Centra

Quick Guide to Using Centra for Teaching a Class or Conducting a Meeting

Based on Centra Version 7

September 28, 2005
Education Services Division

This guide explains how to set up a class or meeting in Centra, a Web platform used for training and e-meetings. The Distance Learning Unit in Education Services would be pleased to assist you as you use Centra. Please contact Patty Ek at **602-354-1014**.

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Assisting Participants/New Users

As a Centra instructor or meeting leader, you need to know how participants will go about accessing your class or meeting. This will allow you answer participants' questions about how to properly hear, see, and participate in the session. Encourage participants to log into the Centra server about 15 minutes before the session starts, so that they will have time to perform a System Check, as described later in this chapter. It is advisable to provide your phone number in your enrollment confirmation e-mail, so that participants who experience trouble with the audio portion of the class or meeting can call for assistance.

Headsets/Audio

To take a course or attend a meeting, a participant must have a PC headset. These headsets have two connectors that plug into the computer, so the user can hear and be heard when speaking in the class or meeting. The recommended headset can be viewed and ordered at the following internet address:

http://www.andreaelectronics.com/email_campaign/landing.html

The plug receptacles in the computer are marked to indicate which plug goes into which receptacle. If a participant is unable to hear or be heard, have them first

- Check whether they have the right plug in the right receptacle and
- Make sure the plugs are pushed all the way in.

The headset clip-on control pod has two controls, microphone on/off and volume control. Have the participant make sure these are set correctly, as follows:

Microphone On/Off Switch

Participants must use this setting to be able to speak during the session.

NOTE: The participant must also hold down the Ctrl key in order to be heard.

This setting will prevent the participant's microphone from working.

Incoming Volume Control

On the volume control icon, shown at right, the plus and minus signs indicate in which direction the thumbwheel under the icon should be rolled to turn incoming headset volume up or down.

Log In / Create User Account

Participants prepare to attend your session by following these steps to log into Centra, or to create an account for themselves if they do not already have one.

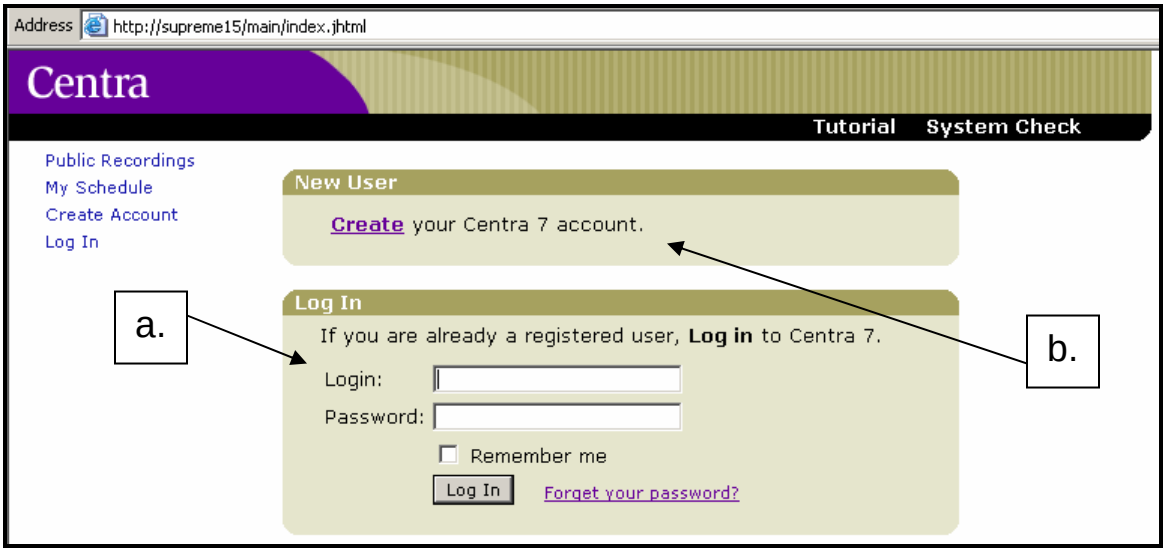
NOTE: You may create accounts yourself for your participants who are new to Centra, if you wish. See page 4 for instructions.

1. Access the web by clicking the Internet Explorer icon.

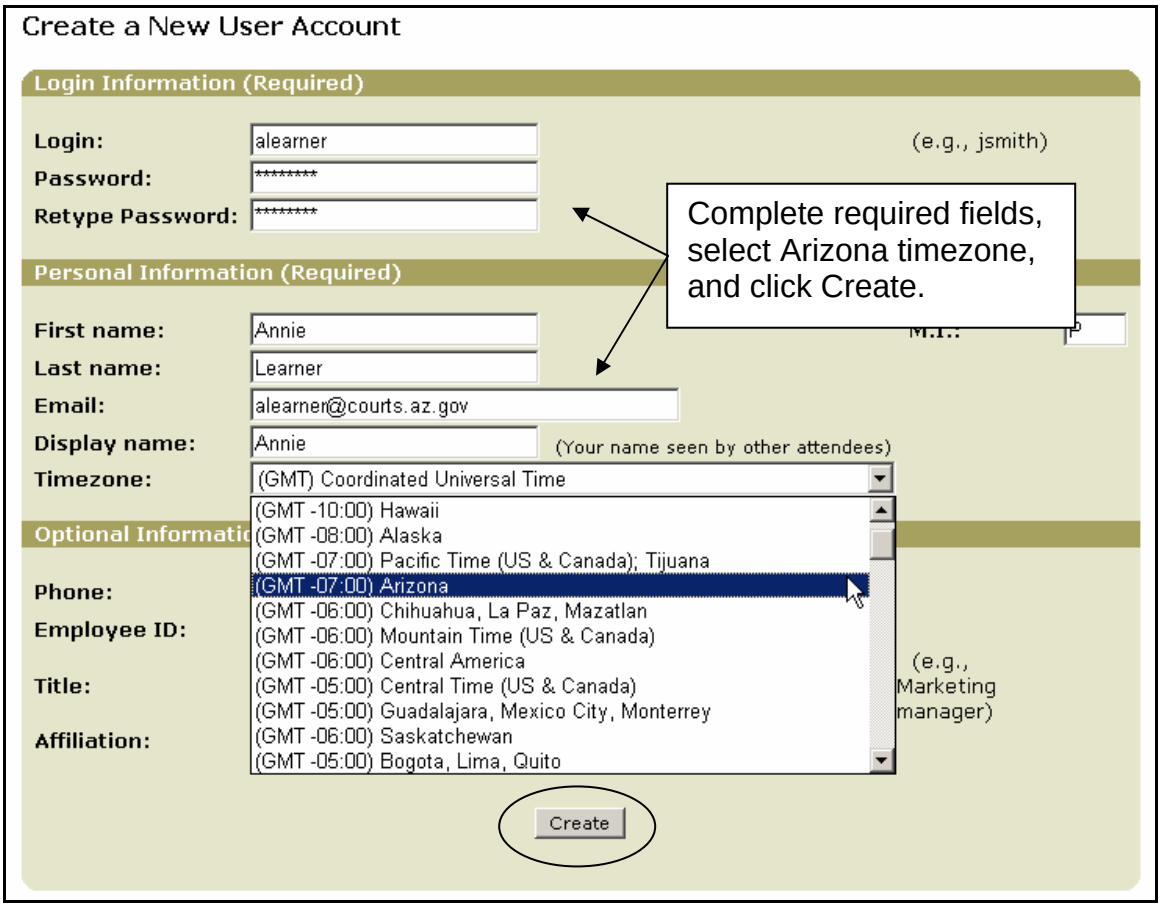
2. Type one of the following in the internet Address bar:
   - For AJIN courts, *http://Supreme15*
   - Non-AJIN courts must make special arrangements with their IT departments to access Centra at this address: *http://192.168.96.55/main/index/jhtml* (Note there is a "J" before the *html*.)

3. At the Centra log In page,

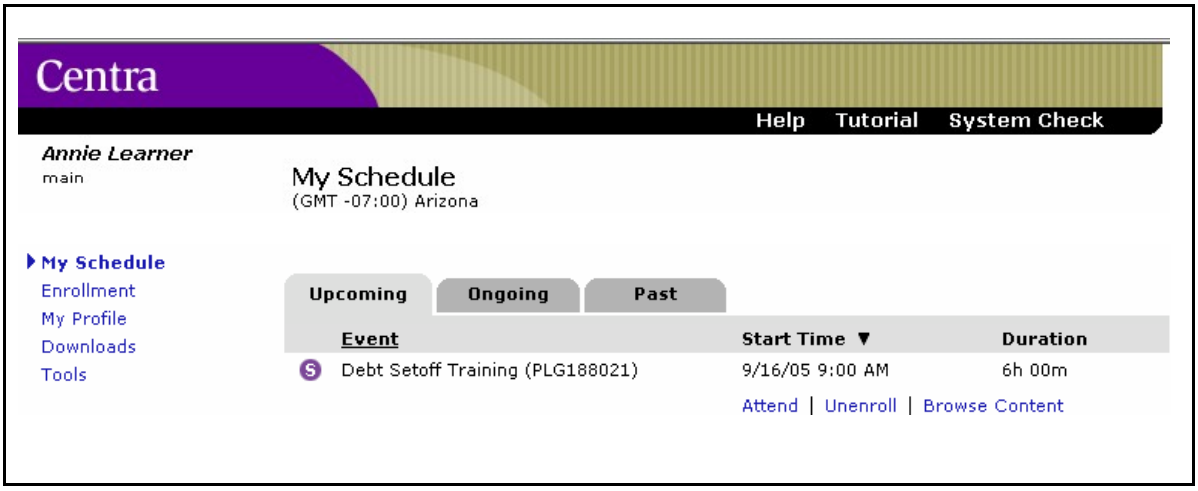
   a. Participants who already have an account - Enter Login name (first initial and last name) and Password in the fields provided, and click *Log In*.



b. Participants who do not yet have a Centra account - Click *Create* in the New User box, and complete the *Required* fields as shown in the following example.



4. After logging in or creating an account, the participant will see the My Schedule screen. If he or she is currently enrolled in any courses or meetings, the names of the courses/meetings will be listed below the tabs.

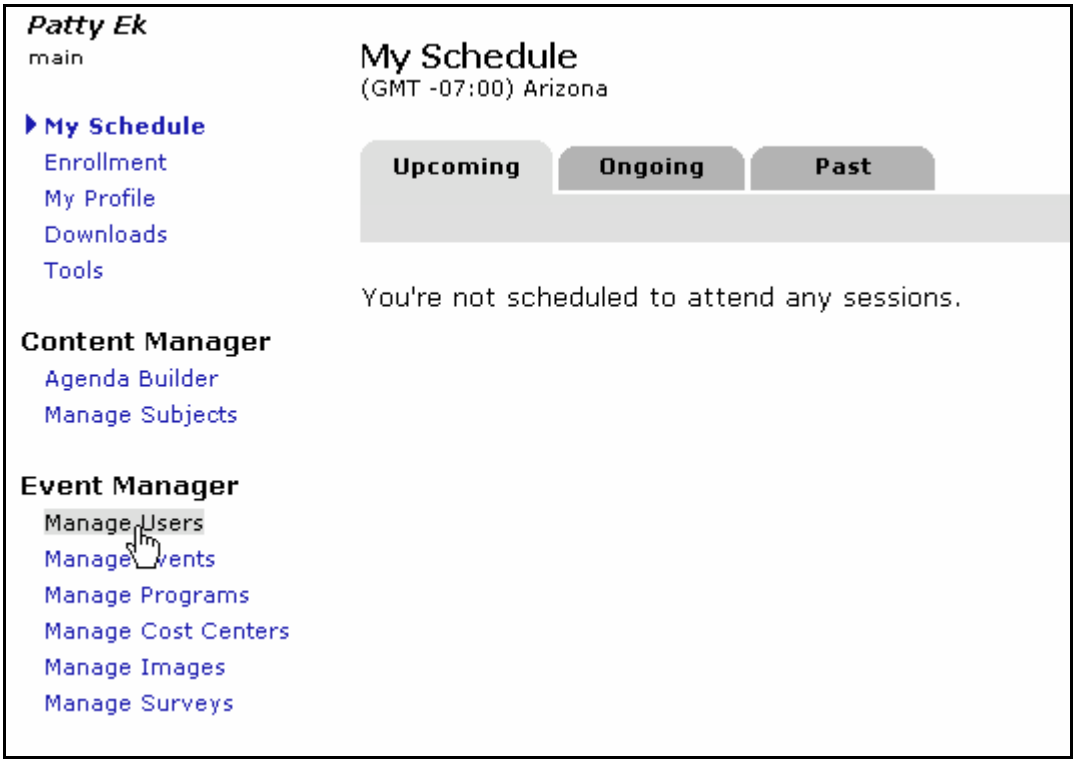


Instructor Creates New User Account

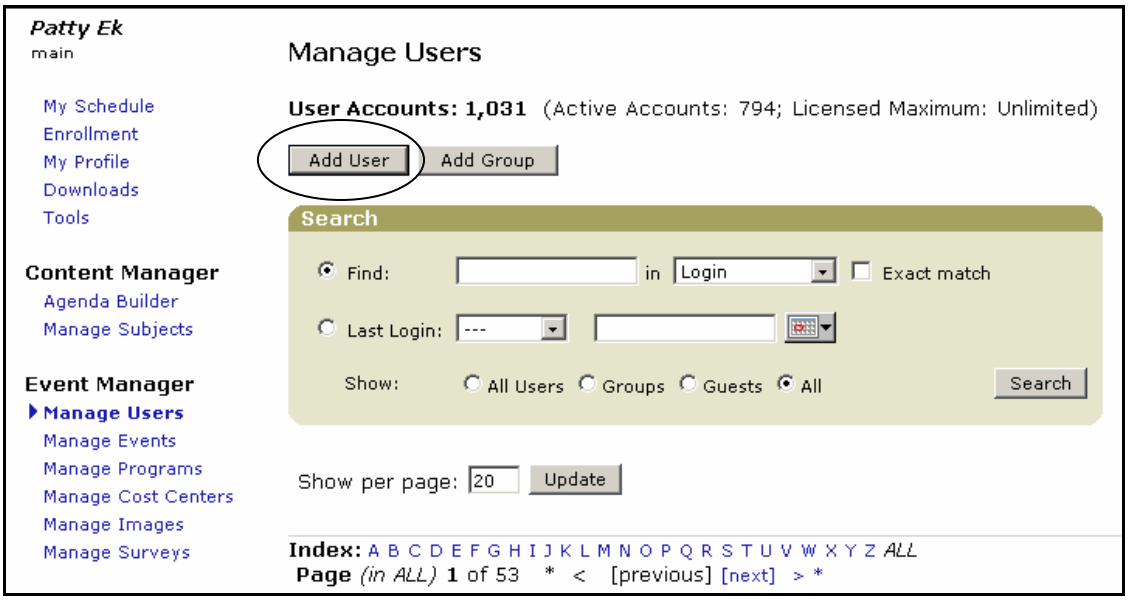
If you prefer to create the user accounts for your participants who are new users, follow these steps:

1. Log into Centra, as described on page 1 of this section.

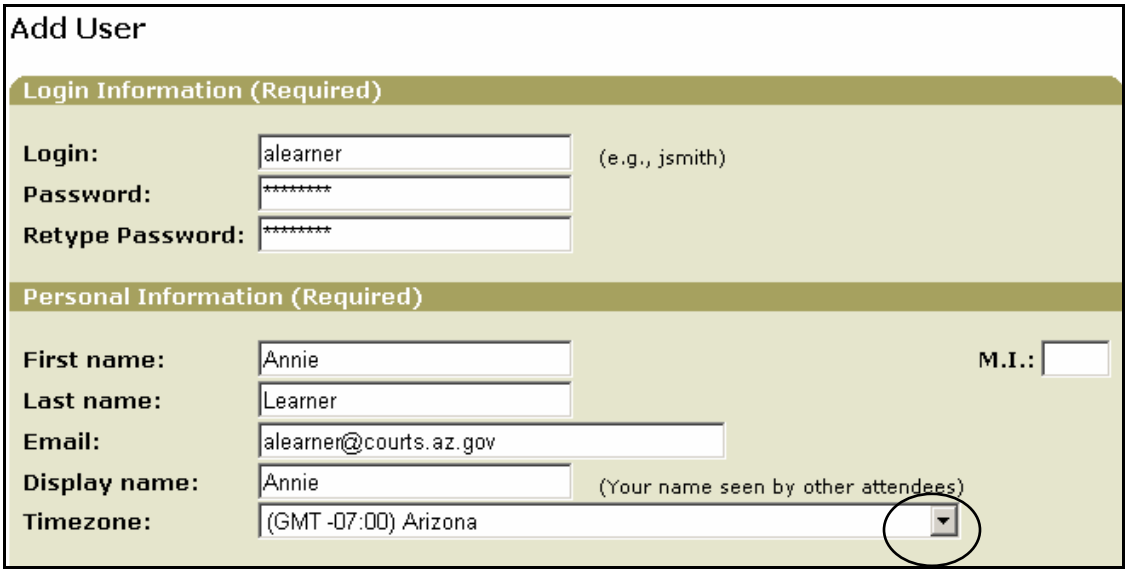
2. On the left side of the screen, click *Manage Users*.



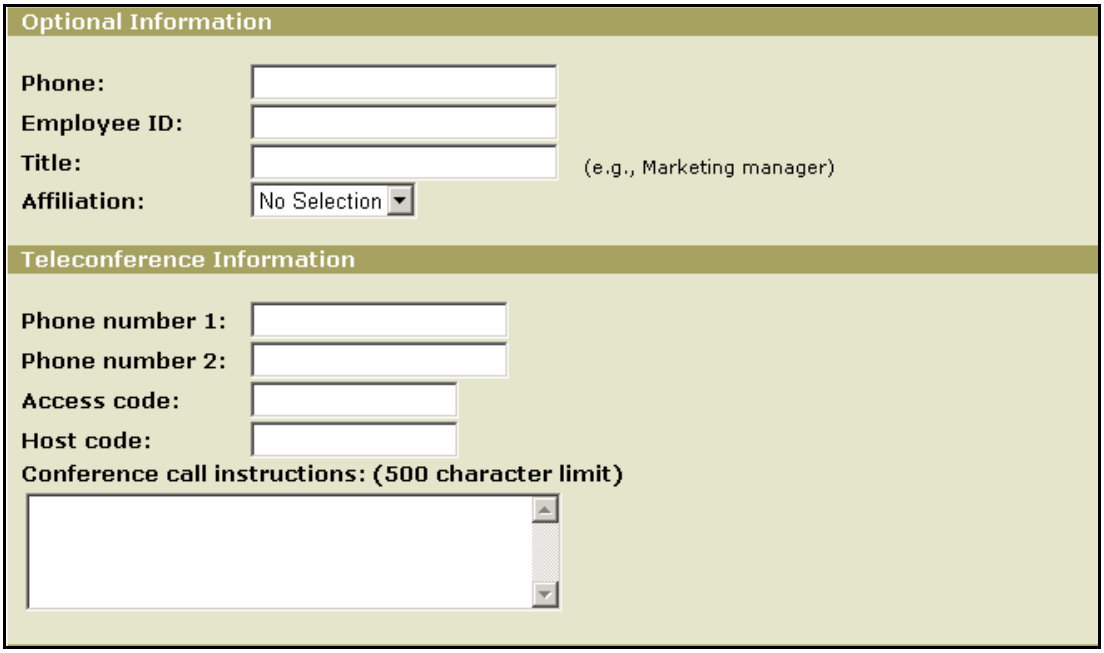
3. Click *Add User*.



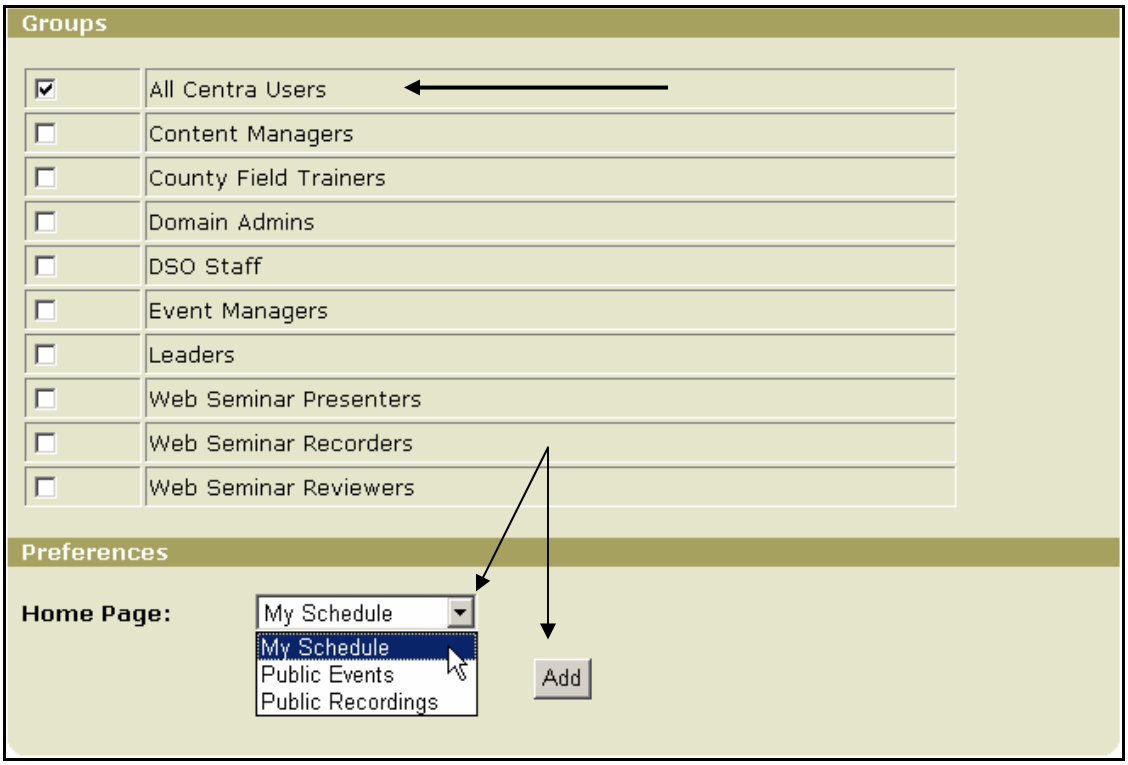
4. In the upper third of the Add User screen, type the required information, and select Arizona time from the *Timezone* dropdown arrow.



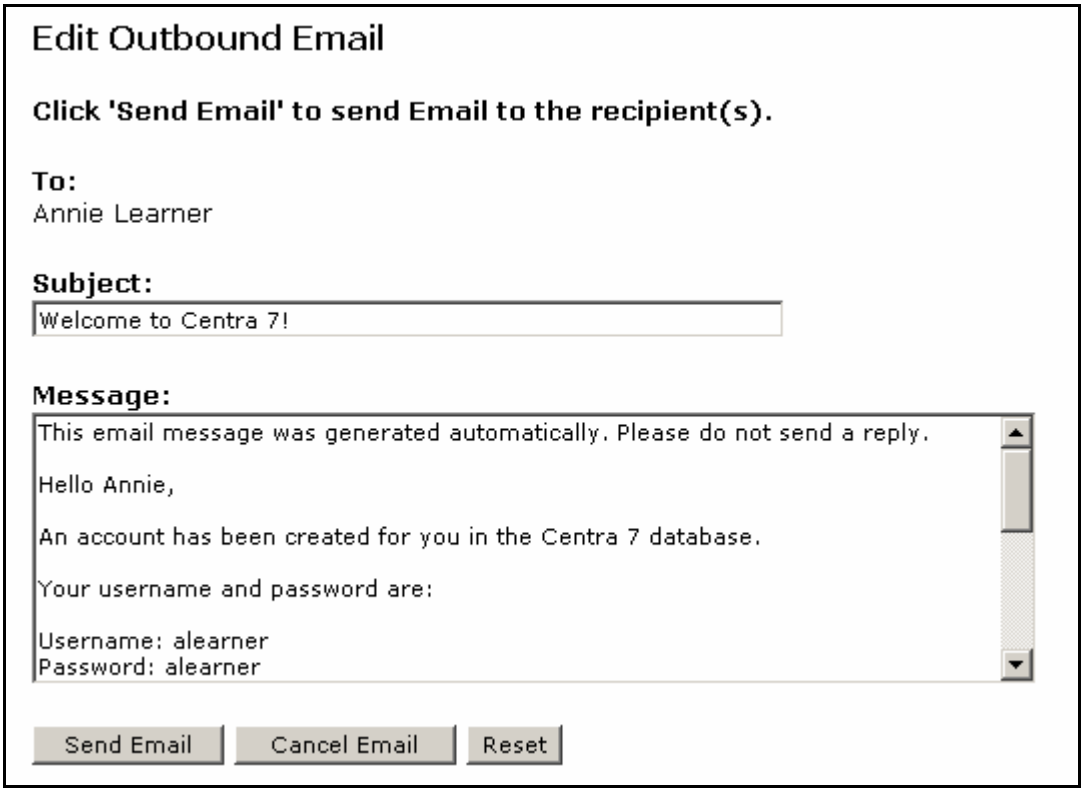
5. No entries are required in the middle section of the screen.



6. In the lower third of the screen, click *All Centra Users*, and select *My Schedule* from the Home Page dropdown, so that when participants log into Centra, they'll see their scheduled courses first.



7. Next, Centra displays the text of an outgoing e-mail to the new account holder. Click *Send Email* if you wish to send the participant his/her username and password at this time.

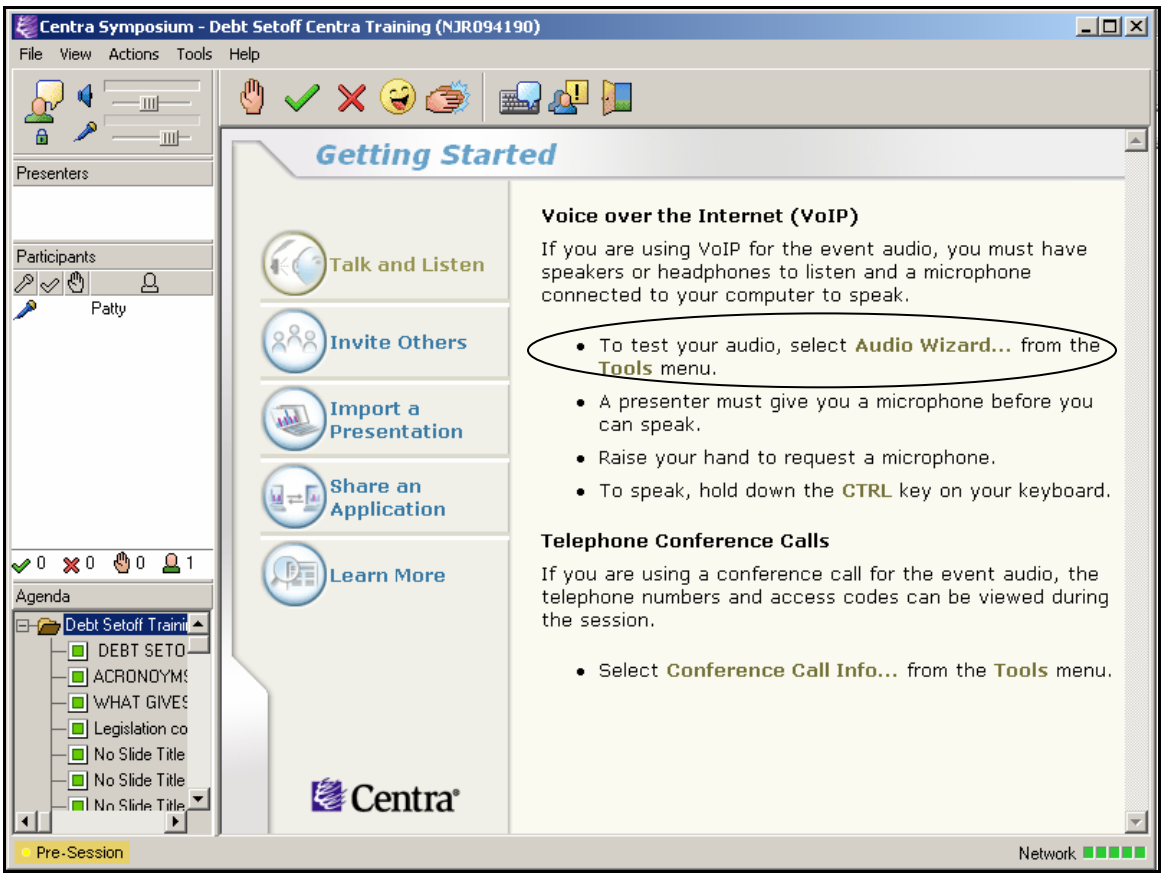


System Check

Participants should be encouraged to log into Centra and run a system check before entering the course or meeting, **or** to enter the course 15 to 30 minutes early and run the system check from there. Here are the steps.

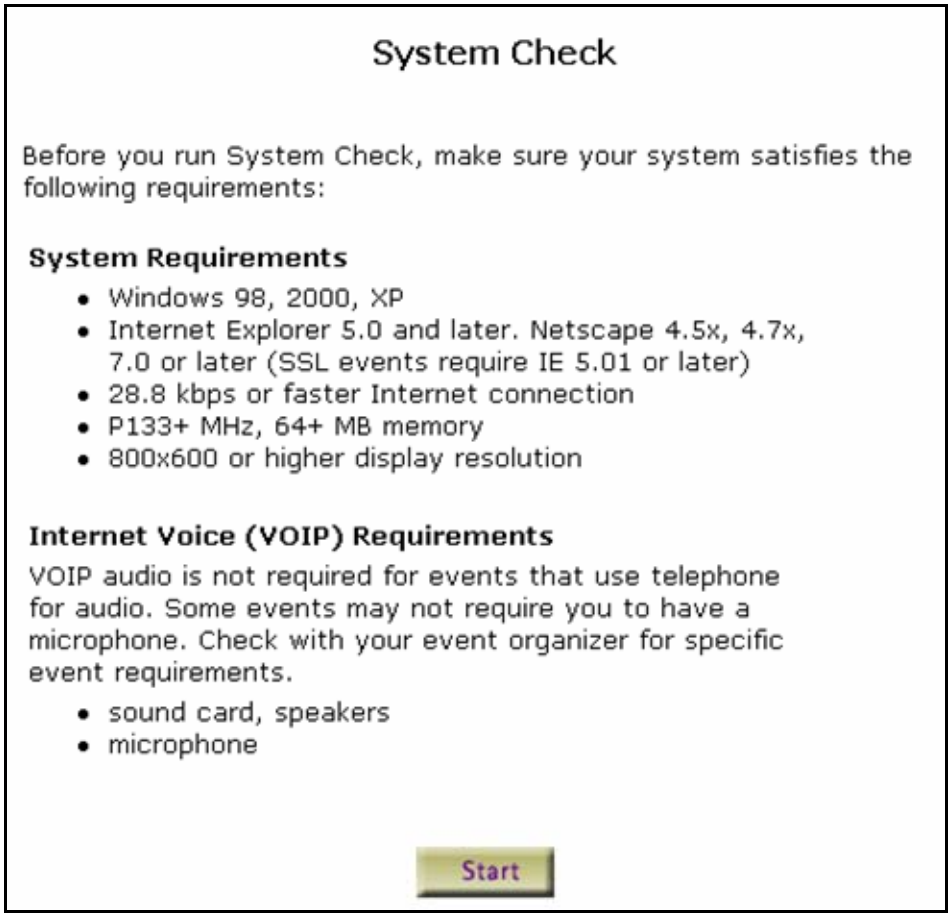
1. From My Schedule, click *System Check*, as shown directly below.

OR, log into the course, and follow the instructions on the Welcome screen:



2. System Check opens in a separate window, as shown below. The participant

clicks *Start*, and follows the directions shown on the screen.



System Check

Before you run System Check, make sure your system satisfies the following requirements:

System Requirements

- Windows 98, 2000, XP
- Internet Explorer 5.0 and later. Netscape 4.5x, 4.7x, 7.0 or later (SSL events require IE 5.01 or later)
- 28.8 kbps or faster Internet connection
- P133+ MHz, 64+ MB memory
- 800x600 or higher display resolution

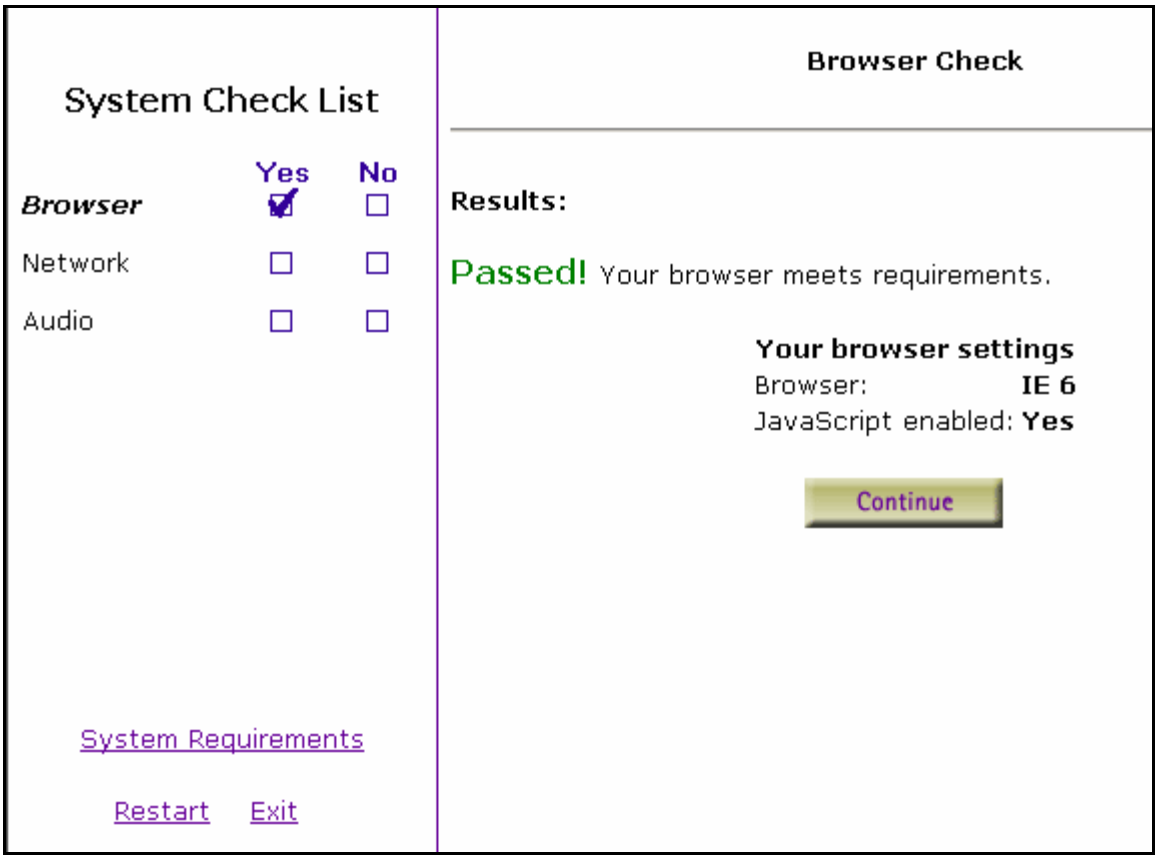
Internet Voice (VOIP) Requirements

VOIP audio is not required for events that use telephone for audio. Some events may not require you to have a microphone. Check with your event organizer for specific event requirements.

