

Online Classroom

Designed for the busy woodworker, these online courses are informative and affordable.

Welcome to the Planit Online Classroom

Please refer to the following pages for helpful information on how to participate in the class.

First, you must have Live Meeting installed on your computer.

Your Login Details are sent to you via e-mail and includes a link to Download Live Meeting as shown below.

Advanced Shape Editor Basics

Thank you for signing up for Advanced Shape Editor - Basics and Intro to Constraints, part of our 5 week online classroom training package.

Course: Advanced Shape Editor - Basics and Intro to Constraints

Date: Wednesday, April 13 3:00pm - 5:00pm Eastern**

Location: Online using Office Live Meeting

** Please be sure to login 15 minutes before the start time to ensure you are ready when training begins.

Be sure the Office Live Meeting client is installed before the class



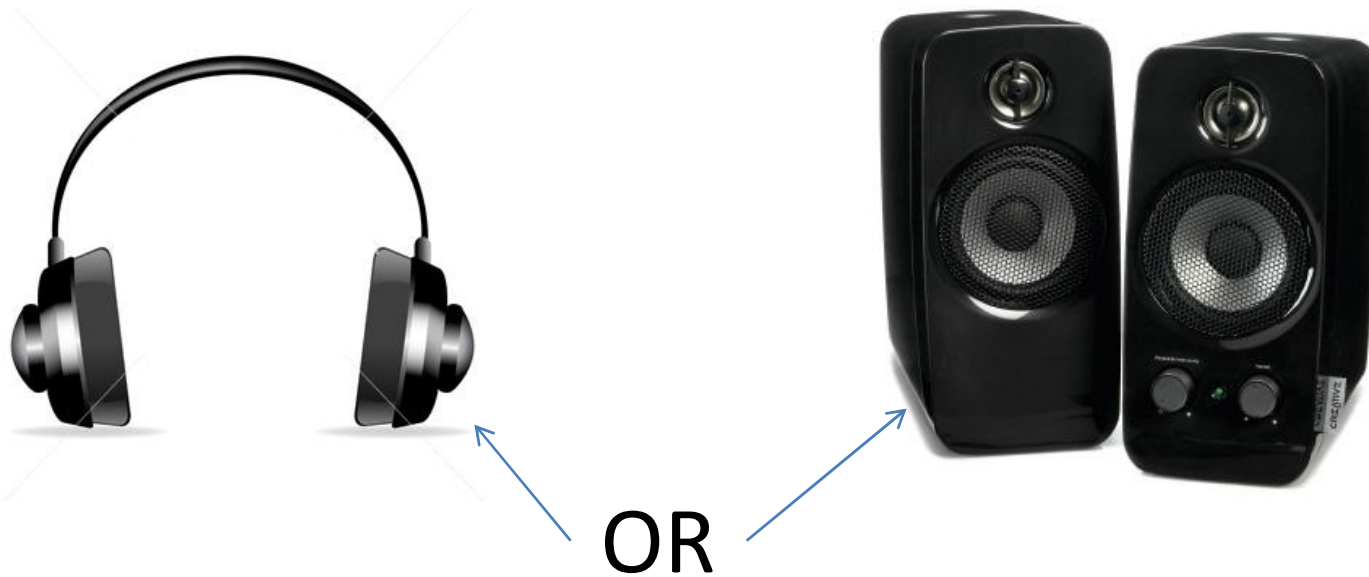
[Download Live Meeting ▶](#)

Once Live Meeting is installed, click the button below to join the meeting.

[Enter Online Classroom ▶](#)

