



UW ECHO Participant Guide

University of Wyoming (UW) Project ECHO is facilitated through the Wyoming Institute for Disabilities (WIND).

WIND is an academic unit in the College of Health Sciences and a University Center for Excellence in Developmental Disabilities (UCEDD). WIND works to assist individuals with developmental disabilities, their families, professionals, and University of Wyoming students through education, training, community services, and early intervention.

www.uwyo.edu/wind/echo | projectecho@uwyo.edu



UNIVERSITY
OF WYOMING

College of Health Sciences
Wyoming Institute
for Disabilities



Project ECHO® collects registration, participation, questions/answers, chat comments, and poll responses for some ECHO® programs. Your individual data will be kept confidential. These data may be used for reports, maps, communications, surveys, quality assurance, evaluation, research, and to inform new initiatives.

WHAT IS ECHO?

Project ECHO™ is an interprofessional practice network where education, healthcare professionals, and/or families learn together. Short professional development presentations and community discussions are conducted over Zoom. Participants learn best practices to support the individuals they serve by implementing real-time solutions, improving systems, and removing barriers to care.

UW ECHO Networks provide ongoing support for educators, healthcare providers, and families in a rural state where specialized knowledge is not always locally available. By removing these barriers, outcomes for students, patients, and families are improved.



ALL TEACH. ALL LEARN.

The heart of the ECHO model is its knowledge-sharing networks, led by expert teams. Case-based learning and mentorship is key to the ECHO model and supports local professionals and communities to gain the expertise required to provide needed services. Participants gain skills and confidence and learn about new approaches for applying their knowledge across diverse cultural and geographical contexts.

- Attend sessions online via Zoom
- Connect through your desktop, laptop, tablet, or phone
- Join from the comfort of your classroom, office, or home
- Earn professional development credits
- Participate at no cost

Celebrating 10 Years of UW ECHO by the Numbers (2014 - 2024):

1,177

**ECHO
Sessions**

25,268

**Total
Participants**

1,533

**Professional
Development
Hours**

98%

**Satisfaction
Rating**

STRUCTURE OF A SESSION

1. Introductions and Announcements

- Facilitators, Participants, Professional Development Presenter

2. Professional Development Presentation

- 30 minutes or less - Includes time for Q&A

3. ECHO Community Discussion (Case)

- ECHO question or opportunity is presented
- Clarifying questions are asked from participants
- Recommendations, strategies, and considerations are discussed
- Summary of recommendations are sent to ECHO community discussion presenter following the session



4. Final Announcements

- Upcoming session information
- Reminder about weekly session evaluation
- Reminder about where to access materials

ECHO COMMUNITY DISCUSSIONS (CASES)

ECHO Community Discussions offer an opportunity to brainstorm evidence-based solutions or share successes with colleagues and other professionals within the network. ECHO Community Discussions (or case presentations) are a key component in the Project ECHO model and critically important for knowledge building and sharing. Contact the Project ECHO team at projectecho@uwyo.edu to submit your question for the ECHO community.

EVALUATIONS AND CREDITS

An evaluation will be emailed to you following the session. Professional development credits are awarded based on your attendance and evaluation. Your input is also incredibly valuable in shaping the content and needs of future ECHOs.

Available credits include PTSB (education networks), STARS (early education networks), American Nurses Credentialing Center (ANCC) Continuing Education, University of Wyoming Graduate Credit (non-degree seeking), and Certificates of Attendance.

For more information on professional development credits and certificates of attendance, please visit the [ECHO credit page](#).

WAYS TO PARTICIPATE

ECHO is an interactive community: presenters, stakeholders, and ECHO community participants all communicate and support each other during a session. Participants are expected to be engaged in asking questions after the professional development presentation and to provide feedback during community discussions.

1. Contribute to Meaningful Discussions

- “Thank you for sharing.”
- “This is relevant to me in the following ways _____”
- “Tell me more about the way it impacted _____”
- “That’s a great idea, however _____”
- “Tell me more about _____”

2. Actively Engage

- Be ready to learn
- Reduce distractions
- Avoid reading/sending messages or doing other work
- Invite others to attend
- Use presenter’s prompt or guiding questions

3. Open Your Mind to Diverse Views

- Learn from others
- Adopt the spirit of improving, not proving
- Value all perspectives
- Be mindful of who is not in the room

