

UMKC CLE Webinar Instructions

Once you have registered for a specific webcasting event, we will email you a link and seminar access up to 48 hours prior to the event. This quick guide will help you understand how our streaming system works, the actions required for receiving credit, and make sure you understand the features that will help you get the most out of our programs.


Please follow these guidelines and don't hesitate to contact us at 816-235-1648 or UMKCCLE@umkc.edu, if you need assistance.

Step 1: Test Your Connection and Signing In (Required for CLE credit for the seminar)

UMKC School of Law uses Zoom for live streaming. Please visit <https://zoom.us/test> to test your connection and browser's compatibility. If you receive an error, please follow the instructions as suggested.

Using the link provided when you registered, make sure you have full access to your session. You should see something similar to this:

Webinar Registration



Topic	Cross Cultural Competency as a Professional Responsibility
Time	Mar 31, 2020 04:30 PM in Central Time (US and Canada)

* Required information

First Name *	Last Name *
<input type="text" value="UMKC CLE"/>	<input type="text"/>
Email Address *	Confirm Email Address *
<input type="text" value="umkcacle@umkc.edu"/>	<input type="text" value="umkcacle@umkc.edu"/>

Kansas Bar Number (for Kansas Reporting Credit)

***Please be sure to enter your Kansas Supreme Court number if you are seeking Kansas Credit for this program. As we will need to report your participation directly to Kansas.**

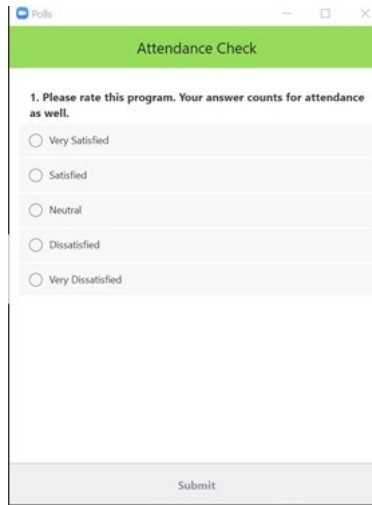
Missouri is self-report, so we do not need to obtain your Bar number for credit purposes.

After signing in, Zoom will prompt you to open the program. It is recommended that you download the Zoom program, however, it is not required for you to view the seminar.

Step 2: Participating in the Webinar for Credit Purposes

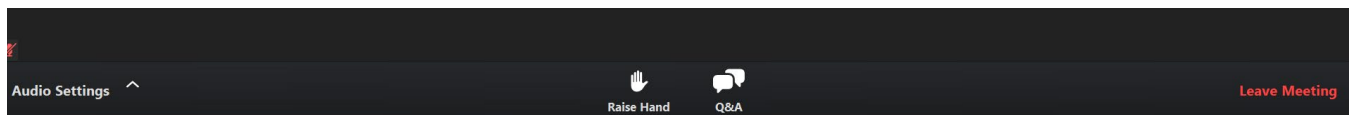
Before the presentation begins you will see: “waiting for the host to start this webinar”. Once the host is ready, live streaming will start automatically. We usually start the live streaming a few minutes before the start time of the program.

Answering the Poll Questions: Answering the poll questions are very important for credit reporting. Randomly throughout the program you will see a box pop up like the pictured below. When it pops up, it is your responsibility to submit your answer. This is how we track your attendance throughout the program.



The screenshot shows a Zoom poll window titled "Attendance Check". The poll question is "1. Please rate this program. Your answer counts for attendance as well." Below the question are five radio button options: "Very Satisfied", "Satisfied", "Neutral", "Dissatisfied", and "Very Dissatisfied". At the bottom of the window is a "Submit" button.

The Q&A function: At any time during the program, you may send us your questions. The Q&A box will appear when you click on the Q&A icon below. The presenters and webcast moderators will be monitoring the Q&A section. The speakers or the moderator will communicate questions to the presenter either during the presentation or during the Q&A session at the end, whichever presenter prefers.



For additional Zoom support, please click here for step by step directions:

<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->

If you have any other issues, do not hesitate to email us at umkccl@umkc.edu or call us at any of the following numbers:

- 816-235-1648 - Dan Fines
- 816-235-6542 - Jesse Osman/Jacey Bruns
- 816-235-6541 - Daniel McCarroll
- 816-918-9676 - Daniel McCarroll (cell)

If you leave a voicemail, we will return your call as soon as possible. Thank you!