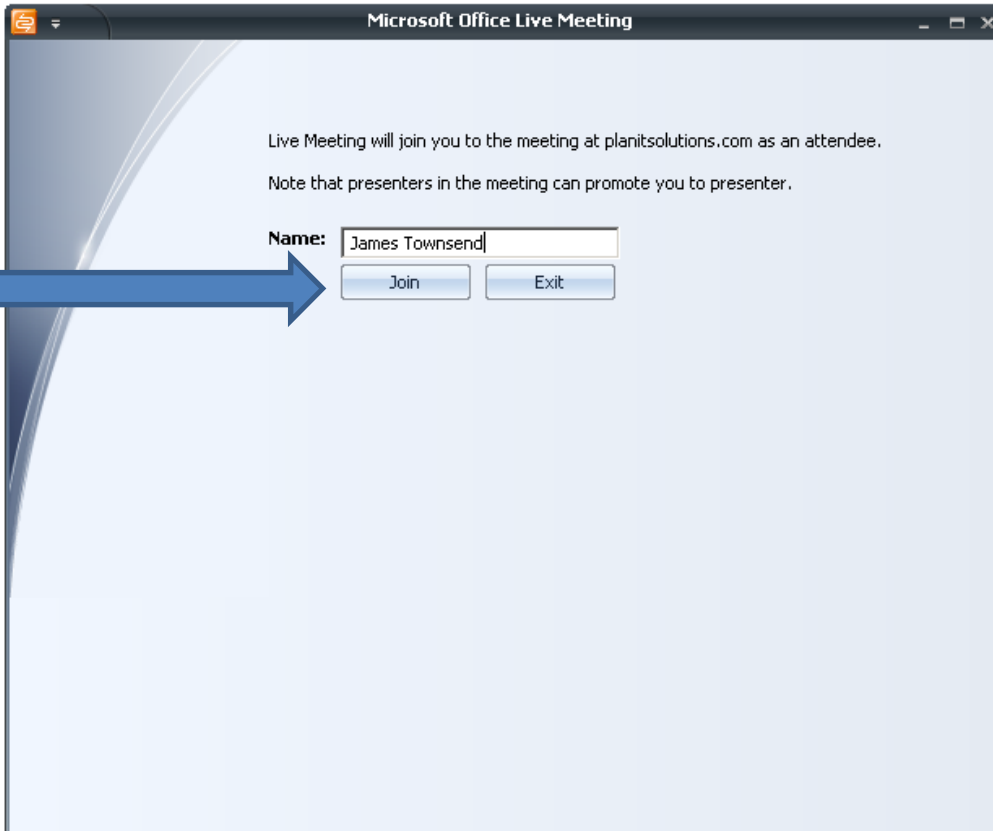
You must have a working headset or speakers for you to listen to the instructor.

Please note – check your audio BEFORE joining the classroom.



Join the classroom 5 minutes (or more) early in order to ensure that you are ready to begin with the rest of the participants.

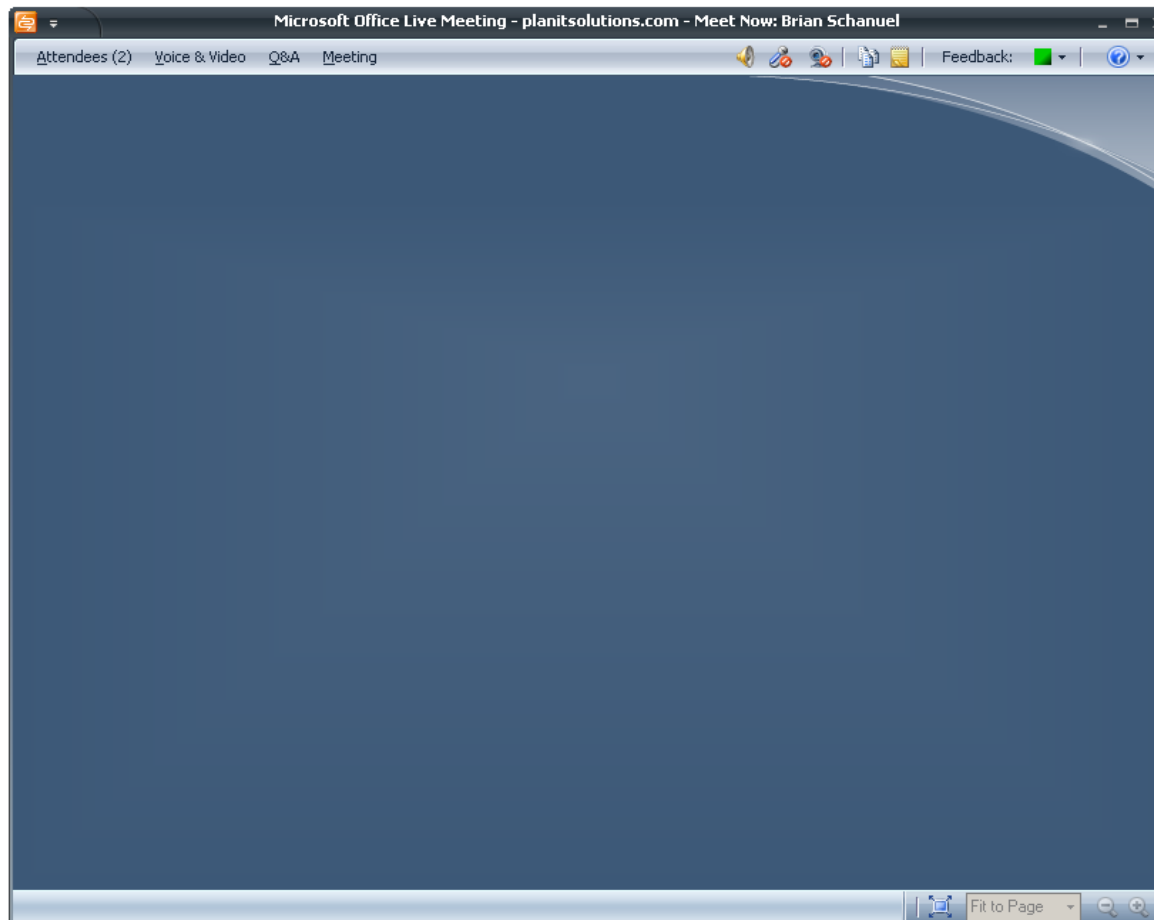
Enter your name and press Join.