- sound card, speakers
- microphone

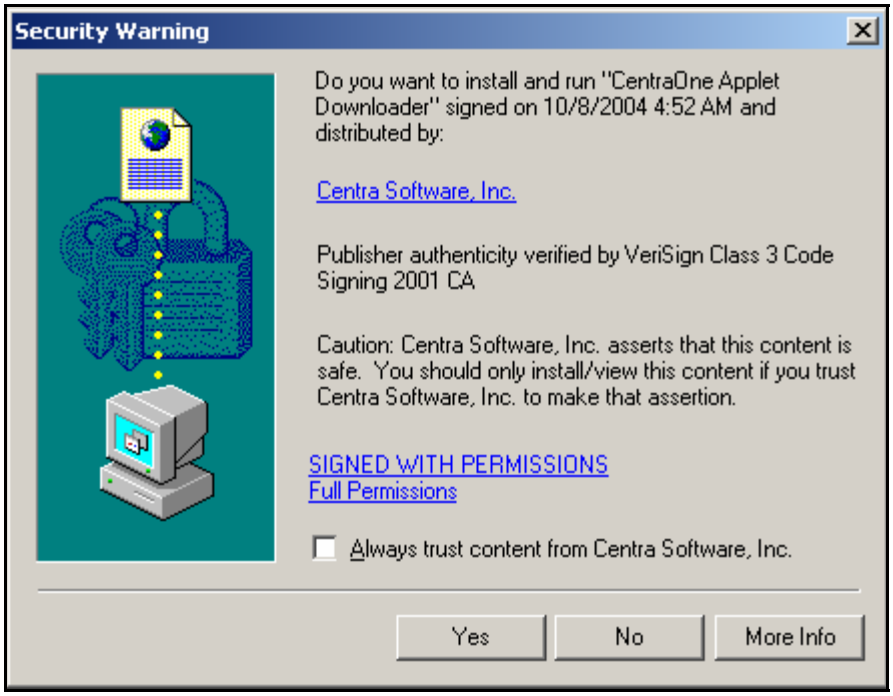
Start

3. Centra first checks the participant's browser. If it passes, the participant clicks *Continue*.



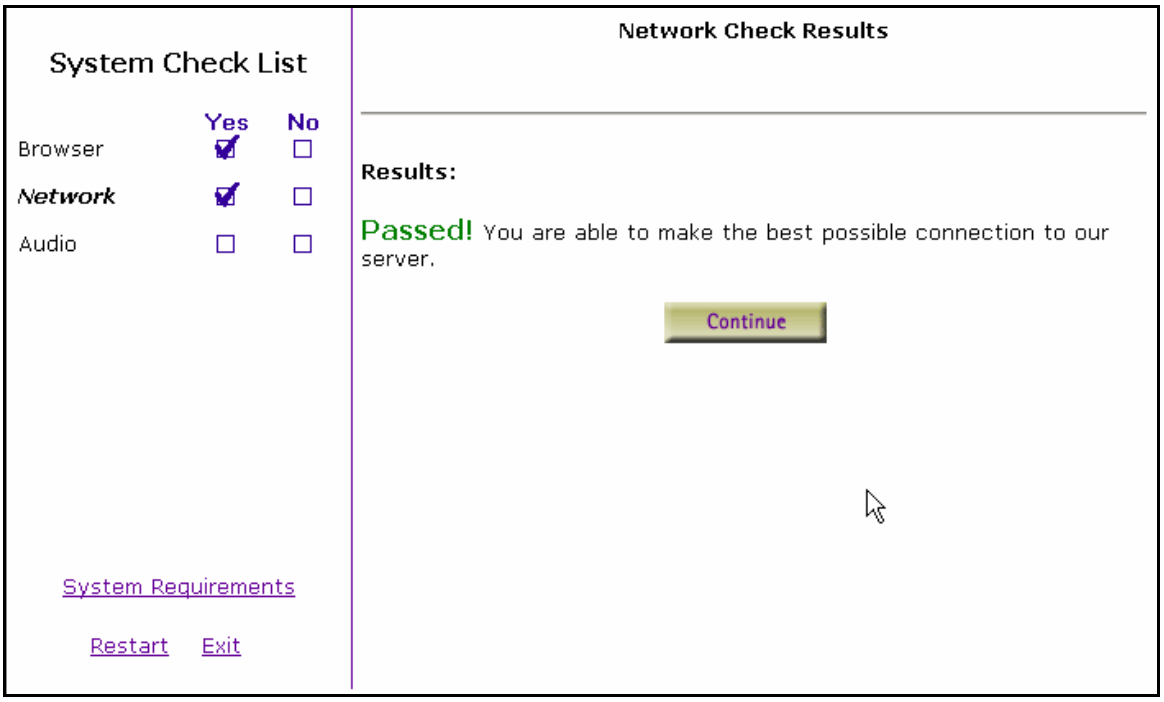
4. The next screen tells the participants what to do when security warnings display during the rest of the systems check. The participant reads the screen and clicks *Continue*.

The security warning looks like this:

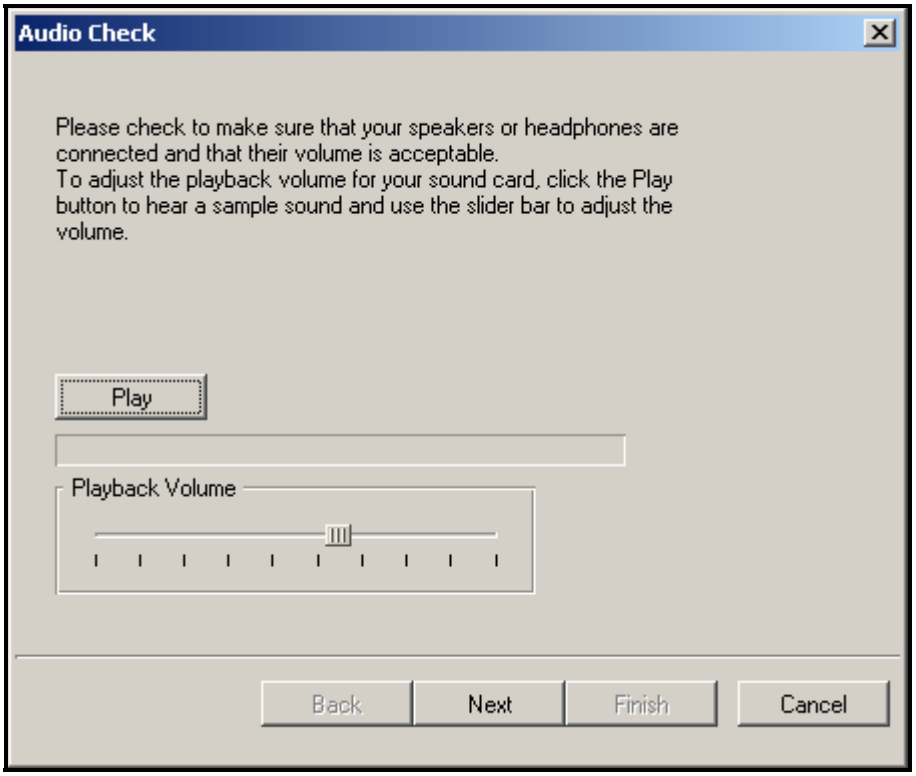


5. The participant clicks the “Always trust content . . . “ box, and then clicks *Yes*.

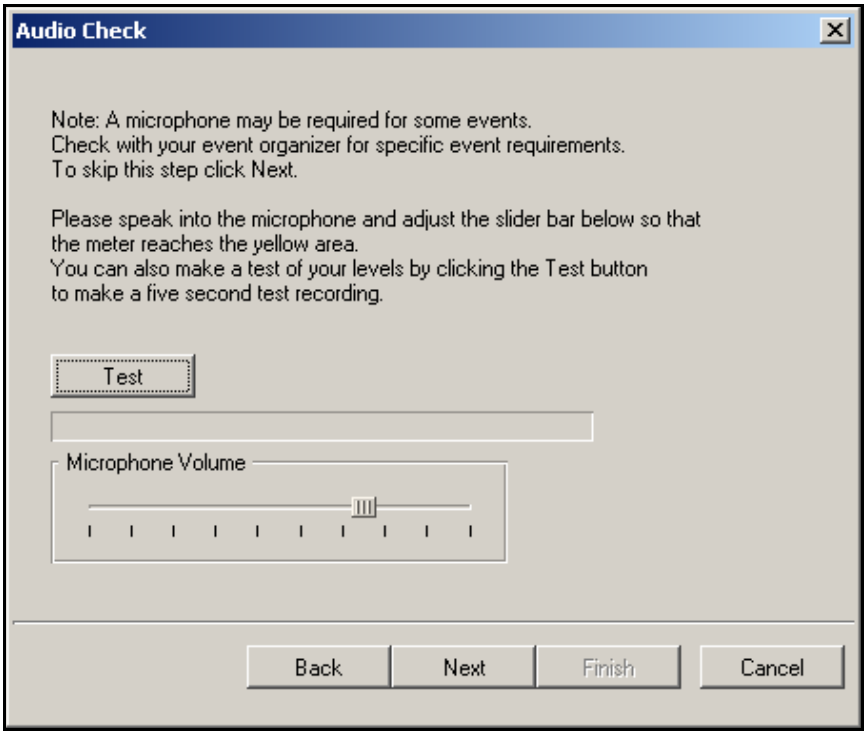
6. On this screen, the participant clicks *Continue*.



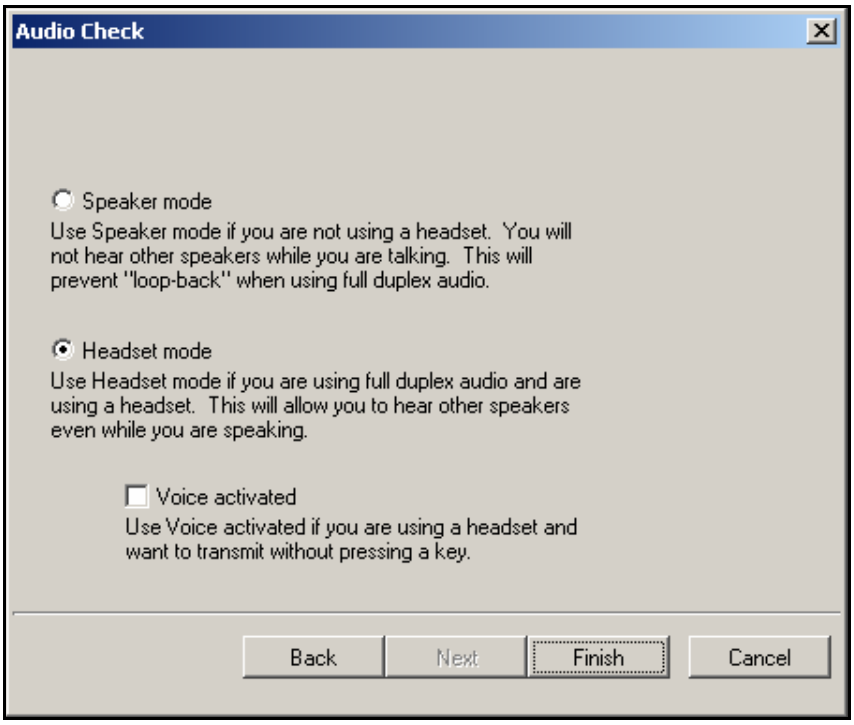
7. The next portion of the systems check is the Audio Check. Participants just follow the instructions on the screen for speakers/headphones, and then click *Next*.



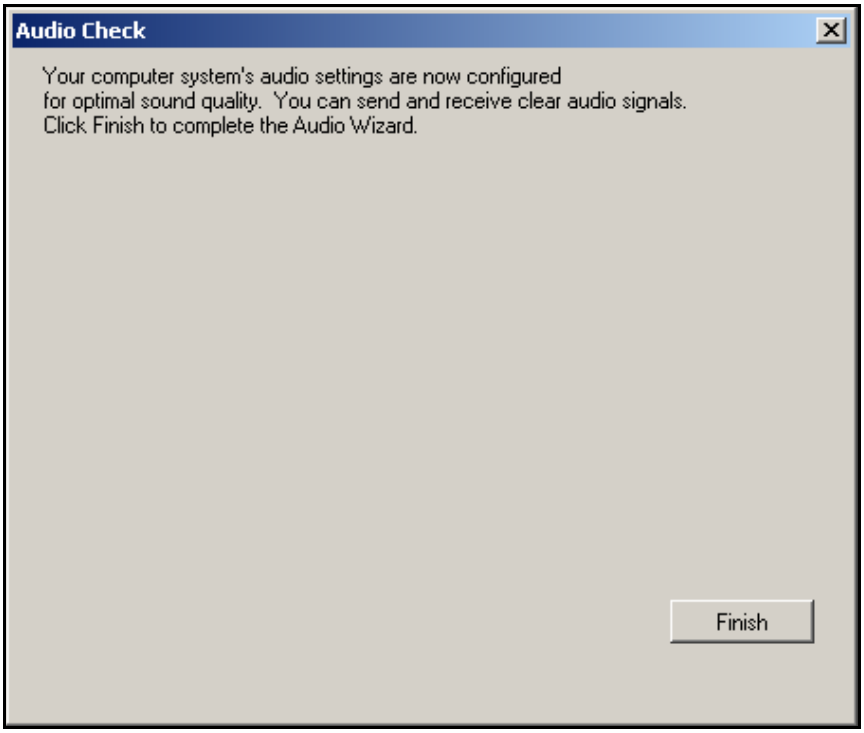
8. On this screen, participants test their microphones to ensure they will be able to be heard when they speak during class; then they click *Next*.



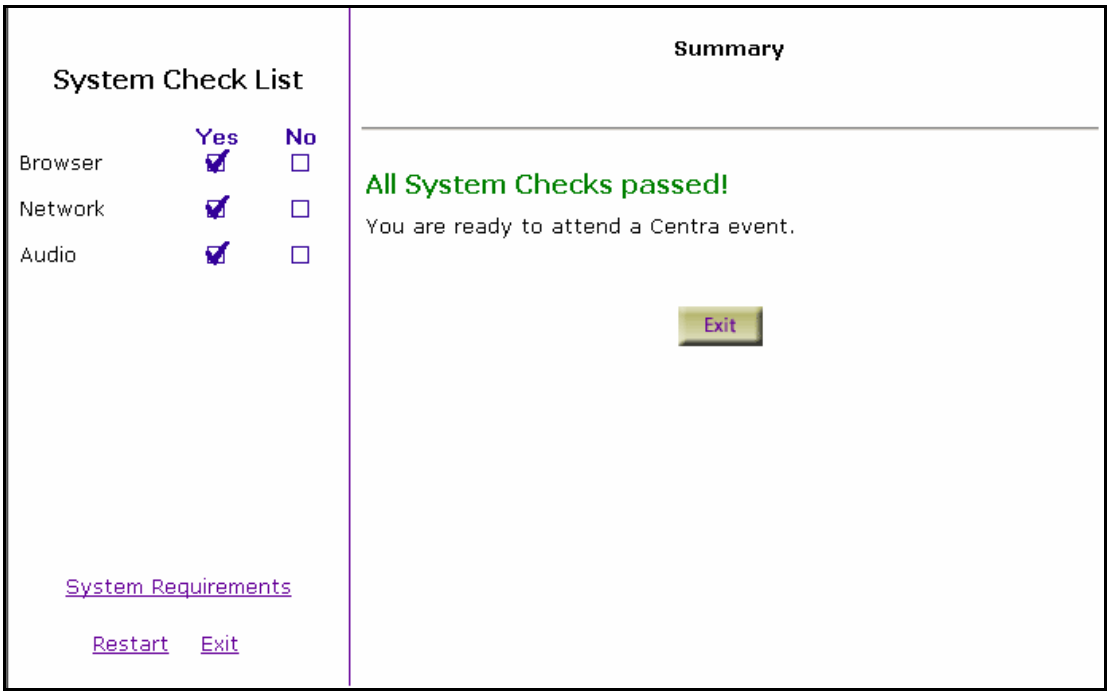
9. Participants should make sure *Headset Mode* is selected, and then click *Finish*.



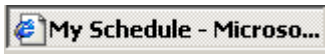
10. When this screen displays, the participant clicks *Finish*.



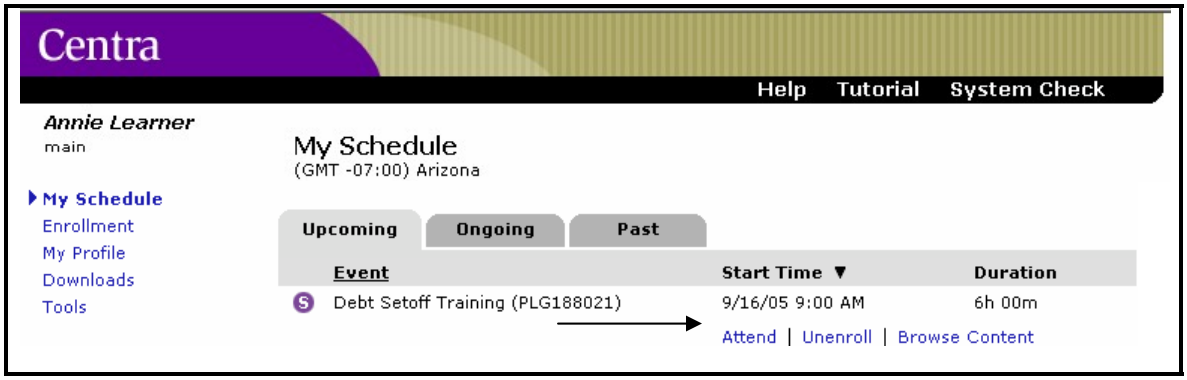
11. This screen confirms that the entire System Check has been successfully completed. The participant clicks *Exit*.



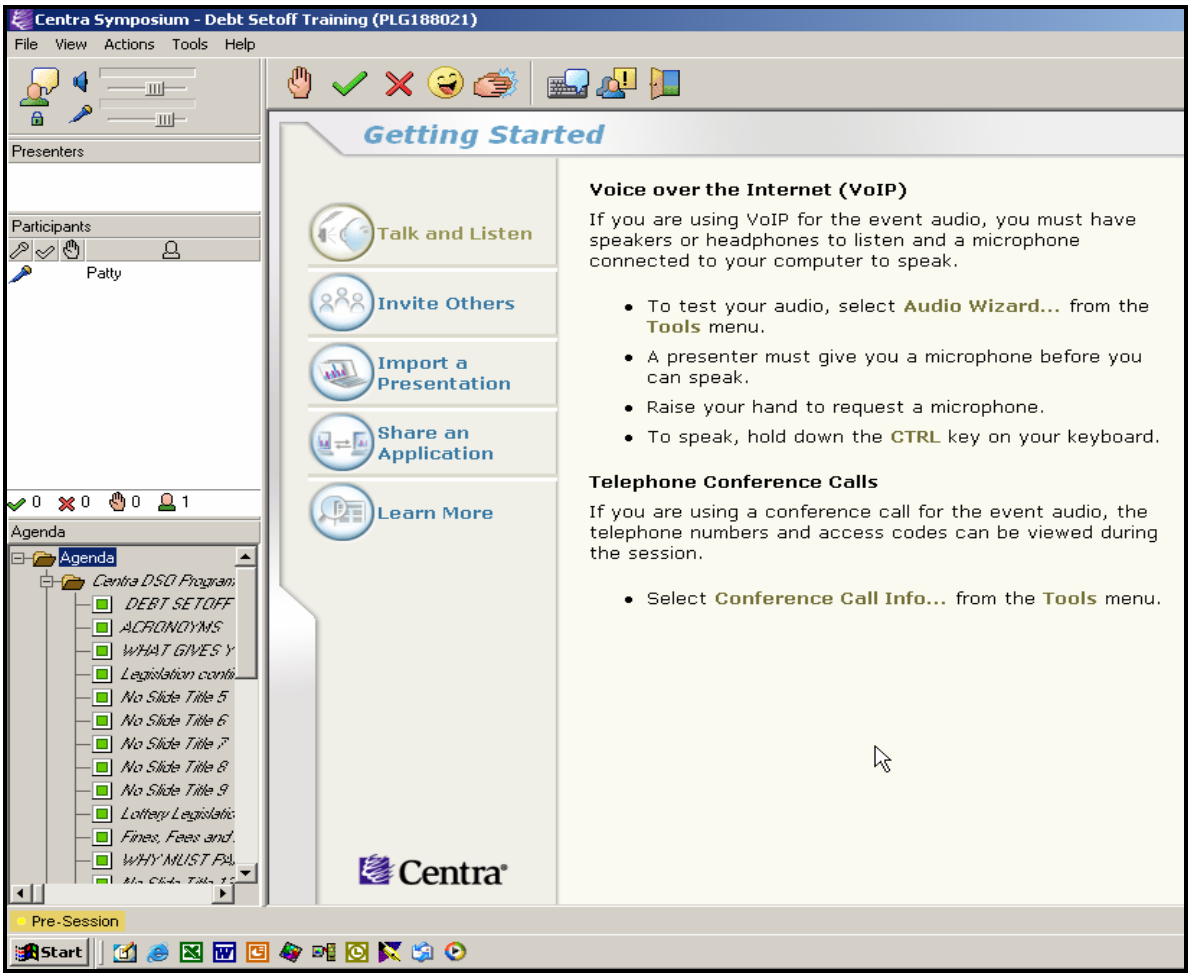
12. The participant may need to click the *My Schedule* button in the bottom information bar on their screen in order to return to the Centra course entry screen.



13. The participant clicks *Attend* to enter the course.



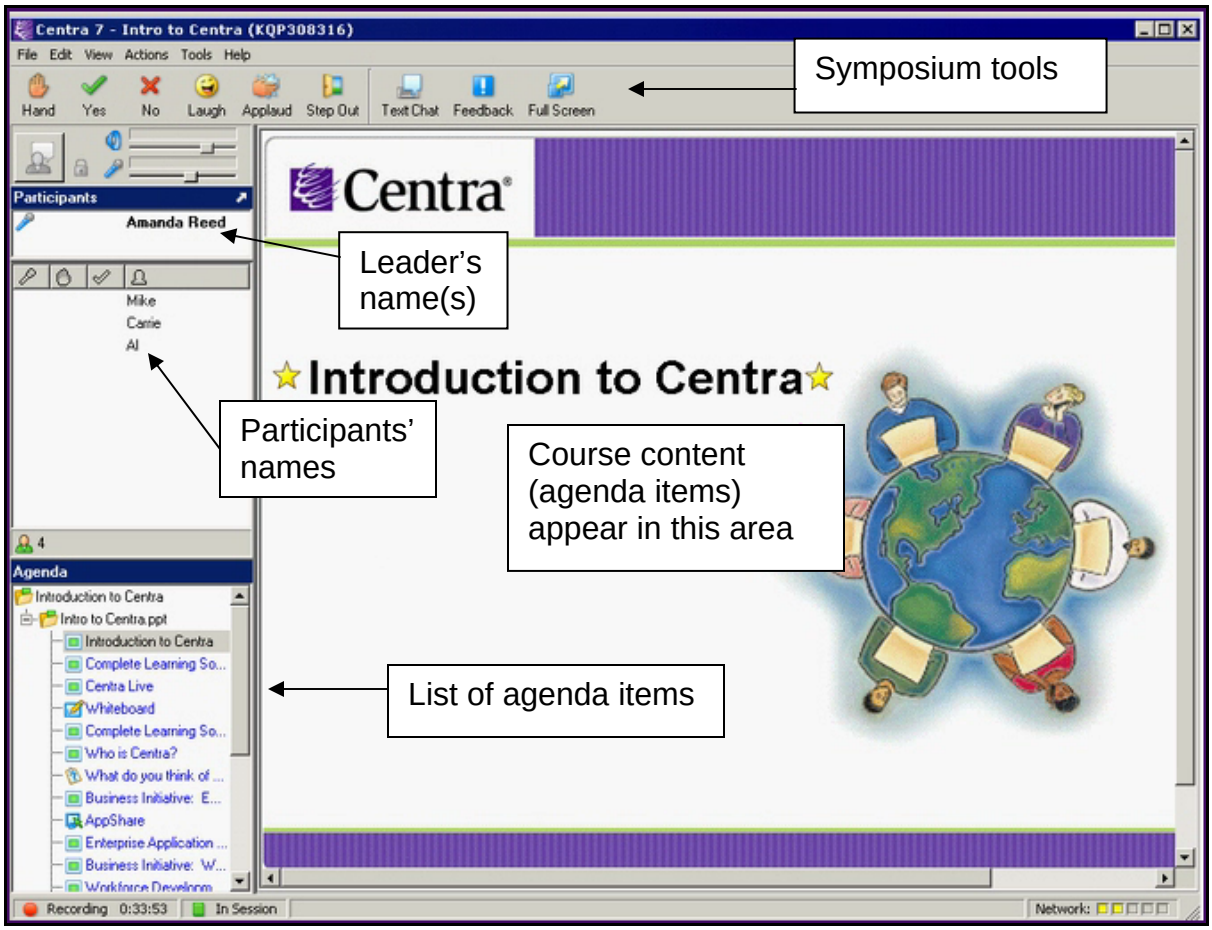
14. When the participant enters the course, the screen will look like this until the presenter launches the first agenda item.



Symposium Tools

Early in the class, you should discuss with your participants the use of the symposium tools. Participants use these tools to interact with the facilitator and other participants during the session.

Once the facilitator has launched the first visual, the Centra screen looks like this example. For new users, you should point out the various areas of the screen.



Explain the use of Symposium tools as follows. Ask the participants to try out the tools as you talk about them.

Click to raise your hand to ask a question. (A number displays next to the participants' names so you can tell in what order their hands were raised.) Click again to lower your hand. (Facilitator can also lower all hands.)

Click the *check mark* to answer "yes" to a facilitator's question.

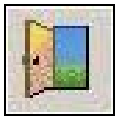
Click the *X* to answer "No" to a facilitator's question.

Click the smiley face to indicate laughter. A smiley face flashes next to the participant's name for five seconds.

Click to indicate applause. Clapping hands flash next to the participant's name for five seconds.

Click to open a text chat box, where you may type a message that the facilitator and other participants may see.

Click to open a text box in which you may type feedback that can only be viewed by the facilitator(s).

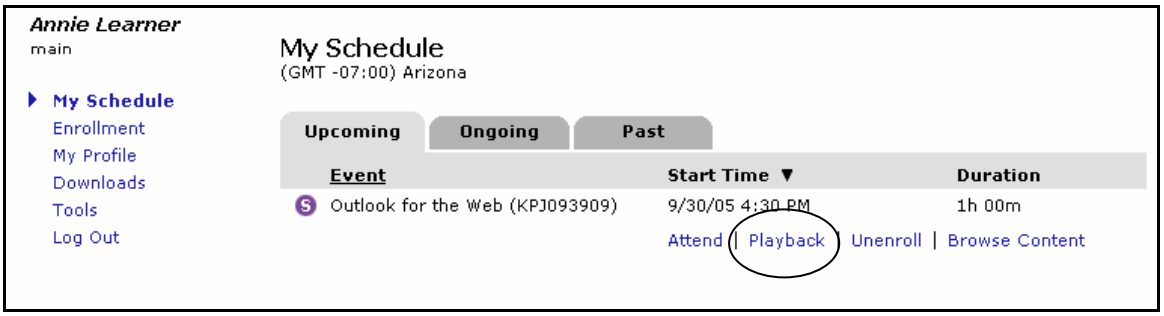


Click the door to temporarily leave an event. The participant's name will become dim in the participant listing, and a door icon will display next to the participant's name

Playing Back a Recorded Event

You should plan on recording events you lead, so that those who were unable to attend the “live” event can get the information afterwards, and those who want a refresher can hear and see the event again.

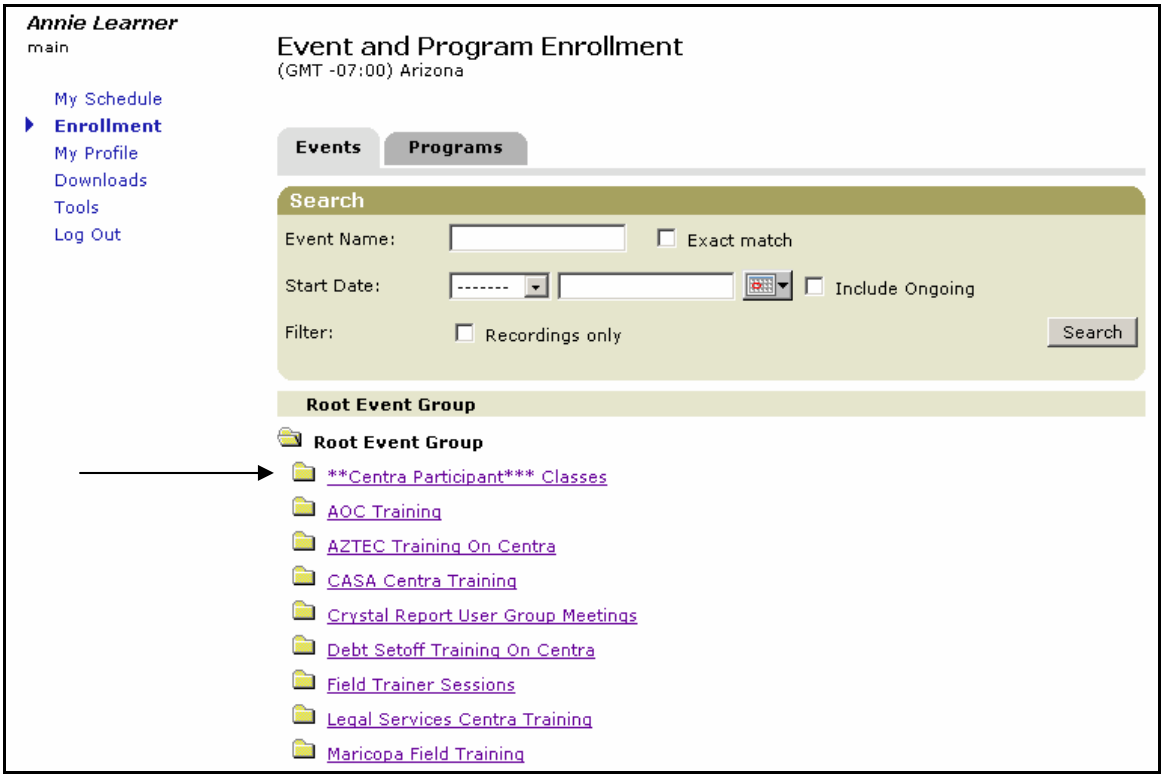
Participants who were registered for the class and log into Centra on the same day as the event was held will see the event listed on their *My Schedule* screen. The can click *Playback*.



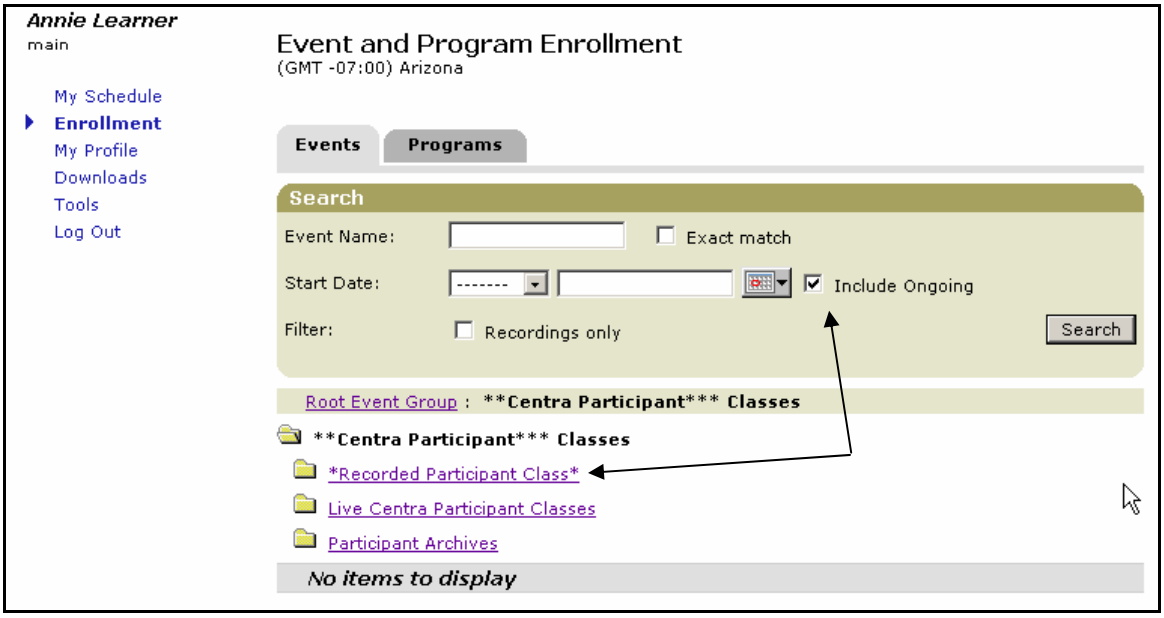
However, in all other cases, participants must look up the event, as follows:

1. On the *My Schedule* screen, click *Enrollment*.

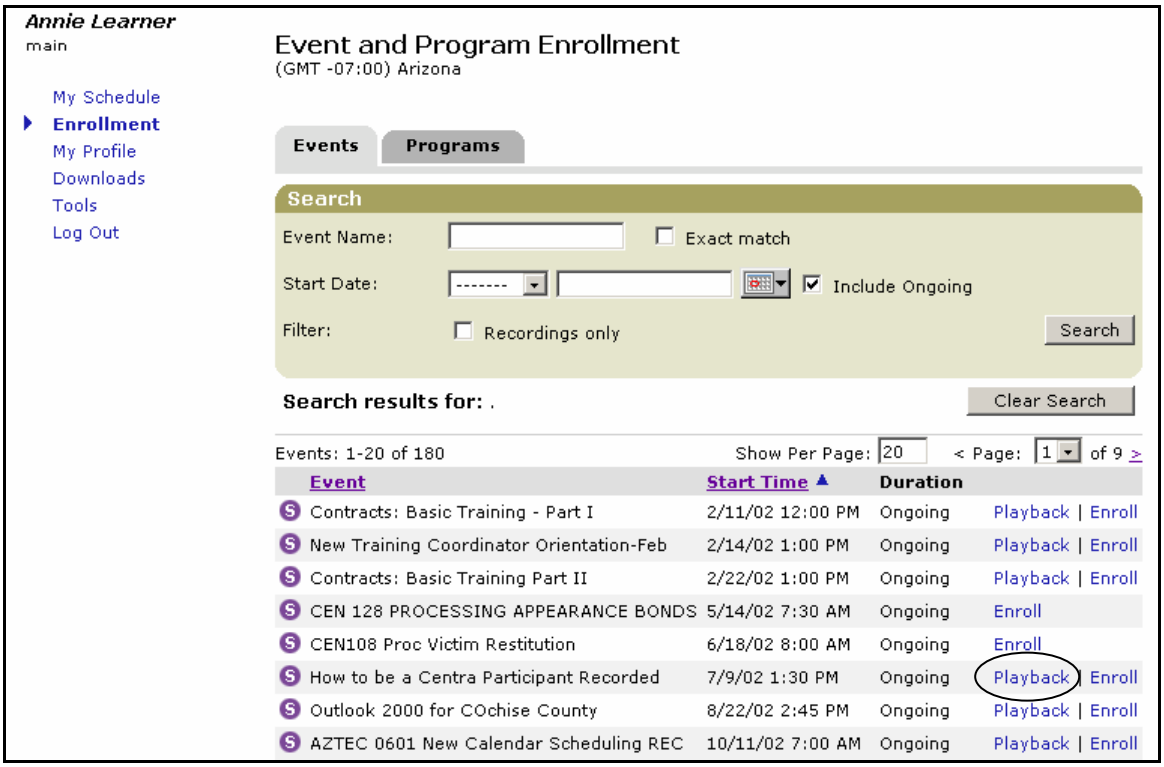
2. Click ***Centra Participant**** Classes.



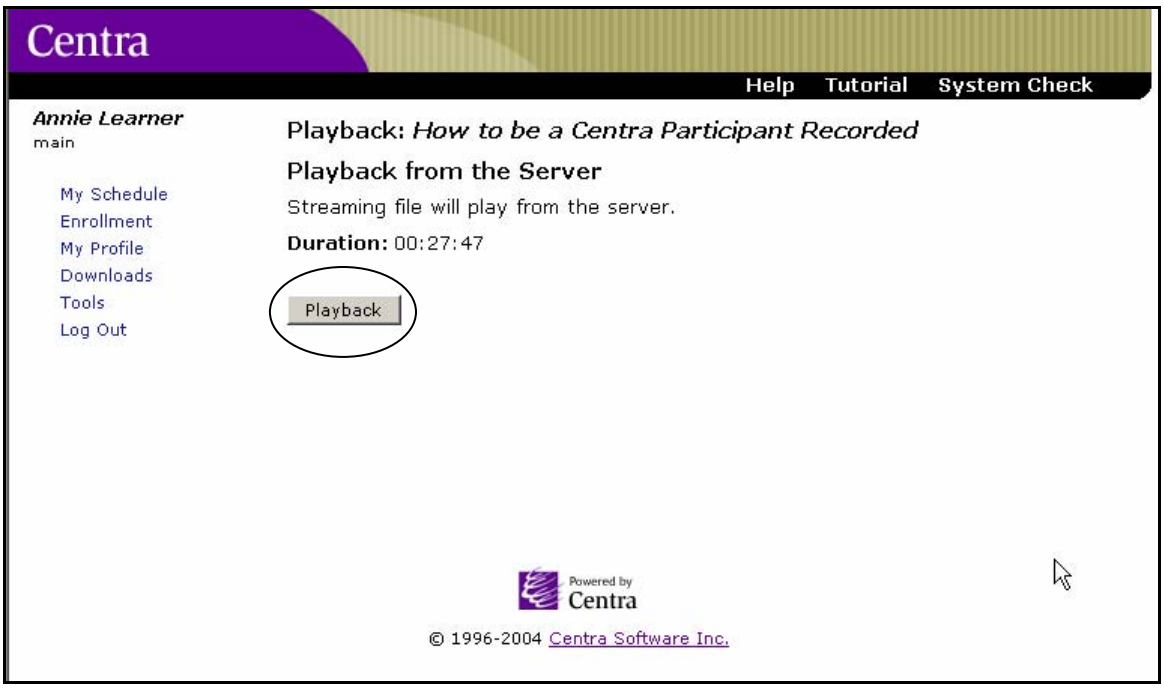
3. Click *Include Ongoing* and then click **Recorded Participant Class.**



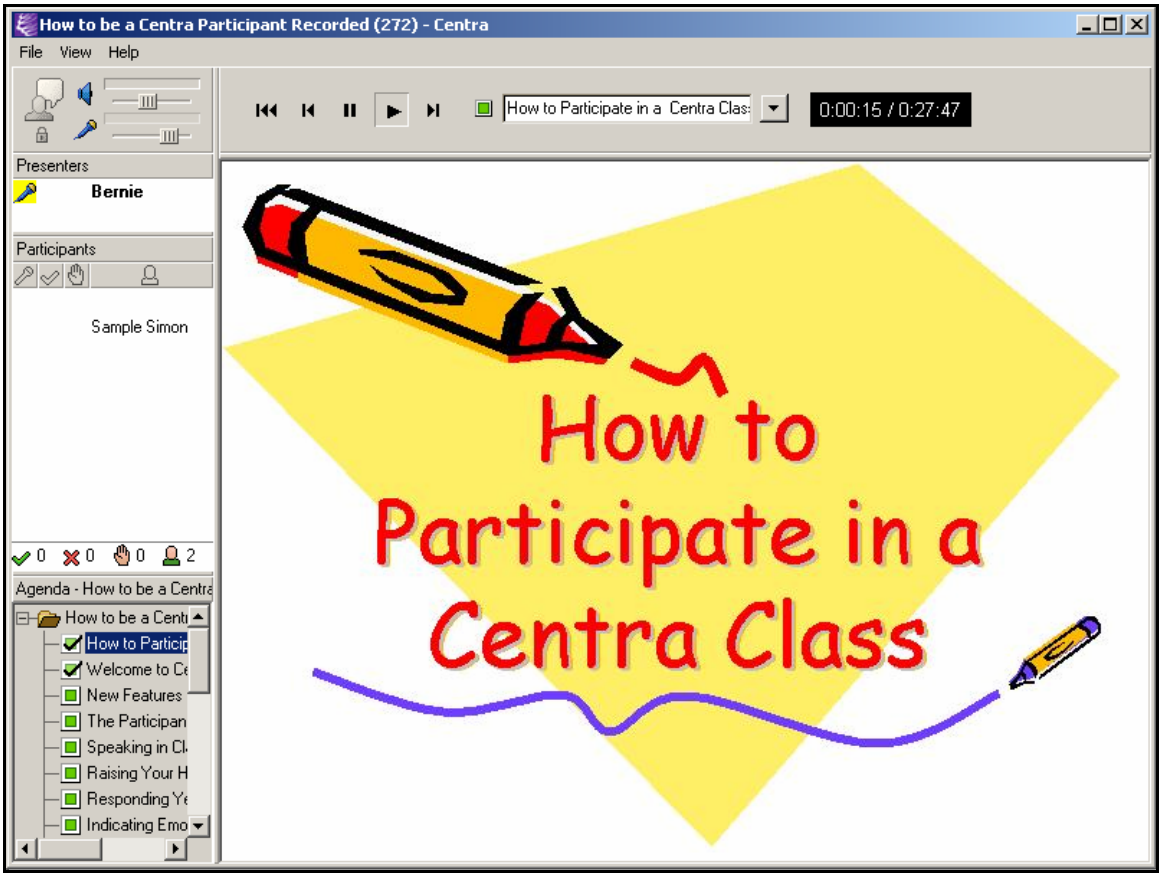
4. Click *Playback* for the desired event from the list.



