

The Academy for Guided Imagery  
and its co-sponsoring organizations present:  
**IMAGERY, SUGGESTION, AND  
MIND/BODY MEDICINE: 2008**  
AGI's 20th Annual Conference Webcast

## Webcast Viewing Instructions

### Webcast Terminology

Welcome to the re-broadcast of the Academy's 20<sup>th</sup> Annual Conference Webcast. By carefully following these instructions, you will make this a most enjoyable and positive learning experience.

First, let's get acquainted with some of the basic webcast vocab. DigitalChalk (AGI's Webcast provider) uses some lingo that may be unfamiliar to you, so we have included some helpful definitions.

**WEBCAST** – an educational program presented over the internet that usually includes a streaming audio/video presentation as well as accompanying slides, which advance along with the presentation. AGI's **WEBCAST** has been divided into eight separate **COURSES**.

**COURSES** – The original **WEBCAST** has been divided into eight separate 3 – 3.5 hours **COURSES**. Each course consists of separate **LESSONS**. Completion of ALL of the **LESSONS** within a **COURSE** allows the user to print out either a Certificate of Attendance or if taken for credit, a C.E. Certificate of Completion for that course.

**LESSONS** – The individual presentations by each of the different faculty members are called **LESSONS**. If taken for C.E. credit, each lesson is followed by two multiple-choice assessments. The first is a five question true/false quiz to ensure that the participant actually watched the presentation, and the second is a Course Evaluation survey. BOTH assessments must be completed for every lesson in order to obtain credit for the course.

Now lets get you started with the Webcast!

### Step 1) Register As an AGI Student

To enroll in the webcast's courses, you must first register with AGI's webcast provider, DigitalChalk. You can do this by clicking the link on the same page where you downloaded these instructions, or by entering the following link: <http://acadgi.digitalchalk.com>

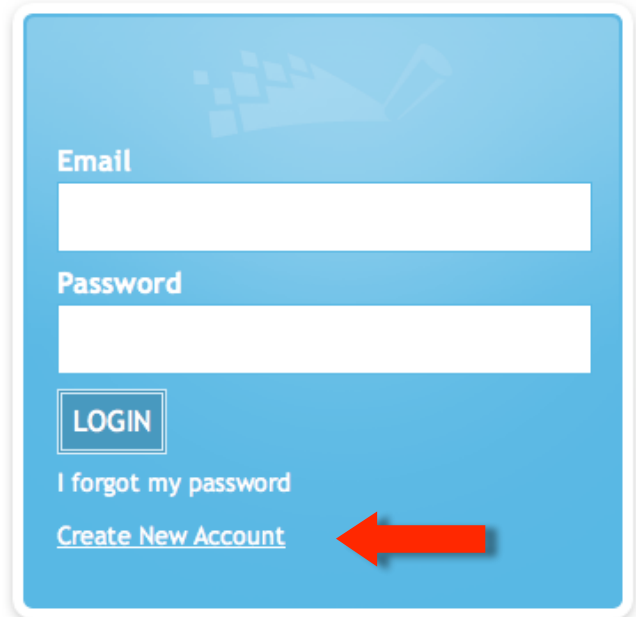
## Step 2) Create a New Account

At the login page, click on "Create New Account" which will ask you to enter contact information, including a login email and password that you will use to access your webcast courses.

When complete, a window will appear saying that you have successfully created your account. Congratulations and welcome as an AGI Webcast Student.

Click the "continue" button

Now, login with your email and password.

