



Navigating the 2021 ILOTA Conference LMS Website

Logging In

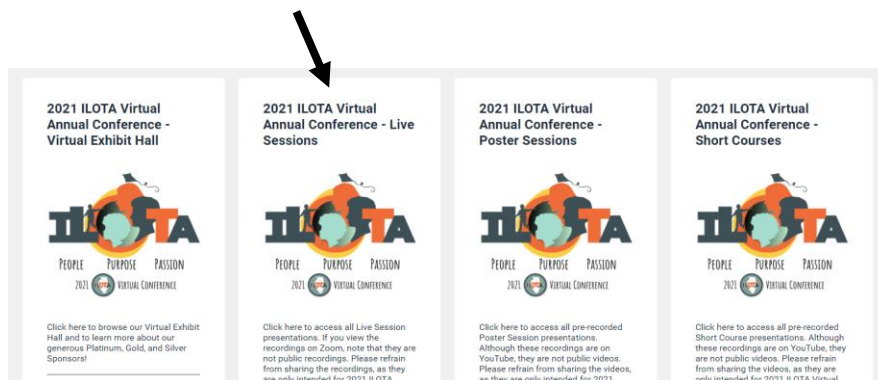
1. If you are directed to log in, enter the same username and credential you use for your ILOTA membership/account. Then click the “Log In” button.

2. You will know you are logged into the conference LMS website when you see “My Account” listed in the top right-hand corner of the webpage.



Accessing Live Sessions

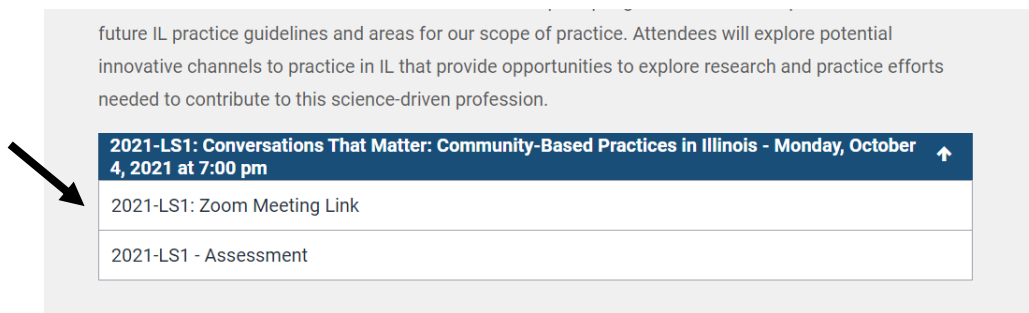
1. To access links to live Zoom sessions, click on the link to the Live Sessions.



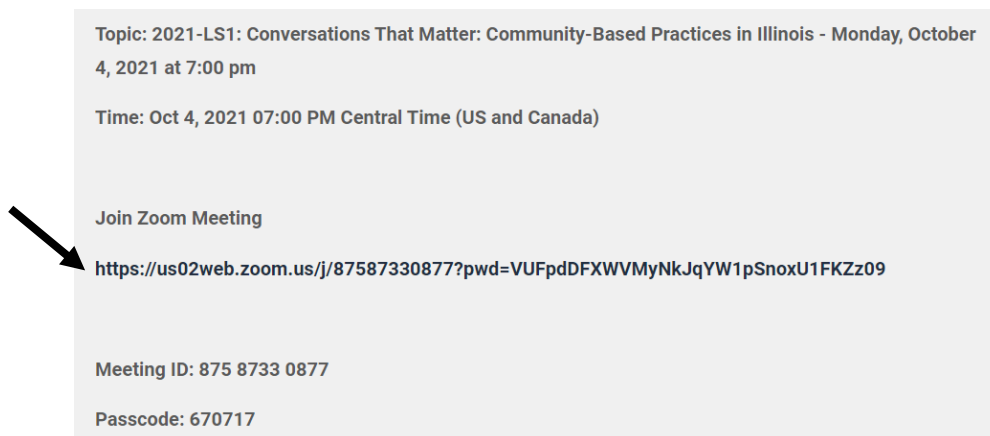
2. Live Sessions are arranged chronologically according to when they are scheduled. To access the link to a particular session, click on the session title.



3. Click on “Zoom Meeting Link”.



4. Click on the link to the Zoom session under “Join Zoom Meeting”. If this is your first time using Zoom, please allow extra time for the Zoom software to download.



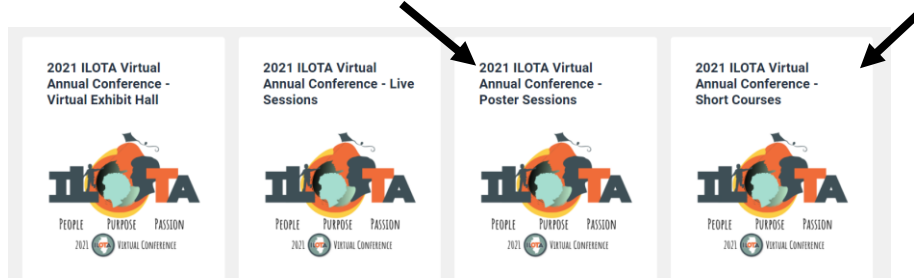
5. During Live Zoom Sessions, use the controls at the bottom of the screen to mute/unmute yourself, turn your video on/off, or participate in the chat with other attendees.