5. Click *Playback.*



4. The recorded event should start automatically.



NOTES:

- Viewers of the recorded event will not be able to participate in survey questions or the end-of-session evaluation.
- Education Services can confirm how much time a participant spent in a recorded event, and can issue a COJET certificate, when appropriate.

Setting Up a Course / Meeting using Subject and Event

There are several advantages to setting up both a subject and an event for a course or meeting you are planning. If you load your agenda into a subject, you may set up multiple events that use the same agenda without reloading your agenda for each event. You may also present an evaluation to your participants at the end of your event, which they can complete and submit, and which you can view immediately. You can also prepare survey/quiz questions in advance and insert them into your agenda, and you can insert place holders for whiteboards and application sharing.

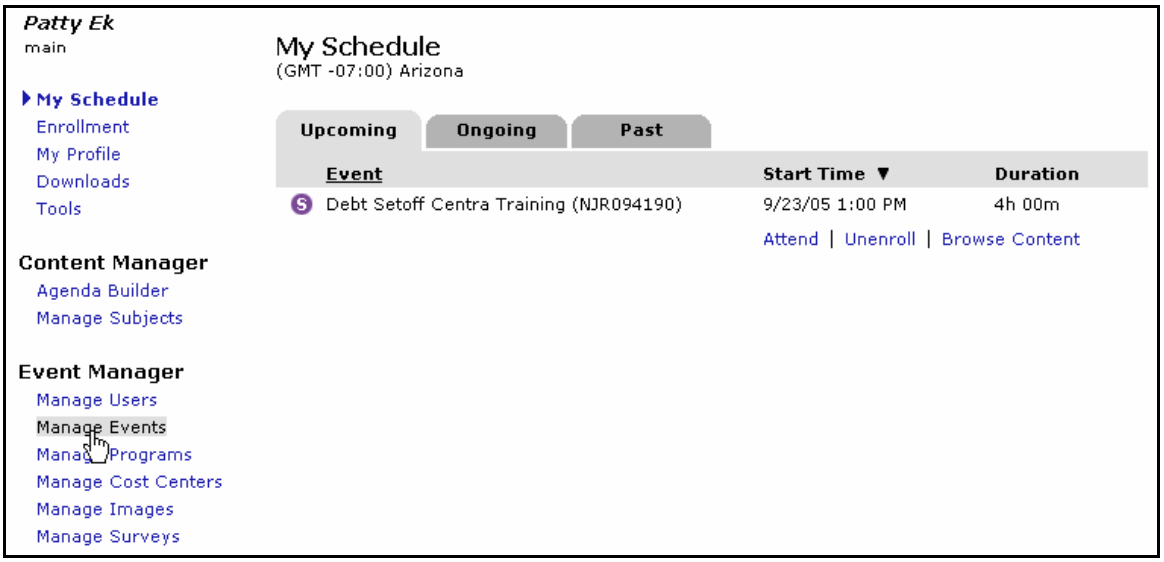
In order to facilitate an online course or meeting on Centra using subject and event, you need to

- Prepare PowerPoint slides, survey/quiz questions, and an evaluation, as appropriate
- Determine whether Centra seats are available on the desired date
- Set up your subject and load your agenda items
- Set up your event and attach it to your subject
- Enroll yourself and set up your role as leader
- Enroll participants

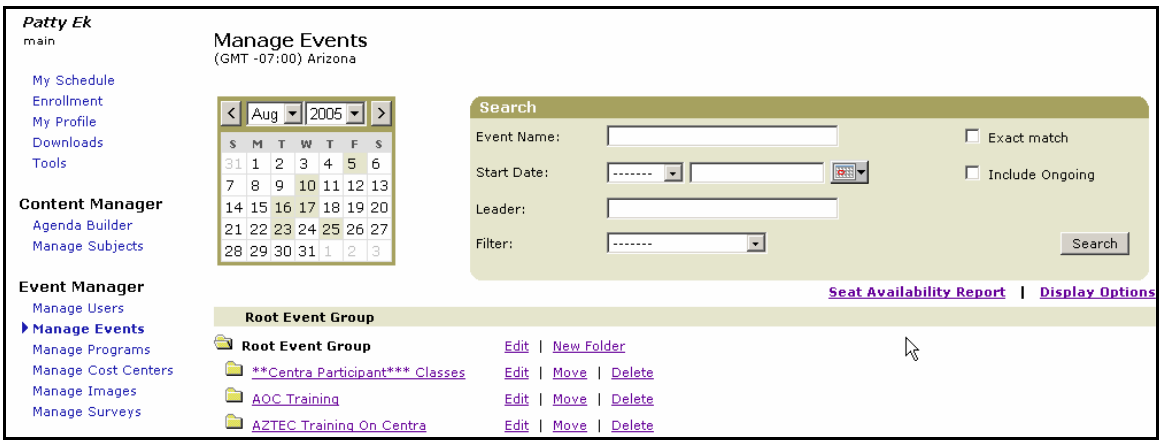
Check the Date

The easiest way to determine whether seats are available on the day you wish to hold your event is to enter the Event Manager and look at the event calendar, as follows:

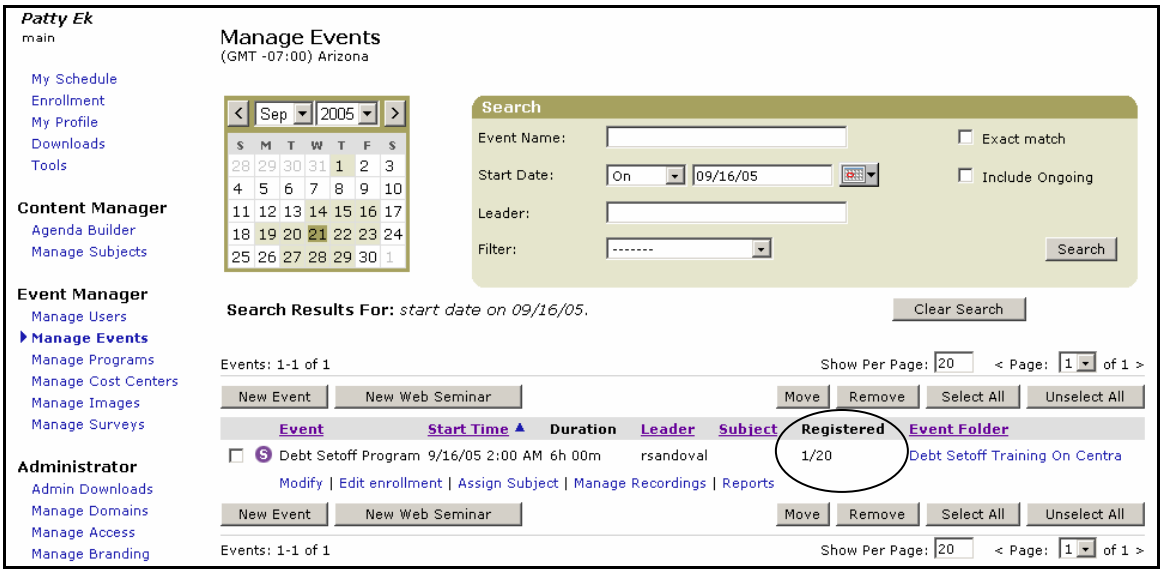
1. After logging in, click *Event Manager*.



2. The Manage Events screen displays a calendar with highlights on the days on which Centra classes are currently scheduled. If there is an event scheduled on your date, double-click the date on the calendar to see the event.



The result looks like the example below. The right half of the number in the *Registered* column indicates how many seats have been reserved for the listed event.

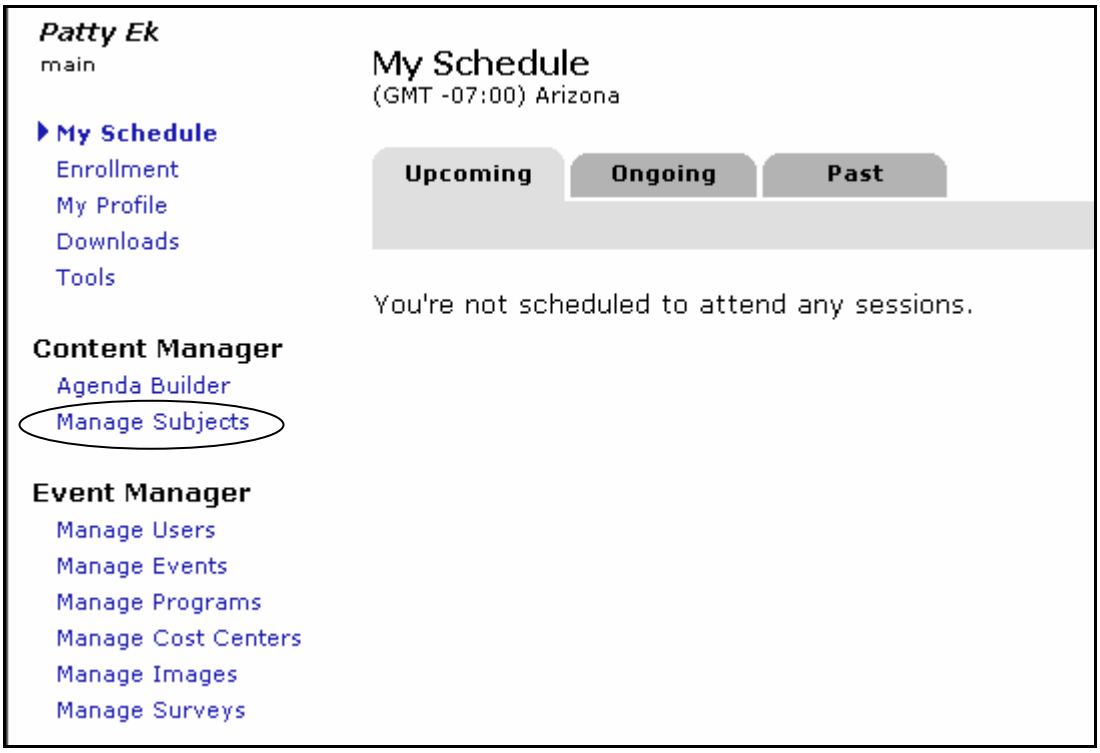


NOTE: When users set up events, Centra defaults to 20 attendees. If you really need the seats, you may wish to contact the event leader to ask whether 20 seats are actually needed.

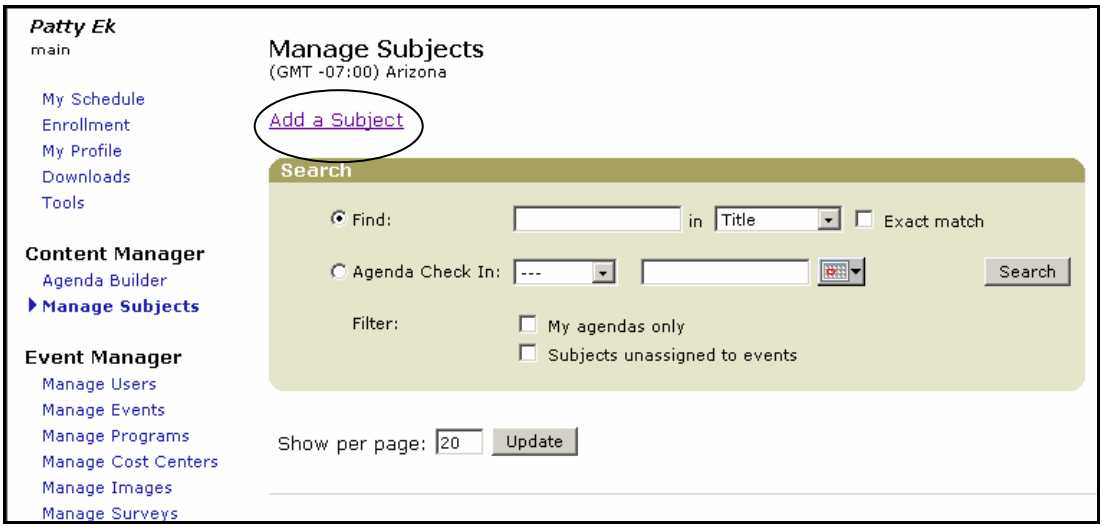
Set Up the Subject

Follow these steps to set up your subject. This should be done before you set up any related events.

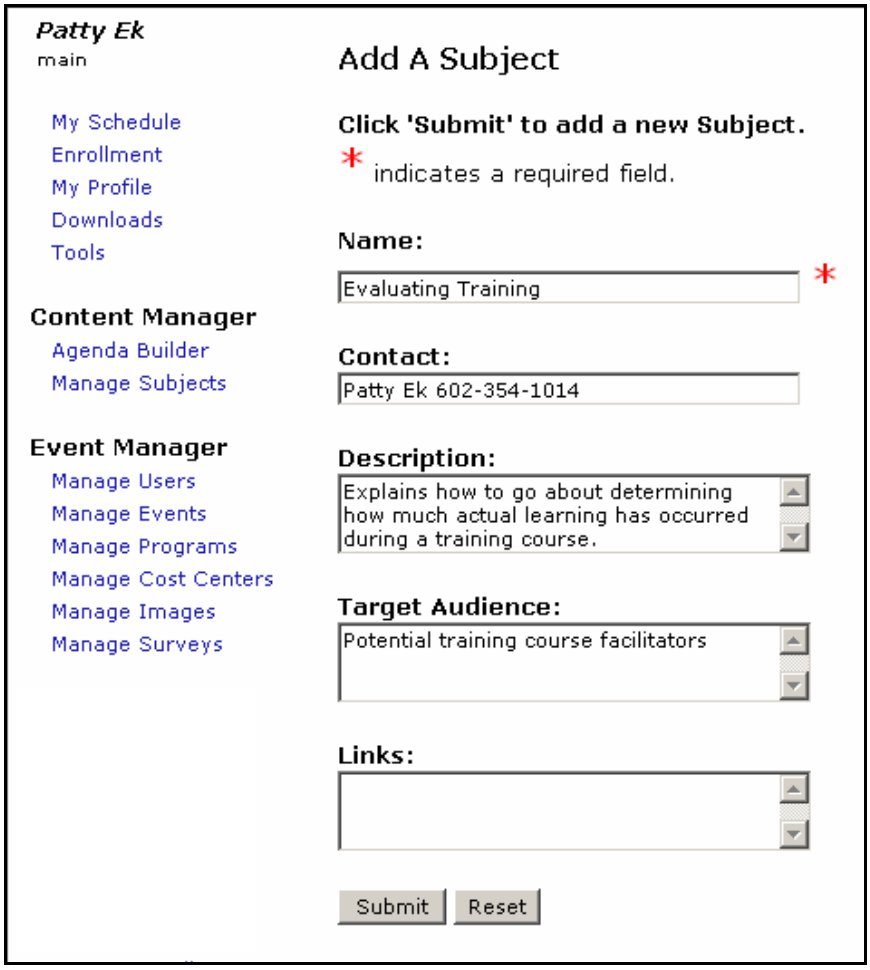
1. Select *Manage Subjects*.



2. Click *Add a Subject*.



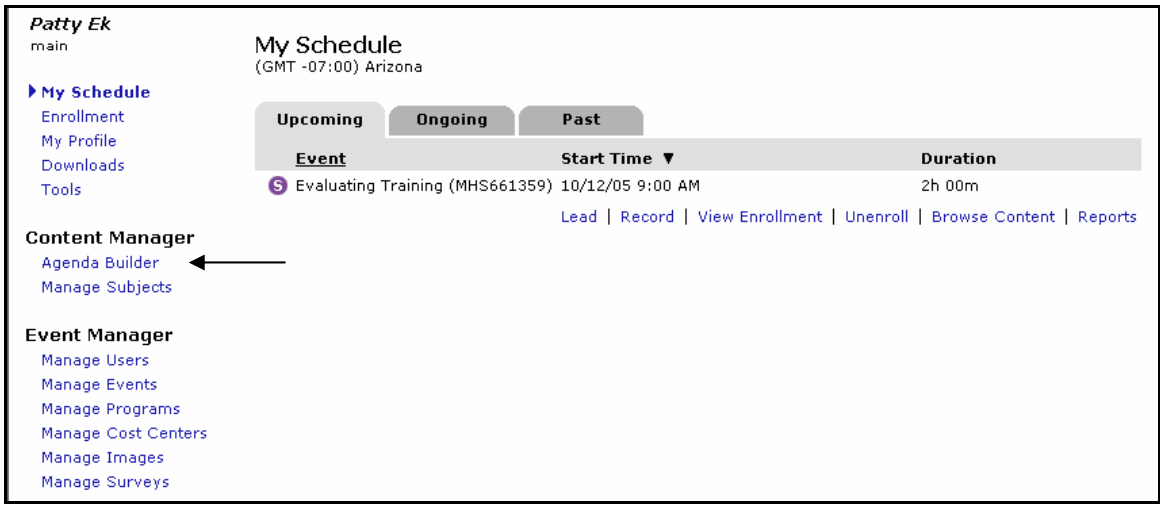
3. Notice that the only field you **must** complete on this *Add a Subject* screen is the name of the subject. Complete as many of the fields as you think are appropriate, as in this example. Then, click the *Submit* button.



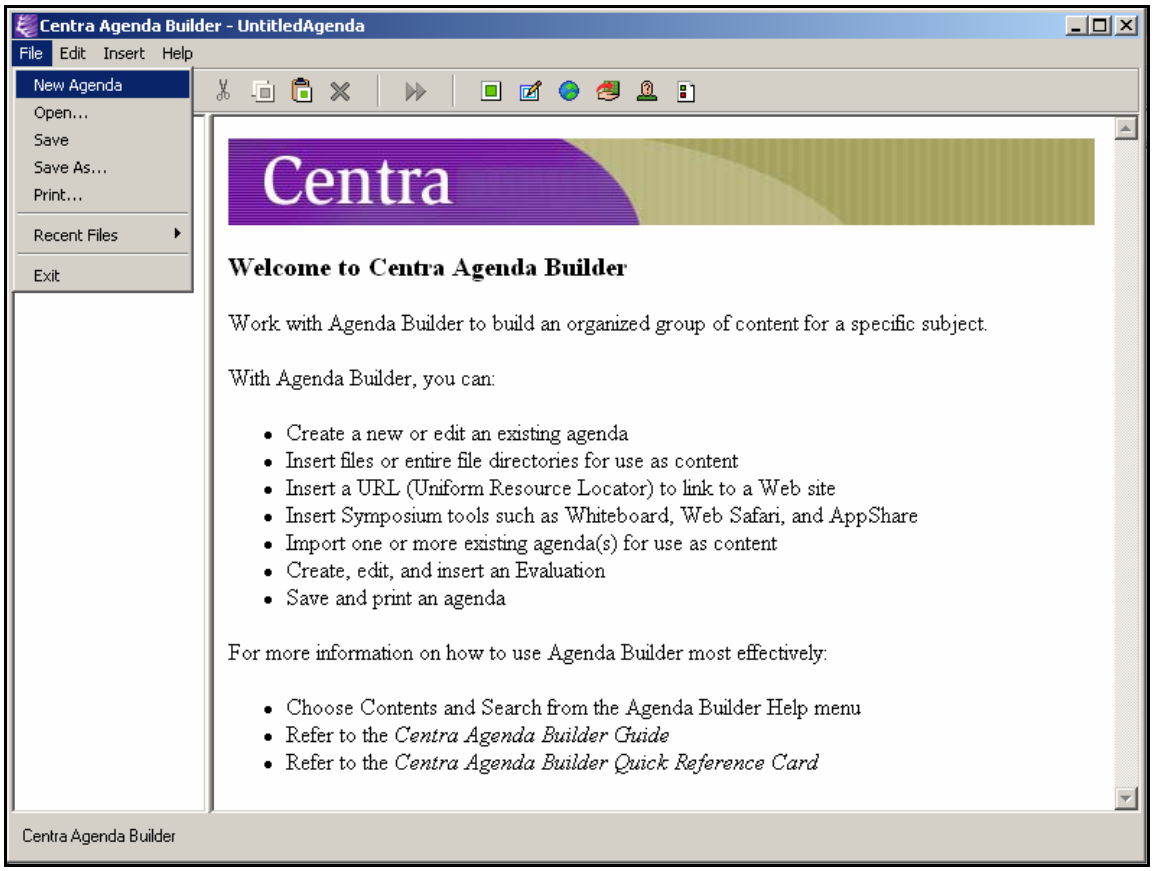
Create the Agenda

Use this process to turn your PowerPoint files into an agenda, and to add any additional items to the agenda that you want to use, such as whiteboards, application share, quiz questions, and evaluations.

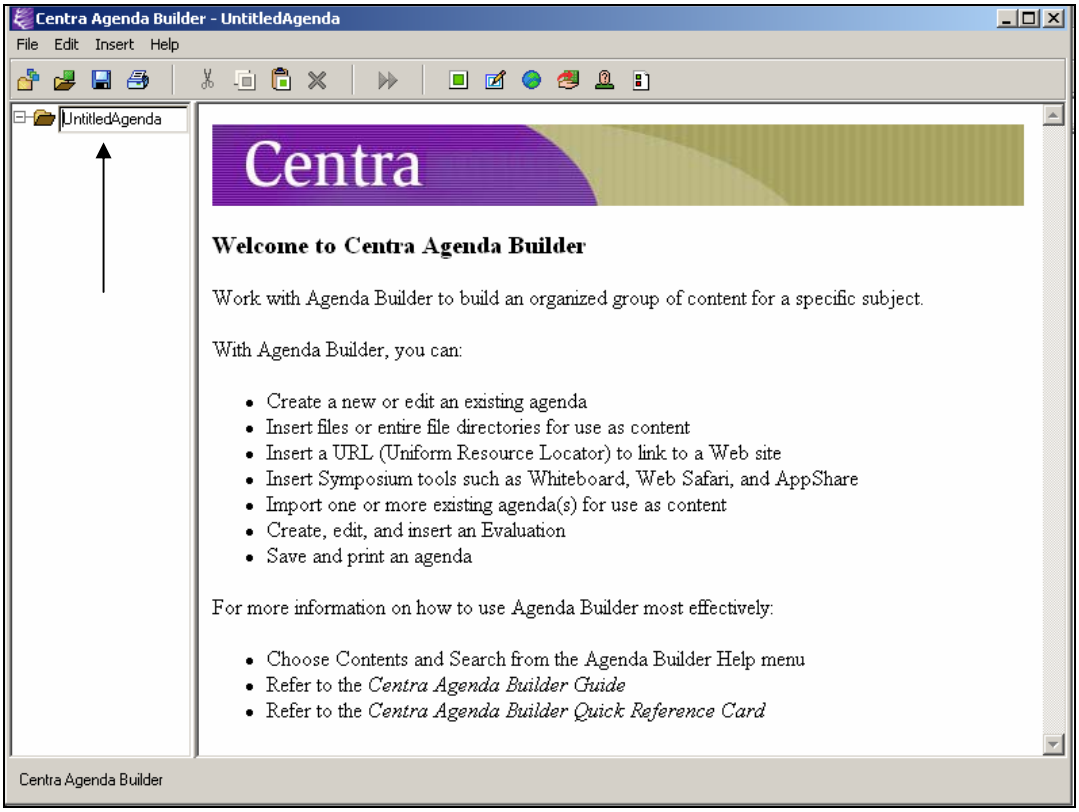
1. Click *Agenda Builder*, and allow it time to load.



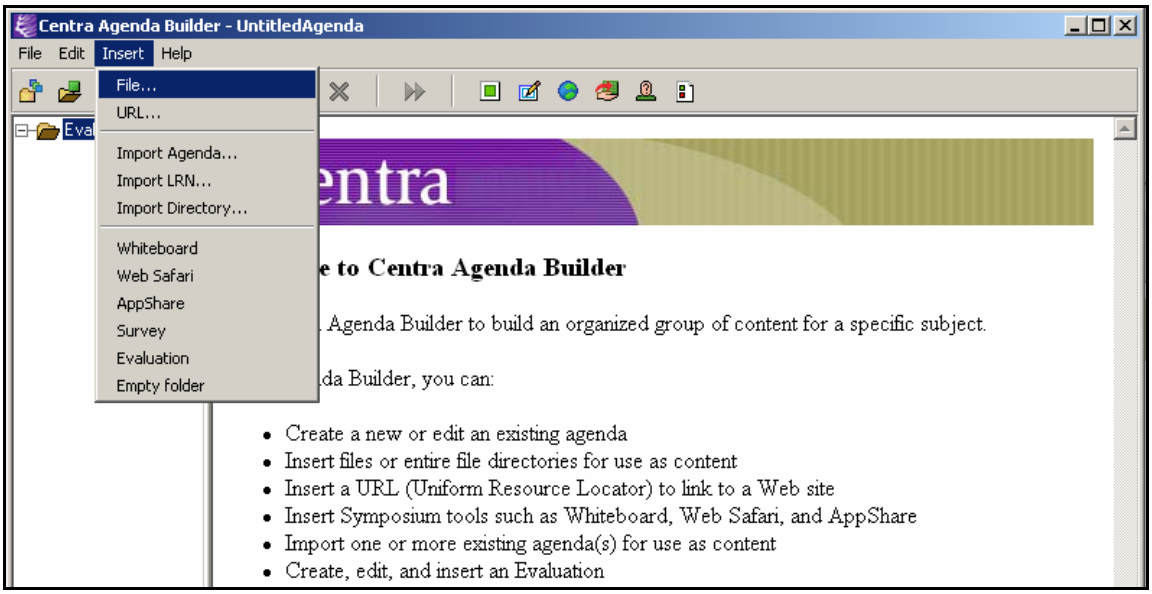
2. Click *File, New Agenda*.



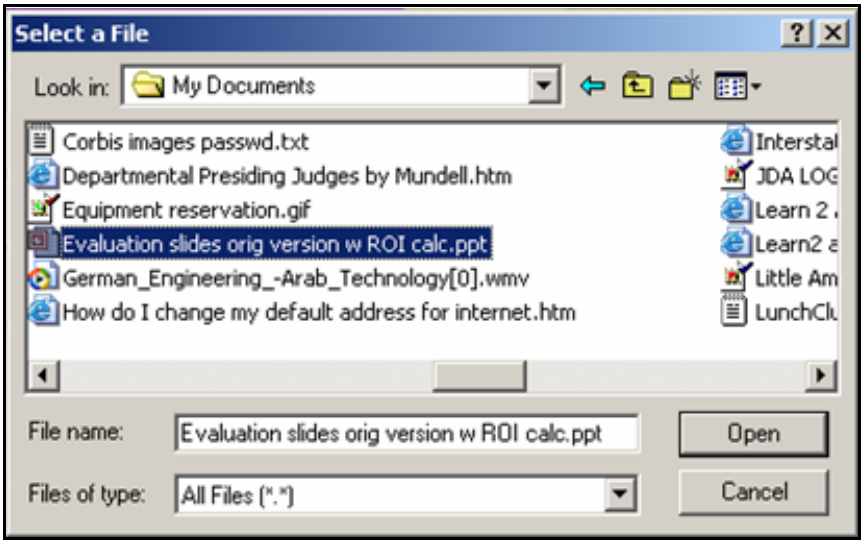
3. Click in the UntitledAgenda box, and replace what's there with the name of your agenda (usually the lesson name).



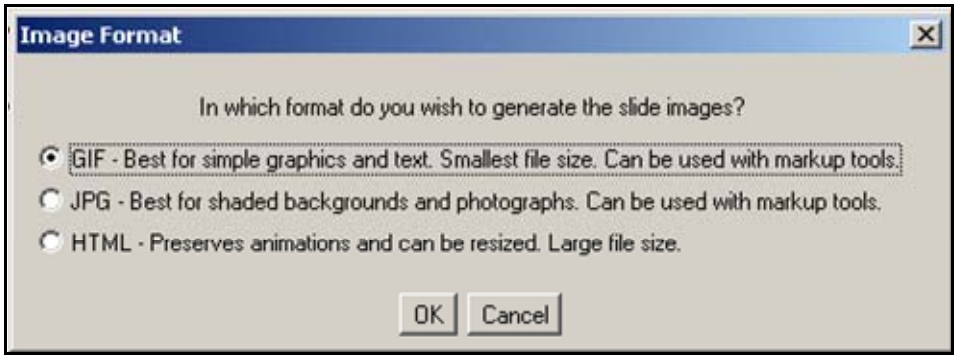
4. Click *Insert, File*.



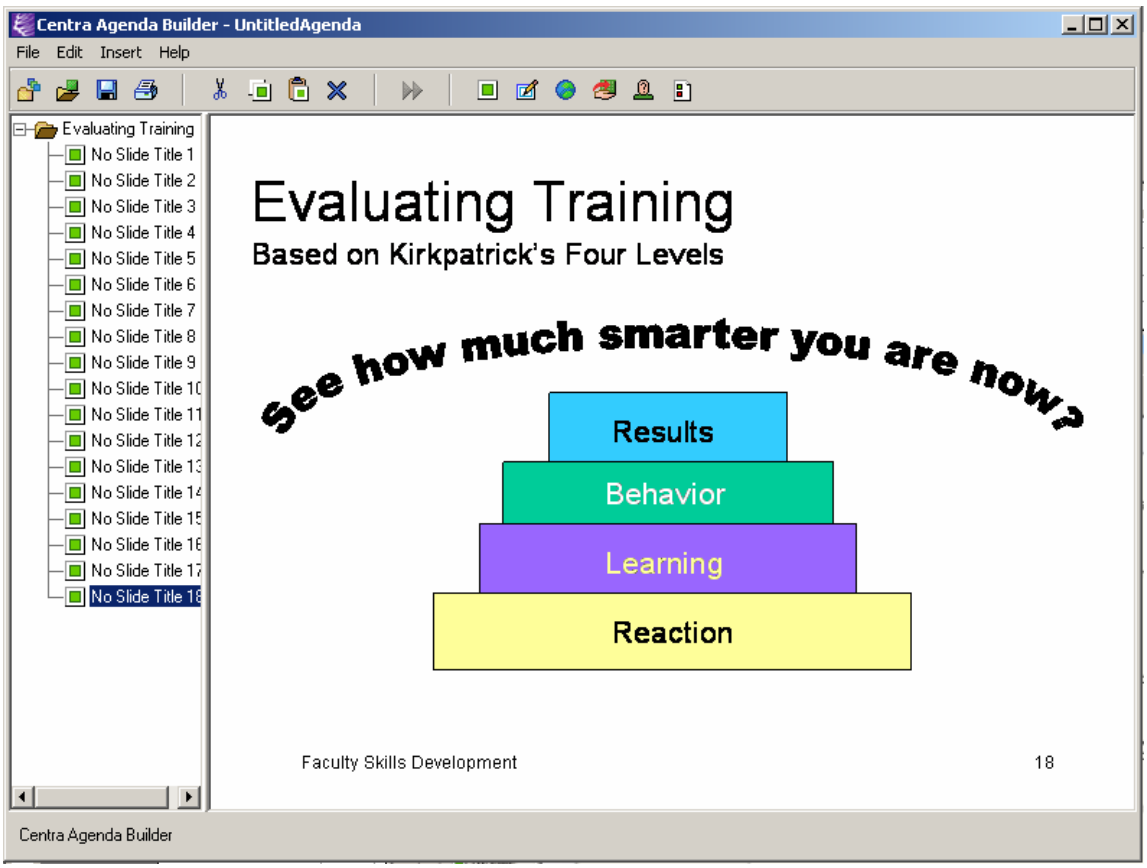
5. Navigate to your PowerPoint file.



6. Let the image format default to GIF, if appropriate.



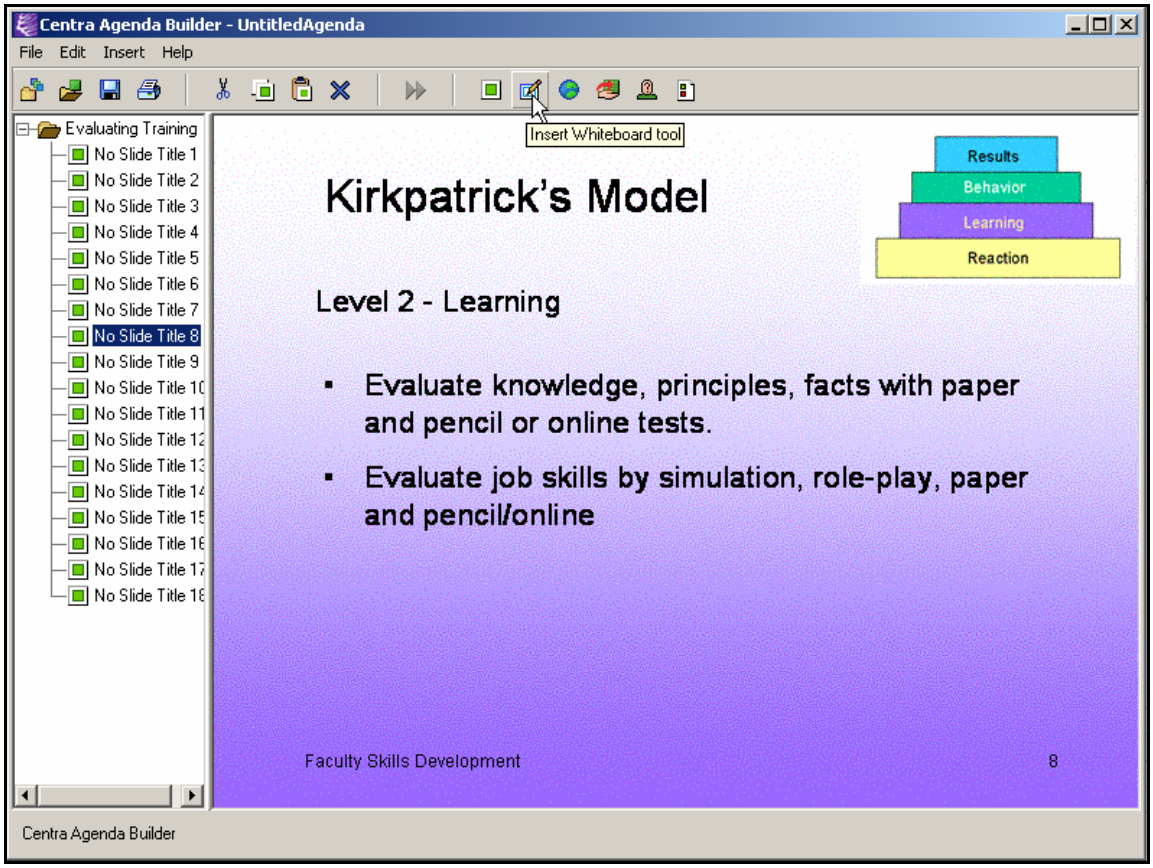
7. Slide titles display down the left side of the screen.



