moodle.com.au)
- Click on Webinar Link

## Participate

- Preparation
- Chat
- Etiquette





# Webinars Setup - Headset

## 1. Recommended Headset

We recommend the headsets which have two plugs rather than those with a USB plug. The USB ones can sometimes be hard to install or activate on our computers and you may need help from the IT Service Desk.

The ones pictured can be purchased from officemax for \$15, check with your admin person.



## 2. Plug in your headset

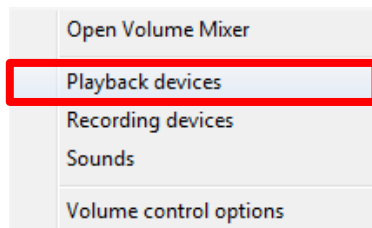
Always use the front ports, your computer will always default to these front ports and give them priority.



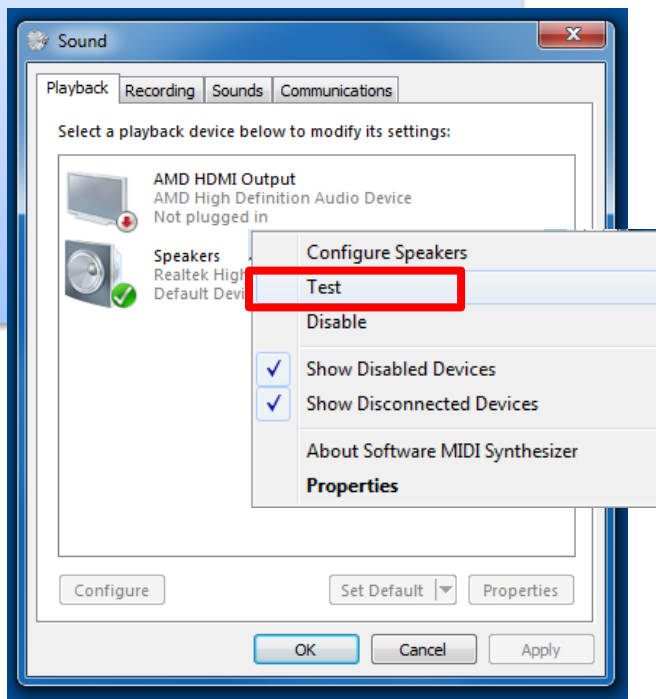


# Webinars Setup – Speakers

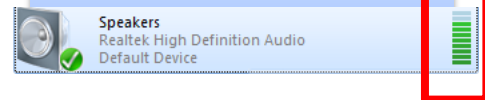
**1.** Right-mouse click on the speaker icon in the bottom-right corner of your screen and chose “Playback Devices”



**2.** Then right-mouse click on the default speakers and select Test



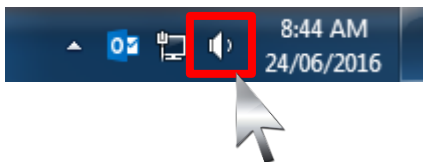
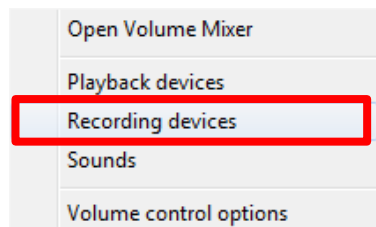
**3.** You should hear some test tones and the green bars moving



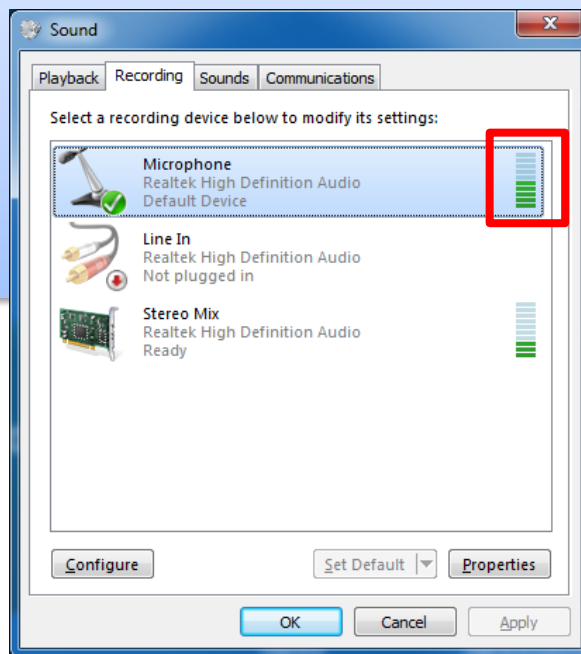


# Webinars Setup – Microphone

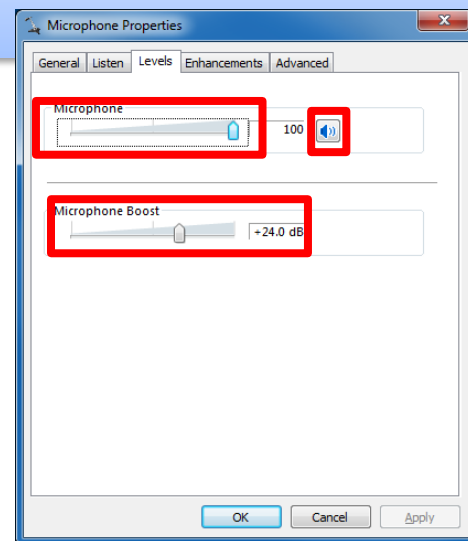
**1.** Right-mouse click on the speaker icon in the bottom-right corner of your screen and choose “Recording Devices”



**2.** Speak into your microphone and check that the green bars are fluctuating



**3.** If not then right-mouse click, select “properties” and check levels and boost





# Webinars Connect - Browser

**1.** Choose how you want to participate, if you don't have a microphone or are sure you want to talk then just choose the "Listen Only" option.

