HEC Montréal Executive Education

Online Training Courses

Instructions for Online Participants

X2O Platform

2020-2021

BEST PRACTICES FOR AN OPTIMAL EXPERIENCE

WORKSPACE

Be sure your workspace is quiet, comfortable and distraction-free.

TECHNOLOGY

Before the training course, check that your Internet connection is stable. Make sure you use **Google Chrome** to log in to the course. Chrome is the only browser that enables you to connect to our X2O virtual classroom. We highly recommend using a headset with a built-in microphone. Test your video and audio to make sure both are working properly.

TIME MANAGEMENT

To ensure you get the most out of the course, act as though you are actually in the classroom. Avoid working on other things and checking your phone. Stay focused!

MATERIALS

Make sure you have received any training materials mentioned in the email confirmation sent to you prior to the course. If you don't have them, contact the Executive Education Agent assigned to the training course.

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HOW TO PARTICIPATE ONLINE WITH X2O

LOG IN TO THE COURSE

In Google Chrome, use the custom link you received by email, along with your personal login information, to sign in. On the X2O platform home page, you'll see a link to audio and video tests you'll need to run **before** you click ***Enter Session***. Simply follow the on-screen instructions to proceed. You can also **update your profile information** to make sure your full name and the name of your company are displayed properly.

START YOUR VIDEO

Please keep your camera turned on at all times to ensure a good "classroom" dynamic, facilitate discussion and stay engaged throughout the course.

MUTE YOUR MICROPHONE

Keep it muted when you are not speaking. If you have something quick to share, it may be faster to hold down the space bar on your keyboard to temporarily activate your mic. Don't forget to release the bar when you are done to go back into mute mode.

USE THE RAISE HAND FEATURE TO PARTICIPATE

This makes it easier to make sure everyone gets a turn. Make sure to click **Lower Hand** once you have finished speaking.

USE THE CHAT FEATURE

The instructor will let you know how and when to use the **Chat** feature (e.g., to comment or ask a question). Keep in mind that this is a public feature.

GET FAMILIAR WITH THE BOARD FEATURE

PowerPoint presentations will be shared on the **Board**. An **Annotation Tools** option is available, but note that the instructor may have deactivated it.

CHOOSE THE CAMERA ANGLE YOU PREFER

You can choose between three camera angles: Perspective View, Camera #1 or Camera #2.

CHOOSE YOUR PREFERRED DISPLAY MODE

You have two display options at the bottom of the X2O screen: **Open View** or **Normal View**. Test them to see which mode you prefer. Both options will allow you to see only four participants at a time; the participants you see will change based on who is speaking.

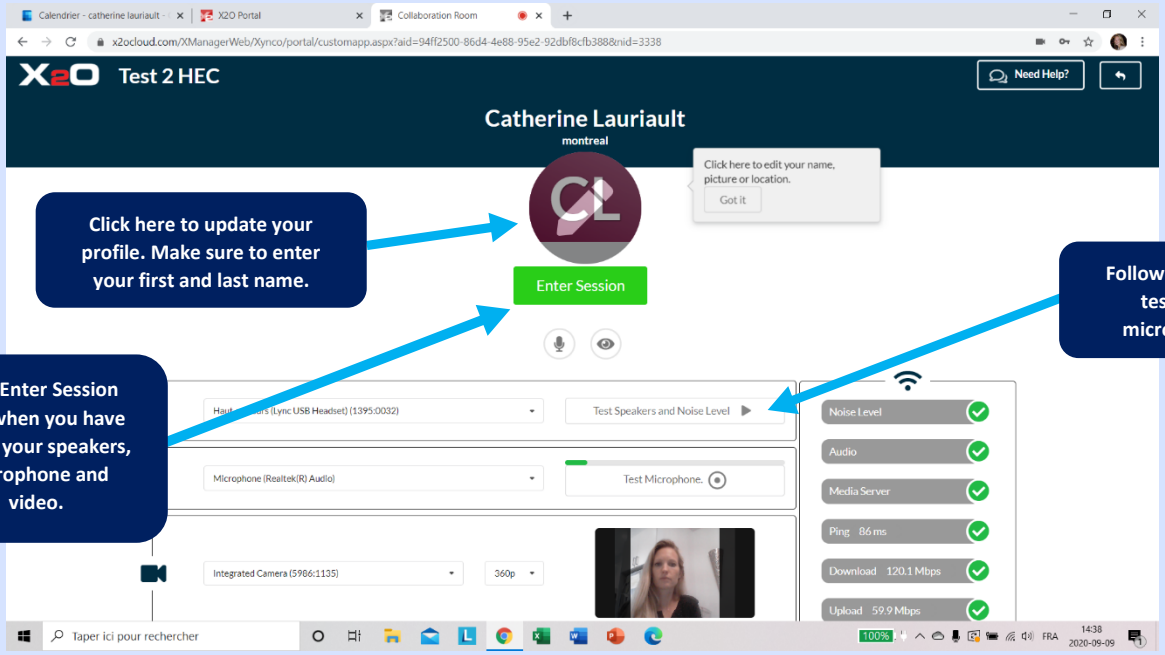
SEE WHO IS PARTICIPATING IN THE TRAINING COURSE WITH YOU

