

**ONTARIO
TELEMEDICINE
NETWORK**



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OTN

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How to Access Live and Archived Webcasts Training Module

June 2008



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Hardware Requirements

Any Pentium III, or higher-level computer
 At least 512 MB RAM
 Video card and monitor supports VGA or better. (16-bit video)
 External speakers or headphones (strongly recommended - clearly audible)

Software Requirements

Windows Operating System

Vista - Media Codec Updates (Update # - MS)
 XP - with Service Pack 2 or greater
 2000 - with Service Pack 4 or greater
 ME

Media Player Support

Windows Media Player 9 (or higher)

Browser support

Internet Explorer 6.0 or Netscape 7.1 or Mozilla FireFox 1.0, or higher

Network Requirements

Live Stream

- Connection
 o DSL/Cable or Satellite - Minimum 256Kbps download speed.

Archived/Recorded Stream

- Connection
 o DSL/Cable, modem or Satellite - Minimum 56Kbps download speed.
Note: On slower connections you may experience halts in the review of your recording as your media player buffers the playback.

Firewall

- If you are accessing our streaming services in an office environment or behind a firewall you have to ensure that your Network Administrator has opened the following network ports.:
 Viewers Mediasite Server TCP 80 HTTP – Viewing the presentation catalog and individual presentations Viewers Media Server TCP 1755 MMS over TCP – Video streaming Viewers Media Server UDP 1755 MMS over UDP – Video streaming Viewers Media Server TCP 80 HTTP – Video streaming Viewers Media Server TCP 554 RTSP over TCP – Video streaming Viewers Media Server UDP 554 RTSP over UDP – Video streaming

Mediasite Computer Meets Minimum Hardware/Software Requirements

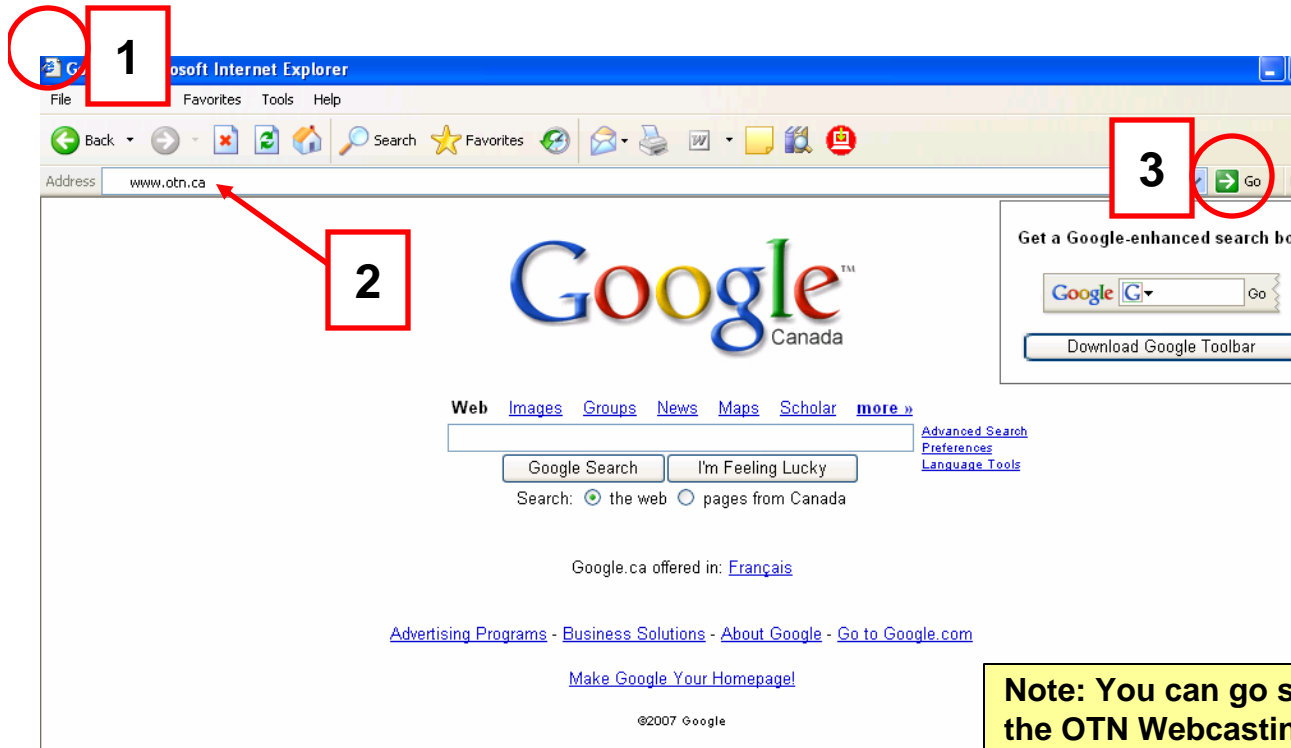
Participants must ensure that their computer meets the minimum software, hardware and network requirements.

Note:

Any Internet user connected with DSL or cable Internet service can view both audio and video components of a webcast. There is also a test player available to verify if your player/computer meets minimum hardware, software and network requirements on the OTN Webcasting Centre Support Page:

<http://webcast.otn.ca/support.html>

How to Access the OTN Webcasting Centre



[1] Launch the Internet Explorer web browser on your computer.

[2] Enter www.otn.ca into the address bar.

[3] Click the “Go” Icon.
The OTN home page will appear.