It's preferable to have your microphone available during the webinar to be able to respond verbally if you wish. (Your mic will usually be on "mute" unless you are invited to talk.)

How do you want to join the audio?



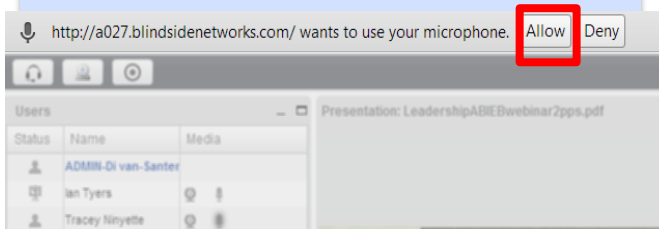
Microphone



Listen Only

Cancel

**2.** Allow access to your microphone (if you chose the Microphone option).



**3.** Click on 'Yes' if this window appears



**4.** Follow the prompts as your audio setup is tested.



# Webinars – Your controls

Look in the top-left area of the webinar for your controls the sharing or your Microphone, Speakers/Headphones and Webcam

A screenshot of a webinar interface showing a control bar at the top. The bar contains three main controls: a microphone and headphones icon, a webcam icon, and a 'Muted' button. Each control is highlighted with a colored box and a callout box. The microphone icon is highlighted with a red box and a red callout box. The webcam icon is highlighted with a blue box and a blue callout box. The 'Muted' button is highlighted with a purple box and a purple callout box. The background of the slide shows a blurred video feed of a group of people in a meeting room.

Webcams

Connect microphone and speakers/headphones

Connect Webcam

Mute / Unmute Microphone



# CPFS Webinars – Participate

## NOTES:

**1.** It is possible to participate in a webinar collaboratively around a *shared* computer.

To do this you will only need to register once, and use the login link provided to enter the webinar room. You may also want to check that your computer speakers are robust enough for the whole group to hear clearly. If you do participate as a group, please let us know so we can have an accurate record of participant numbers.

**2.** If you miss the webinar, we **record** our webinars and post the audio and presentation slides on your *Moodle course page* for your convenience.

**3.** To ensure that we conduct engaging and useful webinars, please complete the **Feedback** on your *Moodle course page*. On that form you can also make suggestions for topics for future webinars.

## During the webinar:

Be prepared to hear your name.

To ask a question or comment:

(a) click on the hand icon and wait to be invited to speak (the Presenter may have your microphone on mute to avoid noise coming through from your surroundings) OR

(b) write your question/comment in the *chat box*  
State your name before speaking on the microphone


Get ready to be engaged in the learning!

Actively participate. The webinar only goes for a *short* time so, for full engagement and contribution to other attendees, please do not multi-task or try to do other things during the webinar.



# CPFS Webinars – Help

Visit the [CPFS Webinars Home Page](#) for details on all scheduled webinars along with other useful information.



Government of Western Australia  
Department for Child Protection  
and Family Support


Online Learning

CPFS

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## Webinars



Webinars run or promoted by the Department's Learning and Development Centre

### Webinar Schedule

- Tue 10th Nov 11-1pm Perinatal and Infant Mental Health Team Leader Training
- Wed 25th Nov 11-1pm Perinatal and Infant Mental Health Supervision (originally scheduled on Mon 16th Nov)
- Thu 26th Nov 9:30am - 10:15am ABIEB Webinar 6
- Tue 1st Dec 2-3pm Family and Domestic Violence - Bringing Perpetrators into View
- Wed 2nd Dec 2-3pm Family and Domestic Violence - What might strengthening perpetrator accountability actually mean?
- Wed 9th Dec 11-1pm Perinatal and Infant Mental Health Supervision

### Webinar Recordings

- May 11 2015 - [The Safe and Together Model](#) presented by David Mandel
- Cultural Leadership ABIEB Webinars (for 2015 participants only)

### Other Webinar Lists:

- Child Family Community Australia (CFCA) Webinars
- [David Mandel's Safe and Together Model Overview](#)


#### Next Webinar

10TH NOVEMBER - PERINATAL AND INFANT MENTAL HEALTH TEAM LEADER TRAINING

#### Important Links

- [Webinar Support Page](#)
- [Demonstration Webinar](#)
- [Technical Questions?](#) - if you have some problems or concerns about joining the webinar (please check the [Webinars Support Page](#) first) then email [ldc@cpfs.wa.gov.au](mailto:ldc@cpfs.wa.gov.au)

#### Recommended Headsets



Recommended headsets (headphones with a microphone) for webinars should have two plugs (for the mike and speakers) rather than those with a USB connection. The USB ones can sometimes be tricky on