Click **Seating Chart** to see all the training course participants, both in person and online.

HAVING TECHNICAL PROBLEMS? HAVEN'T RECEIVED THE TRAINING MATERIALS?

Email the Executive Education Agent or online assistant assigned to the training course. Please do not bother the rest of the group with these issues.

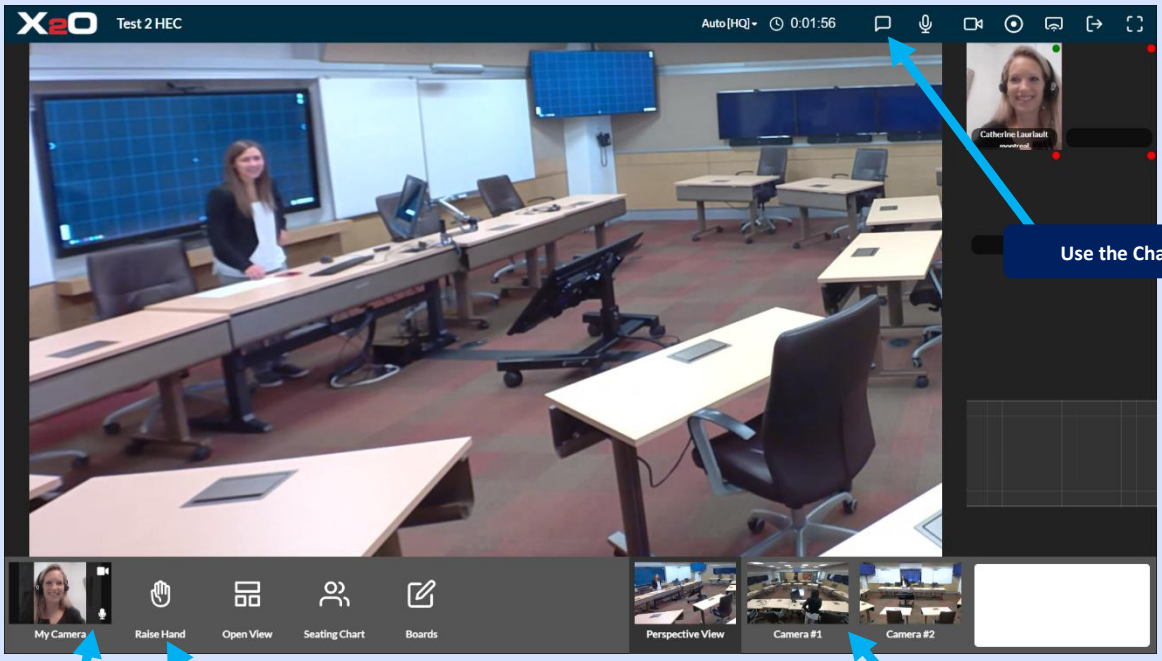
REVIEW | X2O



Click here to update your profile. Make sure to enter your first and last name.

Click Enter Session only when you have tested your speakers, microphone and video.