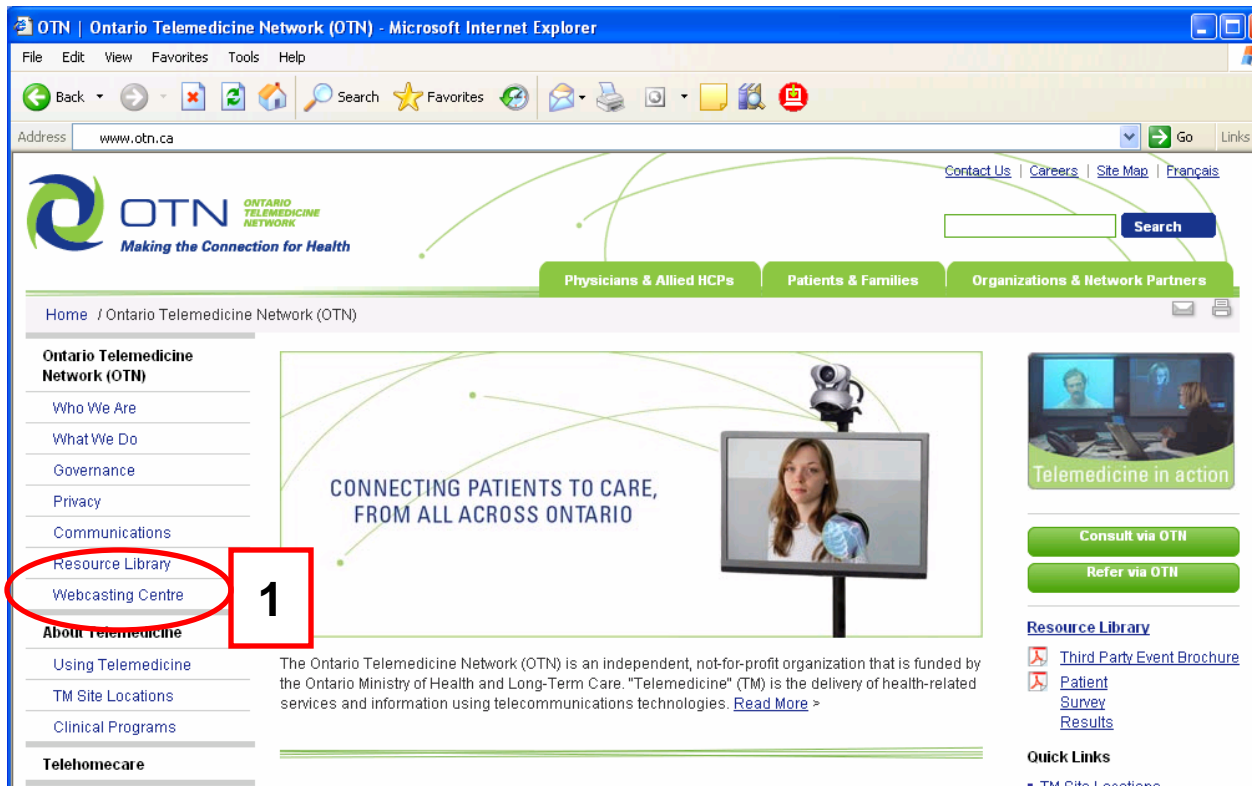
Note: You can go straight to the OTN Webcasting Centre by entering the following address:
<http://webcast.otn.ca>

How to Access the OTN Webcasting Centre (Continued)

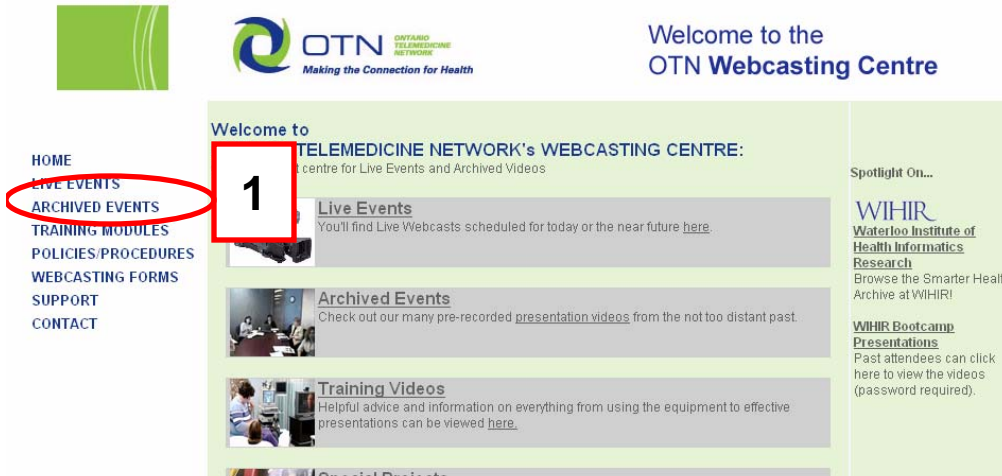
To access the
Webcasting Centre:

[1] Click the
“Webcasting Centre”
link.

The Webcasting Centre
home page will appear.



How to Access Public Archived Webcasts



Welcome to the
OTN Webcasting Centre

Welcome to
TELEMEDICINE NETWORK's WEBCASTING CENTRE:
centre for Live Events and Archived Videos

HOME
LIVE EVENTS
ARCHIVED EVENTS
TRAINING MODULES
POLICIES/PROCEDURES
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Live Events
You'll find Live Webcasts scheduled for today or the near future [here](#).

Archived Events
Check out our many pre-recorded [presentation videos](#) from the not too distant past.

Training Videos
Helpful advice and information on everything from using the equipment to effective presentations can be viewed [here](#).

