

Annotation Studio v.2.0 Webinar



SCHEDULE

While the webinar is not scheduled to begin until 2 pm EST, we will be available starting from 1:30 pm EST to assist with any technical questions participants may have. Once the webinar begins, however, we will no longer be able to address any technical questions. Please do not disrupt the webinar by keeping your camera on or not muting your microphone. If you have any questions before the webinar, please do email us at hyperstudio-support@mit.edu.

1:30 pm

Setup assistance

2:00 pm

Introduction by Kurt Fendt, Executive Director of MIT HyperStudio, with brief demonstration of Annotation Studio by Jamie Folsom, Lead Developer of MIT HyperStudio

2:10 pm

Case Studies

Reading Process with Wyn Kelley, Senior Lecturer of Literature at MIT, and Ina Lipkowitz, Lecturer of Literature at MIT

Writing Process with Suzanne Lane, Director of Writing, Rhetoric, and Professional Communications Program at MIT, and Jim Paradis, Robert M. Metcalfe Professor of Writing and Comparative Media Studies at MIT

Foreign Language with Roberto Rey Agudo, Lecturer in Spanish in Global Studies and Languages at MIT

2:35 pm

Question and answer period for case studies

2:45 pm

Question and answer period for technical questions

2:55 pm

Closing remarks by Kurt Fendt

BASIC INFORMATION

Topic: Annotation Studio v.2.0 Webinar

Date: Friday, November 21, 2014

Time: 1:30 pm, Eastern Standard Time (New York, GMT-05:00)

Meeting Number: 647 947 186

Meeting Password: hyperstudio

To join the online meeting (Now from mobile devices!)

1. Go to <https://mit.webex.com/mit/j.php?MTID=mb4d23a213e3cc74adca5a5393119d6a1>
2. Download Cisco Webex extension if necessary.
3. If requested, enter your name and email address.
4. If a password is required, enter the meeting password: hyperstudio
5. Click "Join".

To view in other time zones or languages, please click the link:

<https://mit.webex.com/mit/j.php?MTID=m4c2041c17b1a2ddf83bda043c36f514e>

To join the audio conference only

To receive a call back, provide your phone number when you join the meeting, or call the number below and enter the access code.

US Toll Number: +1-617-324-0000

Access code:647 947 186

For assistance

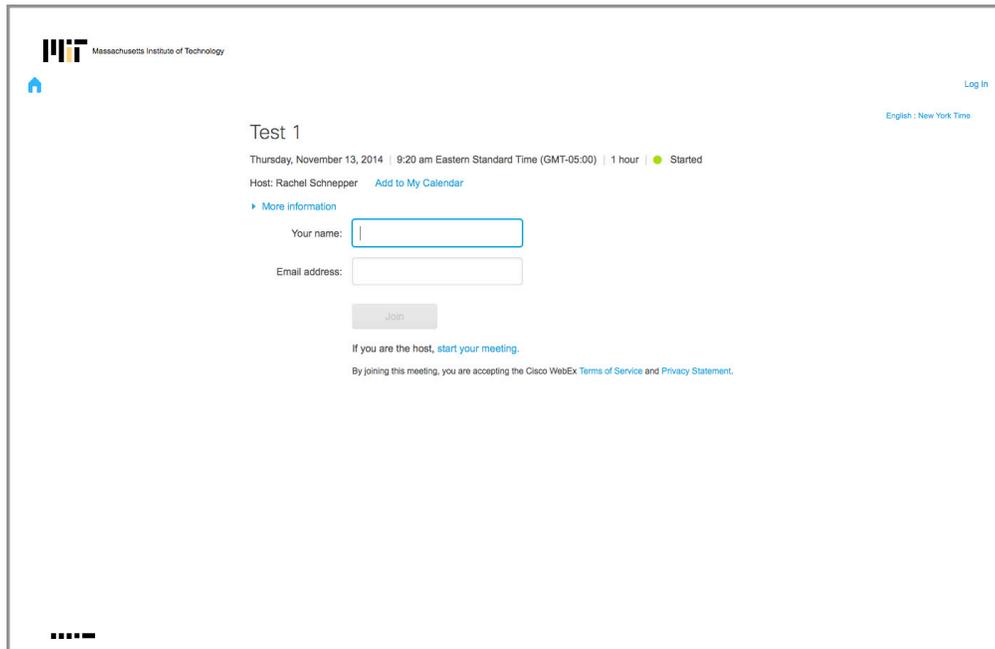
1. Go to <https://mit.webex.com/mit/mc>
2. On the left navigation bar, click "Support".