The screenshot shows a window titled "Microsoft Office Live Meeting". Inside the window, the text reads: "Live Meeting will join you to the meeting at planitsolutions.com as an attendee. Note that presenters in the meeting can promote you to presenter." Below this text is a "Name:" label followed by a text input field containing "James Townsend". To the right of the input field are two buttons: "Join" and "Exit". A blue arrow points from the text "Enter your name and press Join." to the "Join" button.

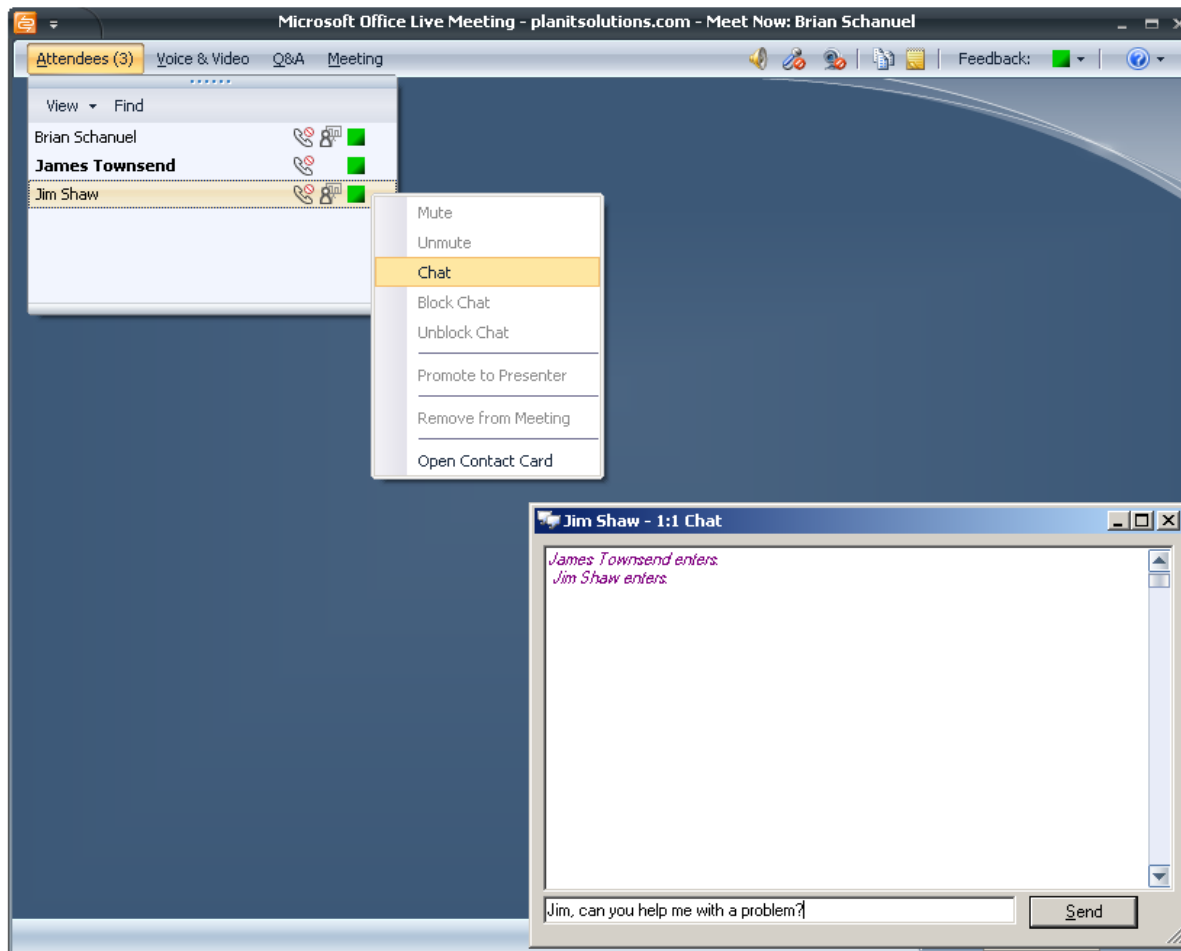
Once you enter the Classroom you will see a screen similar to the one shown below:

You may see a welcome screen with a timer displaying the time at which the class will begin. This is to let you know that the class has not started yet.



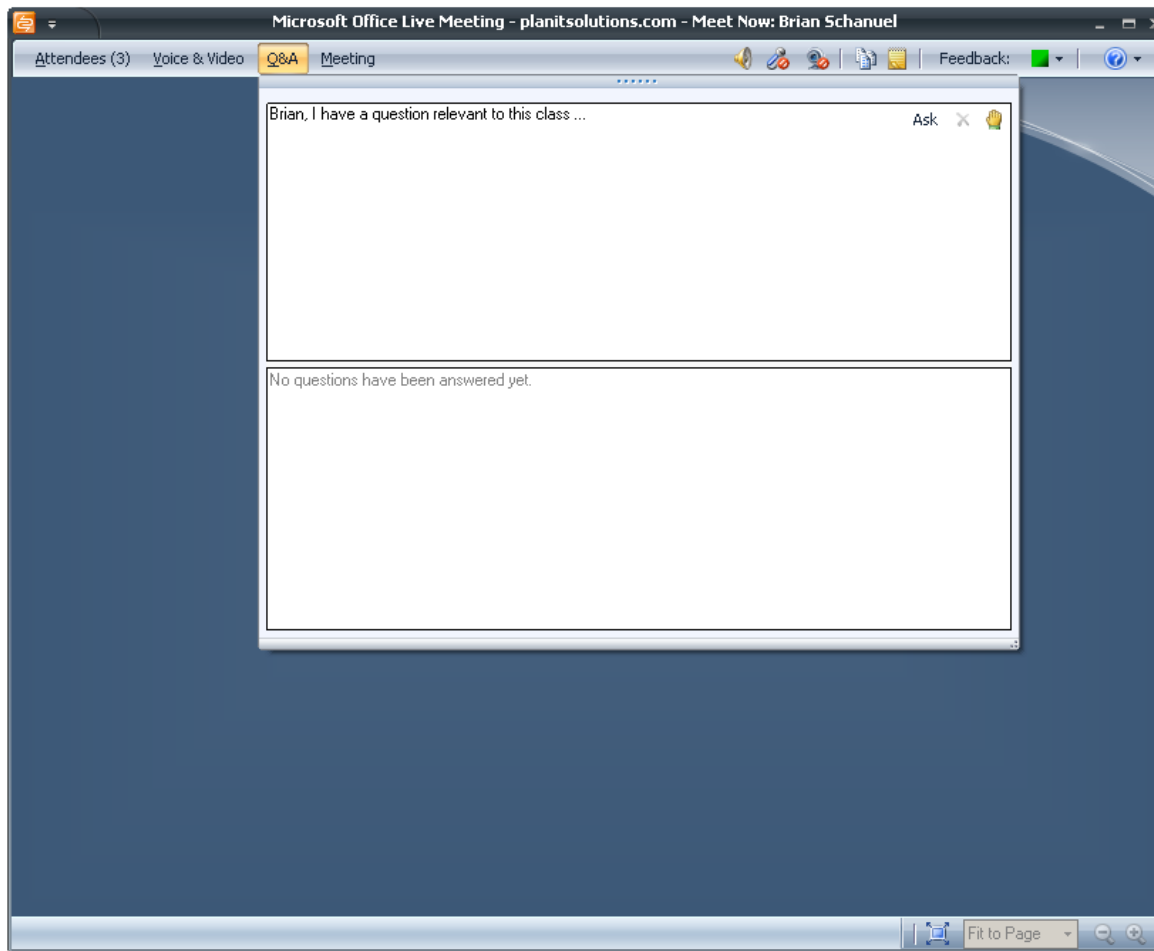
If you need help with any technical issues:

- Click on the Attendees menu.
- Right click on Jim Shaw and choose Chat
- In the Chat window type in your request to Jim, then press Enter or Send.