Special Projects

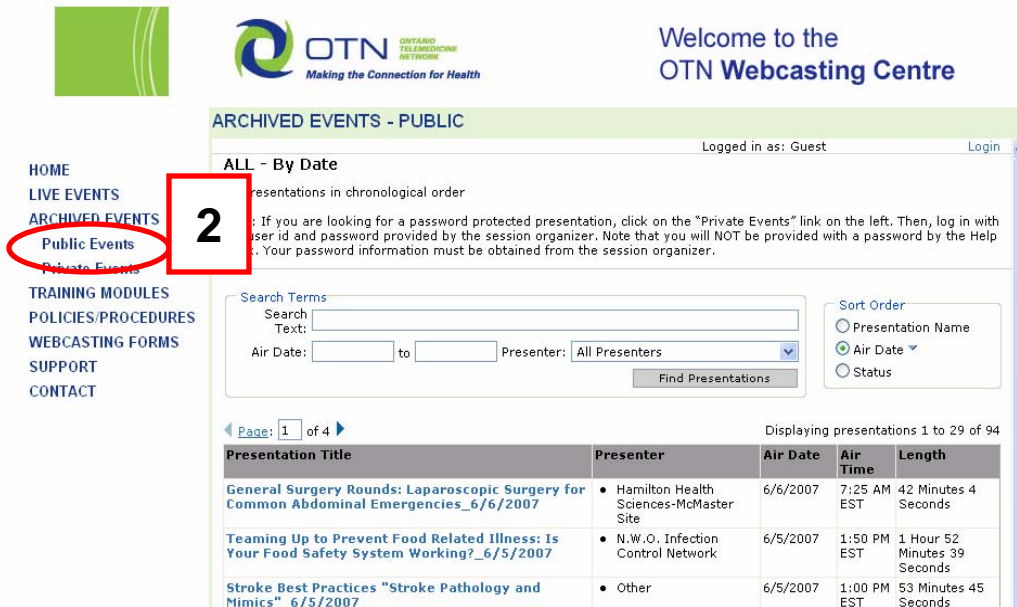
Spotlight On...
WIHIR
Waterloo Institute of
Health Informatics
Research
Browse the Smarter Health
Archive at WIHIR!
**WIHIR Bootcamp
Presentations**
Past attendees can click
here to view the videos
(password required).

To access public archived webcasts:

[1] Click the “Archived Events” tab. A new screen will appear listing webcasted events.

[2] To view a list of public/open archived webcasts, click the “Public Events” link.

Note: To view private (password protected) events, click the “Private Events” link. Webcasts are listed in chronological order.



Welcome to the
OTN Webcasting Centre

ARCHIVED EVENTS - PUBLIC

Logged in as: Guest Login

ALL - By Date
presentations in chronological order

If you are looking for a password protected presentation, click on the “Private Events” link on the left. Then, log in with user id and password provided by the session organizer. Note that you will NOT be provided with a password by the Help . Your password information must be obtained from the session organizer.

Search Terms
Search Text:
Air Date: to Presenter: All Presenters
Find Presentations

Sort Order
 Presentation Name
 Air Date
 Status

Page: 1 of 4
Displaying presentations 1 to 29 of 94

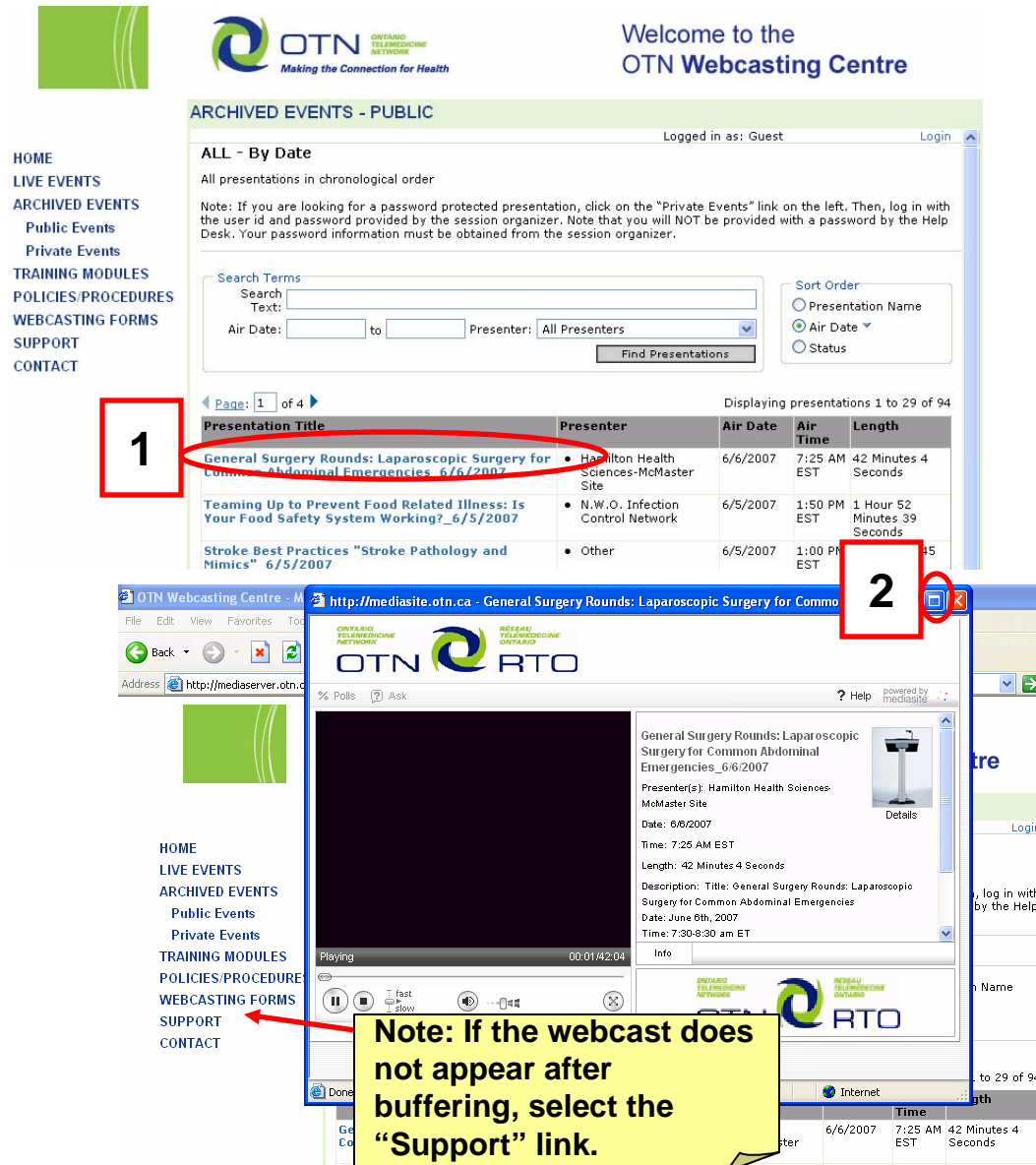
Presentation Title	Presenter	Air Date	Air Time	Length
General Surgery Rounds: Laparoscopic Surgery for Common Abdominal Emergencies_6/6/2007	• Hamilton Health Sciences-McMaster Site	6/6/2007	7:25 AM EST	42 Minutes 4 Seconds
Teaming Up to Prevent Food Related Illness: Is Your Food Safety System Working?_6/5/2007	• N.W.O. Infection Control Network	6/5/2007	1:50 PM EST	1 Hour 52 Minutes 39 Seconds
Stroke Best Practices "Stroke Pathology and Mimics"_6/5/2007	• Other	6/5/2007	1:00 PM EST	53 Minutes 45 Seconds