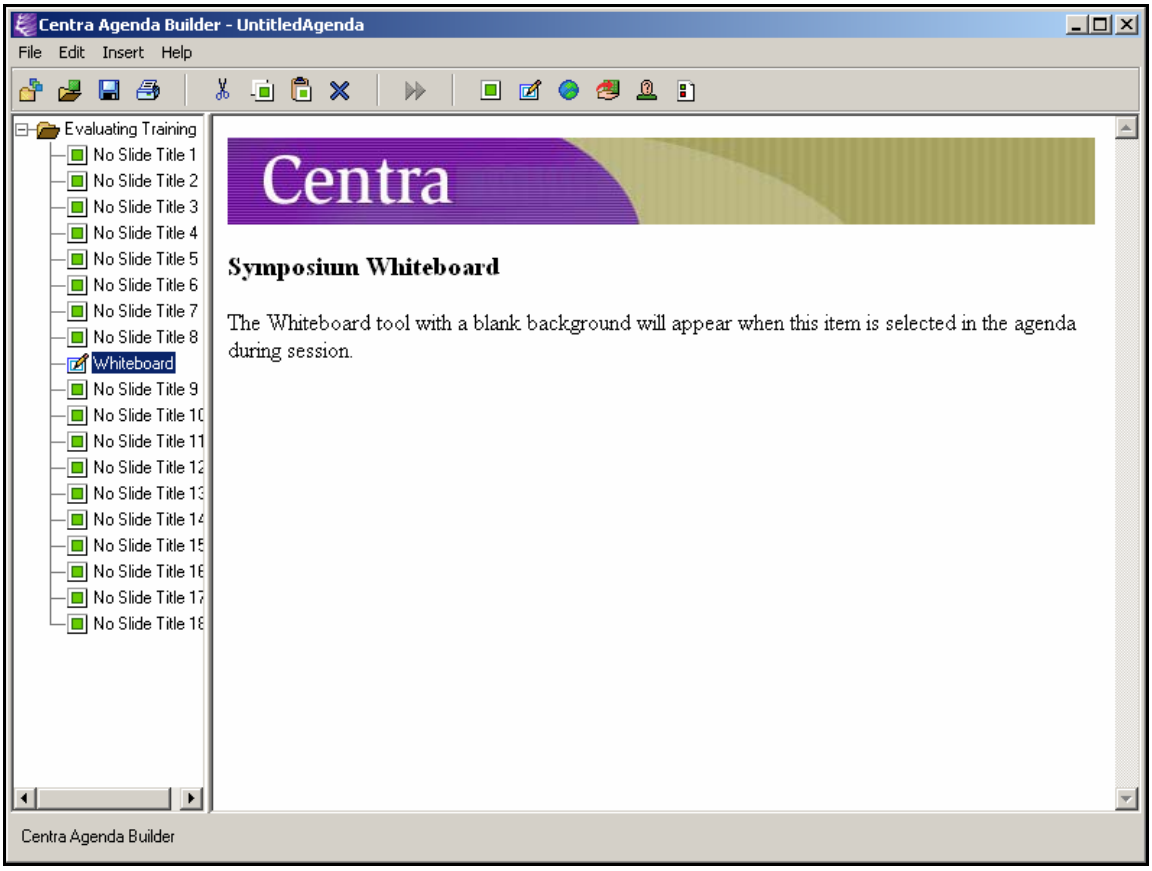
Add Tools, Quiz Questions, and Evaluations to an Agenda

Tools may be added to your agenda before or after saving it. (See **Edit an Agenda** to re-open a previously saved agenda.)

Highlight the slide after which you would like to add a symposium tool, then click the icon for the desired tool.

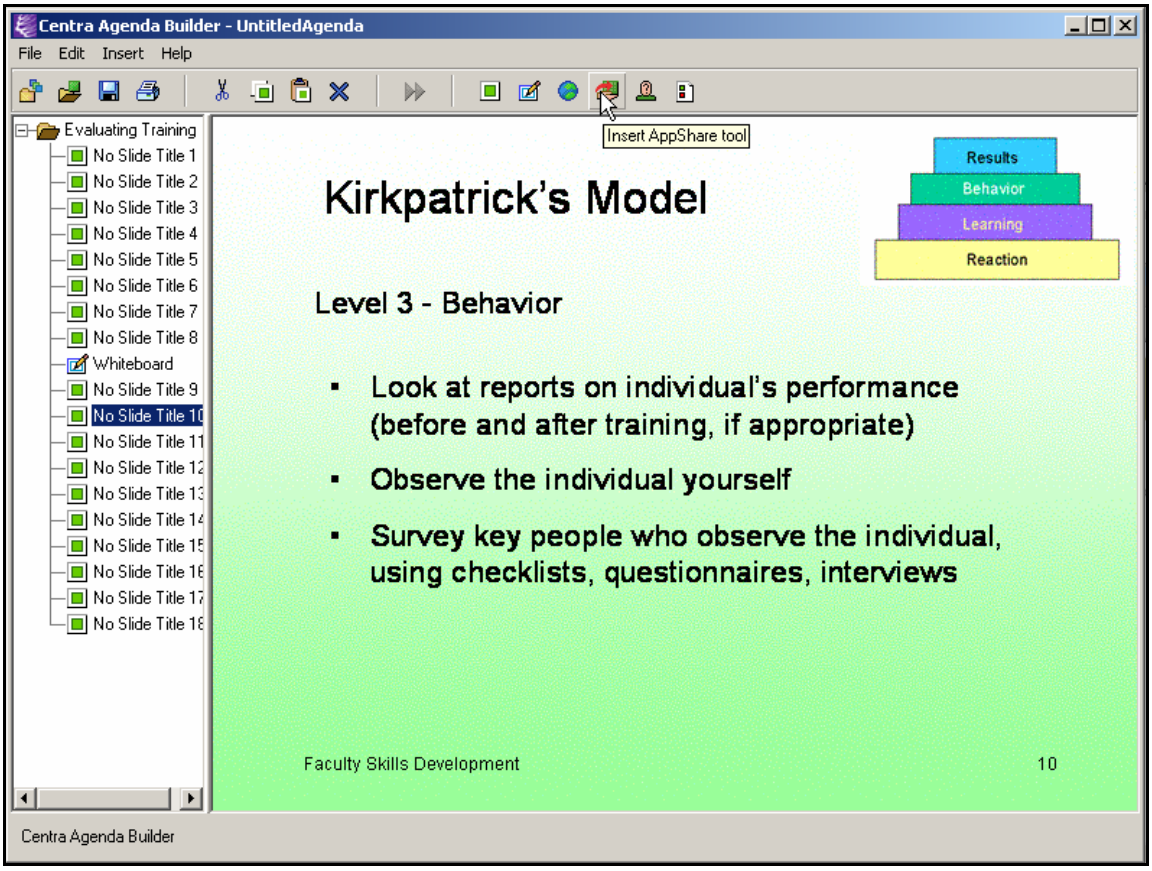


In this whiteboard example, the result is a “place holder” in the agenda for the whiteboard. When you click this icon during your event, a blank whiteboard will display for yourself and your students to write items on the whiteboard. This tool is usually used for brainstorming purposes.

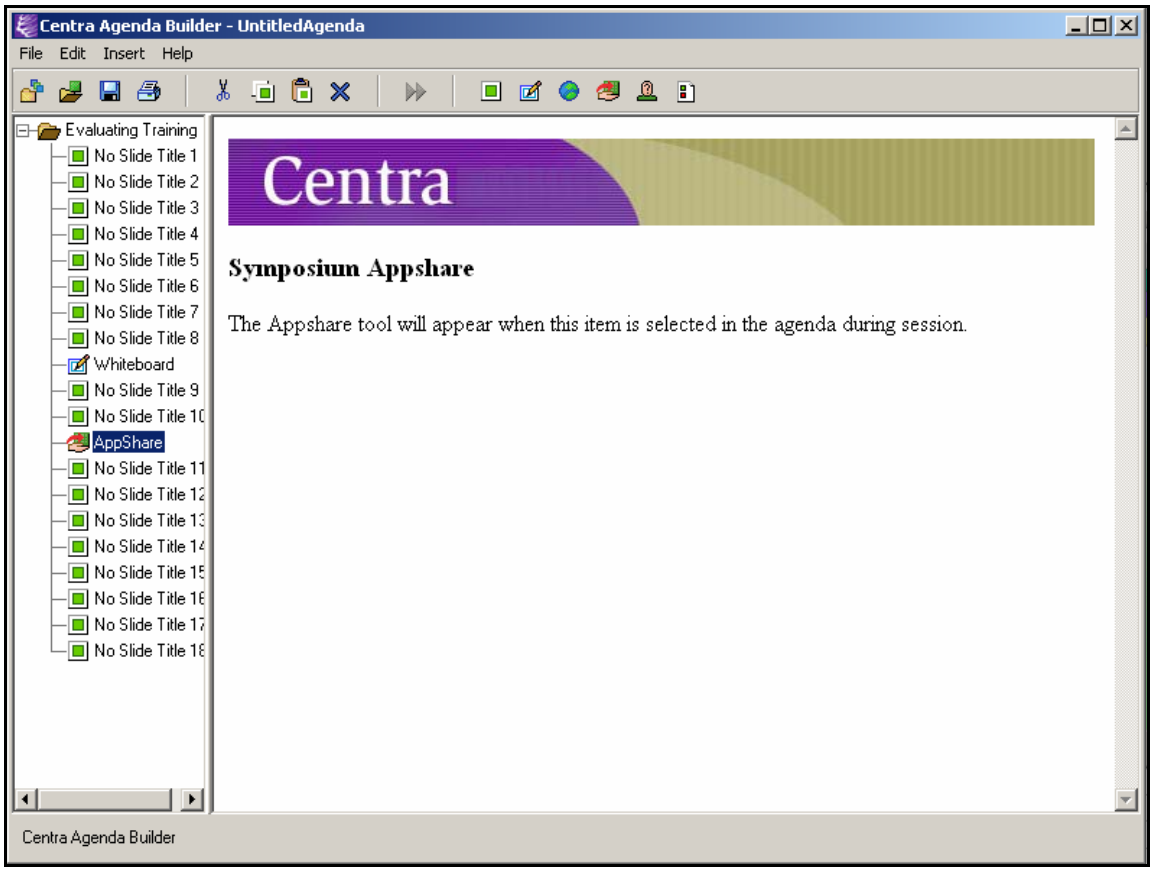


NOTE: You do not have to put place holders in your agenda in order to use the symposium tools. They are available for launching at any time your event is in session by clicking the appropriate icon(s) at the top of the screen.

In this example, an application share place holder is being inserted into the agenda.



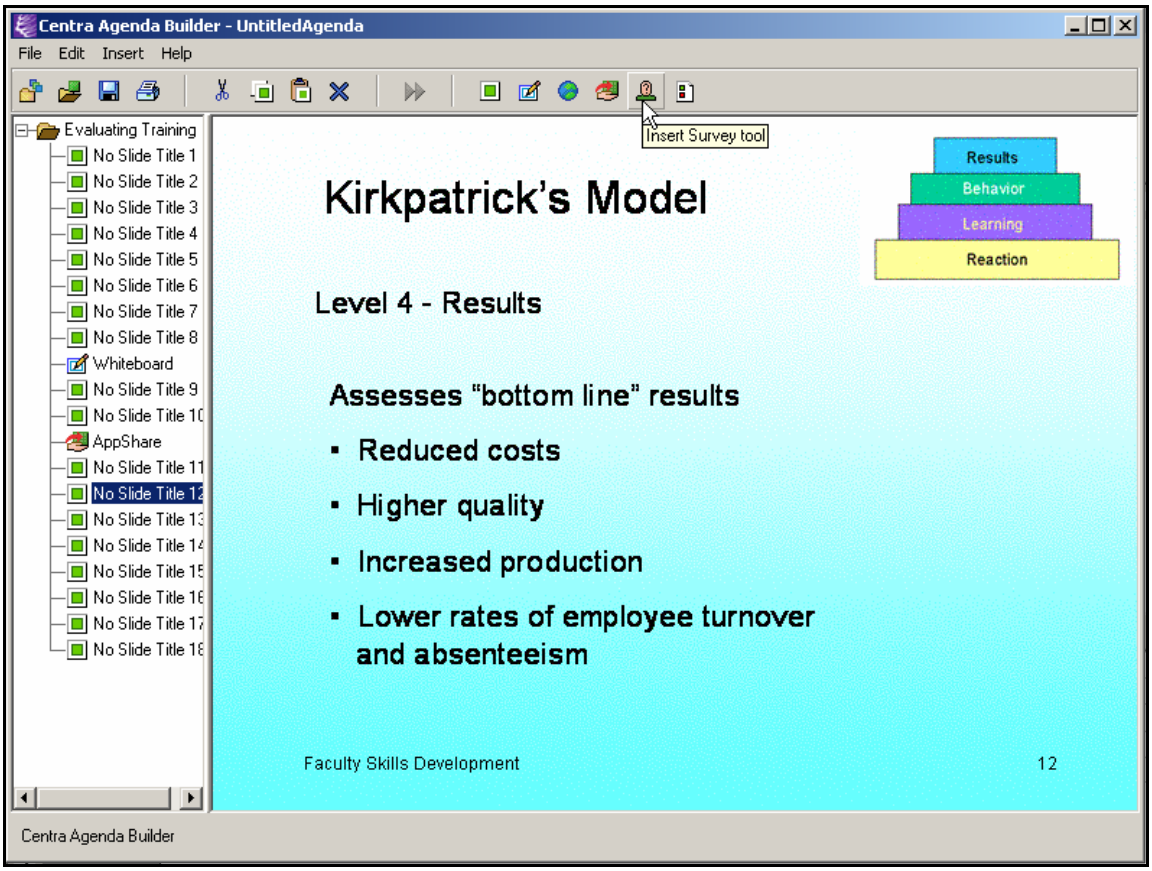
The result is a place holder in the agenda for the application share. When you click this icon during your event, you will be able to launch an application, and you and your students can type information into an online form, for example.



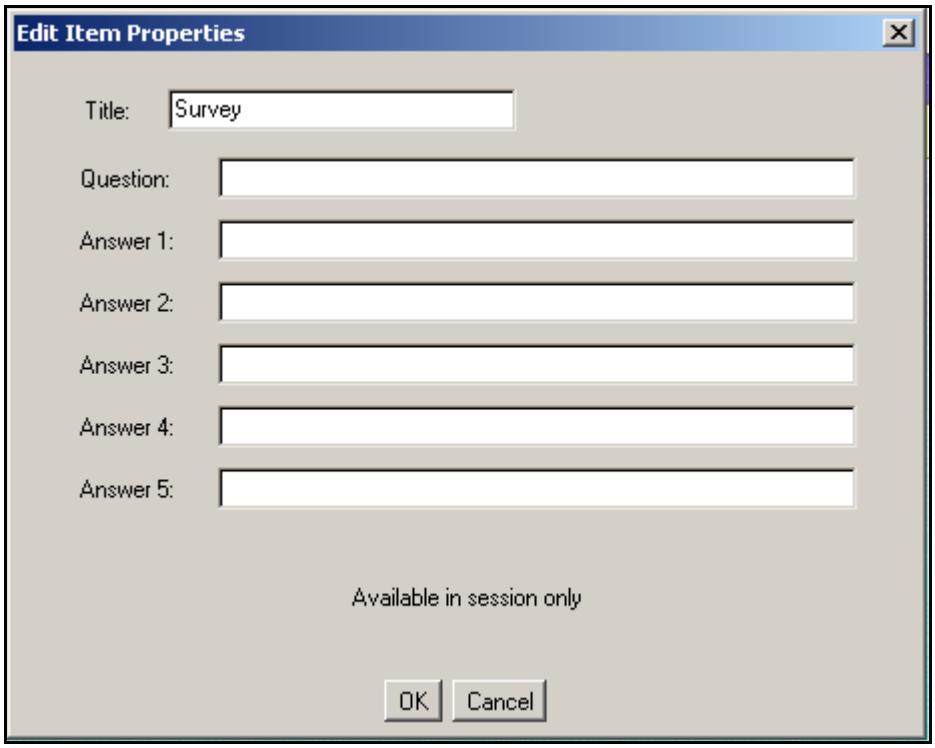
NOTES:

- You should have the application running before you start your event so that you can share it quickly and easily.
- You do not have to put place holders in your agenda in order to use the symposium tools. They are available for launching at any time your event is in session by clicking the appropriate icon(s) at the top of the screen.

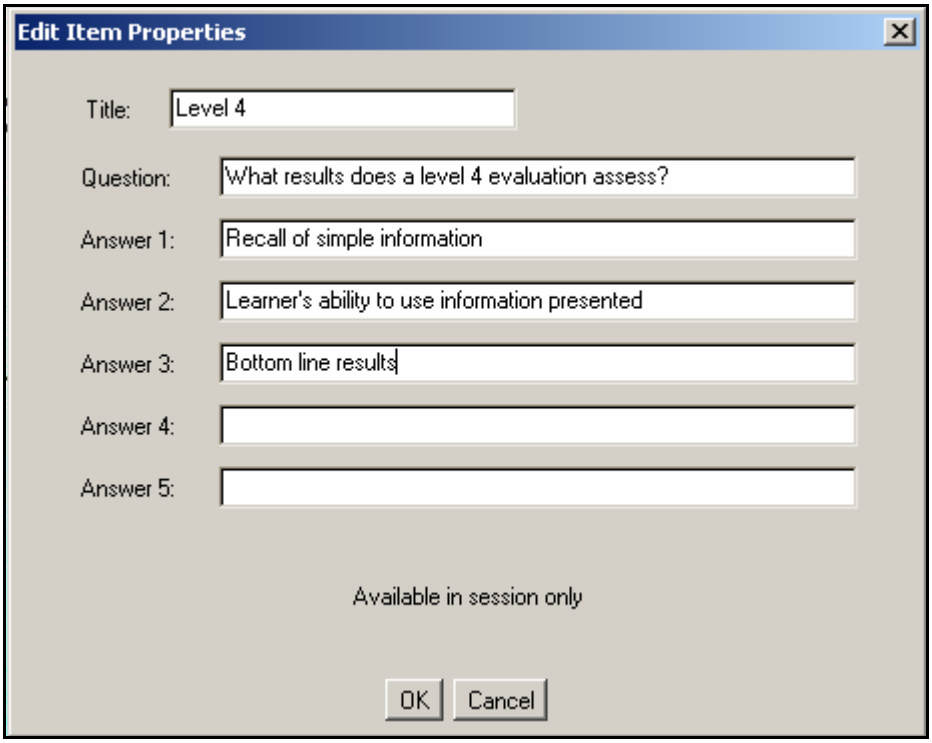
Here, a survey/quiz question is being inserted into the agenda. As with all the symposium tools, this tool will be inserted after the slide that is highlighted on the agenda.



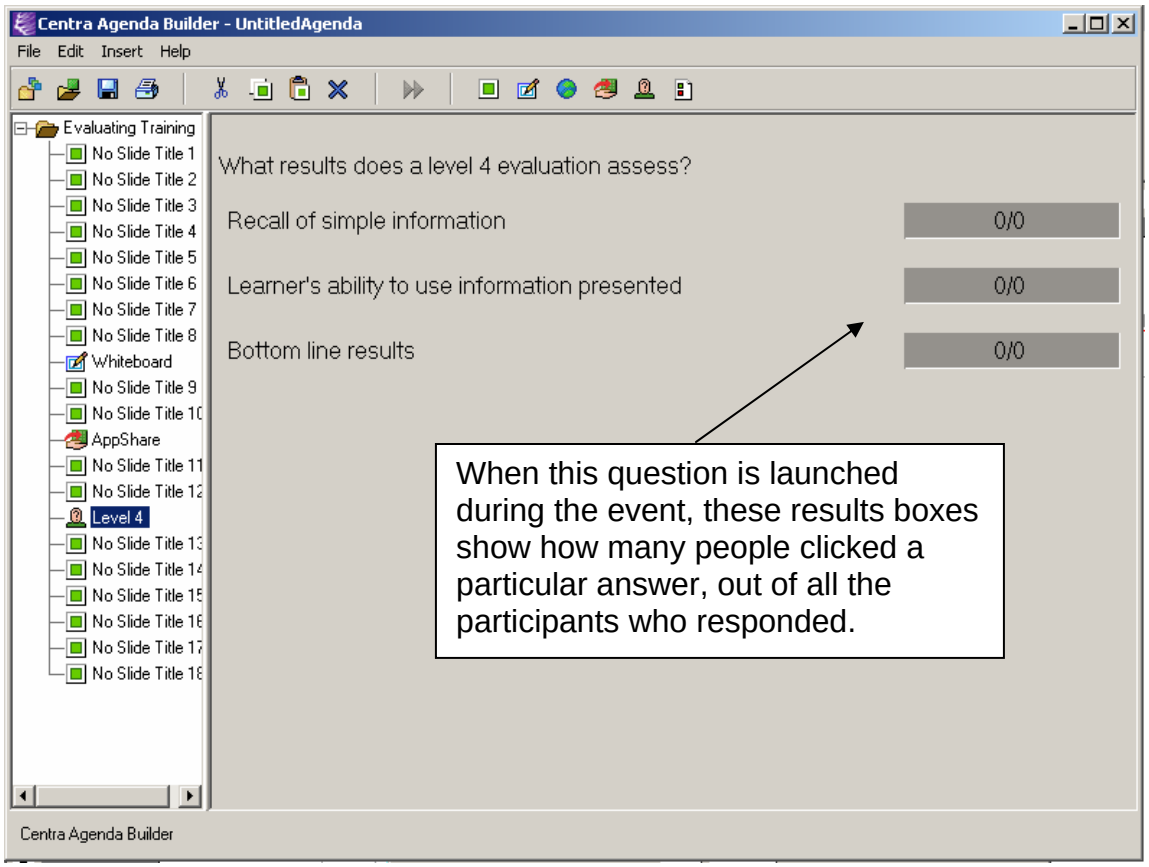
This screen is used to write the question. You can give the question a title, if you like. Then, write the question in the *Question* field, and possible answers for participants to select in the fields under the question.



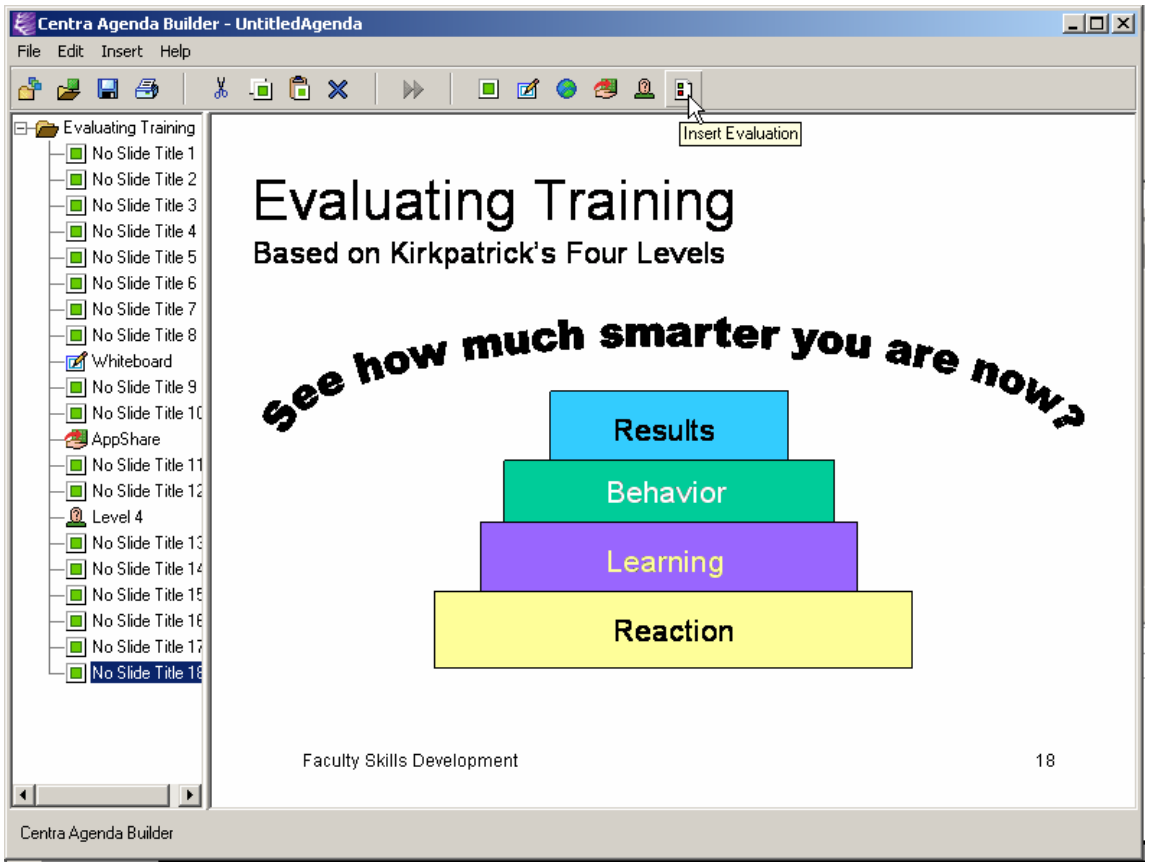
Once you have typed your question and answers, click *OK.*



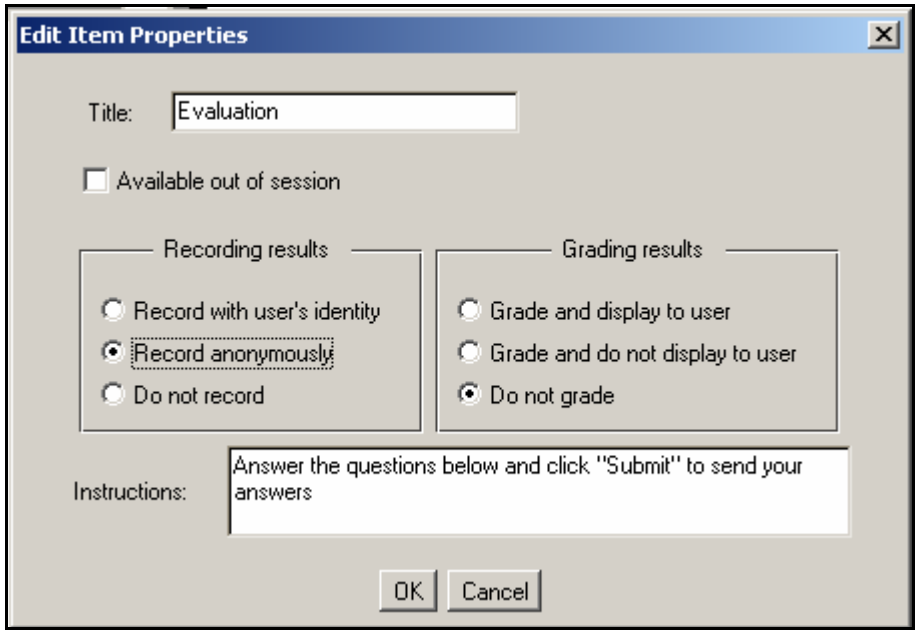
The question looks like this to the participants, except they will have circles to click to the left of each answer, rather tham results boxes.



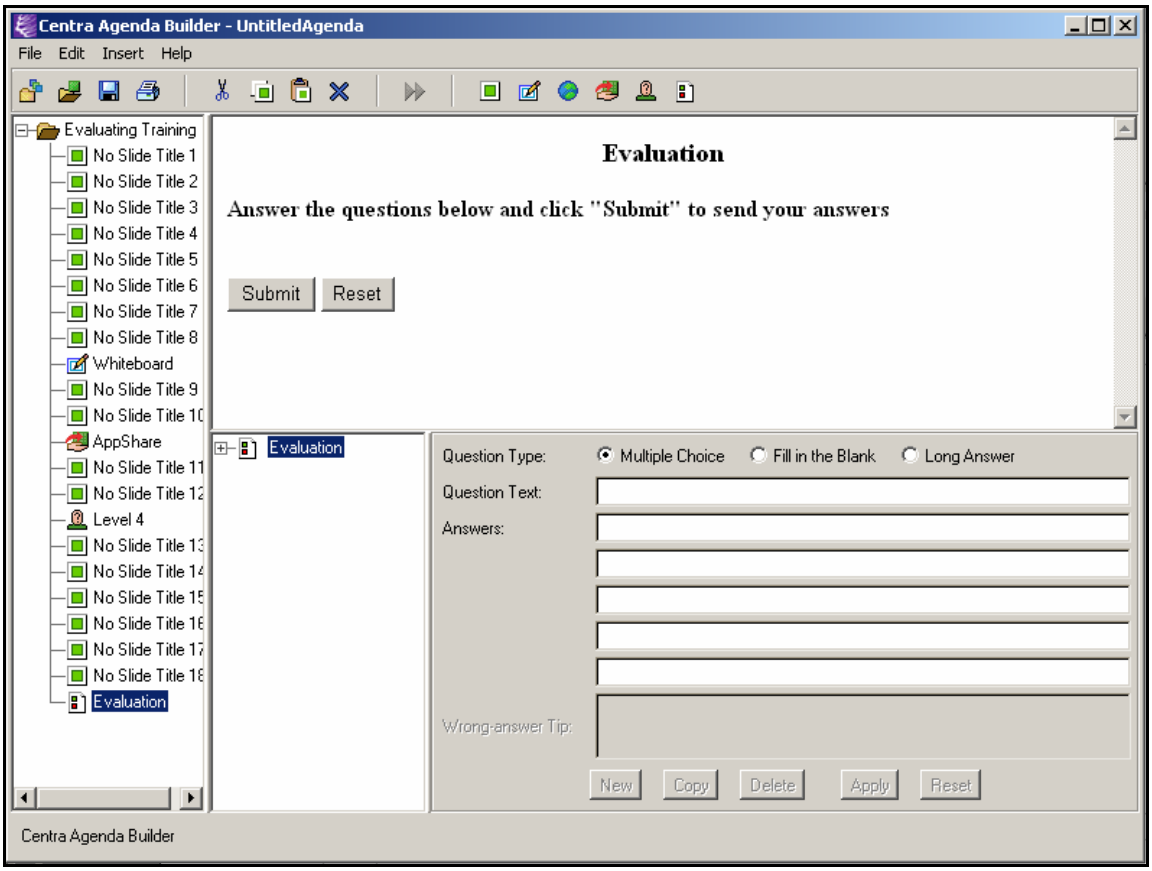
To add an evaluation to the end of your event, click the Insert Evaluation icon.



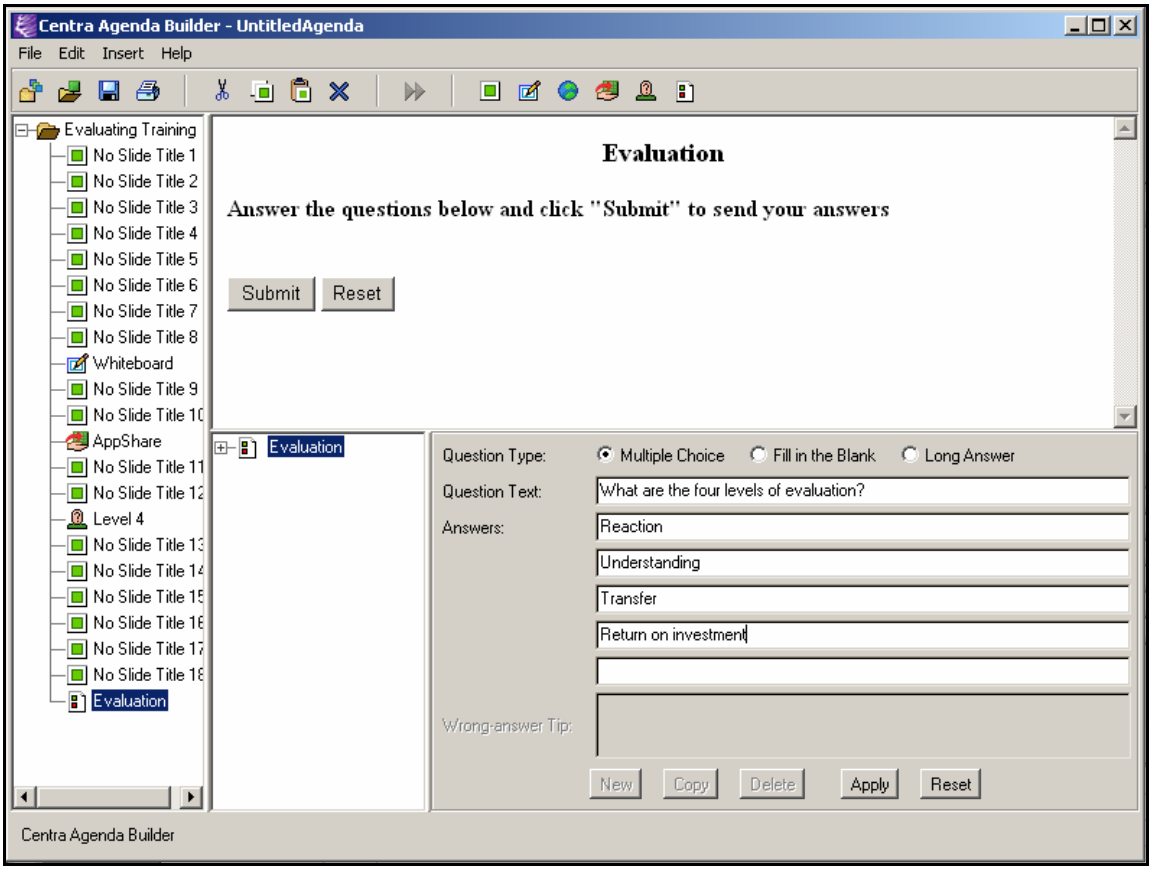
Next, specify evaluation properties. Here are the recommended settings for an evaluation. (If you want to have students take a test to determine what they learned, you would probably want to record identity and grade.)



Select a question type and write your questions and potential answers. Then click *Submit.* Centra will automatically number the questions for you.

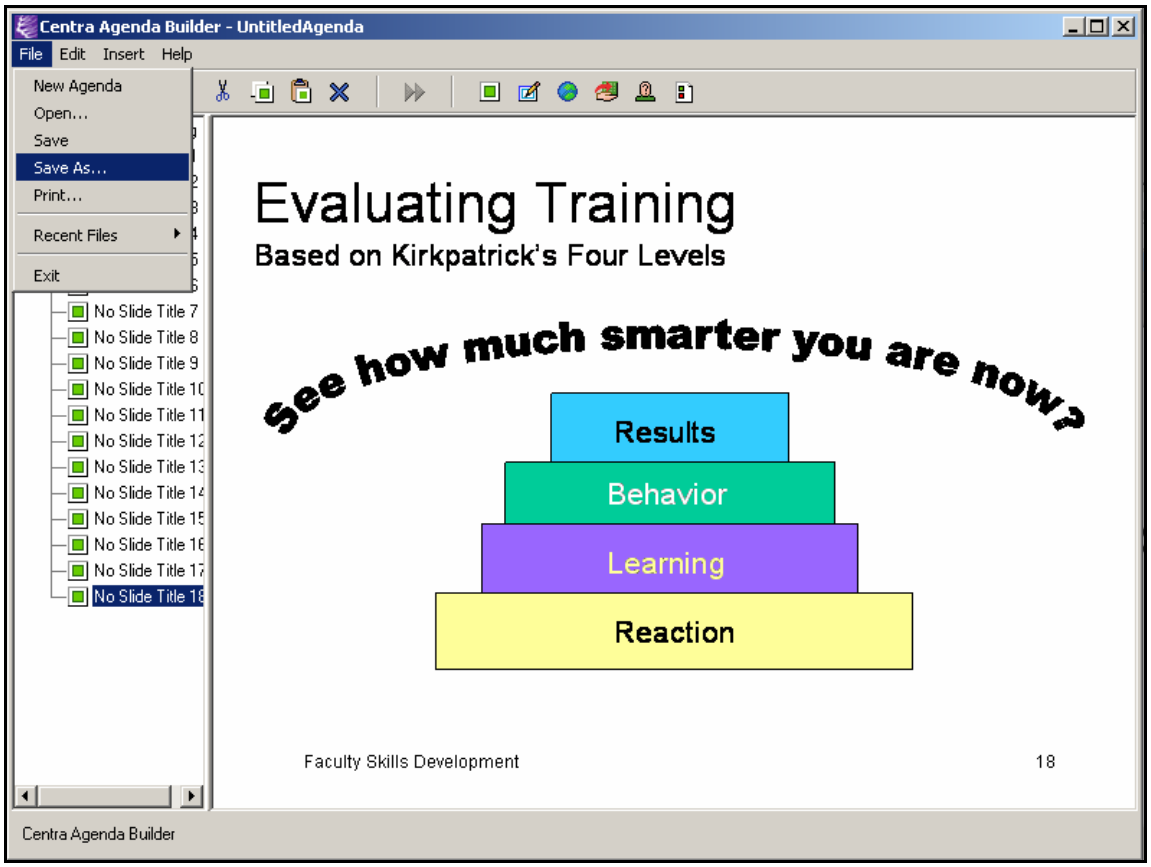


When you have typed all your evaluation questions and answers, click the *Apply* button.