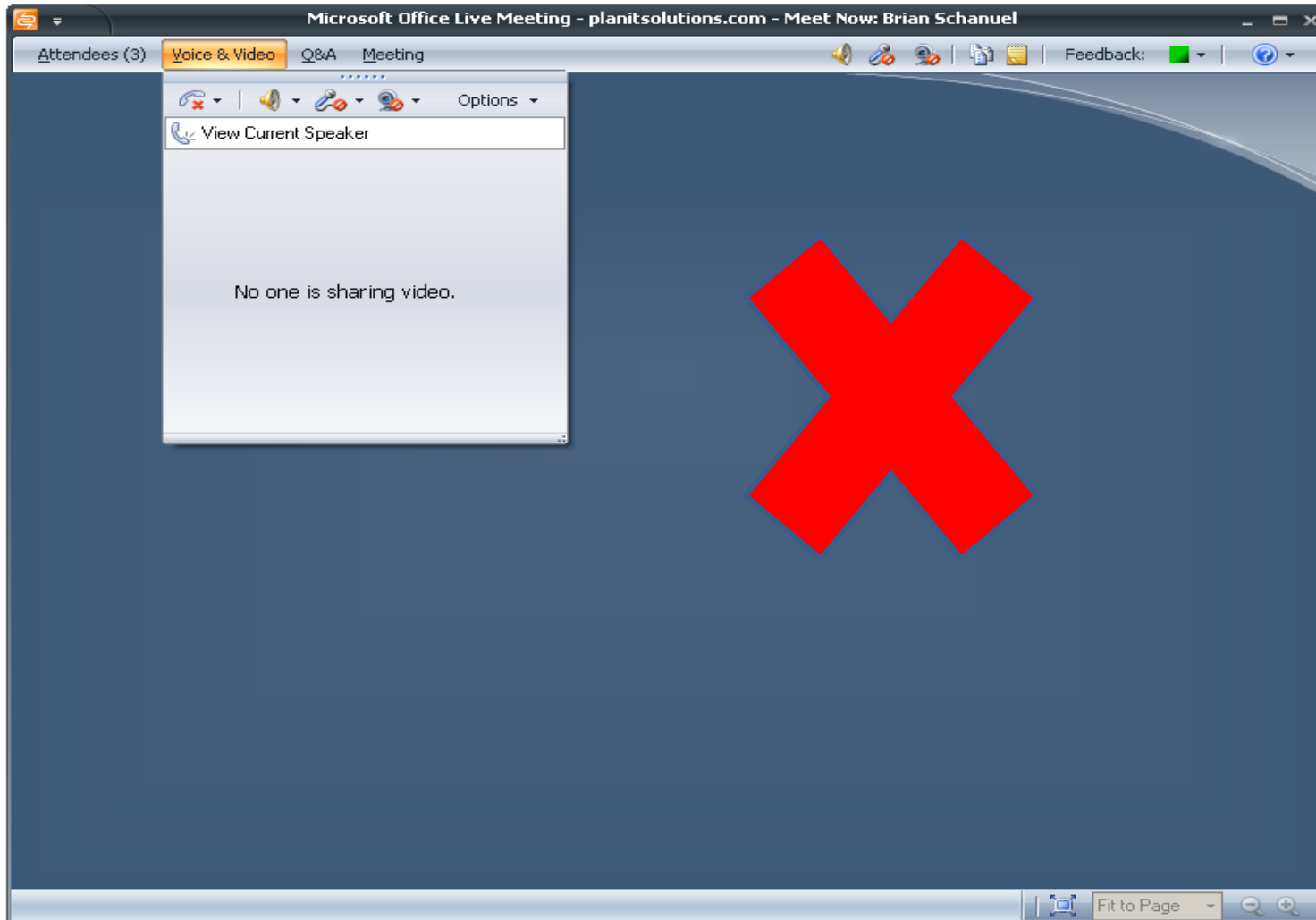
If you have any questions for the instructor about the class material:

- Click on the Q&A menu.
- Type in your question, then press Enter or Send.
(The instructor will respond to your question when he is able)



Please do not access the Voice and Video menu for any reason.