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How to Access Public Archived Webcasts



Welcome to the
OTN Webcasting Centre

ARCHIVED EVENTS - PUBLIC

Logged in as: Guest

ALL - By Date

All presentations in chronological order

Note: If you are looking for a password protected presentation, click on the "Private Events" link on the left. Then, log in with the user id and password provided by the session organizer. Note that you will NOT be provided with a password by the Help Desk. Your password information must be obtained from the session organizer.

Search Terms

Search Text:

Air Date: to Presenter: All Presenters

Find Presentations

Sort Order

Presentation Name

Air Date

Status

Page: 1 of 4

Displaying presentations 1 to 29 of 94

Presentation Title	Presenter	Air Date	Air Time	Length
General Surgery Rounds: Laparoscopic Surgery for Common Abdominal Emergencies_6/6/2007	• Hamilton Health Sciences-McMaster Site	6/6/2007	7:25 AM EST	42 Minutes 4 Seconds
Teaming Up to Prevent Food Related Illness: Is Your Food Safety System Working?_6/5/2007	• N.W.O. Infection Control Network	6/5/2007	1:50 PM EST	1 Hour 52 Minutes 39 Seconds
Stroke Best Practices "Stroke Pathology and Mimics" 6/5/2007	• Other	6/5/2007	1:00 PM EST	45

OTN Webcasting Centre - M http://mediasite.otn.ca - General Surgery Rounds: Laparoscopic Surgery for Common Abdominal Emergencies_6/6/2007

OTN RTO

General Surgery Rounds: Laparoscopic Surgery for Common Abdominal Emergencies_6/6/2007

Presenter(s): Hamilton Health Sciences-McMaster Site

Date: 6/6/2007

Time: 7:25 AM EST

Length: 42 Minutes 4 Seconds

Description: Title: General Surgery Rounds: Laparoscopic Surgery for Common Abdominal Emergencies

Date: June 6th, 2007

Time: 7:30-9:30 am ET

Playing 00:01:42:04

Fast Slow

Internet

to 29 of 94

th

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ARCHIVED EVENTS

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Private Events

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Note: If the webcast does not appear after buffering, select the "Support" link.

To access public archived webcasts continued:

After identifying the public webcast to be viewed:

[1] Click the corresponding presentation title link. The webcasting page will automatically appear displaying the webcast (audio and video).

Note: After clicking the title link, the webcast will begin initializing, transitioning, and buffering. Once this process is complete, the webcast will then go into playing mode.

[2] Expand the page by clicking the maximize icon.

How to Access Private Archived Webcasts

To access private archived webcasts:

[1] Click the “Private Events” link found on the left hand side of the screen. The password protected login screen will appear.

[2] Enter the user name and password for the event you wish to view. *Both the user name and password are case sensitive.*

Note: To view a private event, you must have received a user name and password from the event organizer.

[3] Click the “Submit” button. A new screen will appear, listing all private archived webcasts that correspond to the specific user name and password entered.

Welcome to the OTN Webcasting Centre

ARCHIVED EVENTS - PUBLIC

ALL - By Date

Logged in as: Guest

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Note: If you are looking for a password protected presentation, click on the "Private Events" link on the left. Then, log in with user id and password provided by the session organizer. Note that you will NOT be provided with a password by the Help Center. Your password information must be obtained from the session organizer.

Search Terms:

Search Text:

Air Date: to Presenter: All Presenters

Find Presentations

Sort Order

Presentation Name

Air Date

Status

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Displaying presentations 1 to 29 of 94

Presentation Title	Presenter	Air Date	Air Time	Length
General Surgery Rounds: Laparoscopic Surgery for Common Abdominal Emergencies_6/6/2007	Hamilton Health Sciences-McMaster	6/6/2007	7:25 AM EST	42 Minutes 4 Seconds

Welcome to the OTN Webcasting Centre

ARCHIVED EVENTS - PRIVATE (password protected)

mediasite by sonicfoundry

Please log in to access the requested Mediasite content.