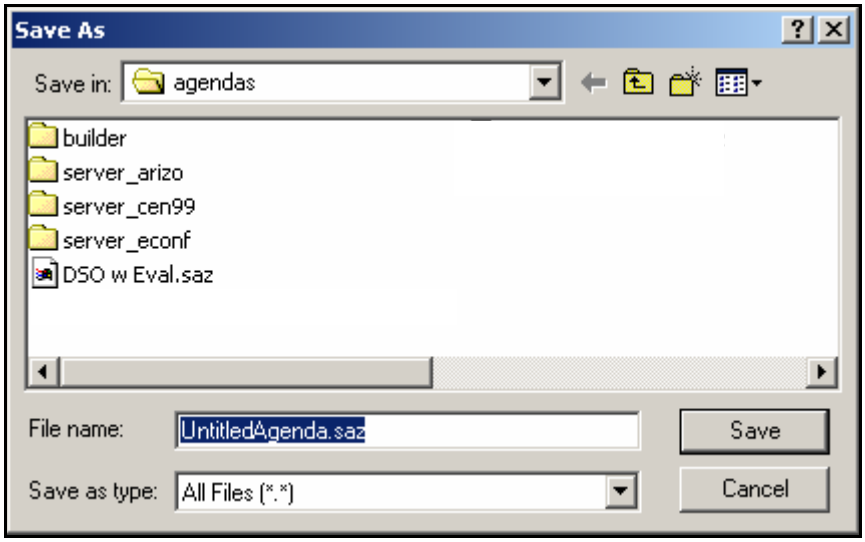


Save Your Agenda

If you have added all your desired agenda items (or at any point, you wish to save the work you have done so far) select *File, Save As*.



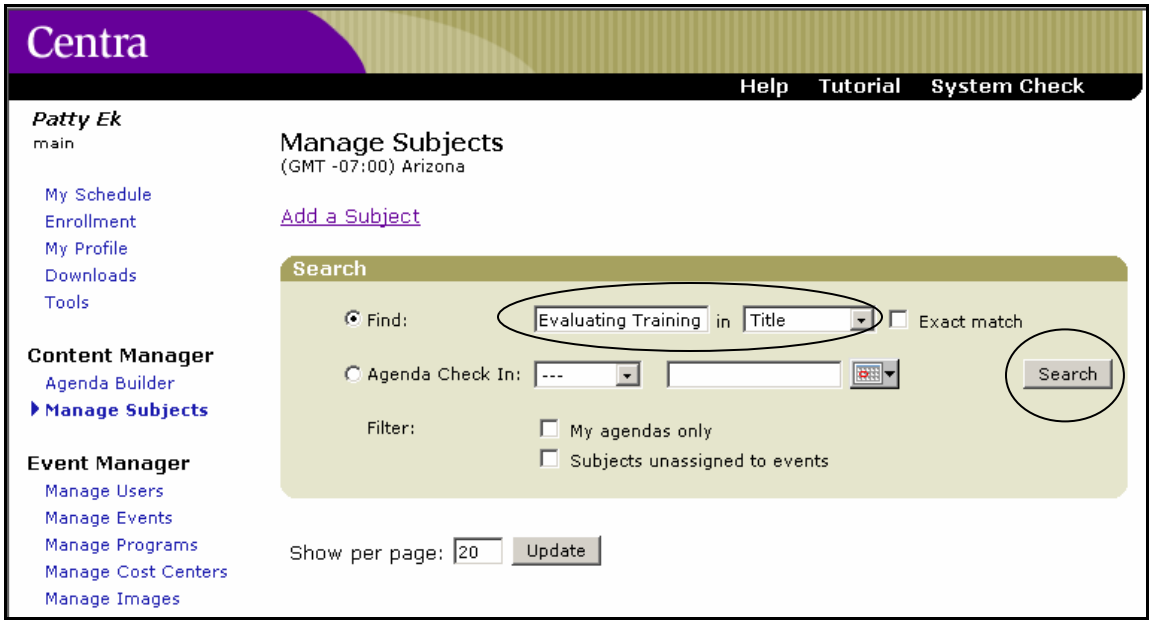
Make note of where your file will be saved, then replace "UntitledAgenda" with the name of your agenda, and click *Save*. All agendas end in **.saz**.



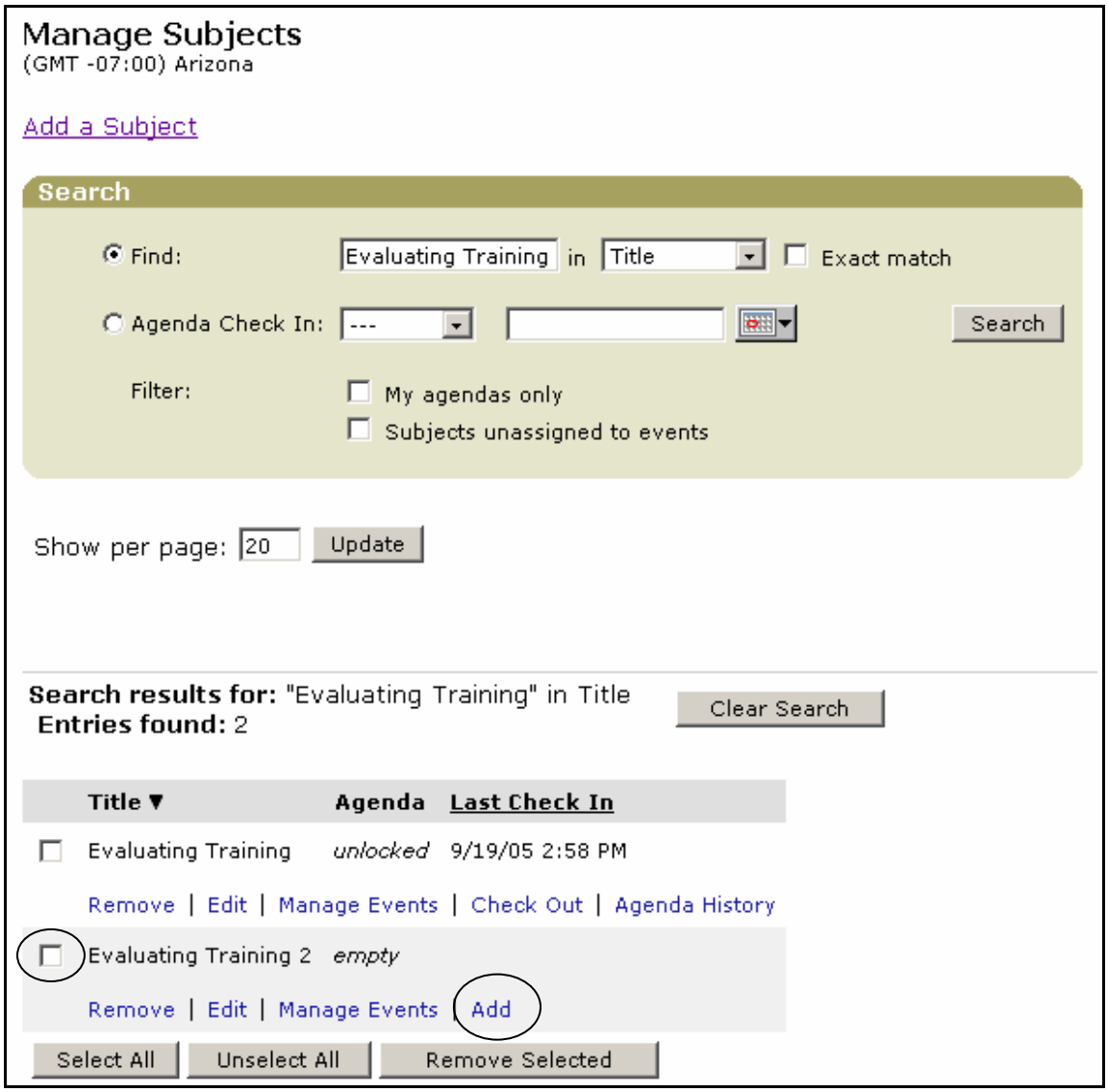
Add Agenda to Subject

In order to add your agenda to the subject, follow these steps:

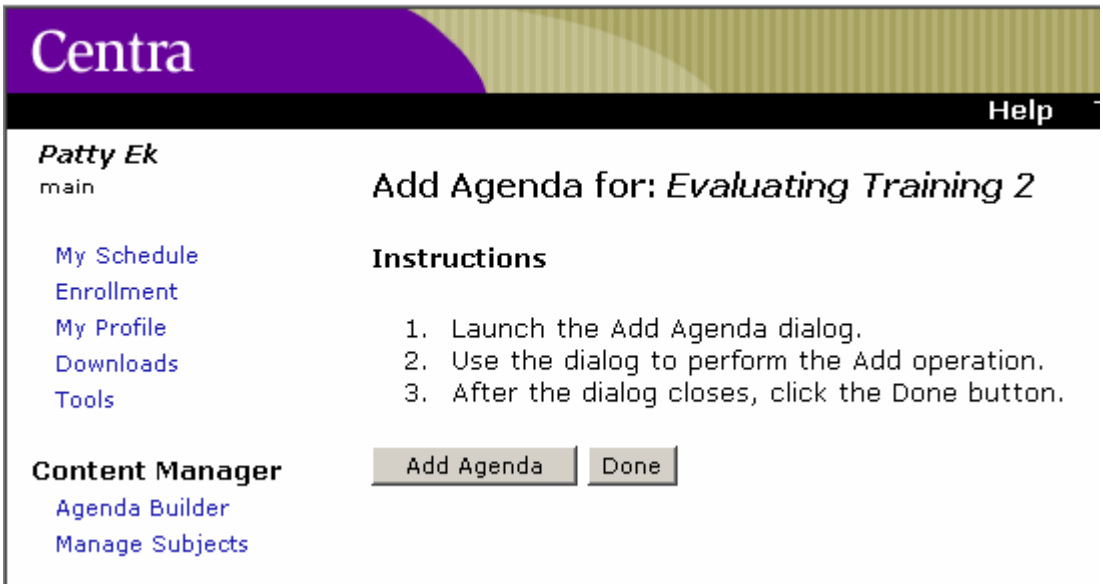
1. Click *Manage Subjects* and perform a search for the subject name.



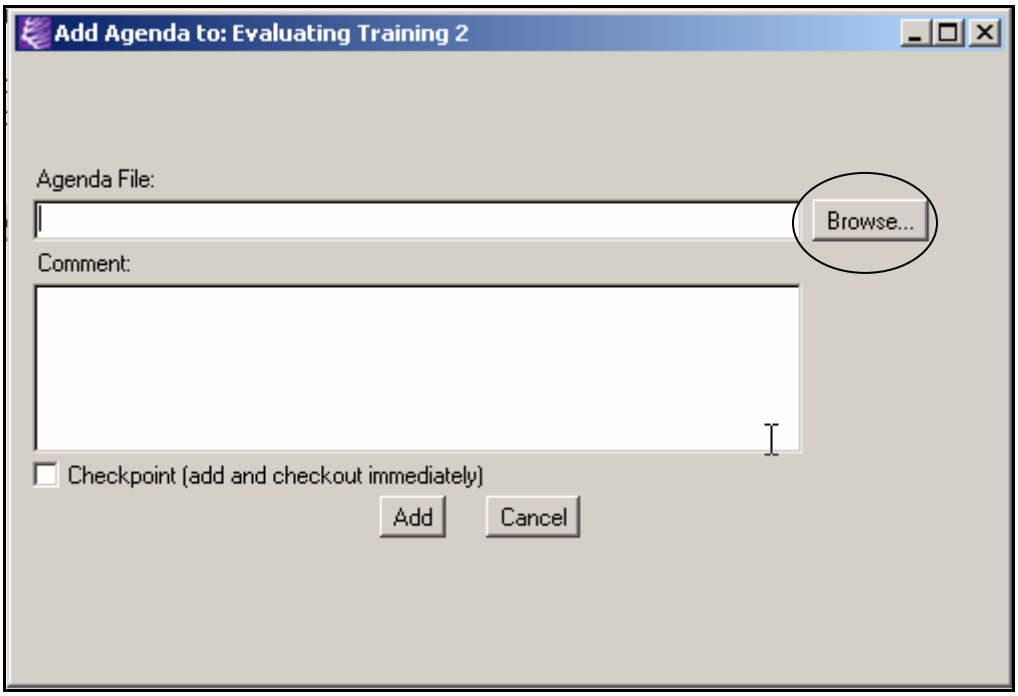
2. Select the appropriate subject and click *Add.*



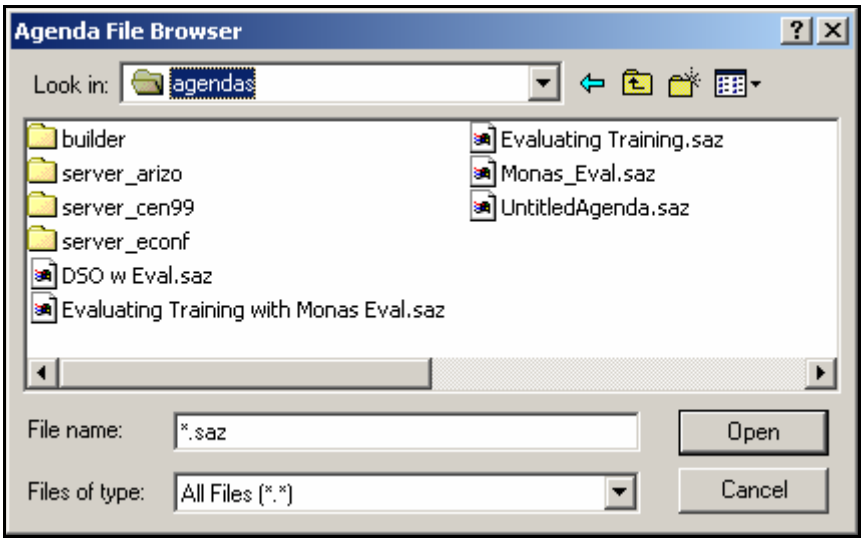
3. Click the *Add Agenda* button.



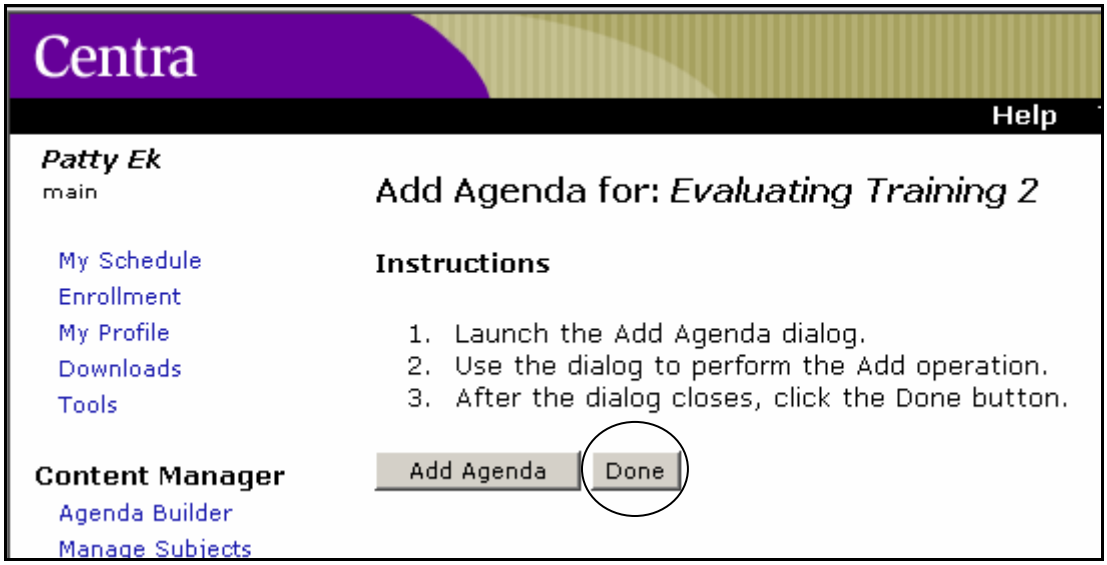
4. Click *Browse* to find your agenda (**.saz**).



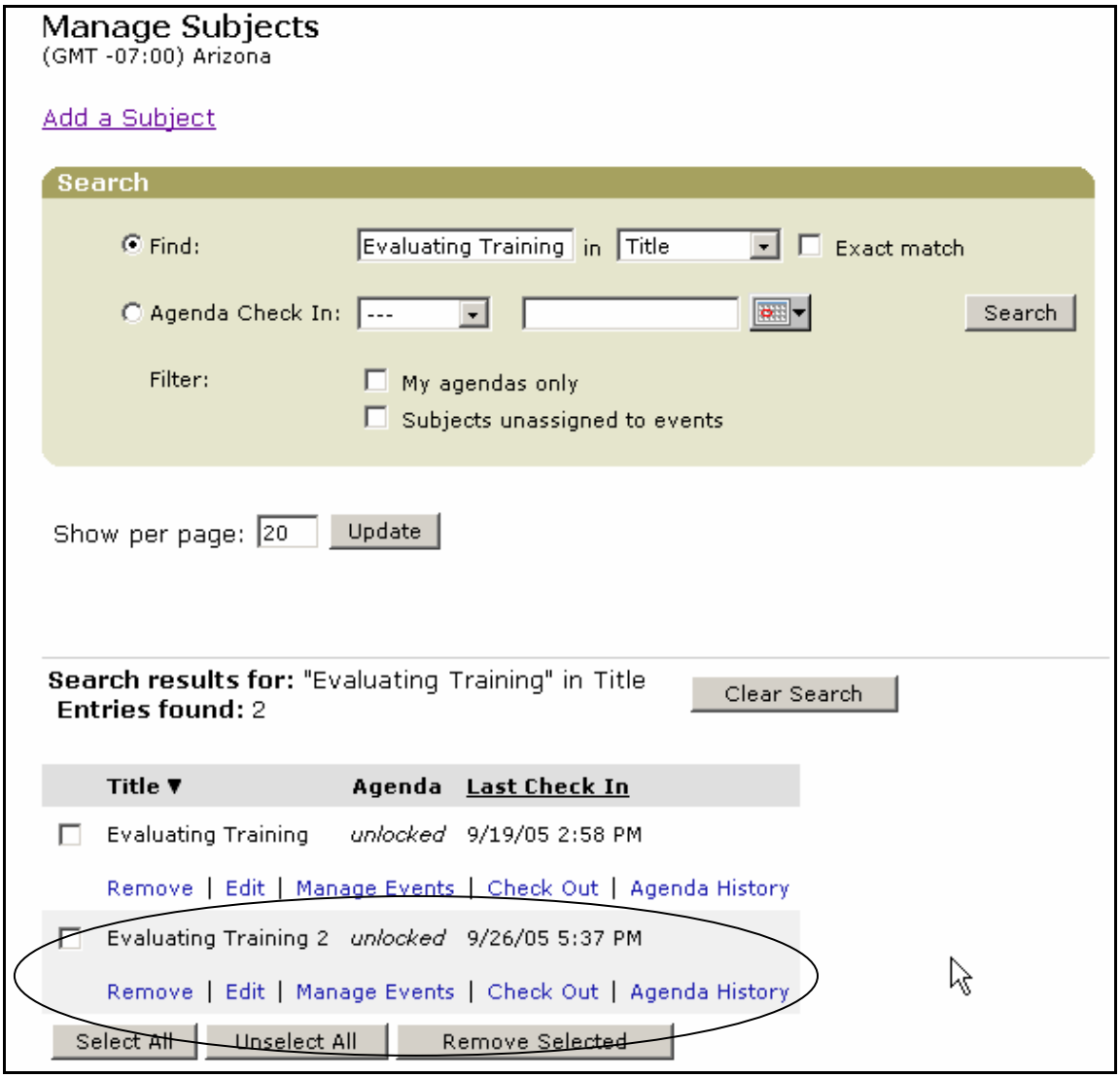
5. Highlight the appropriate file, and click *Open*.



6. Click *Done.*



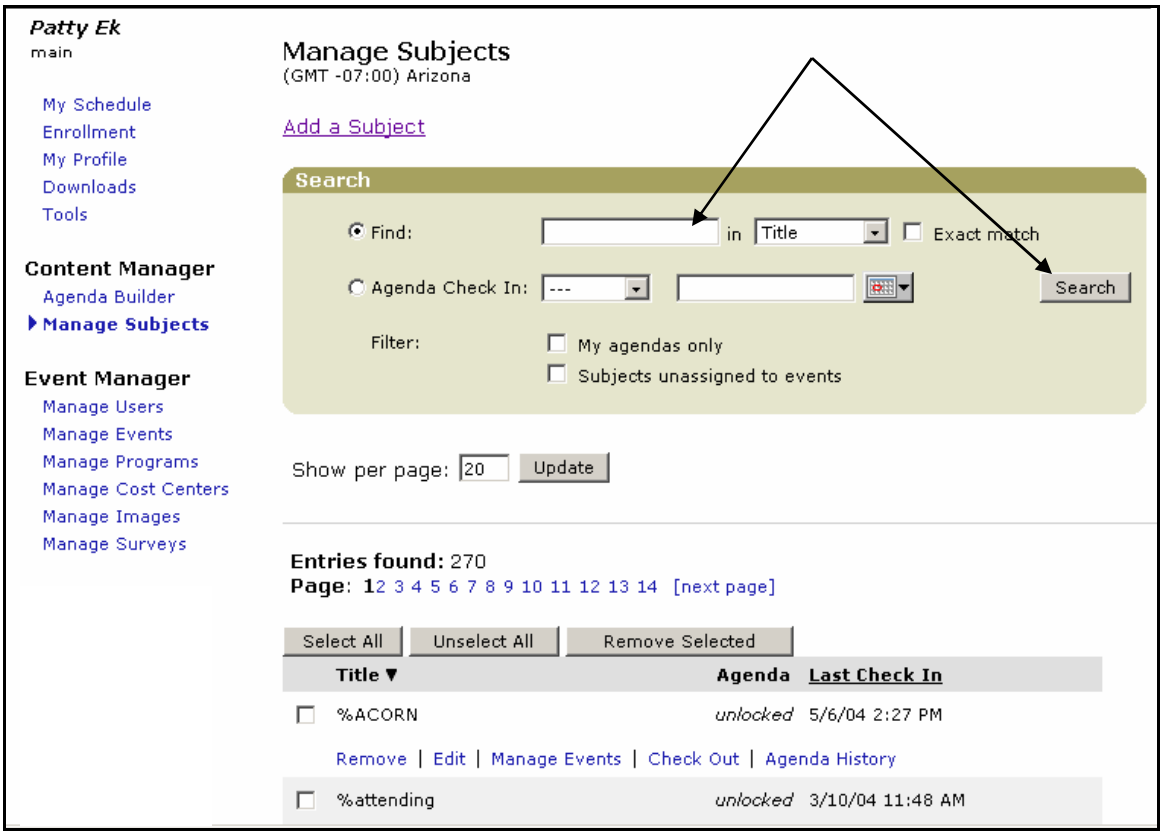
Note that the *Add* option has now disappeared for this subject.



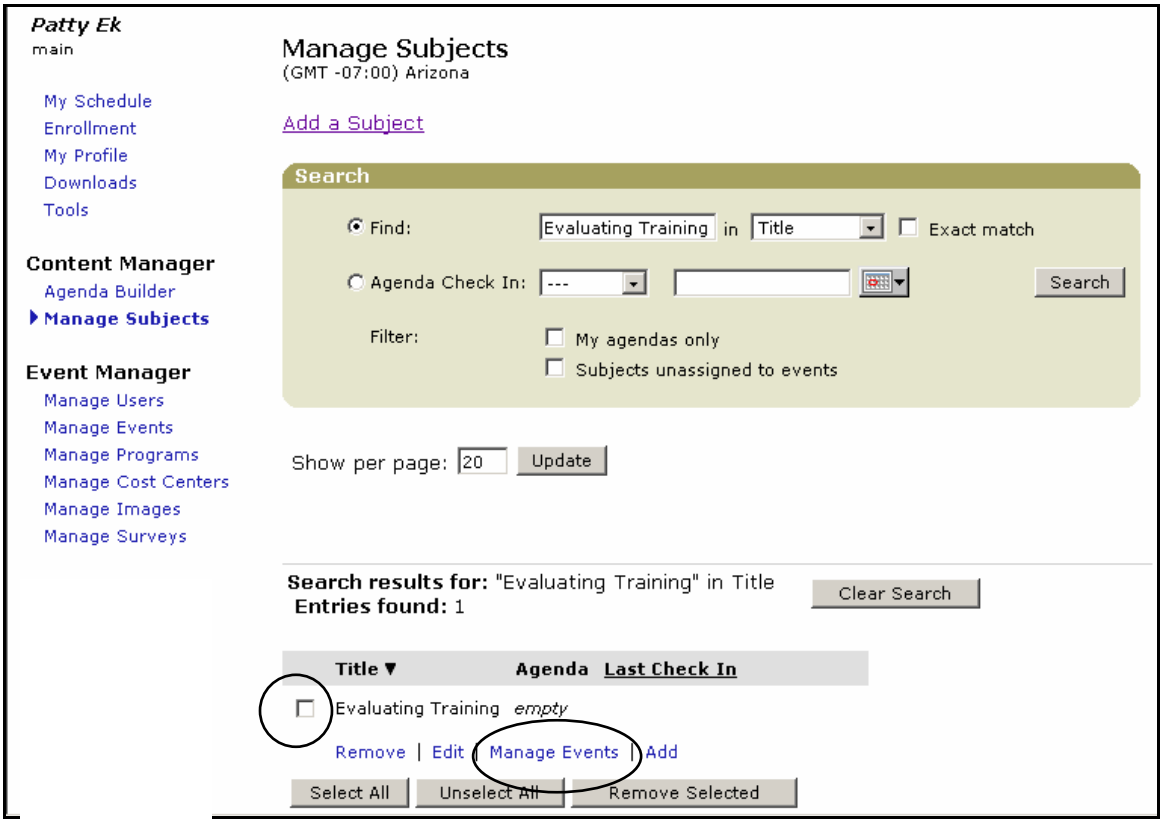
When you create your event, it will automatically pick up this agenda.

Set Up the Event

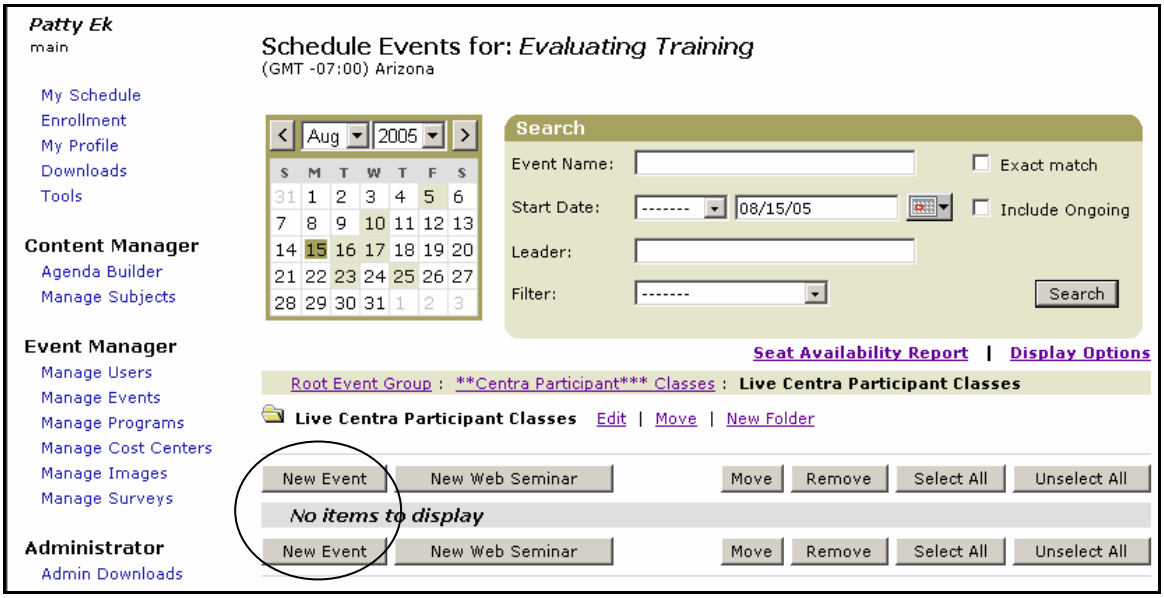
1. In order to set up an event for your subject, the subject must be displayed, so perform a search for the subject as shown below.



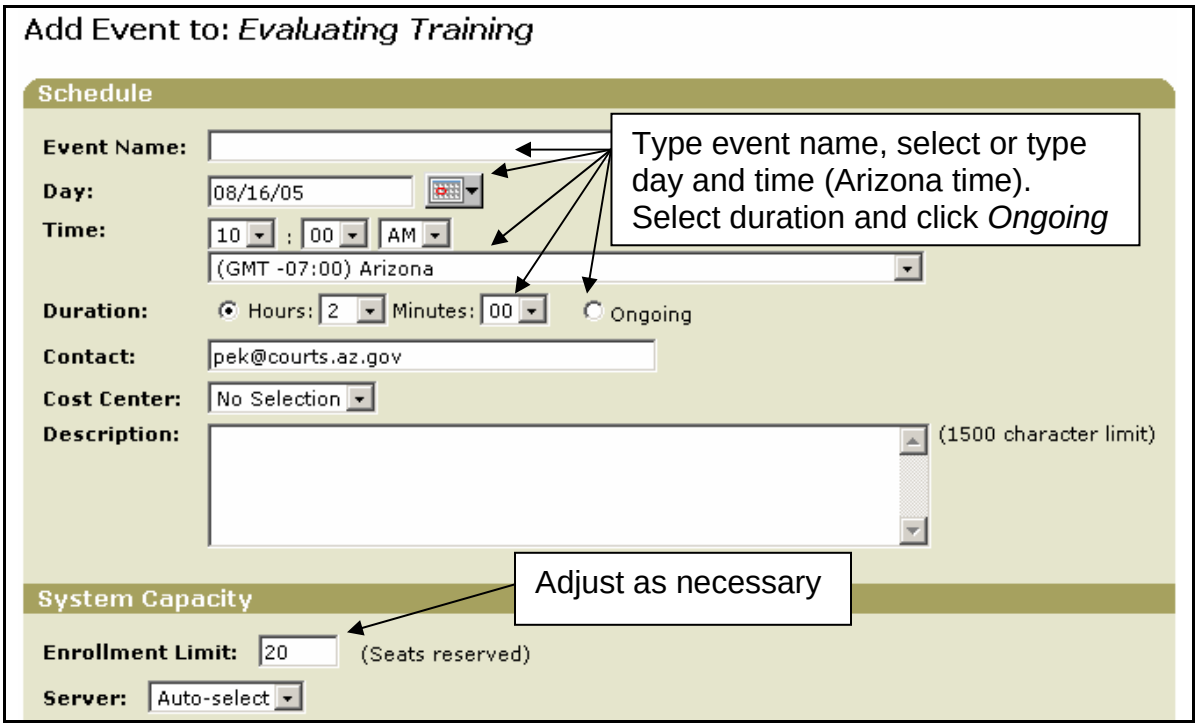
2. When the subject is displayed in the lower portion of the screen, click the box next to it, and then click *Manage Events*.



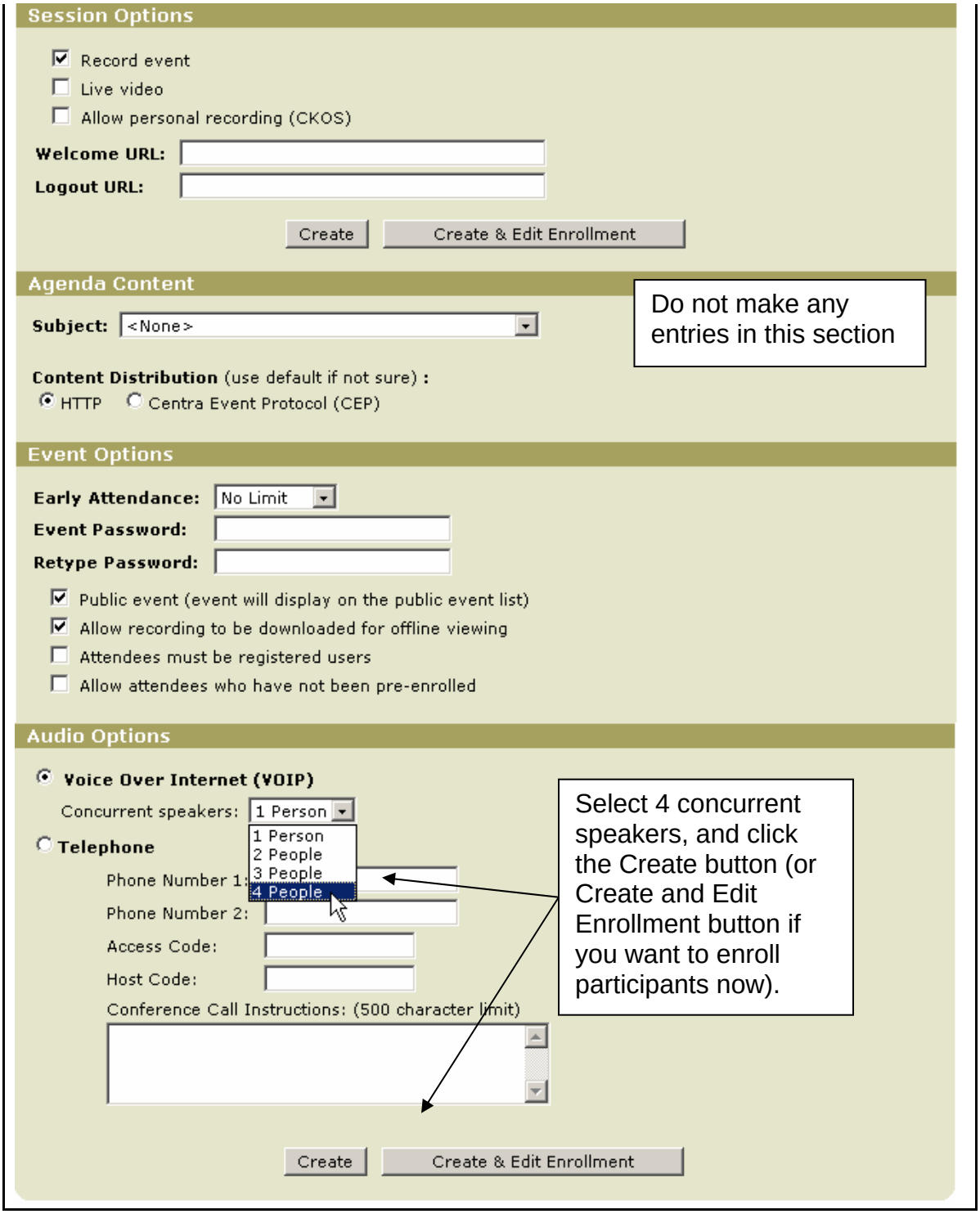
3. The *Schedule Events* screen displays for your subject. Click either of the *New Event* buttons.



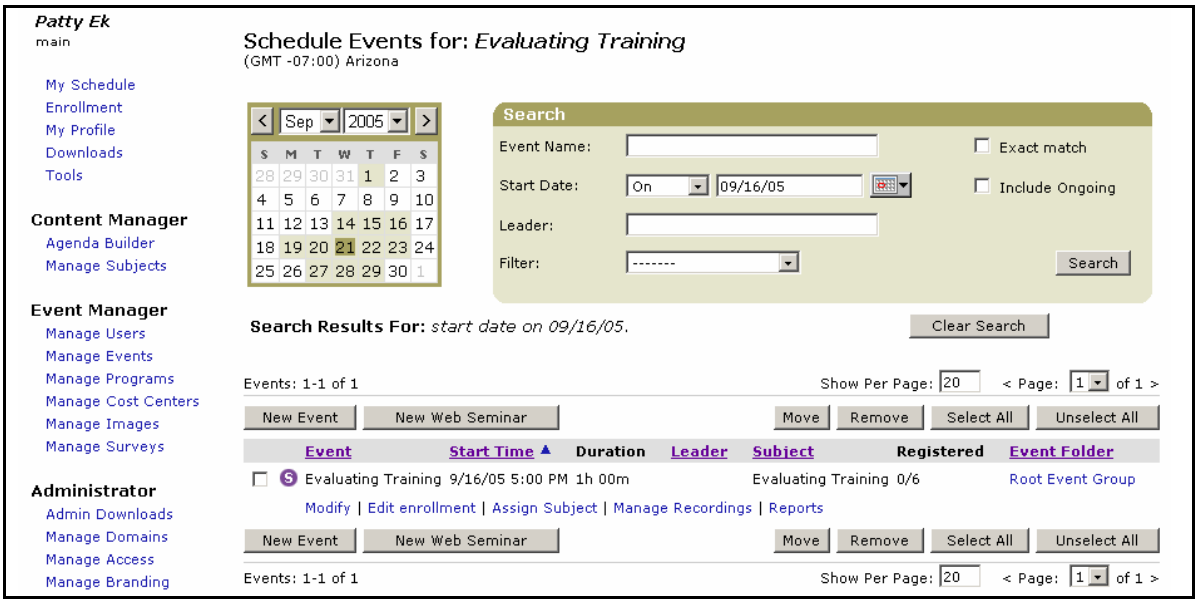
4. The Add Event screen displays for your subject. Complete the fields indicated on these screen examples.