Un-muting your microphone or enabling your video will cause significant distractions during the class and should be avoided.

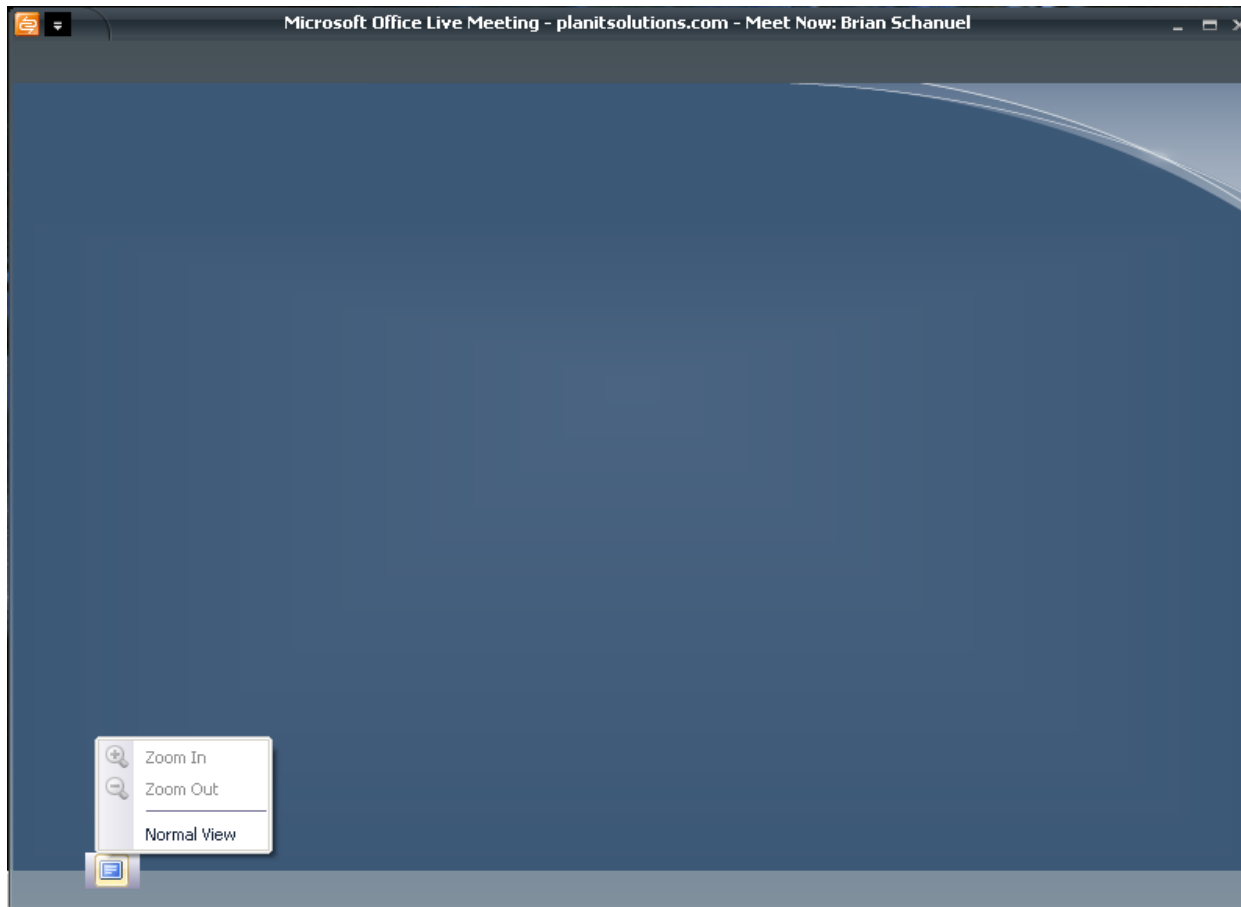


You may want to set the screen to Full Screen mode so that you can see the entire screen.

- Press the F5 key on your keyboard to switch to Full Screen mode.
- Press the F5 key again to return to normal mode.

You can also toggle the Full Screen/Normal View button in the bottom left corner of the screen.

The menu is hidden in Full Screen mode, to access the Menu again, switch back to Normal View.



When the class is over or if you need to exit the meeting for any reason you can access the Meeting menu and press Exit.

This will close the meeting. You can rejoin the meeting at anytime while it is in session.