Follow instructions here to test your speakers, microphone and video.



Use the Chat feature.

Start your camera and mute your microphone.

Use the Raise Hand feature to participate.

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Make sure to click Lower Hand once you have finished speaking.

Choose your preferred camera angle.

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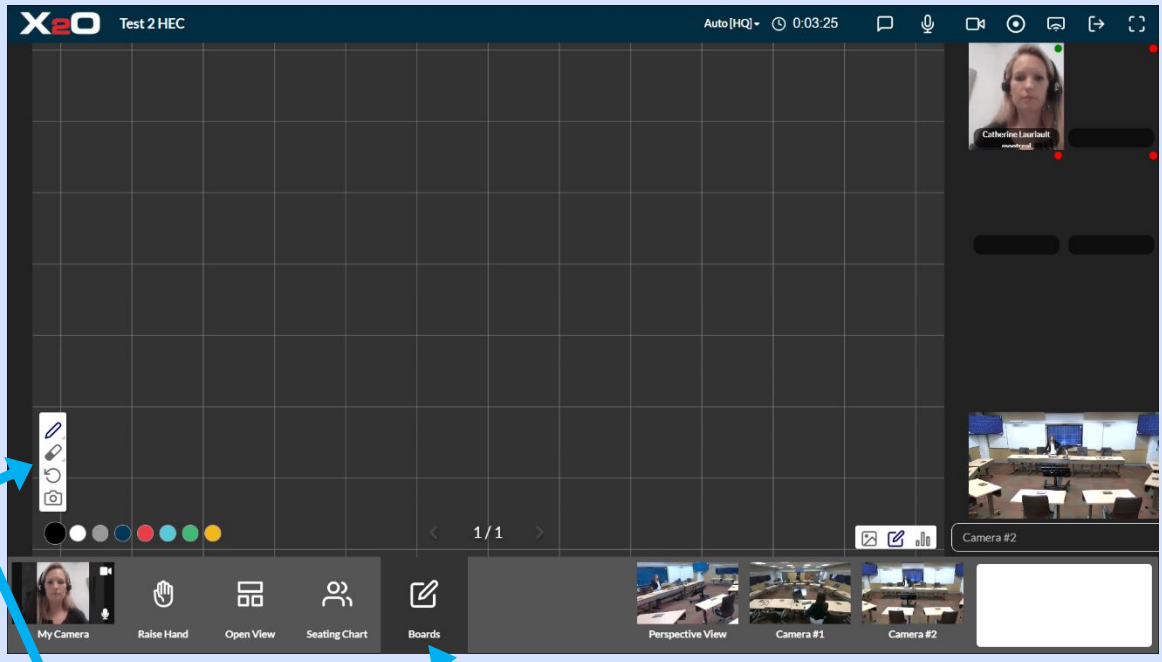
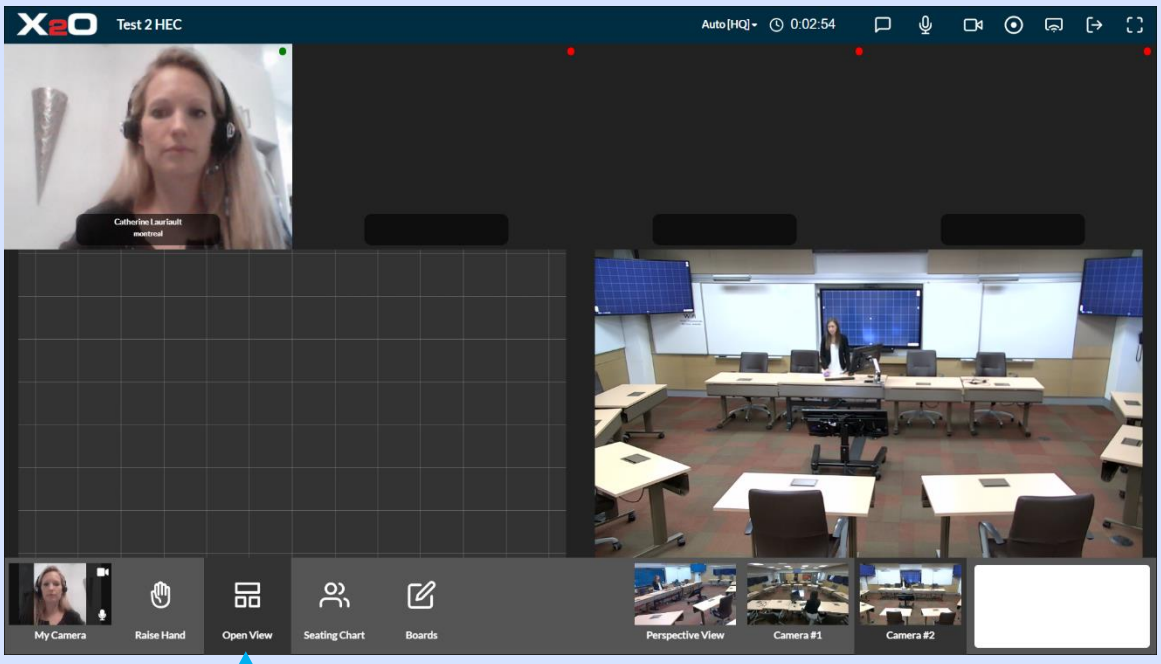