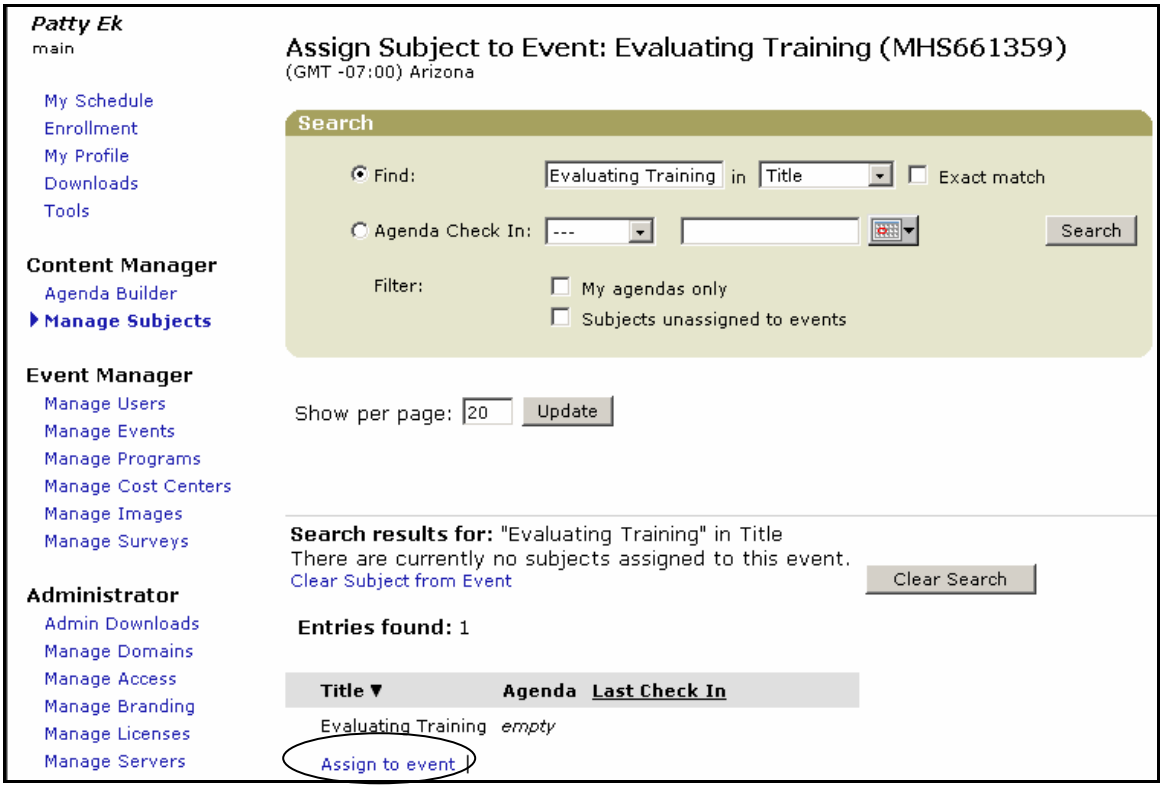
(Screen example continued on next page.)


Session Options
Record event
Live video
Allow personal recording (CKOS)
Welcome URL:
Logout URL:
Create
Create & Edit Enrollment
Agenda Content
Subject: <None>
Content Distribution (use default if not sure) :
HTTP
Centra Event Protocol (CEP)
Do not make any entries in this section
Event Options
Early Attendance: No Limit
Event Password:
Retype Password:
Public event (event will display on the public event list)
Allow recording to be downloaded for offline viewing
Attendees must be registered users
Allow attendees who have not been pre-enrolled
Audio Options
Voice Over Internet (VOIP)
Concurrent speakers: 1 Person
1 Person
2 People
3 People
4 People
Telephone
Phone Number 1:
Phone Number 2:
Access Code:
Host Code:
Conference Call Instructions: (500 character limit)
Select 4 concurrent speakers, and click the Create button (or Create and Edit Enrollment button if you want to enroll participants now).
Create
Create & Edit Enrollment

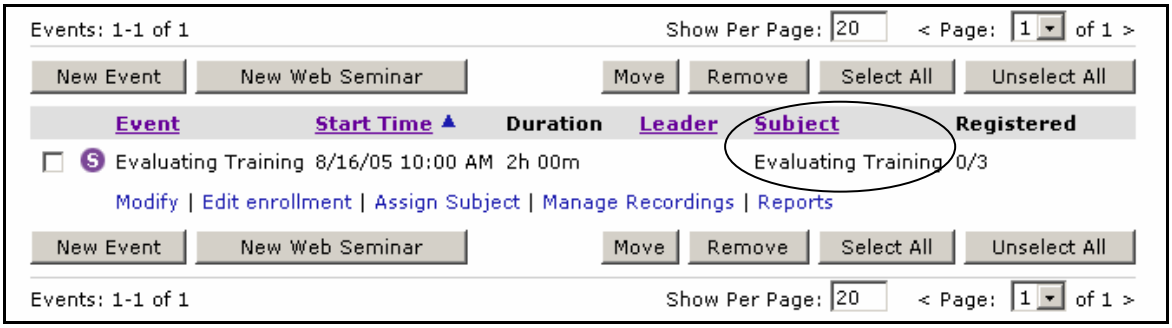
5. You'll return to the *Schedule Events* screen. To link this event with the related subject, click *Assign Subject*.



6. Click *Assign to Event*.

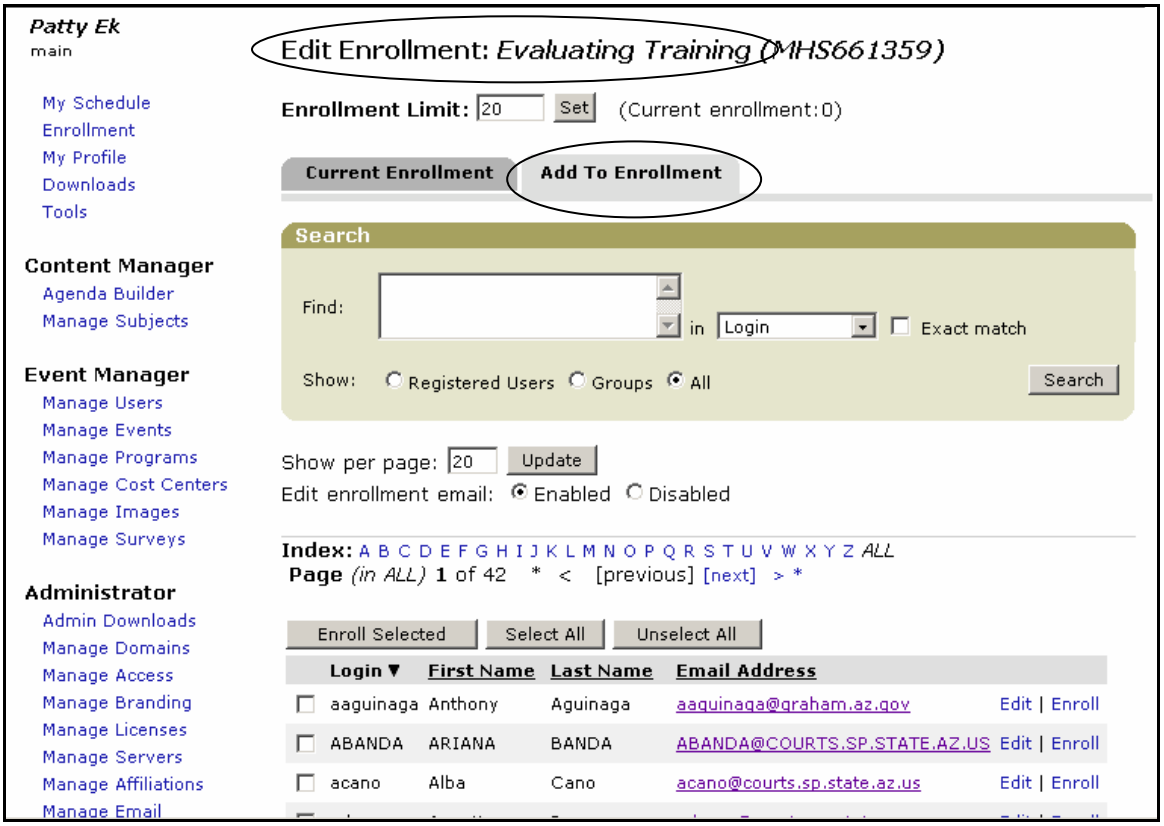


Back at the Events screen (below), you can now see the subject displayed.



Enroll Participants

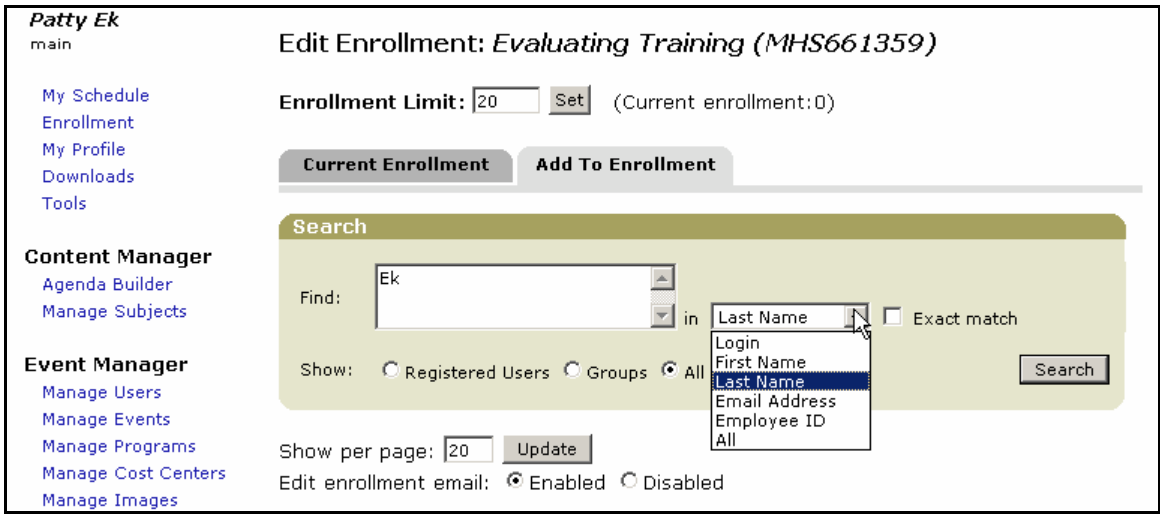
1. On the screen above, you can click *Edit Enrollment* under the event listing. The result is the example below:.



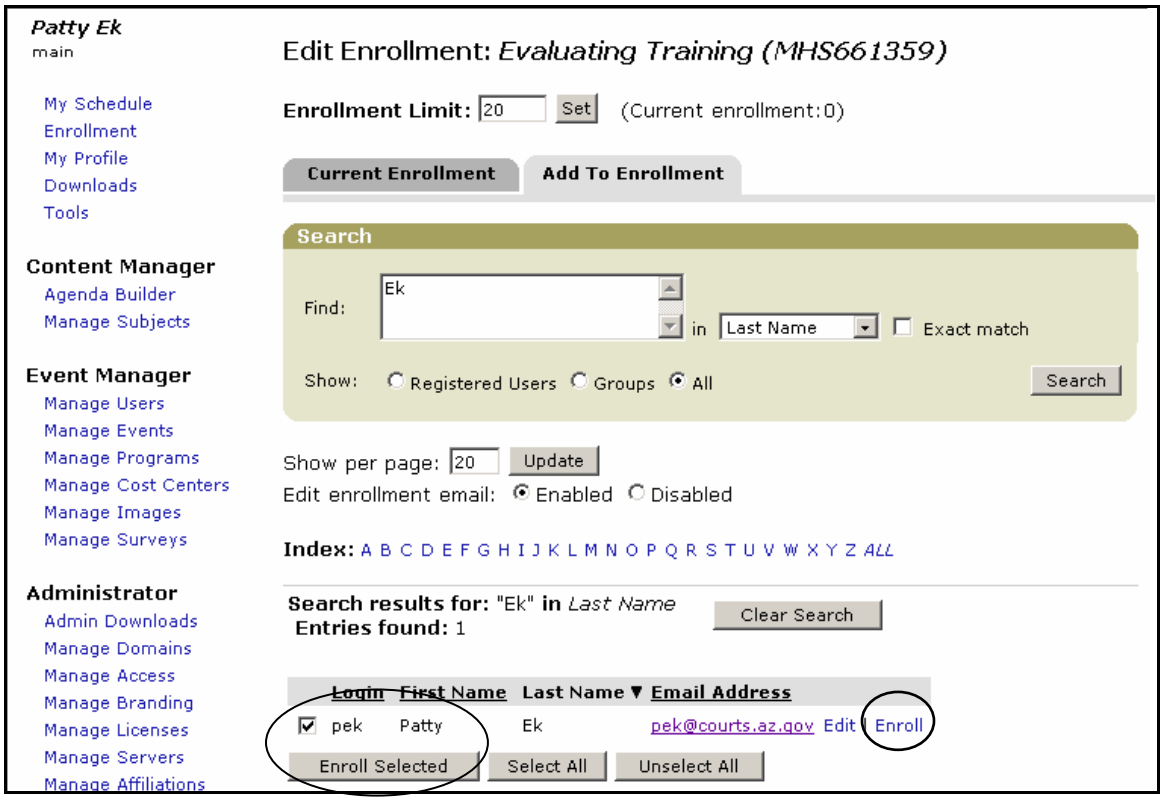
NOTES:

- Participants may be enrolled at various times – you do not have to enroll everyone at once, and they do not have to be enrolled during the Centra session during which you set up your event.
- If you have set up your event, but the name of the event is not currently displayed at the top of your screen, select Manage Events and perform a search for the event before going to step 1.

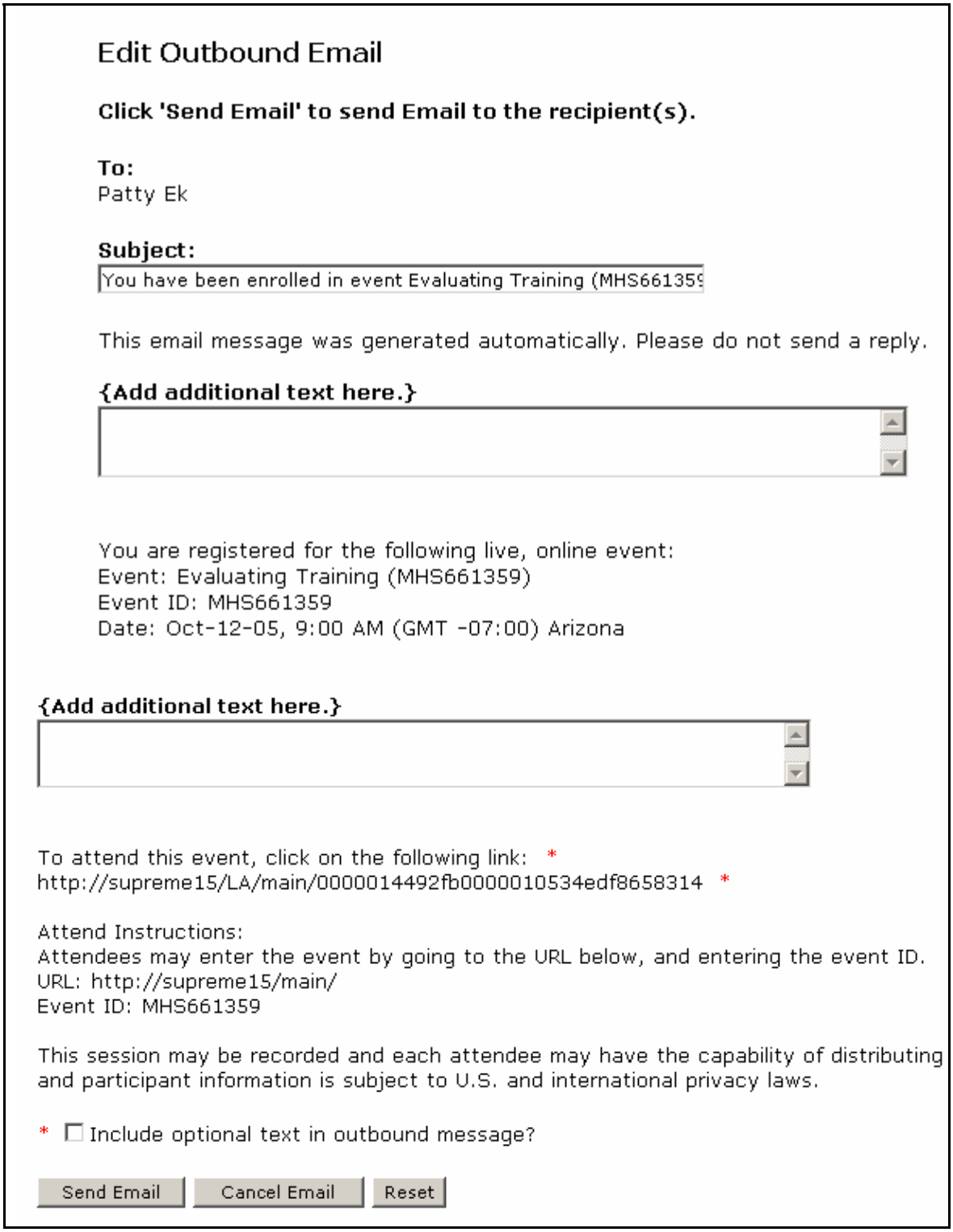
2. With the *Add to Enrollment* tab active and the name of the event displayed at the top of the screen, perform a search for the name of the person you wish to enroll.



3. Click either *Enroll* on the same line as the participant's name, or make sure there is a check mark in the box to the left of the name, and click the *Enroll Selected* button.



4. Next you will see the screen used to generate an e-mail to the participant. You may choose to send or cancel the e-mail.



Edit Outbound Email

Click 'Send Email' to send Email to the recipient(s).

To:
Patty Ek

Subject:
You have been enrolled in event Evaluating Training (MHS661359

This email message was generated automatically. Please do not send a reply.

{Add additional text here.}

You are registered for the following live, online event:
Event: Evaluating Training (MHS661359)
Event ID: MHS661359
Date: Oct-12-05, 9:00 AM (GMT -07:00) Arizona

{Add additional text here.}

To attend this event, click on the following link: *
http://supreme15/LA/main/0000014492fb0000010534edf8658314 *

Attend Instructions:
Attendees may enter the event by going to the URL below, and entering the event ID.
URL: http://supreme15/main/
Event ID: MHS661359

This session may be recorded and each attendee may have the capability of distributing and participant information is subject to U.S. and international privacy laws.

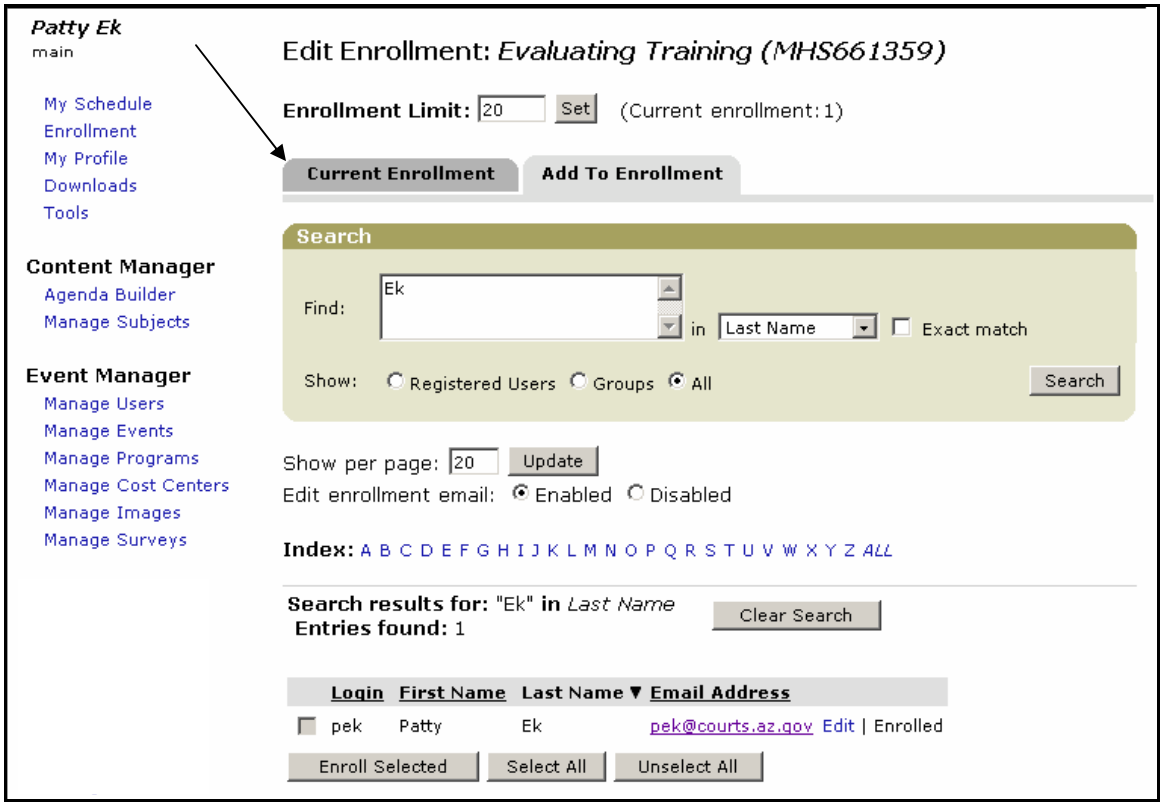
* ☐ Include optional text in outbound message?

Send Email | Cancel Email | Reset

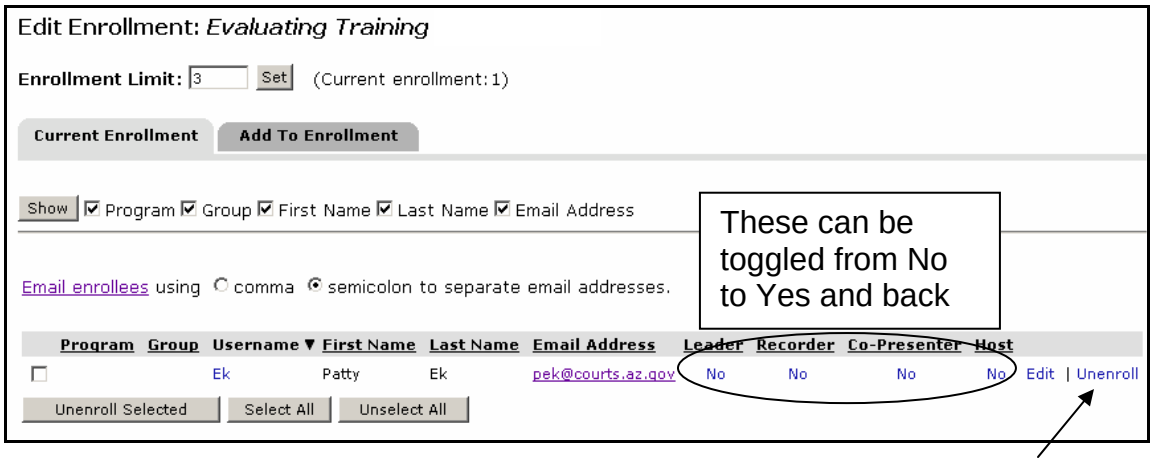
5. You will be returned to the Edit Enrollment screen, as shown on the next page.

Assign Leader and Recorder Status / Unenroll Participants

1. If you've just enrolled yourself, and you will be leading the event, you will need to change your status to *Leader*. To do that, click the *Current Enrollment* tab.



2. Change the Leader indicator from *No* to *Yes* by clicking the *No*.

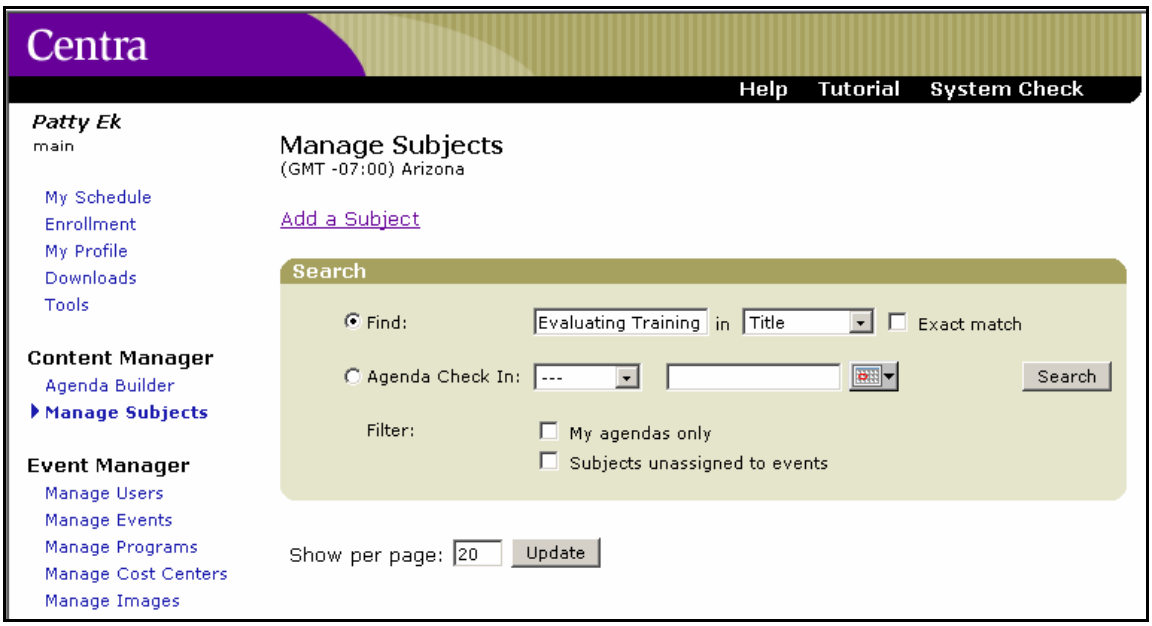


You can cancel any student's enrollment by clicking Unenroll on the far right end of the line on which their name is delayed.

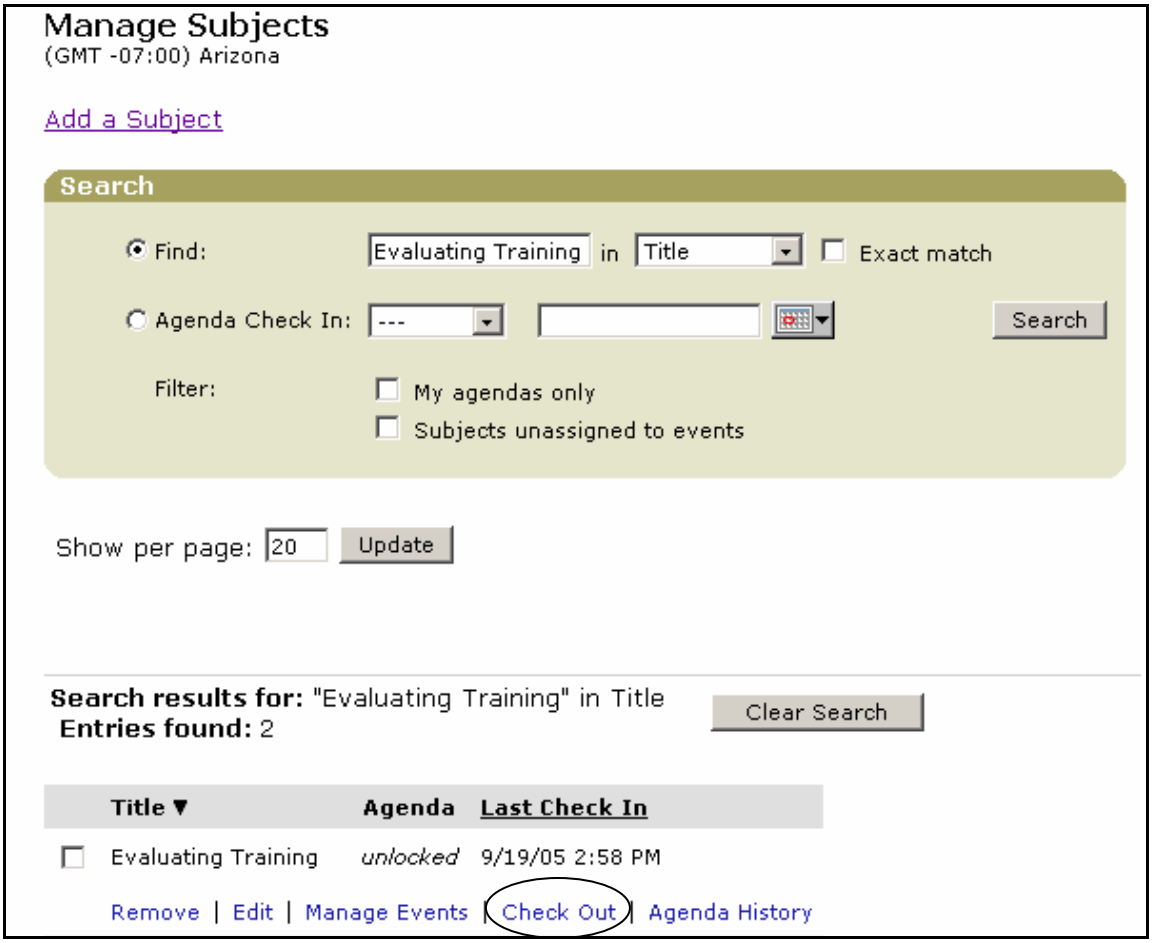
Editing an Agenda

When you need to make changes, additions, or deletions to an agenda, you must first check out the agenda from the subject, make your changes in Agenda Builder, and then check the agenda back in. Here are the steps:

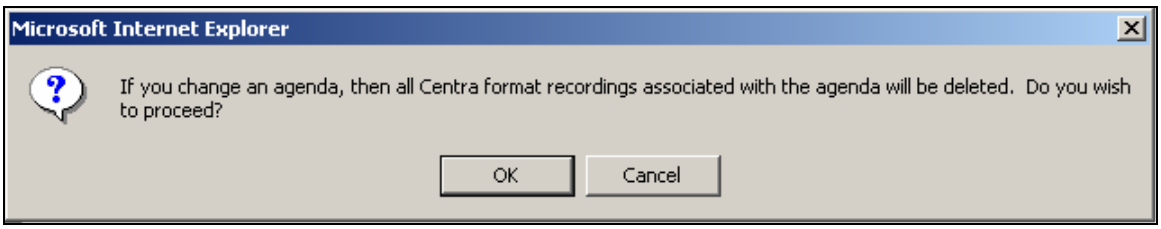
1. Search for the subject.



2. Click *Check Out.*

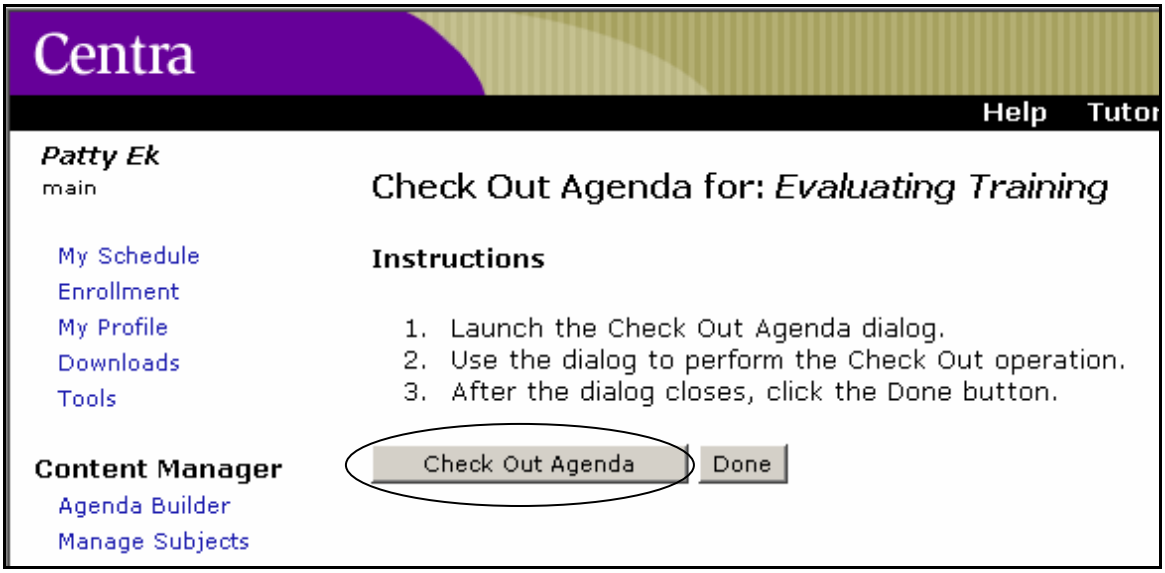


3. Click *OK.*

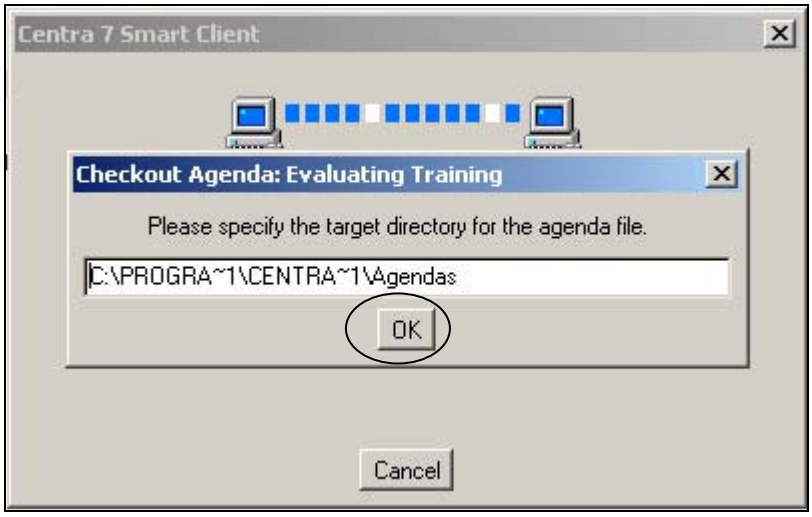


NOTE: If you need to save old recordings, set up a new subject to contain your revised agenda, rather than following this Editing an Agenda process.

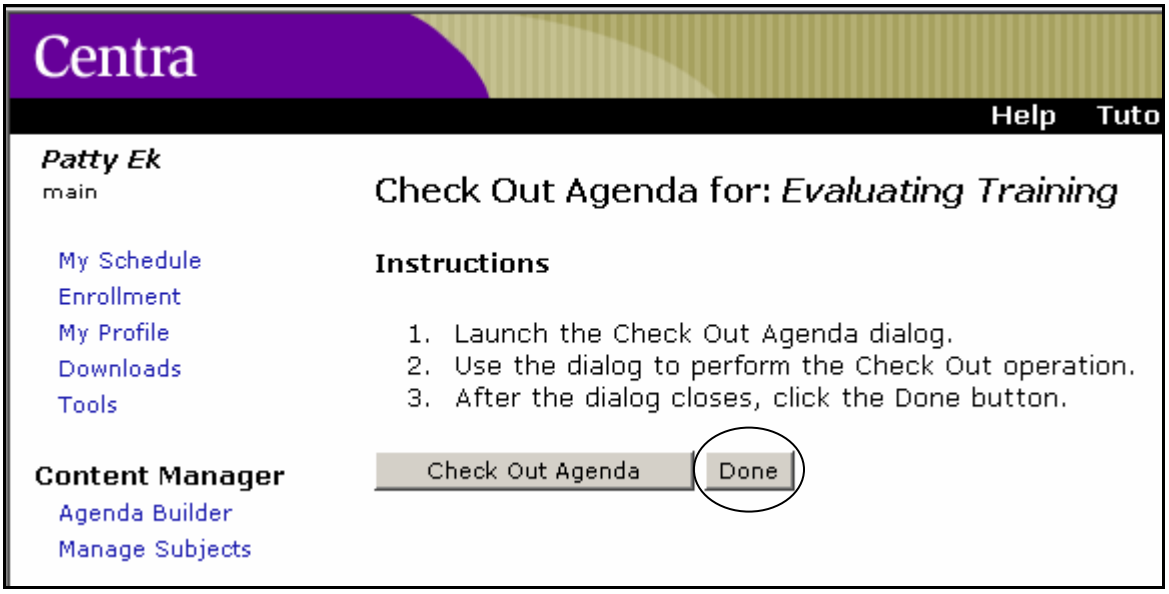
4. Click *Check Out Agenda.*



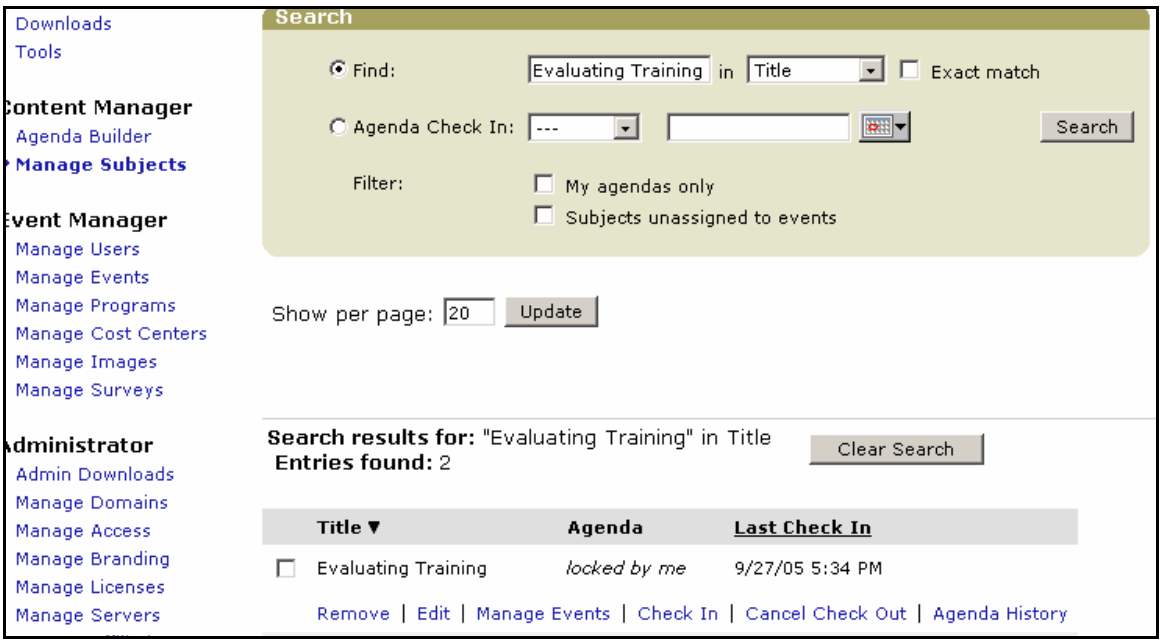
5. The location shown in the center of the screen below is where the Agenda Builder automatically stored the agenda when you created it. Click *OK*.



