

Using GotoMeeting – Participant’s How-To

GoToMeeting is similar to a group Skype chat or Facetime, where multiple people simultaneously sign into the session and can see and hear the critic and each other.

If you've not used those platforms before, don't worry!
This document will walk you through what you need to do.

Using the link provided in your email, download the software ahead of time, to get the most out of your session.

Be aware that your critique is recorded. Shortly after the session, the video will be uploaded to the Federation's YouTube channel as unlisted (so only those with the link can view the video, your critique is never public). The link to the YouTube video will be sent to you within two weeks of the session.

During the critique, you will see what is on the instructor's screen. They will pull up your images and speak directly to you about strengths, weaknesses and tips for moving forward, while referencing your work.

Here is a brief overview of how the feedback session will work:

- Each session will have a maximum of 10 students
- All 10 images that you submitted as your portfolio for Active Status have been reviewed by the critic ahead of time
 - From these images, they will select up to five to speak to, as they offer their advice and suggestions for improvement
 - The session will run for a maximum of 60 minutes, allowing for an introduction by the instructor, 10 minutes of critique time per applicant, and a conclusion

- Following the session, we will send you the link to our private YouTube channel where the video will be posted. The YouTube link is there for you to re-watch the video following the session.

Download Tips and Troubleshooting:

To download GoToMeeting for a computer or laptop, click on the link in your email, it will automatically open a download window for “Citrix Online Launcher” and a new browser page. Click “Allow Download” and/or “Open Link” which will allow GoToMeeting to launch (this is a safe download).

For Smartphone or Tablet users (Android, iOS and Windows): Download the GoToMeeting app: <https://www.gotomeeting.com/en-ca/meeting/ipad-iphone-android-apps> and type in the Meeting Access Code (included in your email) to join the session once the app is downloaded and opened.

Once the download is complete, your GoToMeeting session will open. If your computer is equipped with a microphone and speakers, click on “Switch to Computer Audio” – it will allow you to speak with the instructor and other students.

If you do not have a microphone/speakers, you have the option to dial in via telephone to the session. Simply switch to the “Phone Call” audio option, dial the phone number that is on the screen and follow the instructions to enter the unique access code and audio PIN.

If you dial in, you may experience echoing; if so, here are some possible solutions:

- Make sure you have selected Phone Call option in the pre-session “Choose Audio Mode” window then select Continue

- While in session, expand the Audio pane at the top of the control panel and select Phone Call. Select which country you want to see the #'s for, use your telephone to dial the desired phone number, then enter the 9-digit access code when prompted
 - Stop using speaker phone – try switching to regular mode or use headphone instead
 - Try hanging up and dialing in again
 - Try using a different telephone

Once you are connected to the session, two screens will open – one will be the instructor's screen where you will see and hear the instructor and your artwork, and the other will be a control bar on the right-hand-side. Using this control bar you can manage:

- Your audio, screen and webcam settings – by clicking the circular icons above the “Audio”, “Screen”, and “Webcam” tabs, you can control how you are listening/being heard, if you share your screen or not, and if you have a webcam, you can choose to let others see you or not
 - “Attendees” will list all of the names of the fellow students
 - “Chat” allows you to type messages to the rest of the group or privately to the instructor

Note: When typing to the instructor, the message box will pop-up on their screen, but the other students will not be able to see the message box, even though the instructors screen is being shared with the group. The instructor has been advised to read the students' questions/comments out loud so the rest of the group can hear the conversation and understand why the instructor is saying what they are saying in response.

Once the critique is over, simply click “End Your Meeting” and you're done!

We strongly recommend getting familiar with the software beforehand, and not waiting until the day-of, as you may not be able to get the assistance you need to participate in the session.

Please download the software and ensure it is running smoothly a couple days before the session. You can contact FCA staff via 604-681-2744 to troubleshoot any issues, prior to the session.

If you have any questions, feel free to call the Membership Coordinator, at 604-681-2744 or send an email at membership@artists.ca