Username:

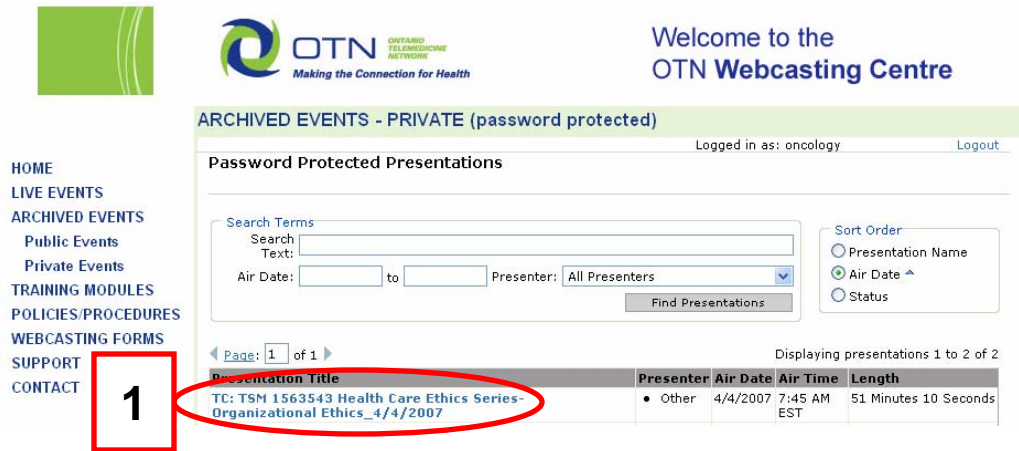
Password:

Remember my ID on this computer

Submit

Note: If you lose your user name and password, you must contact the event organizer.

How to Access Private Archived Webcasts Continued



Welcome to the
OTN Webcasting Centre

ARCHIVED EVENTS - PRIVATE (password protected)

Logged in as: oncology Logout

Password Protected Presentations

Search Terms
Search Text:
Air Date: to Presenter: All Presenters

Sort Order
 Presentation Name
 Air Date ^
 Status

Page: 1 of 1 Displaying presentations 1 to 2 of 2

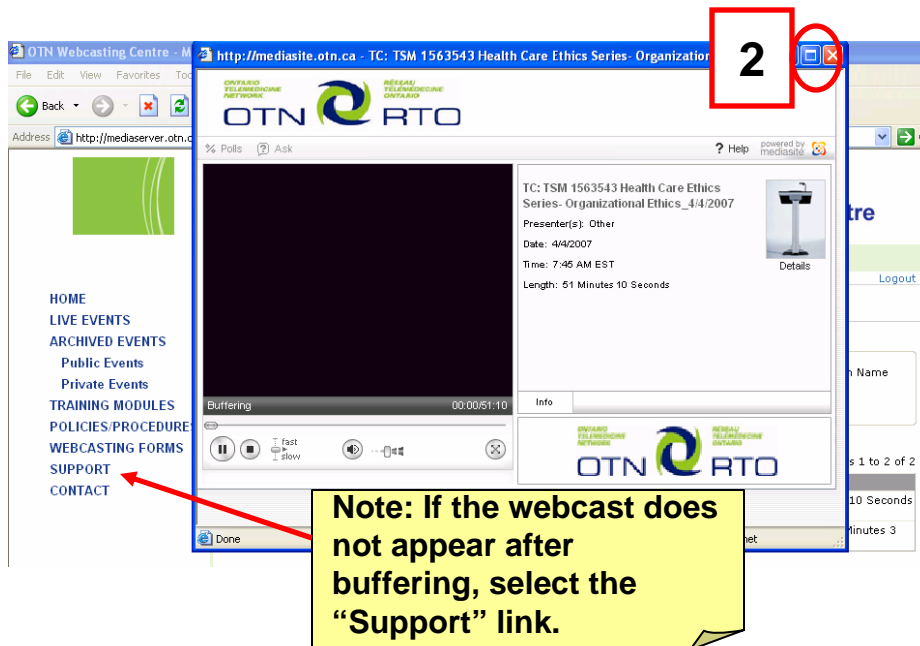
Presentation Title	Presenter	Air Date	Air Time	Length
TC: TSM 1563543 Health Care Ethics Series- Organizational Ethics_4/4/2007	Other	4/4/2007	7:45 AM EST	51 Minutes 10 Seconds

After identifying the private webcast to be viewed:

[1] Click the corresponding presentation title link. The webcasting viewer will automatically appear displaying the webcast (audio and video).

Note: After clicking the title link, the webcast will begin initializing, transitioning, and buffering. Once this process is complete, the webcast will then go into playing mode. Ensure that the audio volume on your PC is adjusted for maximum audio performance.

[2] Expand the page by clicking the maximize icon.



OTN Webcasting Centre - M

http://mediasite.otn.ca - TC: TSM 1563543 Health Care Ethics Series- Organization

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TC: TSM 1563543 Health Care Ethics Series- Organizational Ethics_4/4/2007

Presenter(s): Other

Date: 4/4/2007

Time: 7:45 AM EST

Length: 51 Minutes 10 Seconds

Buffering 00:00:51:10

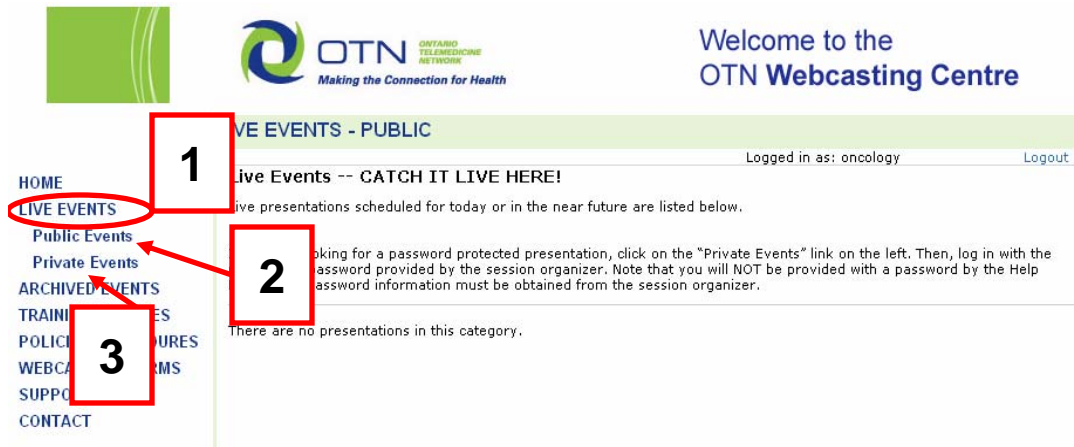
Info

OTN RTO

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Note: If the webcast does not appear after buffering, select the "Support" link.

