

Reporting and Archiving Data

Audio Descriptive Text

Title: Professional Development 201: From Basic to Dynamic. After the Webinar; Reporting and Archiving Data. Image of PD practices: Sustain, Design, Promote, Deliver, Follow Up, and Evaluate. CDC logo.

Video Summary

Evaluation findings should be shared with stakeholders to improve future webinars based on participant feedback. Technology platforms offer multiple options to archive and distribute recorded webinars.

Audio Script

Once the data has been analyzed, the findings should be shared with stakeholders involved in developing and conducting the webinar. These individuals should discuss ways to improve webinars in the future based on participant feedback.

Now that the webinar is complete, you should keep a record of it in your archives.

The first and most important step is one that we've already mentioned: remember to record the event! Most webinar platforms make recording as easy as clicking a button.

After recording the webinar, consider several options for distribution. Some recordings will produce a file or the platform has automatically generated a URL where your recording "lives." If the webinar was only open to invited participants, then the permissions of the recording need to be changed before you can share it with the public. Distributing the recorded webinar can be as easy as simply including a link to the recording in a follow-up email to participants.

Some of the more sophisticated platforms allow editing the recording prior to download. These features can save time; otherwise, use a separate video or editing software to trim unwanted parts of your webinar, such as dead air before the webinar begins.

To archive multiple webinars in one location, upload them to a dedicated website or share drive, or store them on USB drives to be distributed as physical media. Your individual strategy for archiving webinars will dictate the best means for distribution.

Each platform handles recording, editing, downloading, and distributing differently. Conduct research on how each platform's archiving system works to identify which one best suits your needs.

Before we conclude, let's review what we've learned about post webinar activities.