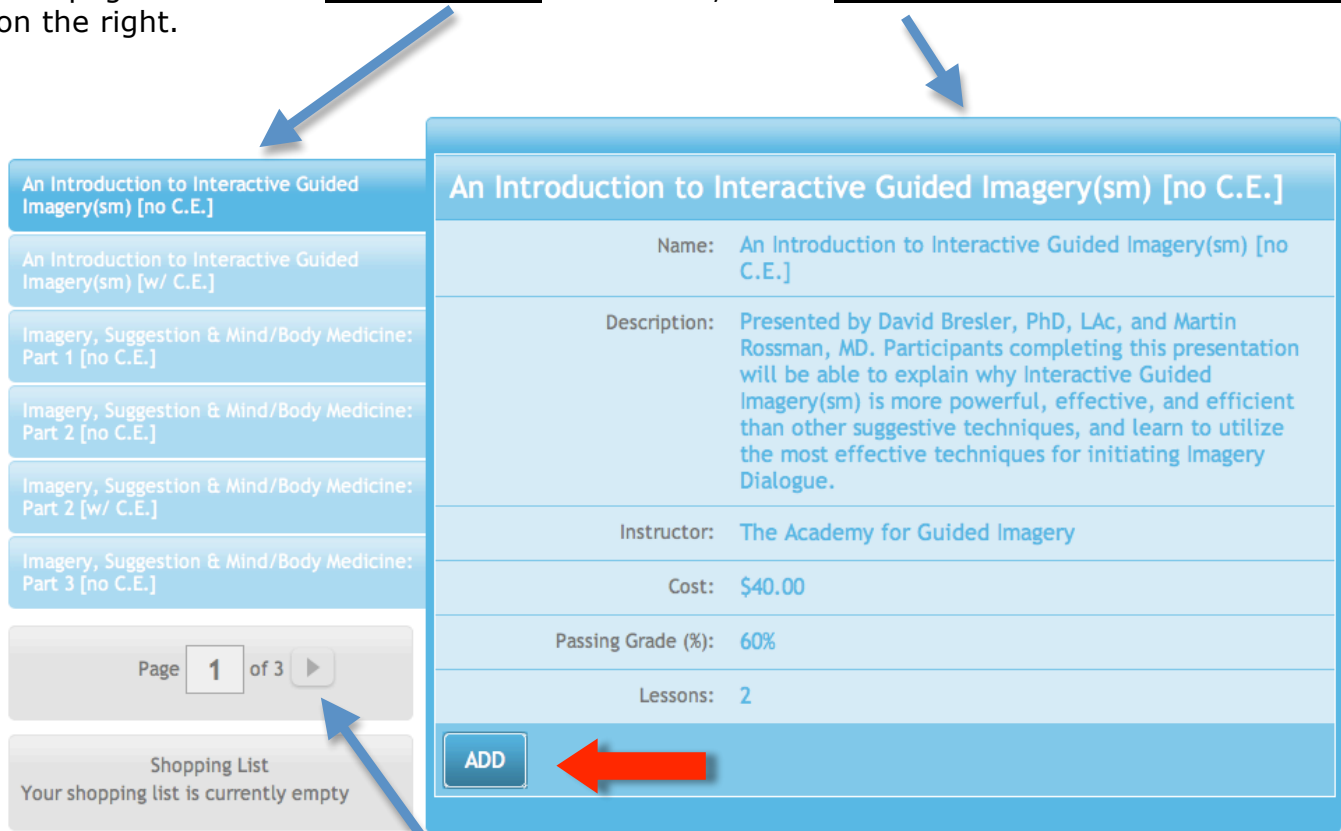


The screenshot shows a blue login form with the following elements:

- Email input field
- Password input field
- LOGIN button
- [I forgot my password](#) link
- [Create New Account](#) link, highlighted with a red arrow.

## Step 3) Selecting the Courses You Want to View

Clicking on the **Registration** tab at the top of the page will bring you to the course list. This page consists of **Course Titles** on the left, and a **Description of the selected title** on the right.



The screenshot displays a course selection interface with the following components:

- Course List (Left):** A list of course titles, including "An Introduction to Interactive Guided Imagery(sm) [no C.E.]", "Imagery, Suggestion & Mind/Body Medicine: Part 1 [no C.E.]", "Imagery, Suggestion & Mind/Body Medicine: Part 2 [no C.E.]", "Imagery, Suggestion & Mind/Body Medicine: Part 2 [w/ C.E.]", and "Imagery, Suggestion & Mind/Body Medicine: Part 3 [no C.E.]".
- Course Description Panel (Right):** A detailed view of the selected course, "An Introduction to Interactive Guided Imagery(sm) [no C.E.]". It includes fields for Name, Description, Instructor, Cost, Passing Grade (%), and Lessons.
- Navigation and Action:** A "Page 1 of 3" navigation bar and a "Shopping List" section. A red arrow points to an "ADD" button at the bottom of the description panel.

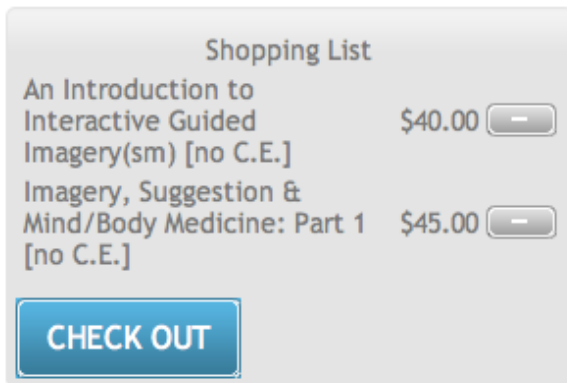
You can cycle through the **Pages** to see all of the available courses to select and the courses you are interested in.

You may have noticed that each of the eight courses (the **Introduction to IGI** along with **Parts 1-7** of the Webcast) are listed twice. This is to give you the option to take each course for C.E. Credit, or just for your own enlightenment.

The Credit and Non-Credit courses are identical, except the Credit courses include a 5 question true/false quiz, and a course evaluation survey following each lesson (as well as costing \$10 more to help offset the costs of maintaining our CE sponsors).

#### Step 4) Purchasing the Courses

When you have found a course that interests you, click the "**ADD**" button on the bottom left side of the Description Screen (*shown above in red*). This course will now be added to your Shopping List.



Note that the course that you added now shows up on your "shopping list" on the bottom left side of the page.