How to Access Live Webcasts



To access Live Webcasts:

[1] Click the “Live Events” link found on the left hand side of the screen. A new screen will appear listing live webcasts.

[2] To view a *live public webcast*, select the “Public Events” link. A list of live public webcasts will appear.

Note: To view a live public webcast, follow steps 1 to 2 on slide 8.

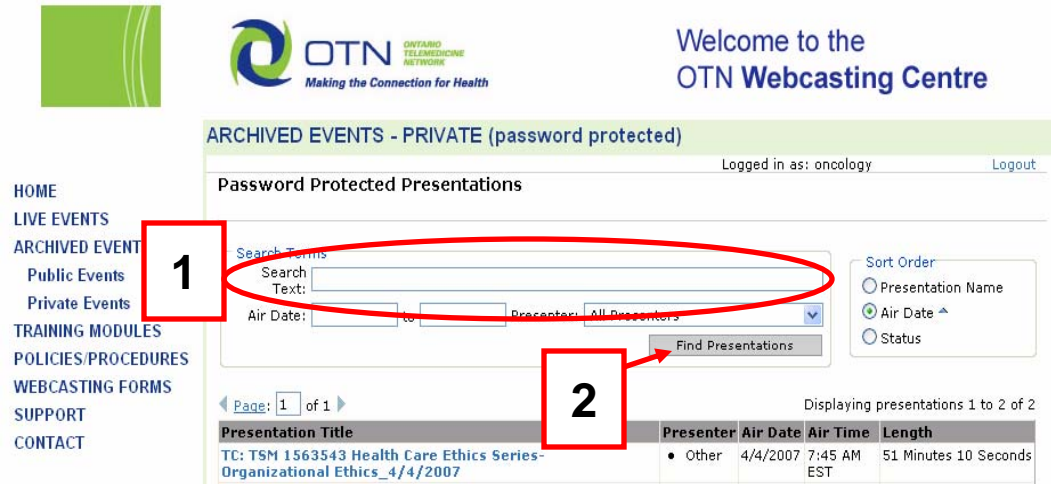
[3] To view a *live private webcast*, select the “Private Events” link. The password protected login screen will appear.

Note: To login and view a live private webcast follow steps 2 and 3 from slide 9 and steps 1 and 2 from slide 10.

Note: If you lose your user name and password, you must contact the event organizer.



How to Use the Search Functions



Welcome to the OTN Webcasting Centre

ARCHIVED EVENTS - PRIVATE (password protected)

Logged in as: oncology Logout

Password Protected Presentations

1

2

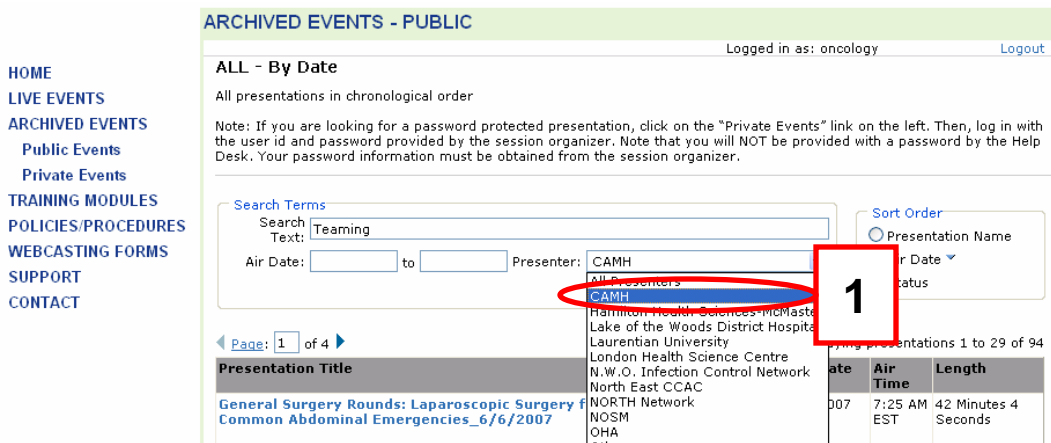
Presentation Title	Presenter	Air Date	Air Time	Length
TC: TSM 1563543 Health Care Ethics Series- Organizational Ethics_4/4/2007	• Other	4/4/2007	7:45 AM EST	51 Minutes 10 Seconds

To search through OTN’s library of public and private archived webcasts, users can employ the following search functions:

Search Text:

[1] Enter a key word from the webcast title.

[2] Click the “Find Presentation” button. A list of webcasts including the key word will appear in the window.



ARCHIVED EVENTS - PUBLIC

Logged in as: oncology Logout

ALL - By Date

All presentations in chronological order

Note: If you are looking for a password protected presentation, click on the “Private Events” link on the left. Then, log in with the user id and password provided by the session organizer. Note that you will NOT be provided with a password by the Help Desk. Your password information must be obtained from the session organizer.

1

Presentation Title	Presenter	Air Date	Air Time	Length
General Surgery Rounds: Laparoscopic Surgery for Common Abdominal Emergencies_6/6/2007	CAMH	6/6/2007	7:25 AM EST	42 Minutes 4 Seconds

Filtering by Presenter:

[1] Select the desired presenting organization from the drop down menu.

