

General Instructions:

1. Select any of our on-demand one-hour briefings or on-demand web segments. These are typically 1-2 hours long.
2. Please notify our groupcast team, at groupcasts@pli.edu, of your selection, as well as the date of your virtual groupcast, and what credit types the participants will need. Our groupcast manager will send you the required forms for both the host and the participants.
3. On the program's web page, move the radio button from "On-Demand" to "Video Download" and then click the red button labelled "Download Now." This opens a new window.
4. Within that window, click the button labelled "Download". This will bring up a small pop-up notifying you that there will be an authorization code announced during the program. Press "Click here to download" to save the file locally.
5. Next, click on "Program Materials." This will take bring up a list of links to relevant course handbook chapters and presentation materials like slides or handouts. Please copy these links, and provide them to all groupcast participants (you can do this either in an email, a calendar invite, or in the chat window of your video conferencing platform).
6. On the day of your groupcast, please open the web-conferencing platform of your choice. In BlueJeans and Web-Ex, you can directly select or upload the MP4 file to share. If you are using a different platform, you may be sharing your screen.
7. Proceed with your virtual groupcast, pausing for discussion as you see fit. Make sure all participants have received their attendance form, and know they need to copy down the authorization code.
8. After your groupcast has finished, make sure to complete Form A (for virtual groupcast hosts). Please collect credit requests from attendees, and submit everything to groupcasts@pli.edu together.