You can select and add more courses to your shopping list or, when you're ready, you can click on the "checkout" button on the lower left corner to pay for and view your courses.

#### Step 5) Pay Tuition Fees

After clicking "**Check Out**", you'll have a chance to review and approve your "**Shopping List**" and then click "**Continue**," (or "**Cancel**" in order to start again). Enter your billing address and credit card information and you should then get a "Thank You" window when all have been processed and accepted.

#### Step 6) View Your Courses

Now click the "My Courses" tab at the top of the page to view the courses you have purchased. Select the first course you wish to attend online, and click on the first lesson (typically underlined) to begin.

When the lesson loads, click on "**Start Chalkboard**". Now sit back for a few moments while the presenter's slides ("**Images**") are being loaded into the program. This can take several minutes, depending upon your internet access speed. Watch the "**Images loading.....**" countdown to get an idea of the time required.

When the slides are done loading, a new page appears.

Click the "Click to Begin" button to begin.



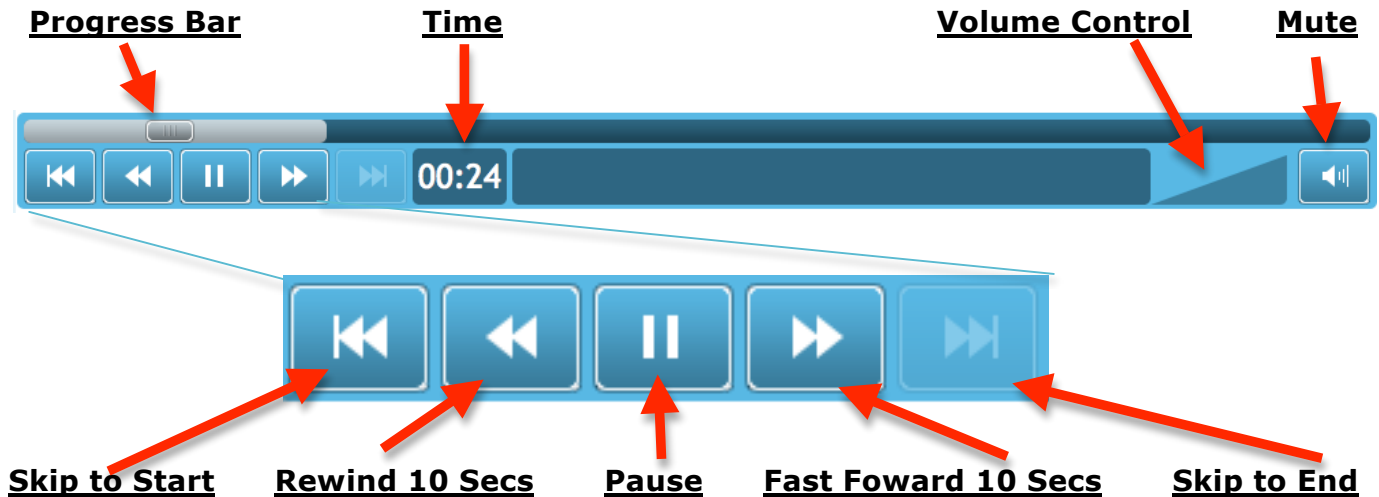
Enjoy the presentation!

## Step 7) Navigating the Presentation

When the presentation begins, you will see a video of the presenter in the upper left window, and a window containing their slides on the right.

The window on the lower left of the page is a navigation window. As you progress through the presentation, you'll occasional pass through different "**chapters**", whose names will appear as you pass through them. By clicking on the chapter titles, you can return to prior portions of the presentation that you'd like to review.

At the bottom of the page are the following controls:



*(Note: You can navigate forward or backward to any point in the presentation once you have watched it at normal speed.)*

## Step 8) Printing Your CE Certificate

If you are enrolled for CE credit, you must complete the CE Assessment (and answer at least 3 out of 5 of the true/false questions correctly) and fill out the Course Evaluation Survey at the end of every lesson.

After you have completed all of the lessons and surveys, click on the "My Grades" tab at the top of the window. Now, click on the "Print Certificate" link to print a Certificate of Completion (with full CE information).

If you are not enrolled for CE credit, then you do not have to complete any of the assessments following the presentations. After you have viewed all of the lessons in a given course, however, you can click on the "My Grades" tab at the top. The next window will show you the courses you have taken, and will allow you to print a Certificate of Attendance (without any CE information).

## Getting Help

If you find yourself having any difficulties, review these instructions and try once again. If that doesn't work, you can get help from Digital Chalk by going to the following link:

<http://na3.salesforce.com/sol/public/search.jsp?orgId=00D500000007gKu>

If that doesn't work, please send an email to [train@acadgi.com](mailto:train@acadgi.com) and we'll do whatever we can to help.

We hope you enjoy and value the information in this webcast as much as we've enjoyed bringing it to you!!

-The AGI Staff