[2] Click the “Find Presentation” button. A list of webcasts hosted by that organization will appear in the window.

How to Use the Search Functions Continued



Search Terms

Search Text:

Air Date: 5/24/2007 to 6/6/2007

All Presenters

Find Presentations

Sort Order

Presentation Name

Page: 1 of 1

Displaying presentations 1 to 6 of 6

Presentation Title	Presenter	Air Date	Air Time	Length
General Surgery Rounds: Laparoscopic Surgery for Common Abdominal Emergencies_6/6/2007	• Hamilton Health Sciences-McMaster Site	6/6/2007	7:25 AM EST	42 Minutes 4 Seconds
Teaming Up to Prevent Food Related Illness: Is Your Food Safety System Working?_6/5/2007	• N.W.O. Infection Control Network	6/5/2007	1:50 PM EST	1 Hour 52 Minutes 39 Seconds
Stroke Best Practices "Stroke Pathology and Mimics"_6/5/2007	• Other	6/5/2007	1:00 PM EST	53 Minutes 45 Seconds

To search through OTN’s library of public and private archived events, users can employ the following search function:

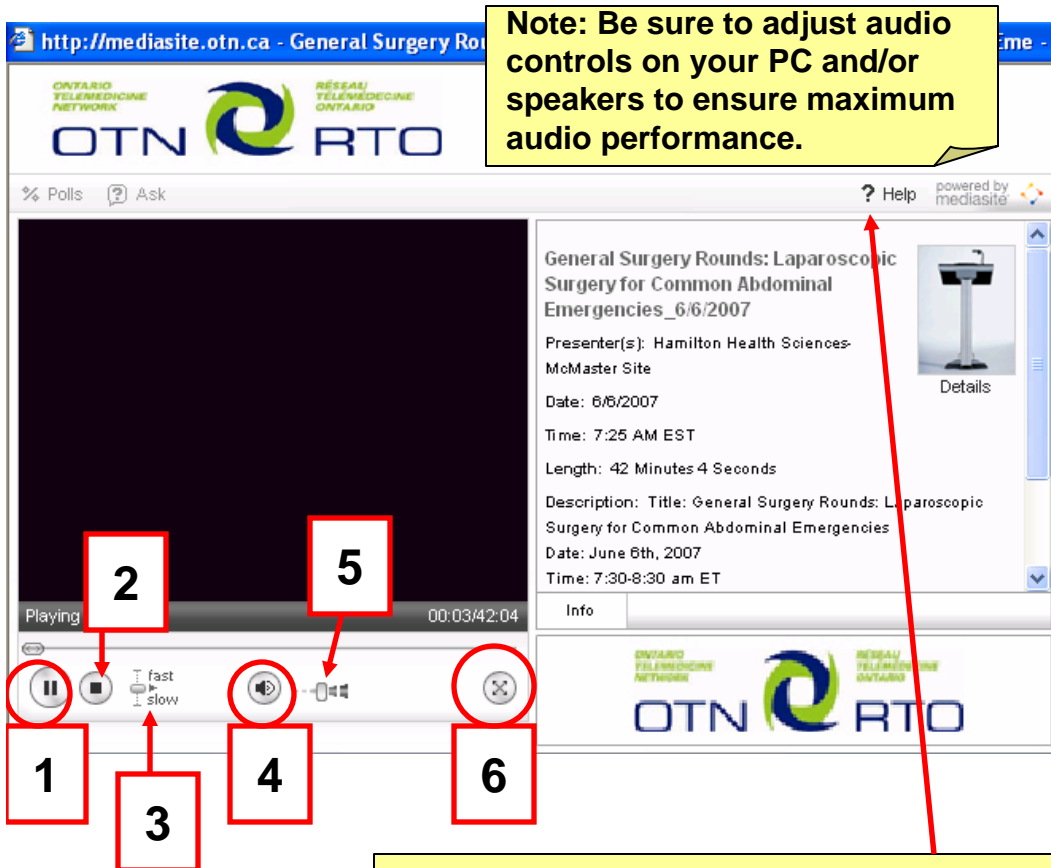
Air Date:

[1] Enter the date range.

Note: You must enter a start date (i.e. May 24, 2007) and end date (i.e. June 6, 2007) to indicate the parameters of your search.

[2] Click the “Find Presentation” button. A list of webcasts within the specified date range will appear.

Mediasite Viewer Functionality



Note: Be sure to adjust audio controls on your PC and/or speakers to ensure maximum audio performance.

http://mediasite.otn.ca - General Surgery Rounds

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Help powered by mediasite

General Surgery Rounds: Laparoscopic Surgery for Common Abdominal Emergencies_6/6/2007

Presenter(s): Hamilton Health Sciences-McMaster Site

Date: 6/6/2007

Time: 7:25 AM EST

Length: 42 Minutes 4 Seconds

Description: Title: General Surgery Rounds: Laparoscopic Surgery for Common Abdominal Emergencies

Date: June 6th, 2007

Time: 7:30-8:30 am ET

Info

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1 2 3 4 5 6

Note: For additional help select the “ ? ” icon. A new page will appear providing information on the Mediasite Viewer functions. You can also select the support link from the main page if you are experiencing technical difficulties.