6. Live Sessions will be recorded, and recordings can be accessed using the instructions below.

Accessing Pre-Recorded Sessions

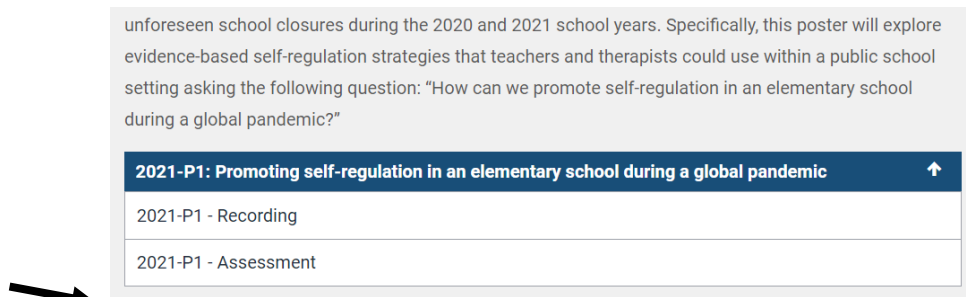
1. To access all pre-recorded sessions, click on the links to the Short Courses or Poster Sessions (or Live Sessions after they occur).



2. Short Courses and Poster Sessions are arranged by the presentation number listed in the online conference brochure (<https://sites.google.com/view/2021ilota/home>). To access a particular course, click on the course title.



3. To view a recording, click on the “Recording” link underneath the course description.

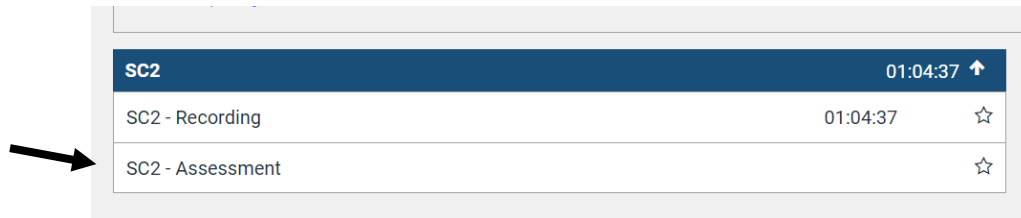


4. While viewing the recording, click on “CC” in the lower menu bar to access closed captions. (**Although these videos are on YouTube, they are not public videos. Please refrain from sharing the videos- they are only intended for ILOTA Conference Attendees.)

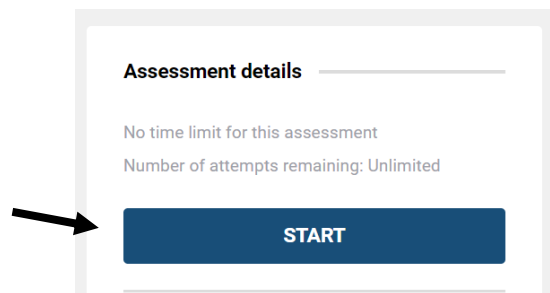


Obtaining CE Certificates for Sessions

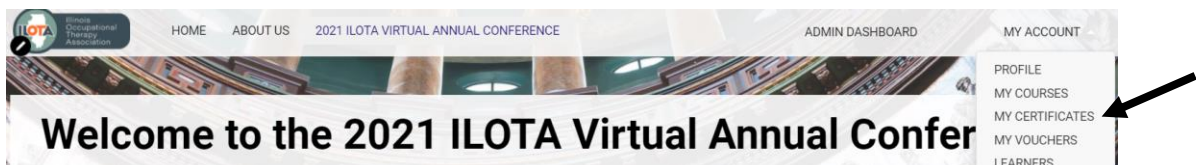
1. In order to claim CE credit after viewing a recording or participating in a live session, navigate back to the course summary page and click on the “Assessment” link.



2. Click on the “Start” button to access the assessment, which will be an attestation to watching the recording and a feedback form. After answering all questions, click on the “Answer/Submit” button, and then “Confirm”.

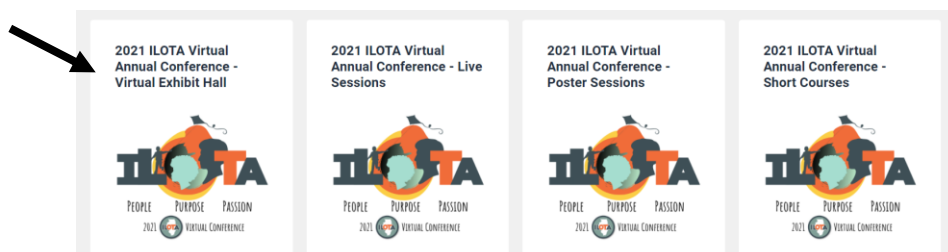


3. Upon assessment completion, an email will be sent with a certificate of completion attached. Certificates can also be viewed by clicking on “My Account”, and then “My Certificates”.



Viewing Sponsor Information in the Virtual Exhibit Hall

1. Click on the link to the Virtual Exhibit Hall.



2. Sponsors are listed alphabetically by sponsorship level. Click on a sponsor name to view more information.



3. Scroll down past the sponsor logo and click on "Sponsor Information". That will link you to an new page to view additional materials such as flyers, photos, links to videos. You may also have the option to download files.