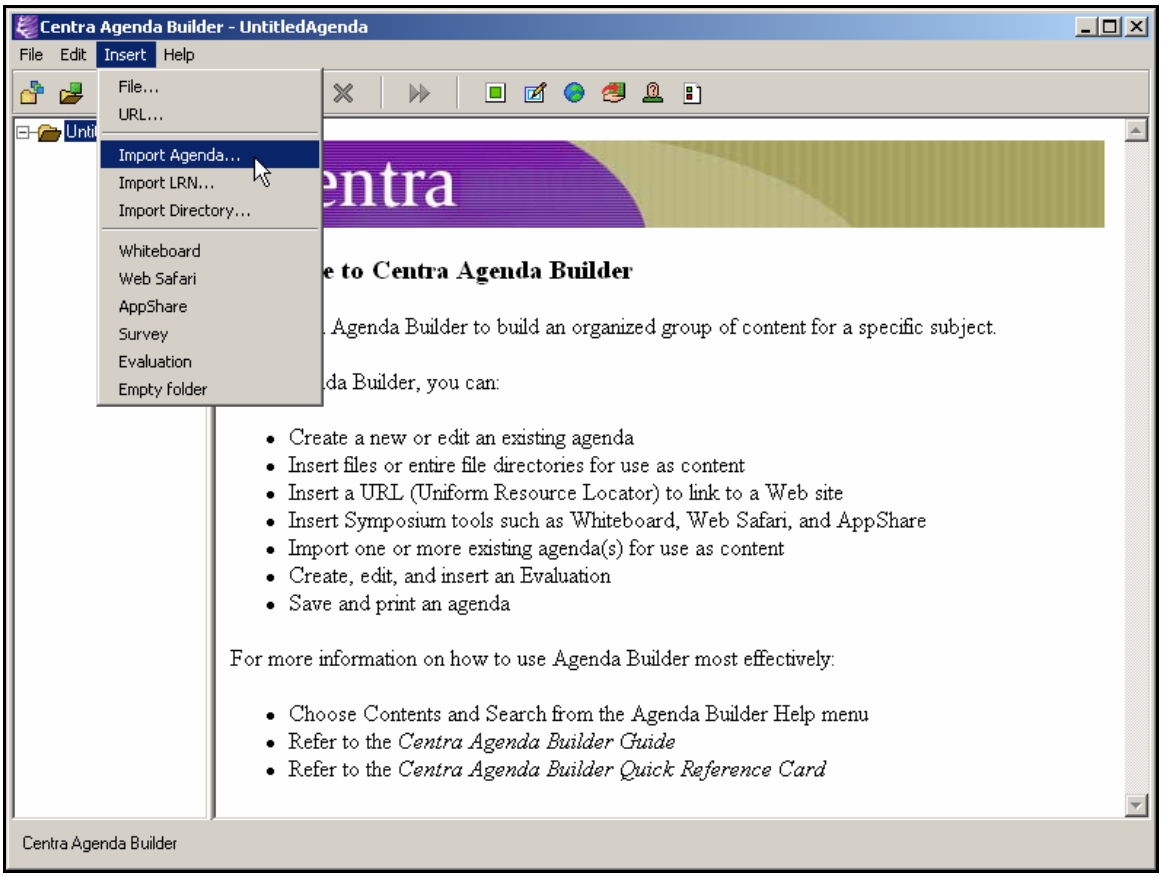
6. Click *Done*.


Centra
Help
Tuto
Patty Ek
main
My Schedule
Enrollment
My Profile
Downloads
Tools
Content Manager
Agenda Builder
Manage Subjects
Check Out Agenda for: Evaluating Training
Instructions
1. Launch the Check Out Agenda dialog.
2. Use the dialog to perform the Check Out operation.
3. After the dialog closes, click the Done button.
Check Out Agenda
Done

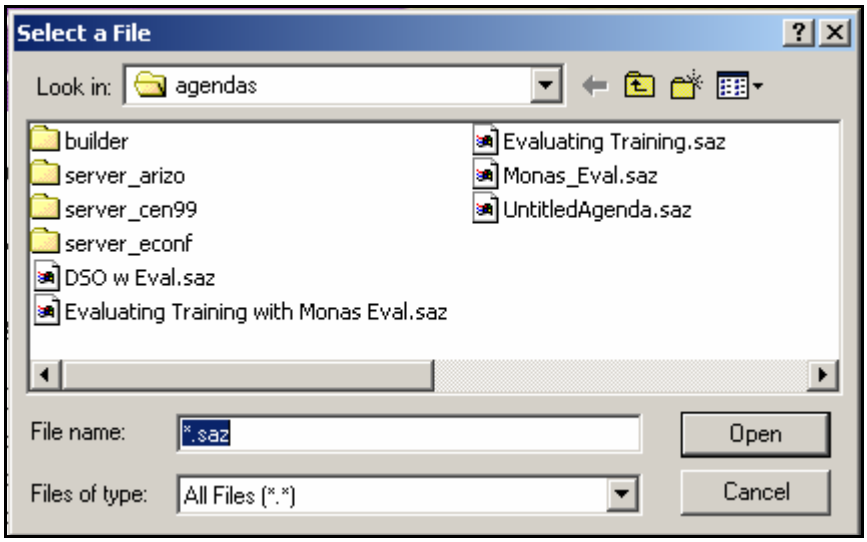
7. Click *Agenda Builder*.



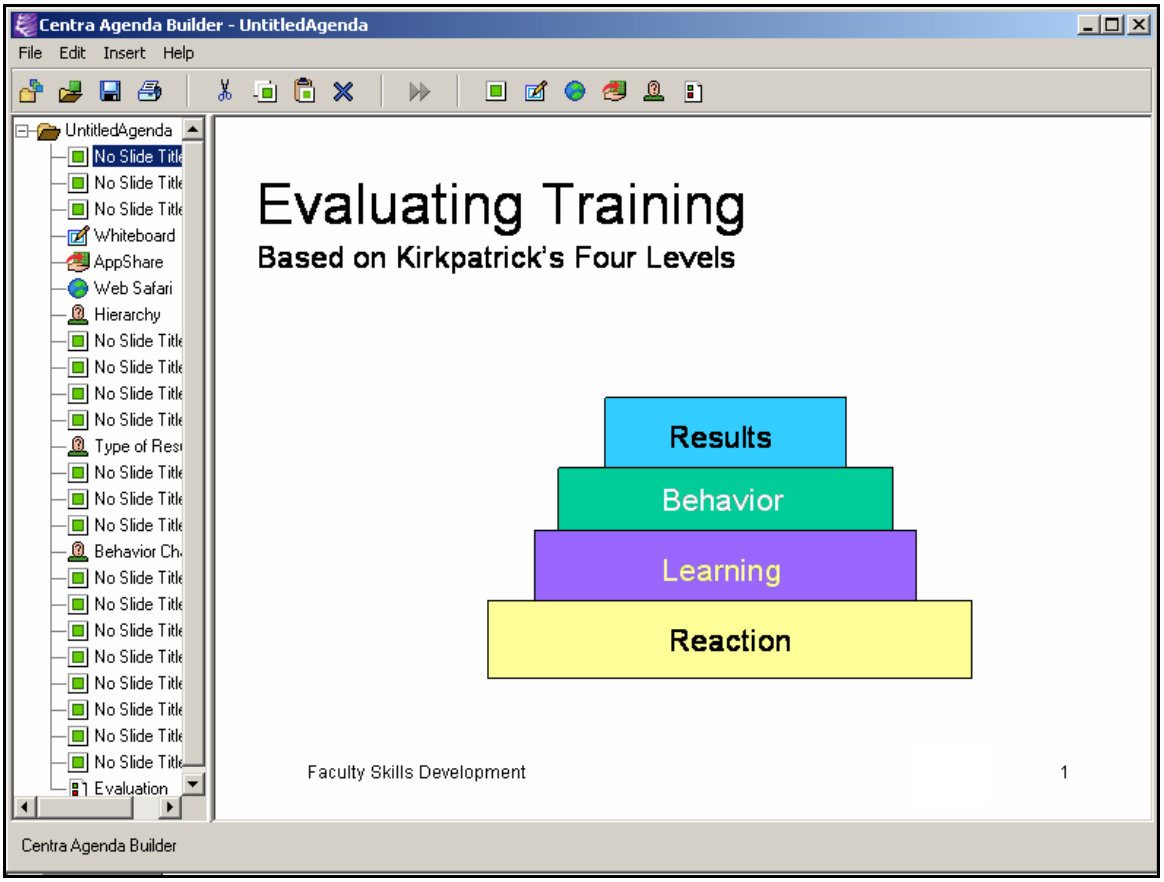
8. Select *Insert, Import Agenda*.



9. Highlight your agenda and click *Open*.

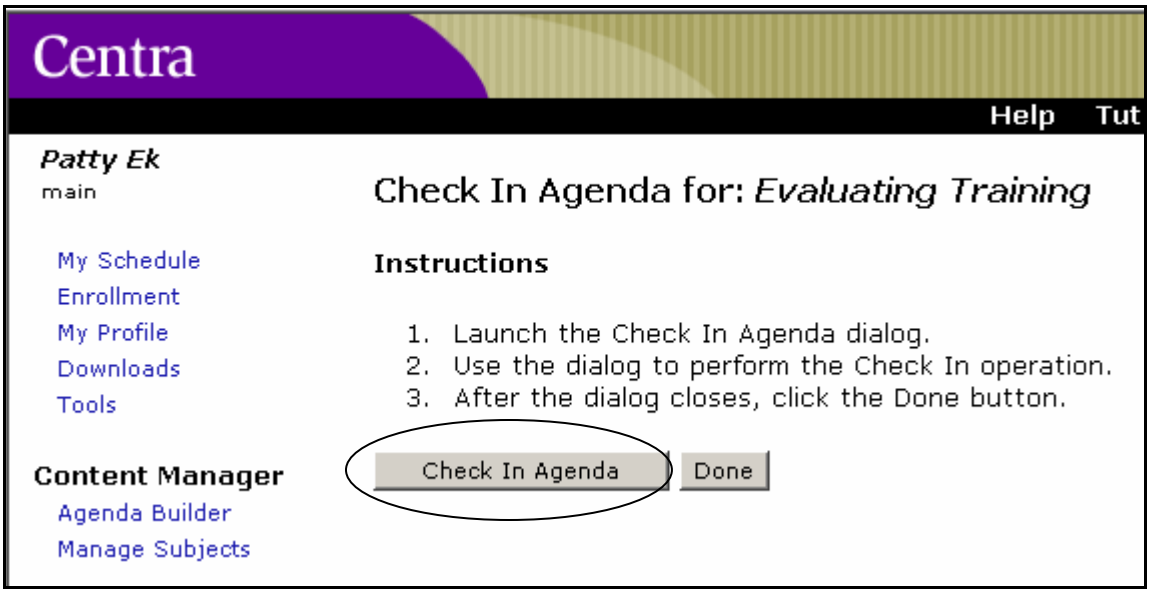


10. While in the agenda, make any needed additions or changes and click *File, Save*.

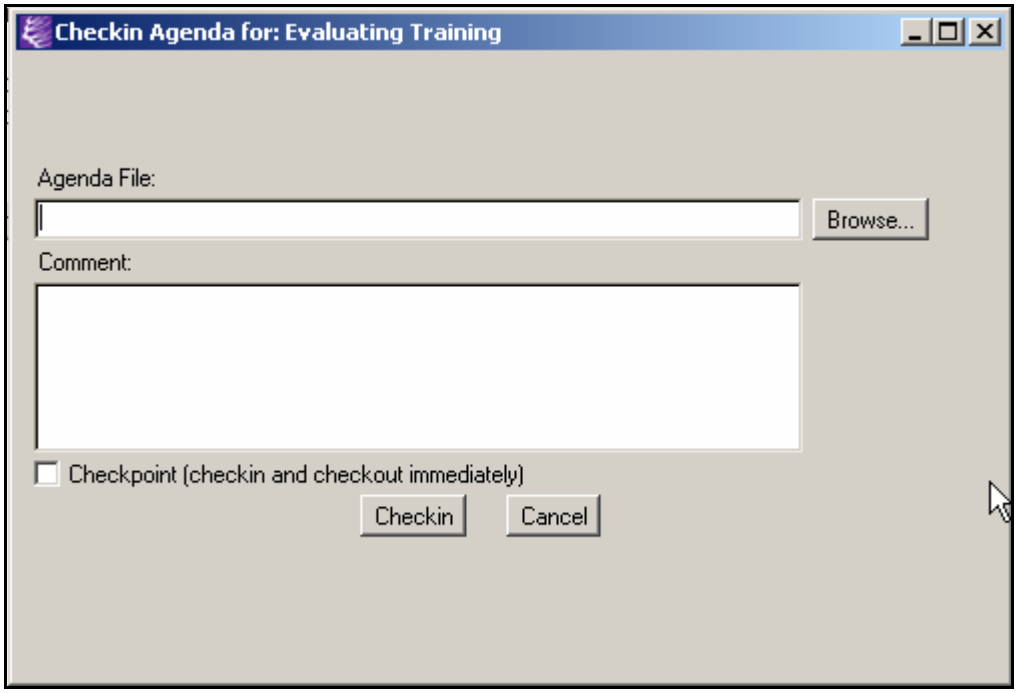


11. Exit Agenda Builder by clicking the *X* in the upper right of the screen.

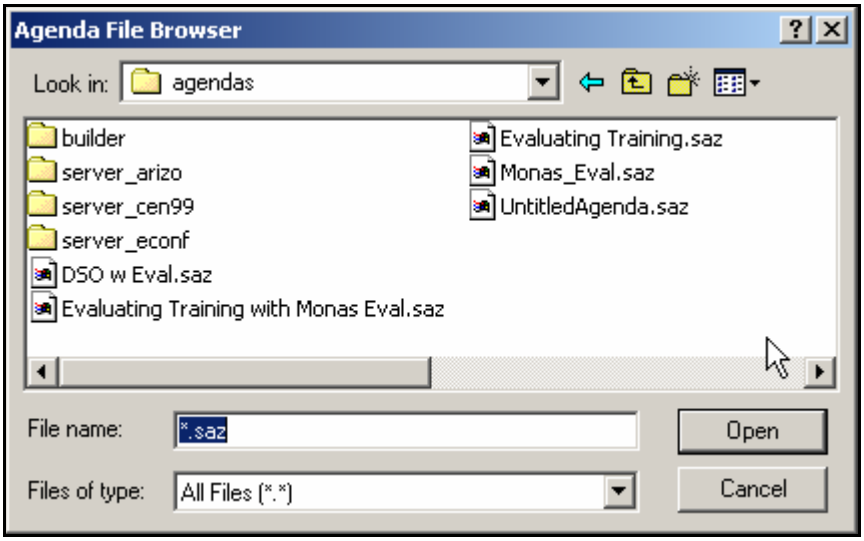
12. Click *Check In Agenda*.



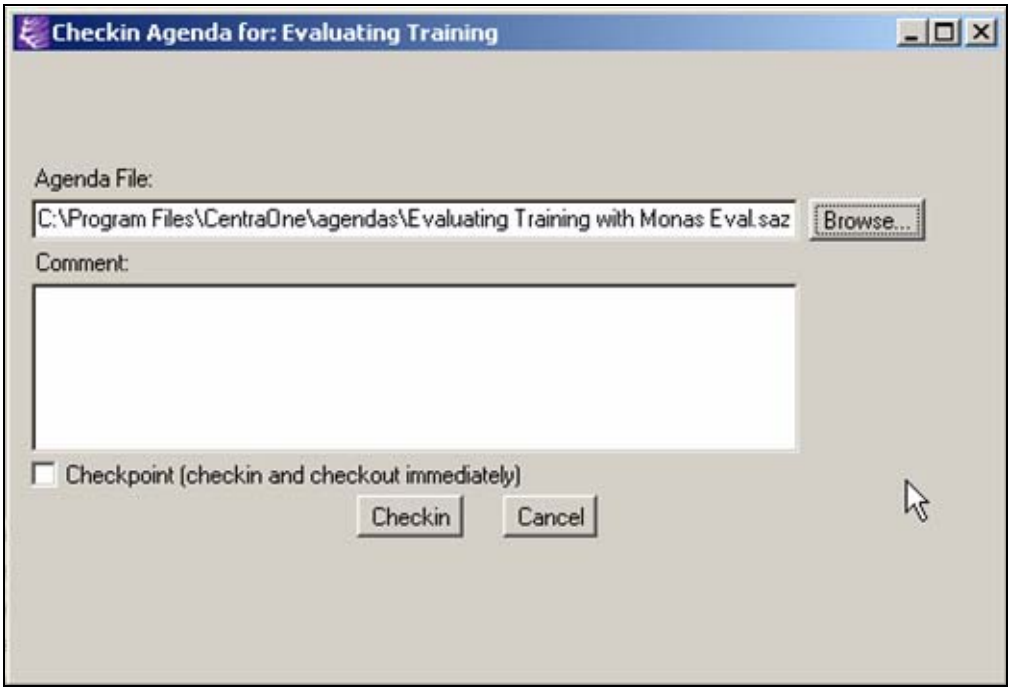
13. Click *Browse*.



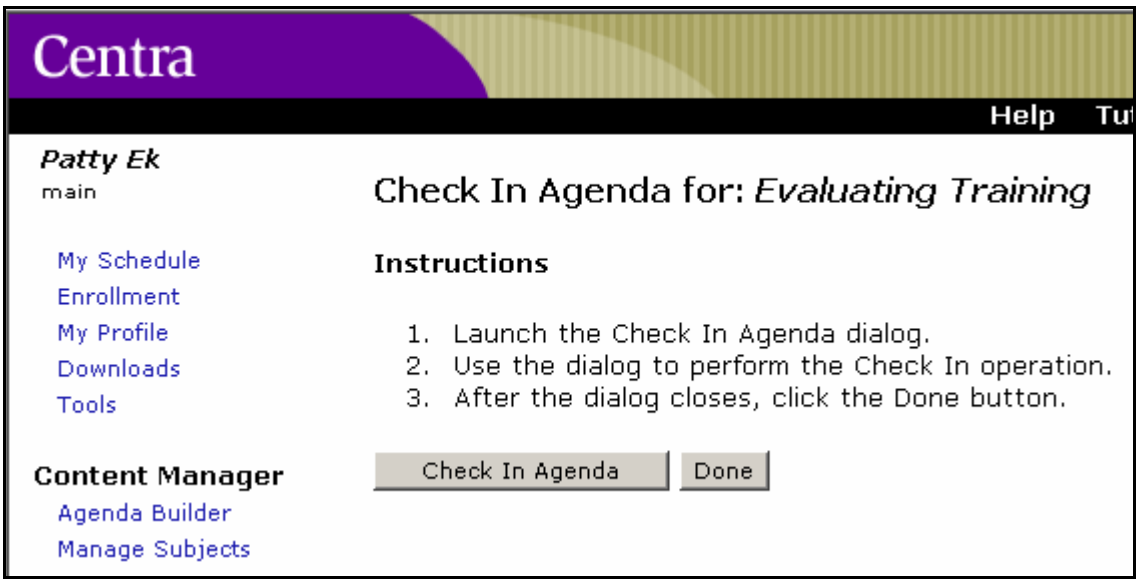
14. Navigate to your file, highlight it, and click *Open.*



15. Click *Checkin*.



16. Click Done.



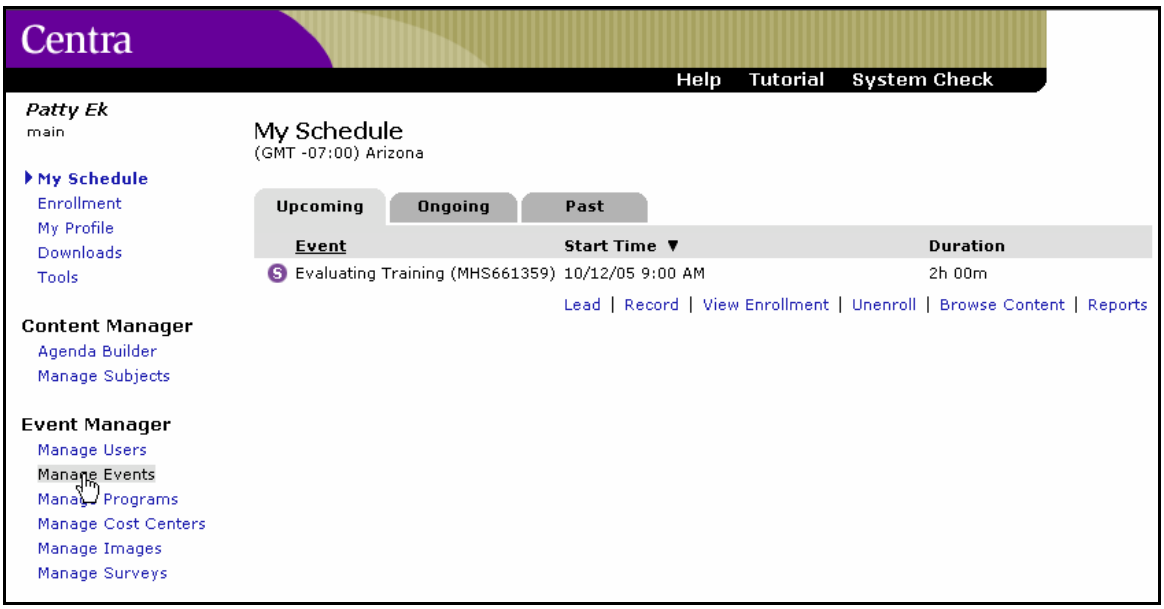
Now, any new events you attach to this subject will automatically contain the new version of your agenda.

Setting Up an Event (No Associated Subject)

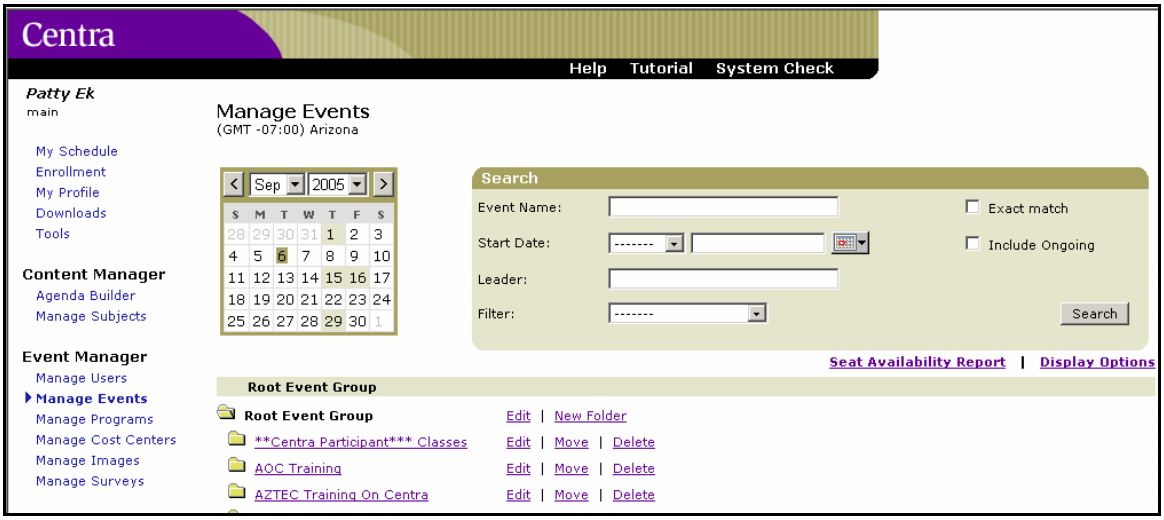
Use the following procedure to set up a meeting or class without an associated Subject.

Set Up and Enroll at the Same Time

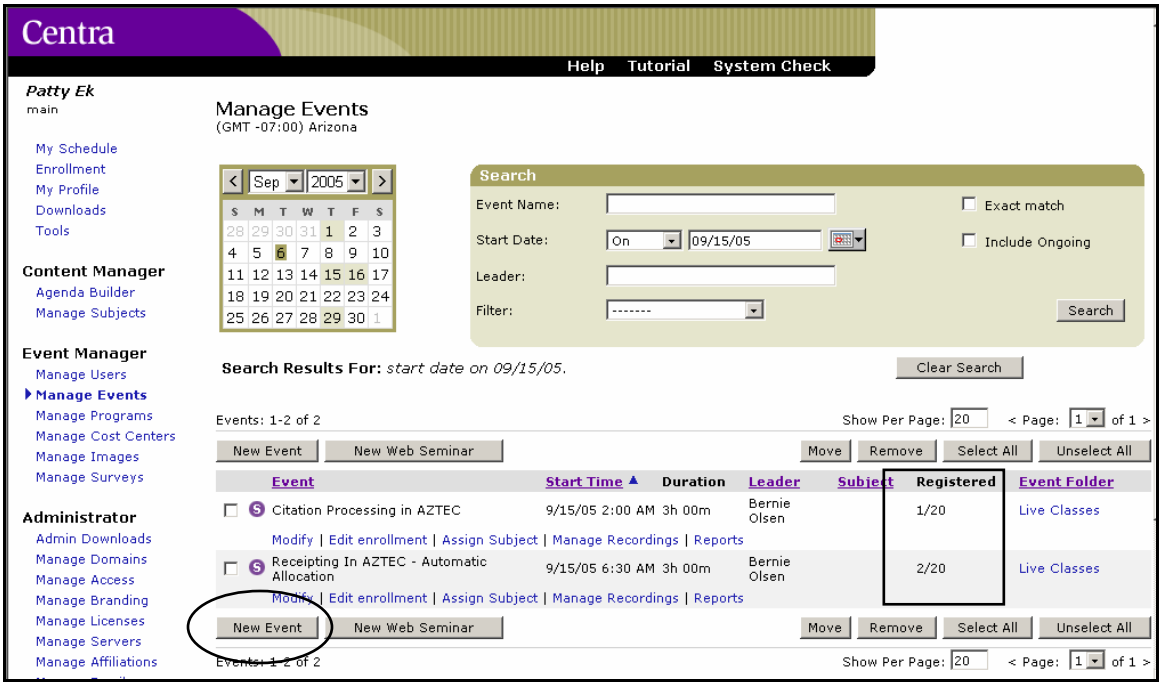
1. After logging into Centra, go directly to Manage Events.



2. You should first check to make sure there are enough seats available for your event. Check the calendar on the Manage Events screen to see if your desired date is highlighted, If it is not highlighted, there are no Centra classes scheduled. (You may skip step 3, in these cases.)



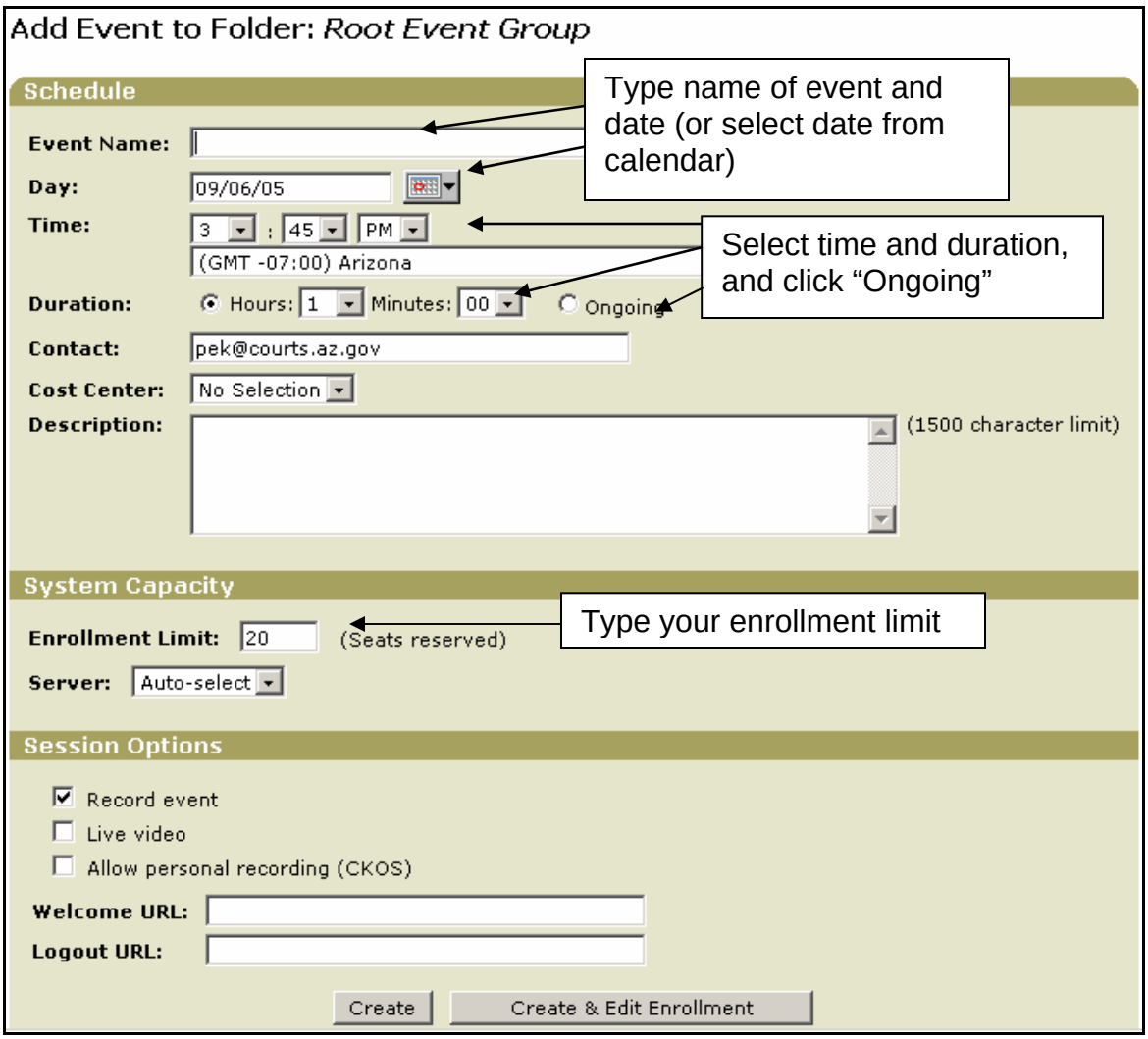
3. If the date you need is highlighted, double-click the highlighted date to see what class(es) have been scheduled, and the number of seats that have been reserved. The result looks like the example below. The right half of the number in the Registered column indicates how many seats have been reserved for the listed event.



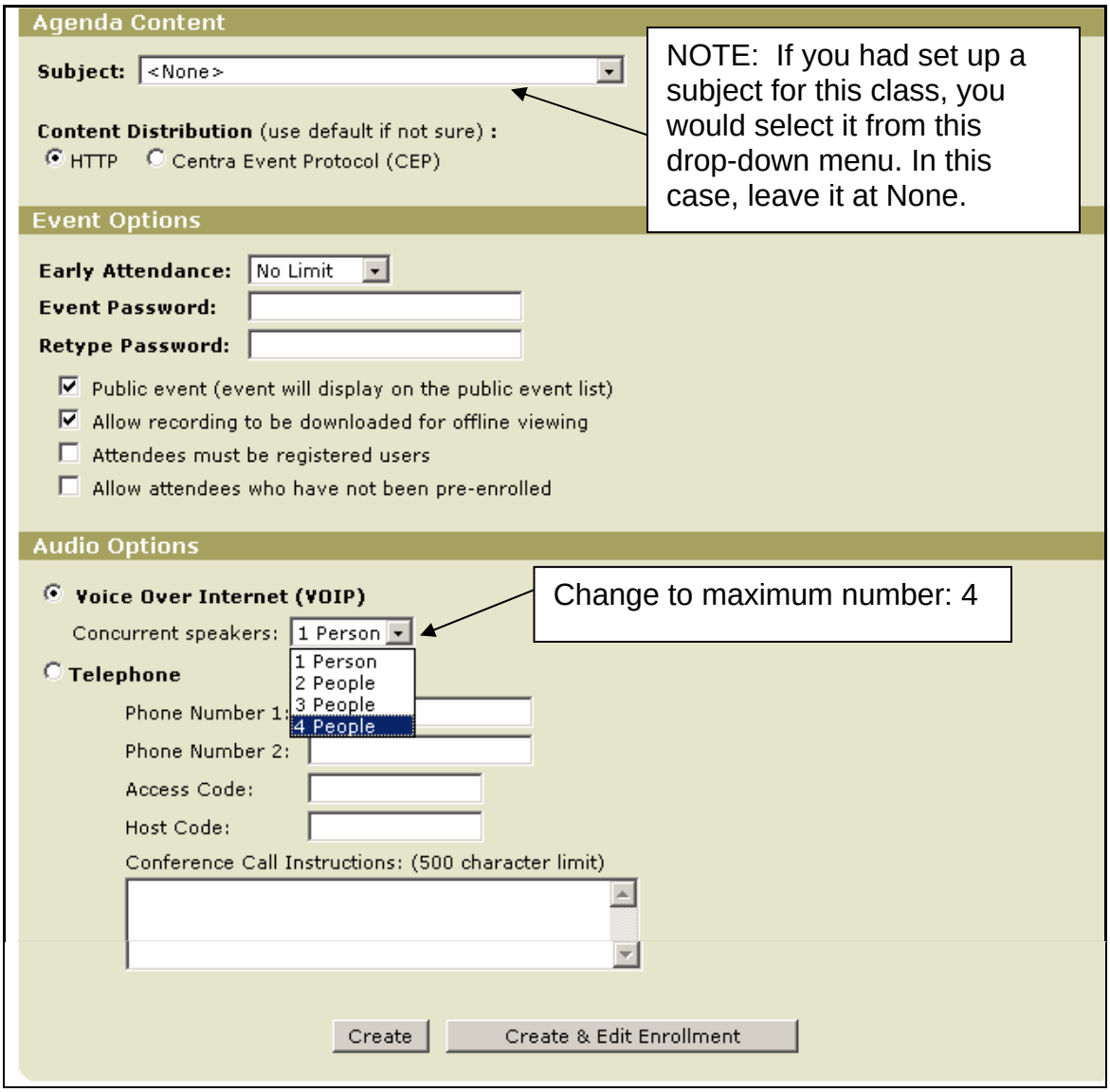
NOTE: When users set up events, Centra defaults to 20 attendees. If you really need the seats, you may wish to contact the event leader to ask whether 20 seats are actually needed.

4. If seats are available for your event, scroll to the bottom of the page, and click the New Event button, which is circled in the example above.

5. Type the information indicated below. (No other boxes need to be completed.)

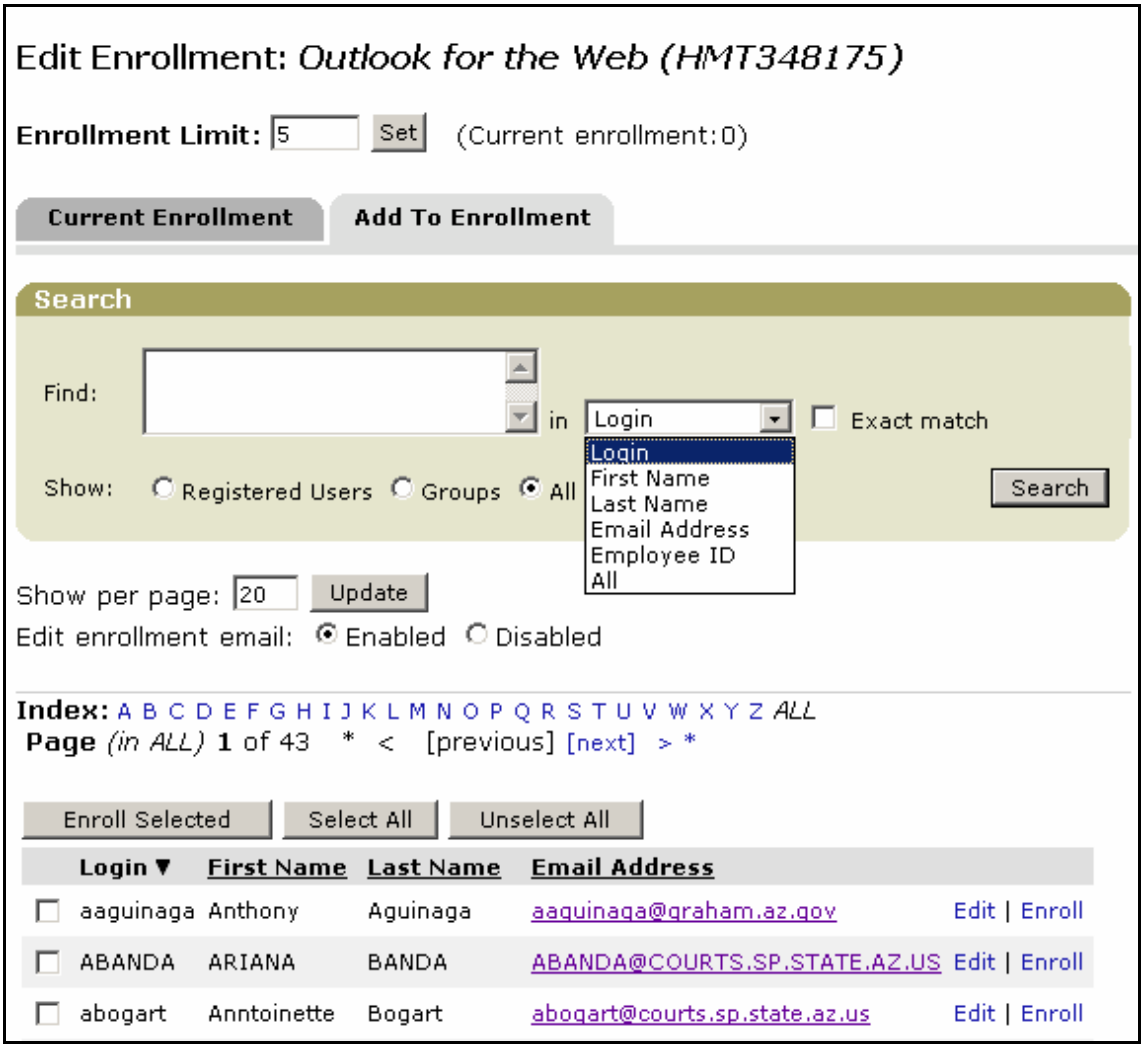


NOTE: Do **not** click either of the Create buttons shown above. Complete the rest of this online form as shown on the next page.