STEP-BY-STEP GUIDE

1) Go to the webinar website:

<https://mit.webex.com/mit/j.php?MTID=mb4d23a213e3cc74adca5a5393119d6a1>

2) Log on to the webinar. Please enter your own name and enter your email address. Click “Join”.

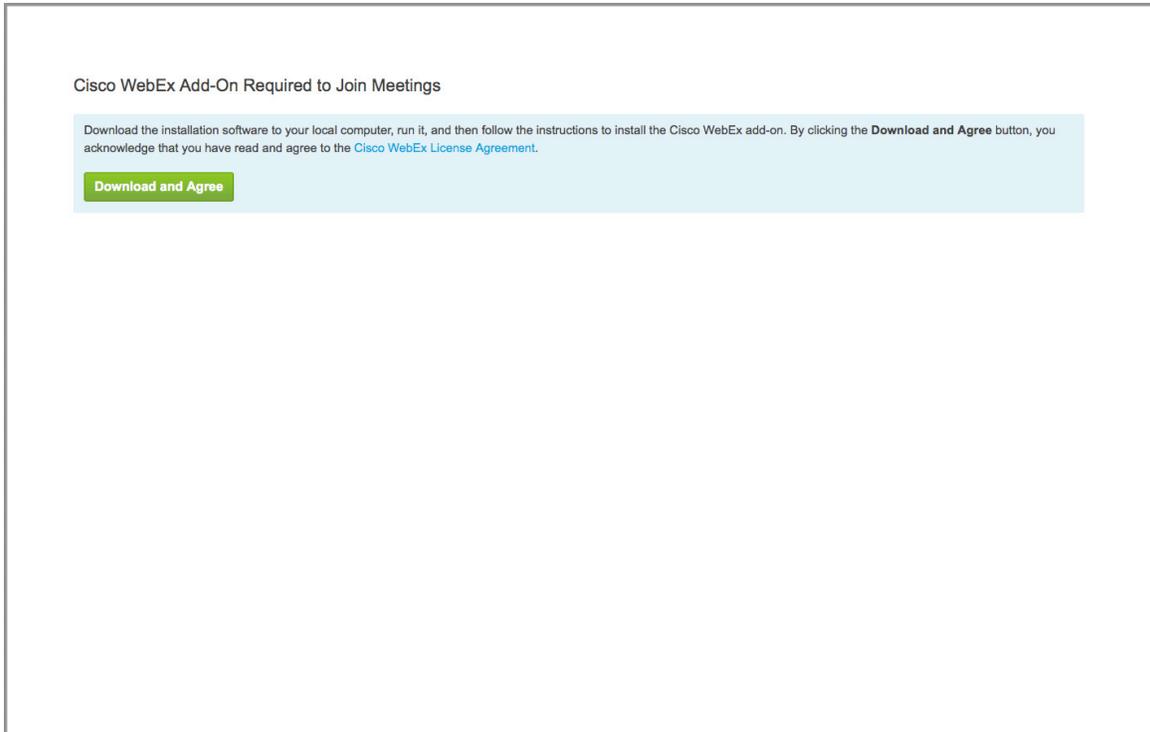


The screenshot shows the MIT WebEx interface for a webinar titled "Test 1". The page includes the MIT logo and name in the top left, a home icon, and a "Log In" link in the top right. The webinar details are as follows:

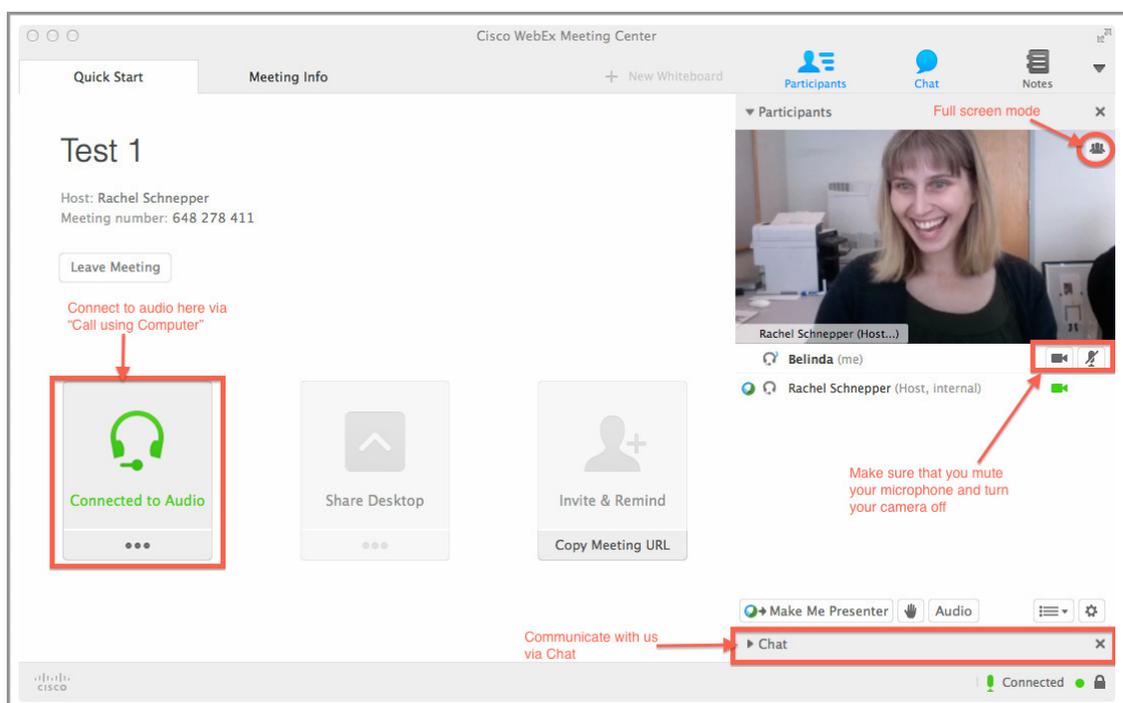
- Title: Test 1
- Date and Time: Thursday, November 13, 2014 | 9:20 am Eastern Standard Time (GMT-05:00) | 1 hour | Started
- Host: Rachel Schnepfer | [Add to My Calendar](#)
- More information link: [More information](#)
- Registration fields: "Your name:" and "Email address:" with corresponding input boxes.
- Join button: A grey button labeled "Join".
- Host instructions: "If you are the host, [start your meeting](#)."
- Disclaimer: "By joining this meeting, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#)."

At the bottom left of the page, there is a small icon consisting of five black squares in a horizontal row.

3) If you have never used Cisco Webex software before, you will be prompted to download and install software that will enable you to do so. This process will take around a minute.



4) After you have successfully installed the Cisco Webex software, you will be taken to the Cisco Webex Meeting Center.



Connect to Audio

Please make sure that you connect to audio via “Call using Computer.” After having done so, you will be able to hear us.

Mute User Microphone

Please make sure that you mute your microphone. If you wish to communicate with us, please use the “Chat” function.

Disable User Camera

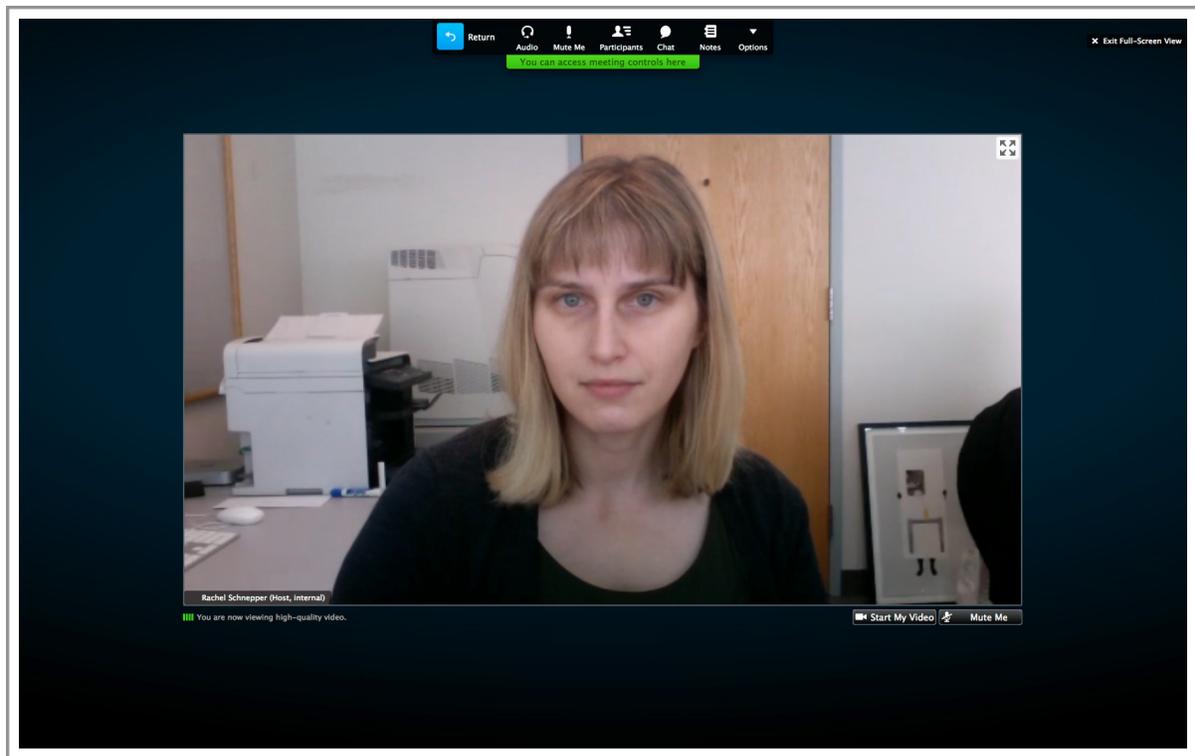
Please make sure that you turn off your camera. If you wish to communicate with us, please use the “Chat” function.

