

Conferences are private conversations between you and one other user in the system. It allows professional dialogue to begin or continue before a face-to-face meeting can be scheduled. Conferences can be used between observers and teachers to talk about feedback after walkthroughs/observations; between peers to support each other; and between coaches and teachers or between colleagues in a mentorship capacity.

A. Start a New Conference

1. Hover over the **Collaborate** tab.
2. Click **Conferences** in the sub-menu.
3. Click **Create New Conference** button at the top of the list.
4. Type the user's name in the **Conference with** box to search. Results will appear to the right.
5. Click **Select** to add the user to the conference.
6. Type a **Title** for the conference.
7. Type your first post in the **First Post** text box.
8. *Optional:* Click Add from Resource Library to select a resource. Repeat to add additional resources.
9. *Optional:* Click Browse/Choose File to select a file. Click Add Attachment to add additional files.
10. *Optional:* Check the checkbox to Send notification email to the other user in the conference.
11. *Optional:* Type an Additional message in notification email.
12. Click **Next**.
13. The **Conference** page with your first post displays.

B. View a Conference

Note: You may only view conferences that you started or were invited to by another user.

1. Hover over the **Collaborate** tab.
2. Click **Conferences** in the sub-menu.
3. The **Conferences** list appears with all of your existing conferences.
4. *Optional:* You may sort, reorder, or search to find your conference.
5. Click the **View** button.
6. The **Conference** page with your conference post(s) displays.

C. Respond to a Conference

1. Hover over the **Collaborate** tab.
2. Click **Conferences** in the sub-menu.
3. The **Conferences** list appears with all of your existing conferences.
4. *Optional:* You may sort, reorder, search or use the pager to find your conference.
5. Click the **View** button.
6. The **Conference** page with your conference post(s) displays.
7. Click **Create New Post** button.
8. Type your **Post Message** in the text box.
9. *Optional:* Click Add from Resource Library to select a resource. Repeat to add additional resources.
10. *Optional:* Click Browse/Choose File to select a file. Click Add Attachment to add additional files.
11. Click **Post**.

D. Share a Conference

Note: Sharing is an optional feature in iObservation.

1. Hover over **Collaborate**.
2. Click **Conferences**.
3. **Locate** the Conference in the list.
4. *Optional:* You may reorder or search to find the Conference in the list.
5. Click **Share**.
6. Click **Add** to select one or more users from the list.
7. *Optional:* You may search or page to find the user in the list.
8. Click **Save**.

E. Remove Sharing from a Conference

1. Hover over **Collaborate**.
2. Click **Conferences**.
3. **Locate** the Conference in the list.
4. *Optional:* You may reorder or search to find the Conference in the list.
5. Click **Share**.
6. Click **Remove** to eliminate one or more users from the shared users list.
7. Click **Save**.

F. View a Shared Conference

Note: Shared conferences will have a **Shared** indicator in the list view.

1. Hover over **Collaborate**.
2. Click **Conferences**.
3. **Locate** the Conference in the list.
4. *Optional:* You may reorder or search to find the Conference in the list.
5. Click **View**.

Technical Training

Virtual technical training sessions are available. During the 45 minutes session an experienced technical trainer will spend one-on-one time with individual users around using iObservation features. Contact us at iObform@iObservation.com to learn more or purchase sessions.