The following features can be utilized during a webcast:

[1] Pause – Click this button to pause an archived webcast

[2] Stop – Click this button to stop a webcast

[3] Session Speed – Toggle with this button to increase or decrease the speed of an archived webcast

[4] Mute – Click this button to mute the volume

[5] Volume Control – Slide the bar to increase or decrease the volume of the session

[6] Expand Screen – Click this button to expand the webcast to your entire computer screen



If you encounter any difficulty accessing live or archived webcasts during regular business operations between Monday to Friday - 7:00 a.m. to 5:00 p.m. (ET), you can:

Email: servicedesk@otn.ca

Or

Call 1-866-454-6861

For more information on webcasting, you can also contact our Webcasting Centre via email at:

webcasting@otn.ca

OTN Webcasting Definitions

<p>Archived</p>	<p>Webcast requestors/organizers can select to have their webcast archived on the OTN website. This allows target learners to access the session on demand or in an asynchronous format. All archived webcasts will be placed on the OTN Webcasting Centre for a period of one year, unless otherwise specified by the requestor/organizer.</p>
<p>Asynchronous</p>	<p>An event that is offered in an asynchronous format refers to communication that occurs at different times. OTN Members can select to archive their webcasted session and make it available in an asynchronous format, thus permitting on demand access to the event.</p>
<p>Health Care</p>	<p>Section 2 of the <i>Personal Health Information Protection Act, 2004</i>, defines ‘Health Care’ as any observation, examination, assessment, care, service or procedure that is done for a health-related purpose and that,</p> <ul style="list-style-type: none"> a. Is carried out or provided to diagnose, treat or maintain an individual’s physical or mental condition; b. Is carried out or provided to prevent disease or injury or to promote health; c. Is carried out or provided as part of palliative care and includes; d. The compounding, dispensing or selling of a drug, a device, equipment or any other item to an individual or for the use of an individual, pursuant to a prescription; and/or e. A community service that is described in subsection 2(3) of the <i>Long Term Care Act, 1994</i>.
<p>Identifying Information</p>	<p>In section 4(2) of the <i>Personal Health Information Protection Act, 2004</i> means information that identifies an individual or for which it is reasonably foreseeable in the circumstances that it could be utilized, either alone or with other information, to identify an individual.</p>

OTN Webcasting Definitions

<p>Individual</p>	<p>In section 2 of the <i>Personal Health Information Protection Act, 2004</i>, defines 'individual' in relation to personal health information, means the individual, whether living or deceased with respect to whom the information was or is being collected or created.</p>
<p>Mediasite</p>	<p>Mediasite™ is a complete rich media recording and publishing system that automates the capture, management and delivery of multi-media presentations and meetings for live or on demand viewing. It is the leading solution for web-based education, enterprise communications, online training and related applications.</p>
<p>Personal Health Information</p>	<p>Section 4(1) of the <i>Personal Health Information Protection Act, 2004</i>, defines personal health information as identifying information about an individual in oral or recorded form, if the information</p> <ul style="list-style-type: none"> a) relates to the physical or mental health of the individual, including information that consists of the health history of the individual's family b) relates to the providing of health care to the individual, including the identification of a person as a provider of health care to the individual c) is a plan of service within the meaning of the <i>Long-Term Care Act, 1994</i>, for the individual d) relates to the donation by the individual of any body part of bodily substance of the individual or is derived from the testing or examination of any such body part or bodily substance, f) is the individual's health number, or g) identifies an individual's substitute decision-maker <p>Furthermore the Information and Privacy Commissioner has defined an individual's image as personal health information (Health Order H0-005).</p>

OTN Webcasting Definitions

Private Event	Private events are accessible by invitation only. Organizers/requestors can employ a user name and password to restrict access to their event. Organizers/requestors are responsible for distributing the user name and password to webcast participants.
Public Event	A public event is one in which all interested end users are able to participate up to a maximum capacity. For webcasting, organizers/requestors can elect to have their webcast available without password protection.
Synchronous	An event that is offered in a synchronous format refers to a type of communication with virtually no time delay, allowing participants to participate in the session in real time. OTN Members can select to deliver their webcast session in a live or synchronous format.
Videoconference	A videoconference is a real-time two-way transmission of digitized video images between two or more locations. The two main kinds of videoconferences are point-to-point and multipoint calls.
Webcast	A webcast involves the delivery of live or archived broadcasts through the Internet. The sound and video captured by a conventional video conferencing system is streamed to a web server for viewing by end users from the comfort of their desktops.

OTN Webcasting Definitions

<p>Webcasting Agreement Form (WAF)</p>	<p>The Webcasting Agreement Form must be completed and signed by all speakers who are presenting during a live and/or archived webcast session. It is the responsibility of the webcast organizer to ensure that the speaker(s) sign the form. This form is available on the OTN website http://webcast.otn.ca/forms.html and must be retained by the webcast organizer. For webcasts scheduled to be archived, a copy of the Webcasting Agreement Form must be forwarded to OTN via fax (1-866-454-6867) or scanned email, either prior to or after the event. Once the forms have been received and processed, OTN will publish the webcast on OTN's Webcasting Centre as an Archived Event. Failure to submit the Webcasting Agreement Form within 15 business days after the event has taken place will result in deletion of your file. Live only webcasts do NOT require that a Webcasting Agreement Form be submitted to OTN.</p>
<p>Webcast Organizers</p>	<p>The webcasting organizer is the individual responsible for organizing the webcast. The organizer is typically located at the "host" site (where the speaker(s) will be presenting). The Webcasting Organizer may be responsible for completing video conference scheduling, the Webcast Request Form, and securing the Webcasting Agreement Form from the presenter(s). In addition, the webcasting organizer often promotes the event and distributes the OTN Webcasting Training Module as required.</p>
<p>Webcast Presenters</p>	<p>Webcast presenters are individuals who have been identified as the key speakers or deliverers of content during a session. All webcast presenters must complete and sign a Webcast Agreement Form prior to the session.</p>
<p>Webcasting Request Form (WRF)</p>	<p>The Webcasting Request Form must be completed by the webcast organizer/requestor and submitted to OTN at least 5 business days in advance. This e-form is available on the OTN website http://webcast.otn.ca/forms.html.</p>