Chat

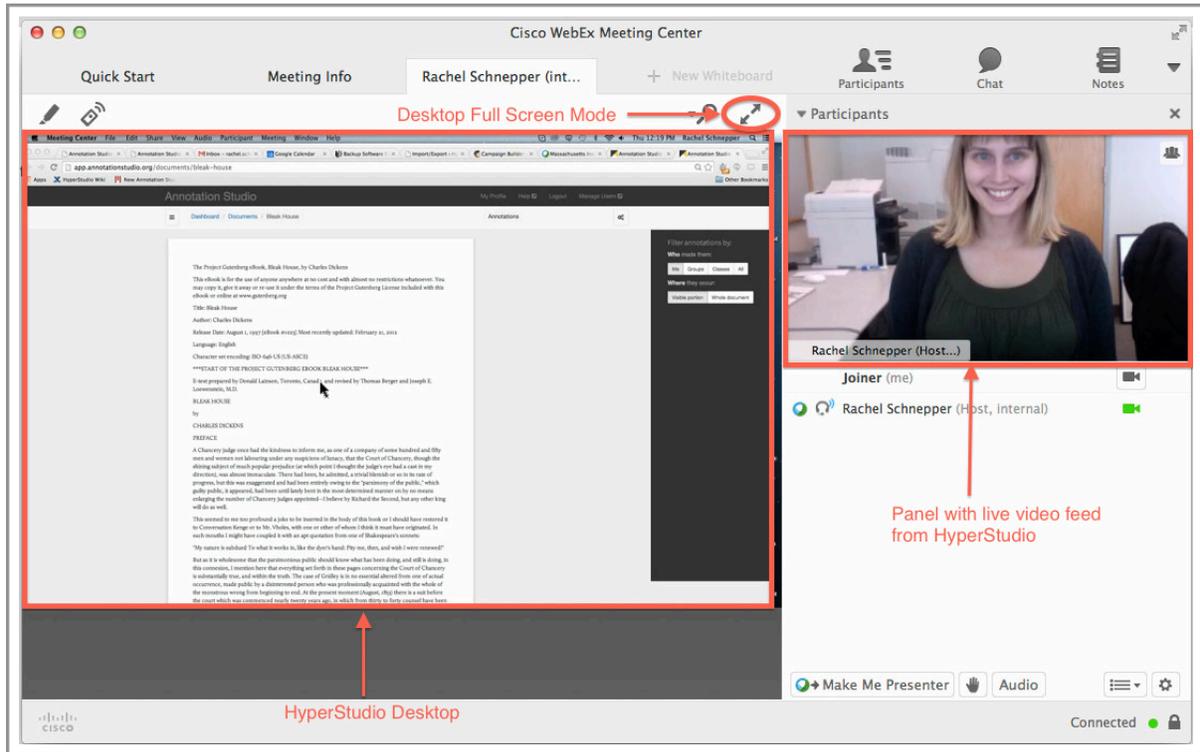
Please communicate with us exclusively through the “Chat” function. If you have a question during one of the presentations, please enter it in the “Chat” function. Questions submitted will be addressed following the presentations.