Annotation Tools are located here. The trainer may decide to deactivate them.

The PPT presentation will be shared on the Board. If the trainer allows it, you will have the option of annotating as needed.



Select the Open View or Normal View display mode.

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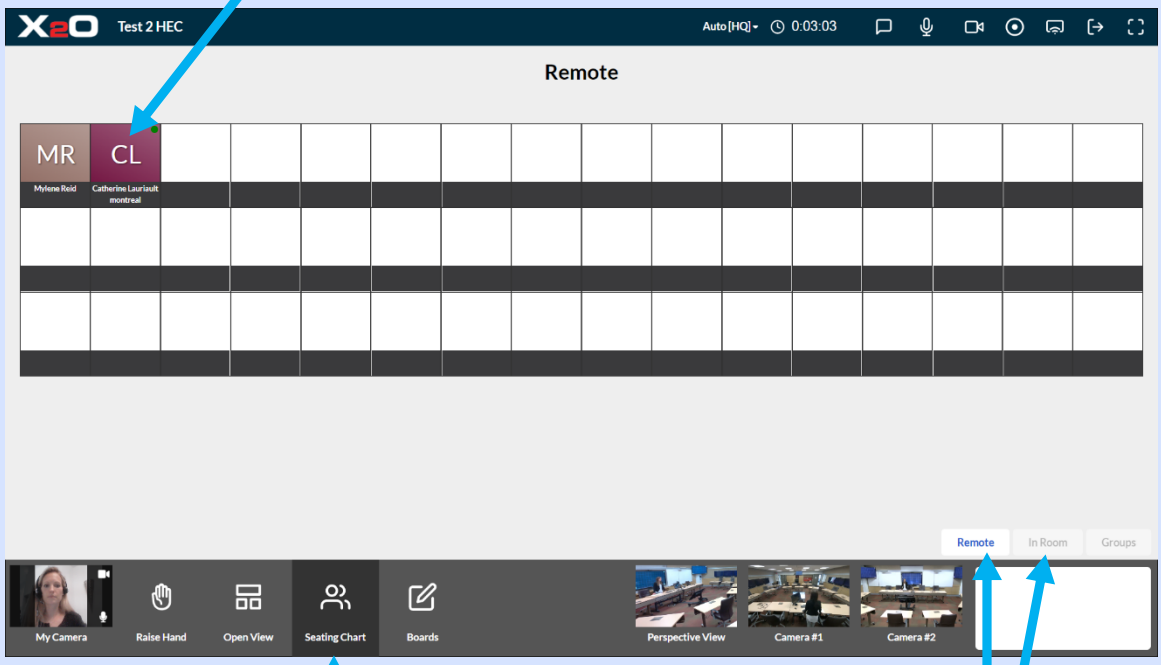
Click your profile to update it and make sure to enter your first and last name if it has not already been entered.



View the Seating Chart to see who is participating in the training course with you.

Click here to see who is participating online and in person.

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