4. Lead By Example

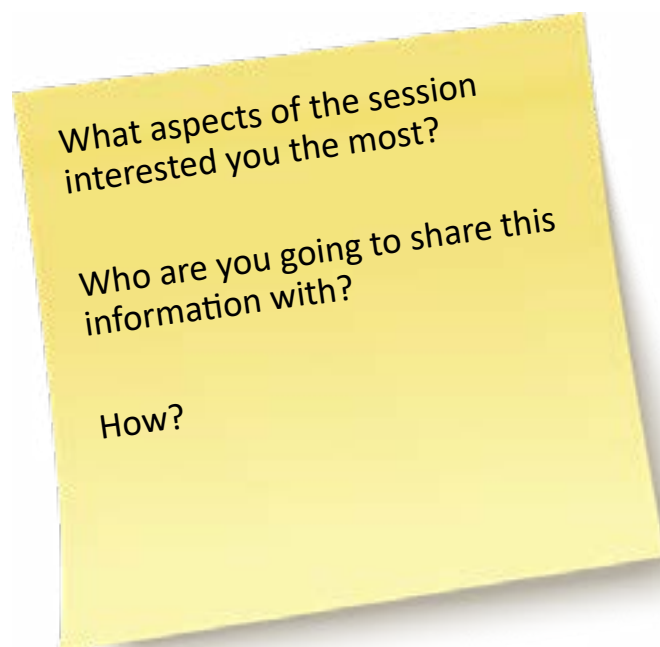
- Share your knowledge
- Share the recorded session with others

5. Maintain Confidentiality

- Follow FERPA and HIPAA protocols

Thank you for:

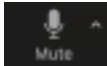
- Increasing quality participant engagement
- Reducing awkward silence gaps
- Avoiding "sit and get" learning
- Encouraging professional learning standards
- Creating a positive experience for all



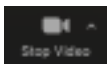
ZOOM GUIDE



1. Click on the “Join Session” link through your iECHO account or session reminder email.
2. Select “Join Audio by Computer.” You can test the volume of your speaker and microphone to ensure they are working by clicking on “Test Computer Audio.”
3. A toolbar will appear by hovering over your Zoom window.



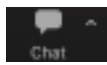
1. **Mute/Unmute** - Mute or unmute your audio. Use the unmute option to enable your microphone during discussions or Q&A. Please leave your audio muted during presentations to minimize background noise.



2. **Stop/Start Video** - Start or stop your video feed. ECHO is an interactive community and we highly encourage participants to leave their video feeds on during sessions.



3. **Participants** - View a list of session participants.



4. **Chat** - The in-meeting chat allows you to send chat messages to other users or the entire group during a session. This feature can be useful in asking questions to didactic or case presenters. Click on the **Chat** icon. Type your comment or question in the chat box and then hit **Enter**.



5. **Show Captions** - Allows you to adjust caption settings.



6. **Reactions** - Share emoji reactions or use the Raise Hand feature.



7. **Leave Meeting** - Leave the video meeting.

Renaming Your Profile

Please rename your profile to your first and last name, and the organization you represent. This helps our team count you in attendance for professional development credits and helps build our community.

Click the “Participants” icon. Click on “Rename” next to your user name. Rename your profile in the dialogue box. Click “OK.”

How to “Raise Your Hand”

The “Raise Hand” feature is helpful if you have a question for the facilitator or presenter.

Click the “Reactions” icon. Click the “Raise Hand” option at the bottom. Once the facilitator calls on you, use the “Unmute” button to enable your microphone and provide your comment.

Accessibility

Zoom provides access for users with physical disabilities, blindness, and low vision through a range of [keyboard shortcuts](#). Additionally, closed captioning will be available during each session.

iECHO GUIDE

ECHO sessions and information are held on the iECHO content management platform. Registering for and joining sessions will require an iECHO account. You'll be prompted to create your account upon registering. iECHO will allow you to directly connect to Zoom to join a session, register once for all series sessions, access all session materials (also available through Canvas), and access discussion boards with other ECHO participants. Your verified account on the platform ensures we can maintain ECHO as a safe and trusted community, thus improving the security and reliability of the ECHO platform.

Creating Your Profile

Visit <https://iecho.org>.

Click "Continue with Email" and enter your email address. Click "Continue."

Enter in your first name, last name, gender, and create your password.

Agree to the Terms of Use and click "Agree & Continue."

Enter in your Profession and Institute/Workplace. Click "Save."

Confirm your Time Zone and Location. Click "Confirm."



Join a Session

Through iECHO:

- Select the program you wish to join from your iECHO homepage.
- Click "Join Session" on homepage or under program page.

From Reminder Email:

Email reminders are sent 30-60 minutes prior to each session start time. Click "Join Session through iECHO" to join through your iECHO account or click "Join Session Directly on Zoom" to join the session directly.

When prompted, select "Only me" or "Me + Others"* if other participants are joining from the same location.

Click on the "Launch Meeting" button to enter the Zoom session.

*If a member of your group is not in the "active list participants", please email projectecho@uwyo.edu with the following information: Name of ECHO Program, Full Participant Name, Participant Organization, Participant Title, and Participant Email.

Accessing Session Information

Click "View Details under desired program on iECHO homepage

Click on "Schedule" to view upcoming session dates and information.

Click "Content" to view files from the program series.

Click on "Discussions" to view program announcements, conversations, and to post your own question and comments to the participant group.

Help

Click the Help icon to find videos that walk through each step of the iECHO process, managing your account, and accessing program content. Email projectecho@uwyo.edu if you have additional questions.