Video Panel

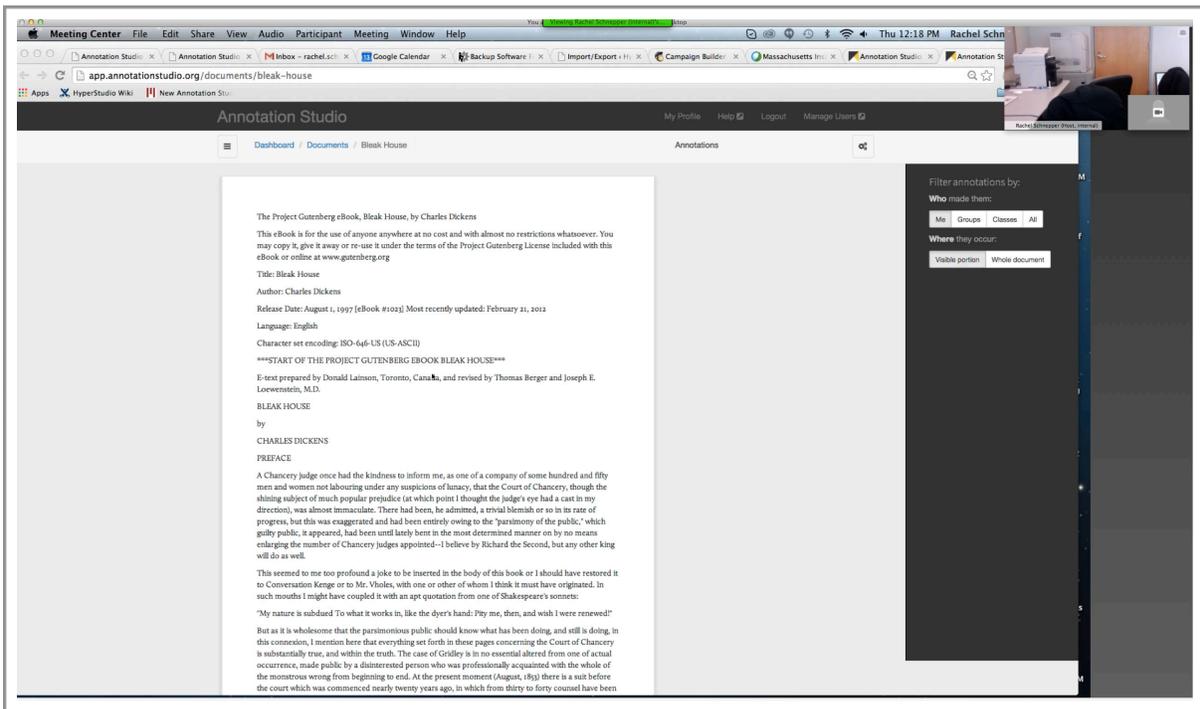
In this panel, you will see the live feed from our camera. By disabling your camera, you ensure that this will continue to be the only feed. If you want to switch from the Cisco Webex Meeting Center view to a full screen view of the video panel, click on the full screen mode button in the video panel. Your desktop will now contain only the content in this panel. Please note the drop down control menu at the top of the screen.



Desktop Mode



Throughout the webinar, we will share content from our desktop, including but not limited to PowerPoint slides, Annotation Studio, www.annotationstudio.org, and support.annotationstudio.org. This desktop content will appear in another panel in the Cisco Webex Meeting Center. To view the content of the desktop panel in full screen mode, please click the two arrows icon at the top right of the desktop panel. Both the desktop panel and video panel will now appear in full screen with a drop down control menu.



TROUBLE-SHOOTING

While the webinar is not scheduled to begin until 2 pm EST, we will be available starting from 1:30 pm EST to assist with any technical questions participants may have. Once the webinar begins, however, we will no longer be able to address any technical questions. Please do not disrupt the webinar by keeping your camera on or not muting your microphone.

If you have any questions before the webinar, please do email us at hyperstudio-support@mit.edu. Please also consult the following technical problems and solutions.

Poor Audio/Video Quality

Cisco Webex software is exceptionally high quality. However, users may nonetheless experience quality issues with their video and audio. The most likely cause of this is background applications consuming an excessive amount of bandwidth. These include, but are not limited to, anti-virus software such as Sophos and Norton, and cloud-based backup applications such as Crash Plan and Dropbox. If your computer is running any background applications, please disable them for the duration of the webinar.

Unable to Join Meeting

Please make sure that you have downloaded and installed the Cisco Webex software. Also, users often report that closing the Cisco Webex Meeting Center window and logging back in is very effective.

Mobile Devices

The webinar can also be viewed from mobile devices (iPhone, iPad, Android devices). If you continue to have issues using your computer, please try accessing the webinar from your mobile device exactly as you would from your computer.