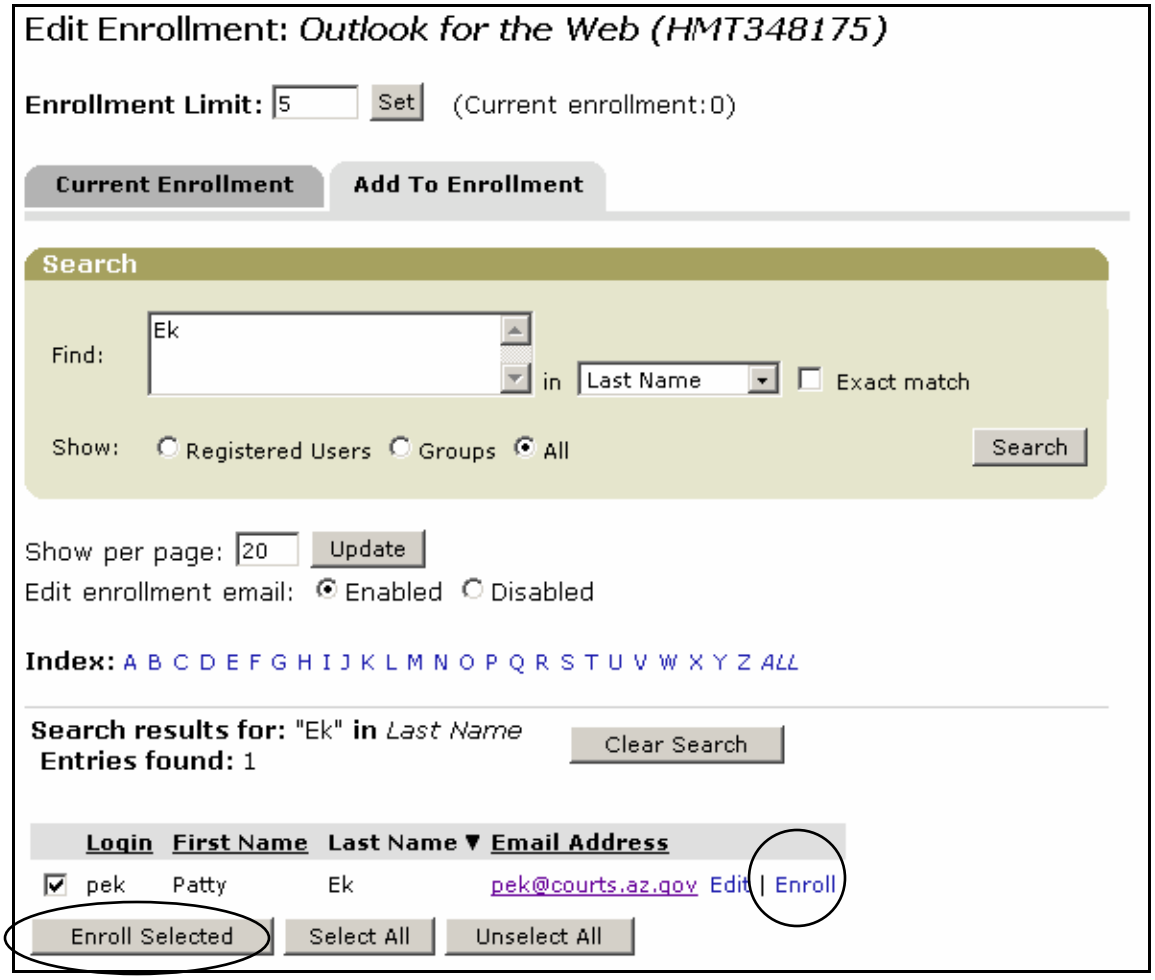


6. Click the Create & Edit Enrollment button to create your event and enroll yourself and others for the event.

7. Note that the “Add to Enrollment” tab is active. In order to add yourself to the class, your name must be displayed, so perform a search. Use the drop-down menu to control whether you want to search for your login, last name, first name, etc., and type the appropriate entry in the Find box. Click Search.



8. When your name is displayed, click either Enroll (to the right of your e-mail address) or the Enroll Selected button (below your name).



9. Next you'll see an automatic enrollment confirmation e-mail, which you can choose to send or not.

Edit Outbound Email

Click 'Send Email' to send Email to the recipient(s).

To:
Patty Ek

Subject:
You have been enrolled in event Outlook for the Web (HMT34817

This email message was generated automatically. Please do not send a reply.

{Add additional text here.}

You are registered for the following live, online event:
Event: Outlook for the Web (HMT348175)
Event ID: HMT348175
Date: Sep-30-05, 4:30 PM (GMT -07:00) Arizona

Your username and password for the event are:

Username: >username<
Password: >password<

{Add additional text here.}

To attend this event, click on the following link: *
http://supreme15/LA/main/000000c5161400000105c2955bf2895e *

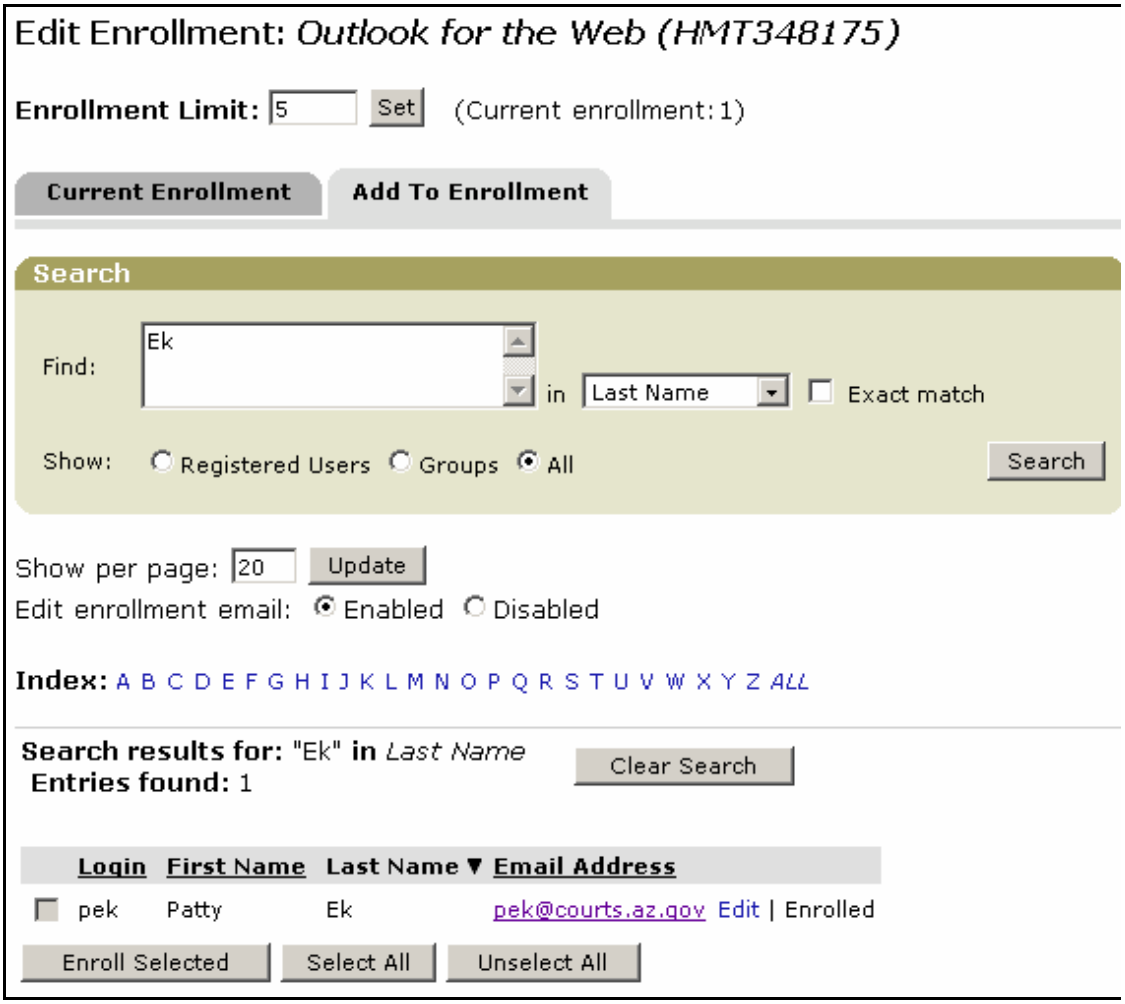
Attend Instructions:
Attendees may enter the event by going to the URL below, and entering the event ID.
URL: http://supreme15/main/
Event ID: HMT348175

This session may be recorded and each attendee may have the capability of distributing this recording. Each participant's use of recordings and participant information is subject to U.S. and international privacy laws.

* ☐ Include optional text in outbound message?

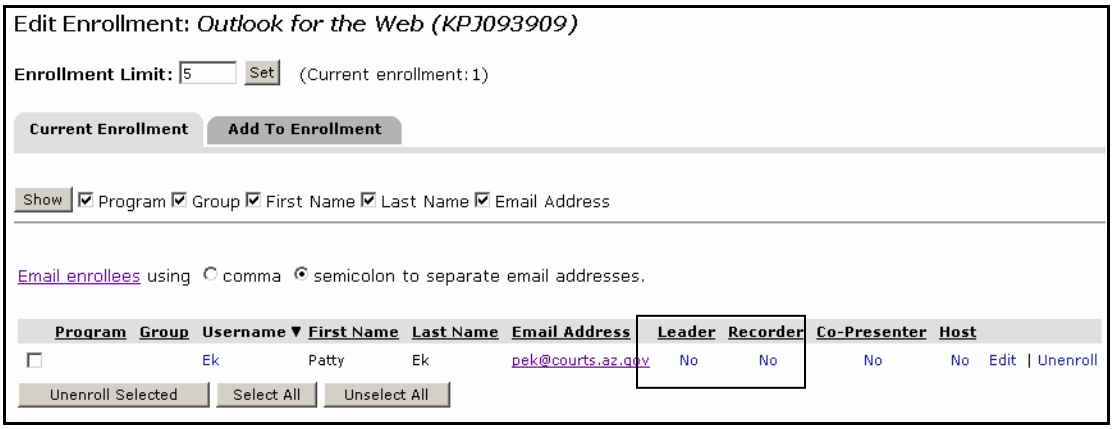
Send Email | Cancel Email | Reset

10. You may now add other participants by performing additional searches, if desired.

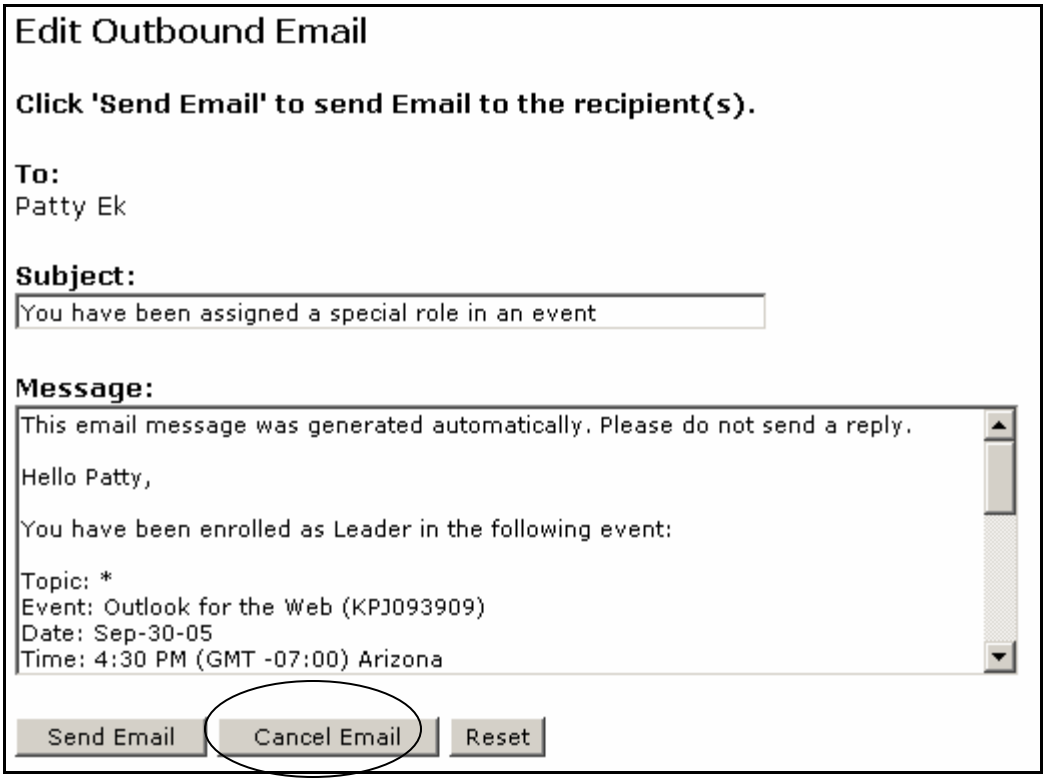


11. In order to be able to add your agenda items (course content) and later lead the event, you must make yourself the event leader. To do so, click the tab labeled Current Enrollment.

12. Click the “No” in the Leader column (see box) to toggle to “Yes.” You should also set Recorder to “Yes.”



13. Cancel the automatic e-mails (unless you are setting someone else up to lead the session).



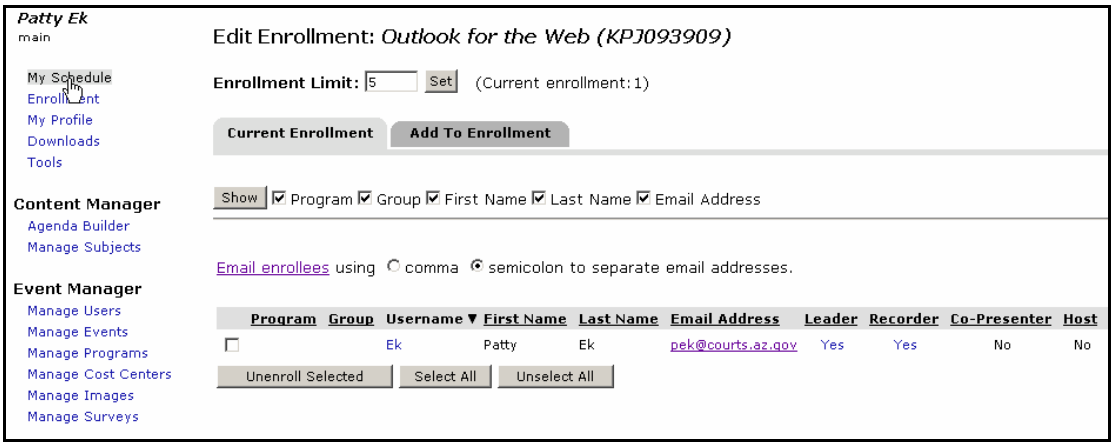
Quickest Way to Add an Agenda

You may use Agenda Builder to generate your agenda (see XXX), but this is a quicker method that you may prefer in some cases. This method will allow you to convert your PowerPoint files and pull them into your event in one operation.

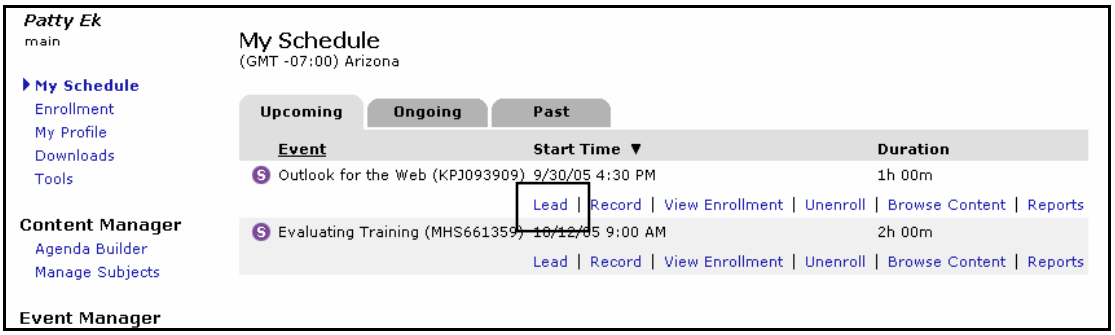
NOTE: You **cannot** add an evaluation or embedded survey questions to your agenda using this method. These interactive tools must be added to your agenda using the Agenda Builder. However, survey questions and Symposium tools such as app share and whiteboard may still be accessed "on the fly" (as you lead the event).

- To add your PowerPoint agenda items immediately after setting up your event and enrolling yourself as leader, start at step 1, below.
- If you left Centra after setting up your event, begin at step 2. (When you log in, you will go directly to *My Schedule*.)

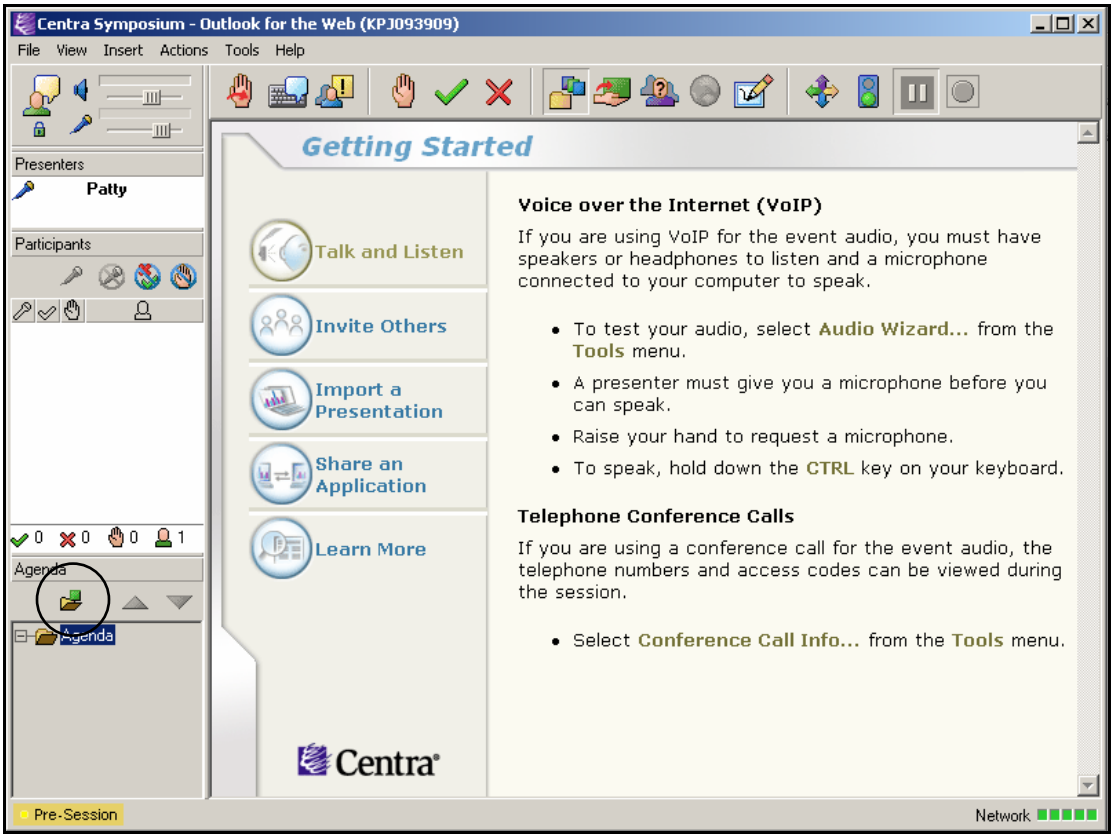
1. Click *My Schedule.*



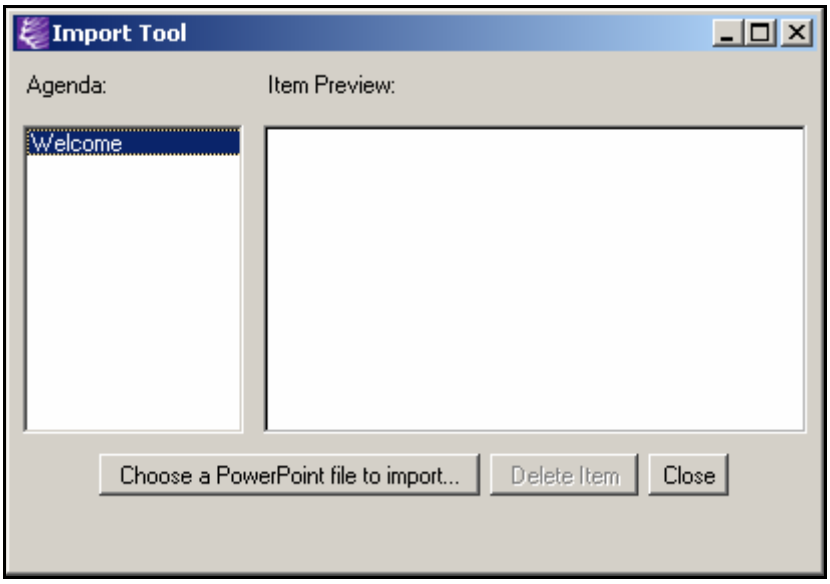
2. Click *Lead* on the line directly under the course name.



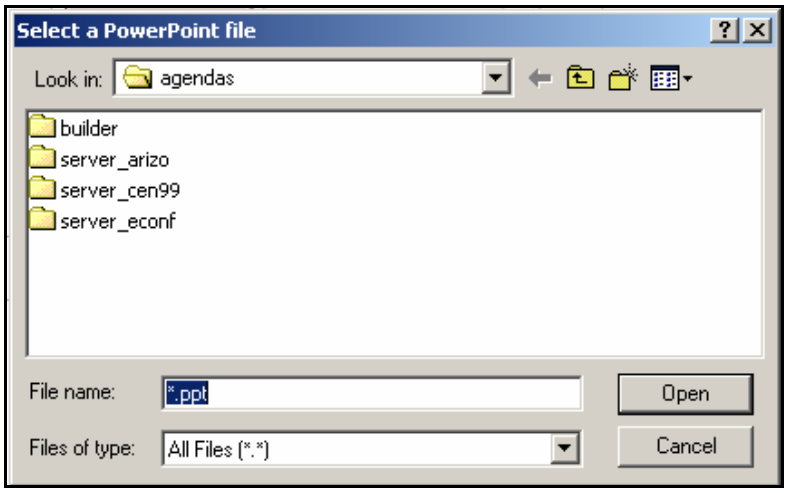
3. Click the *Insert PowerPoint* icon, circled below.



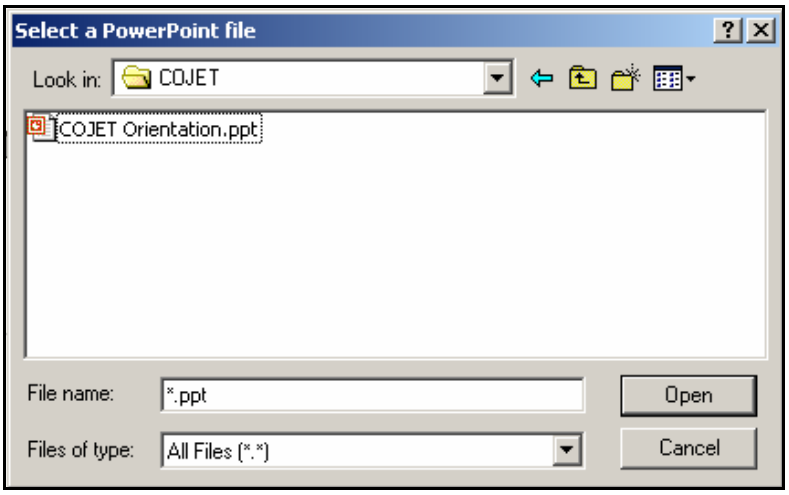
4. Notice that only the Welcome (Getting Started) screen is listed in the Agenda box at this time. Click the *Chose a PowerPoint file to import* button.



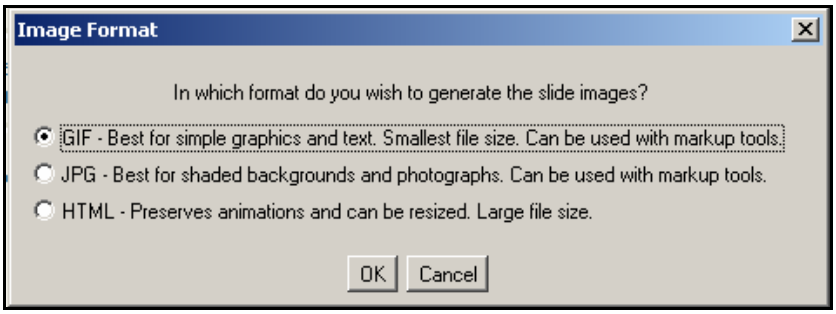
5. Navigate to the folder that contains your PowerPoint file.



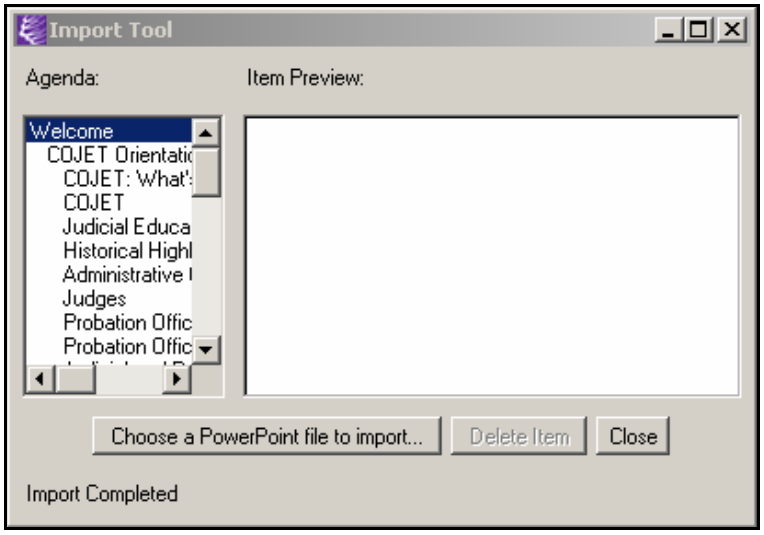
6. Highlight your PowerPoint file and click *Open*.



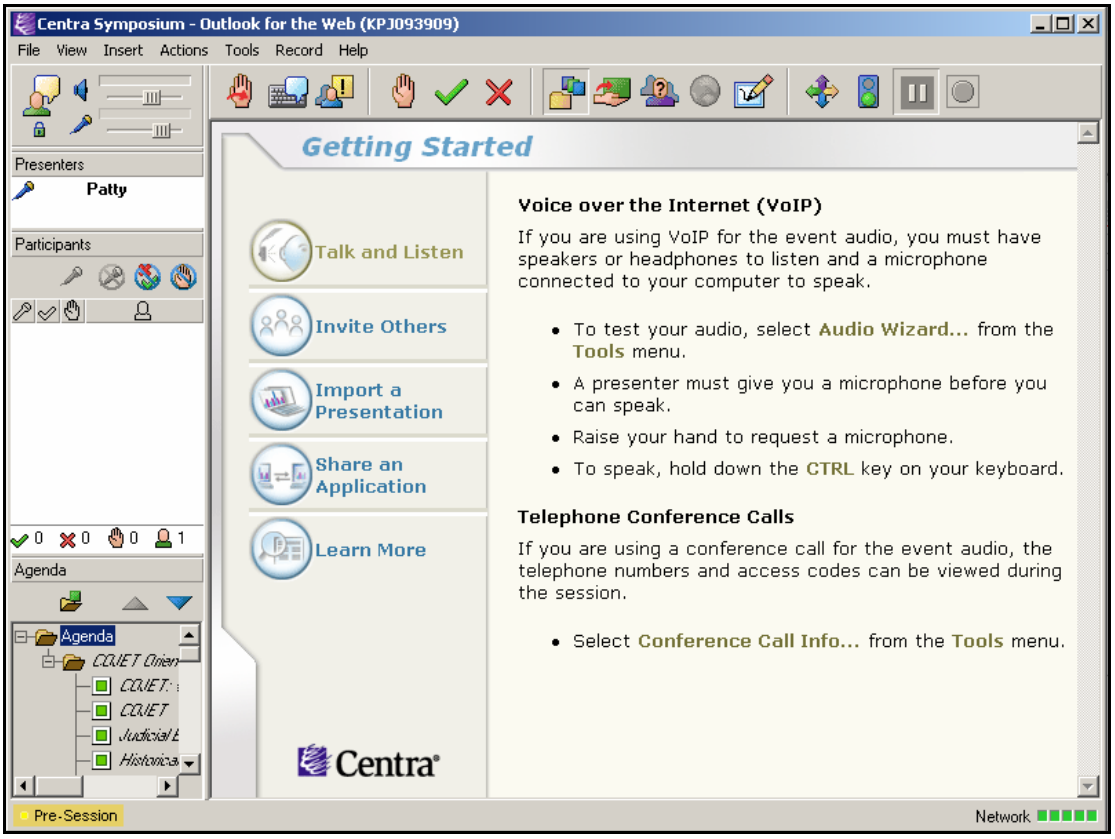
7. Allow the image format to default to GIF; click OK.



8. You will be returned to the Import Tool screen. The list of PowerPoint files will be listed in the Agenda column, so you will know they've been added. Click *Close*.



Your PowerPoint slide titles are also listed in the Agenda area of the Symposium screen, and will display during your event as you click on each one.



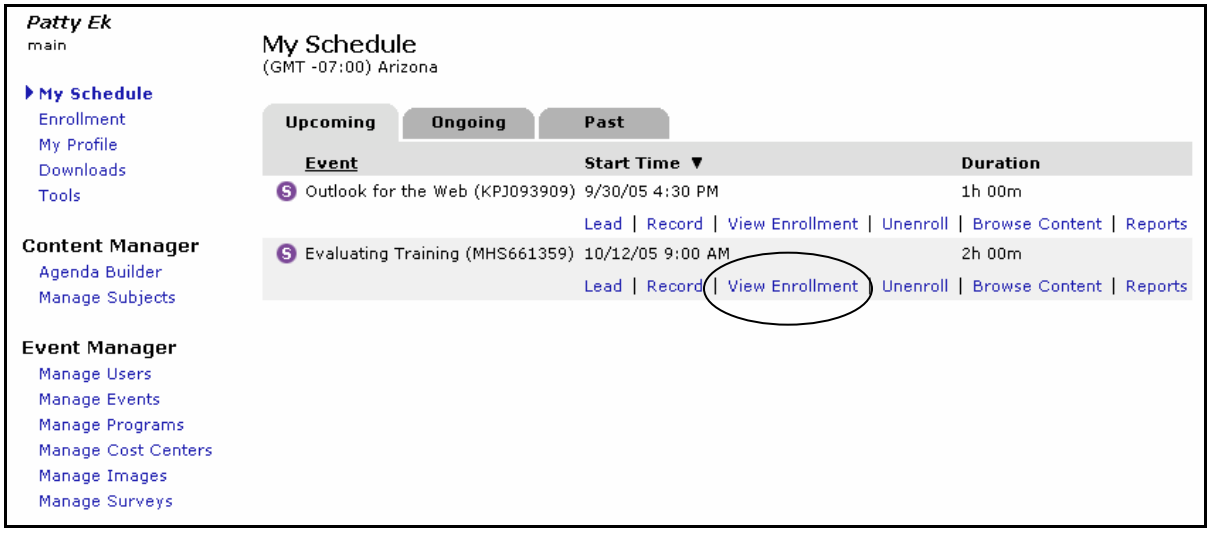
View / Edit Enrollment

Use this procedure to do the following:

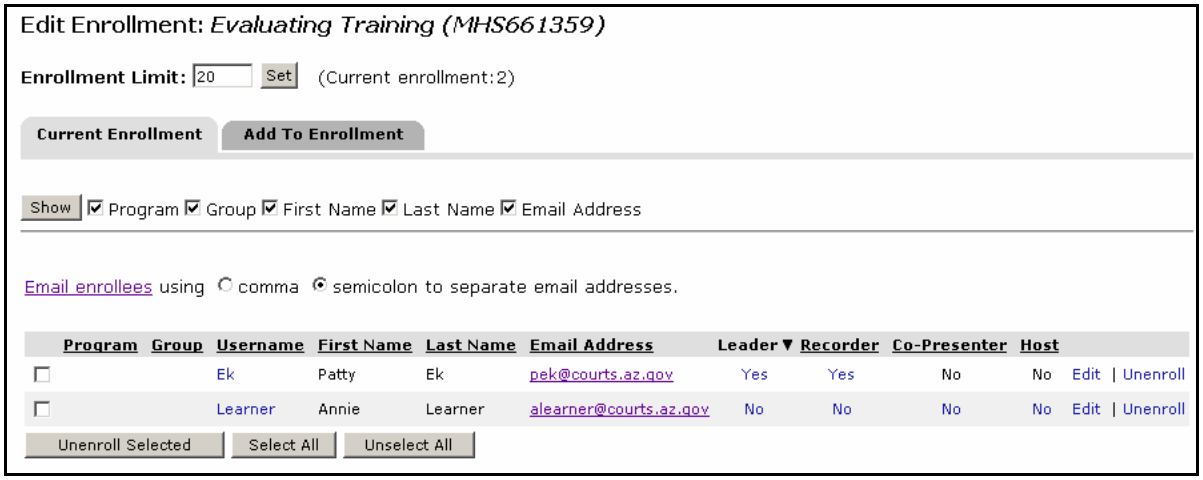
- See who is currently registered (in Centra) for an event.
- Remove someone from an event.
- Change status from participant to leader (and vice versa).

From My Schedule

If you are the leader of the event, the event should appear on your My Schedule screen. Click *View Enrollment* for the desired event.



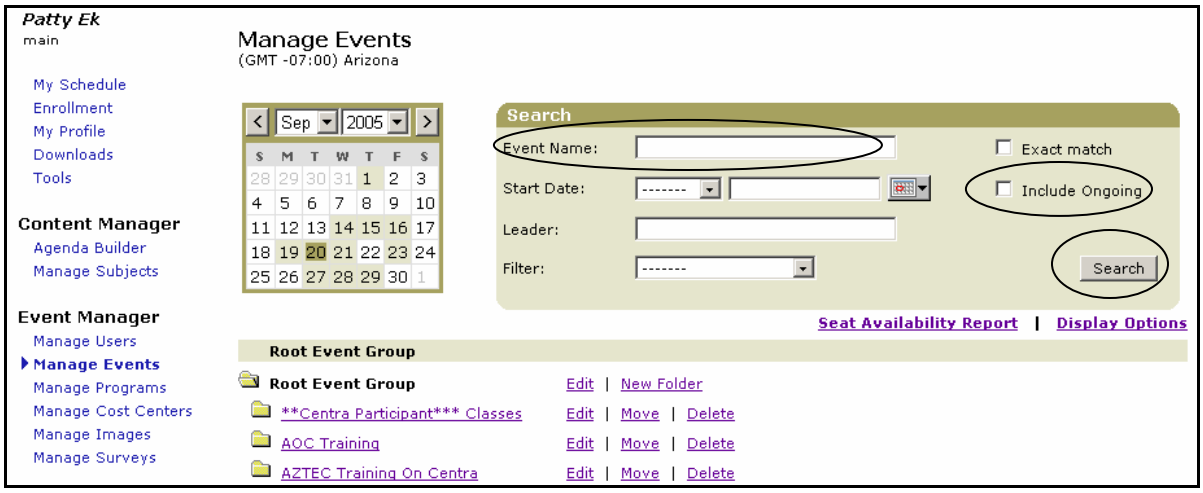
Notice that the Current Enrollment is active. On this page, you can toggle the Leader and Recorder and Co-Presenter indicators, edit an attendee's data, and unenroll someone from the event.



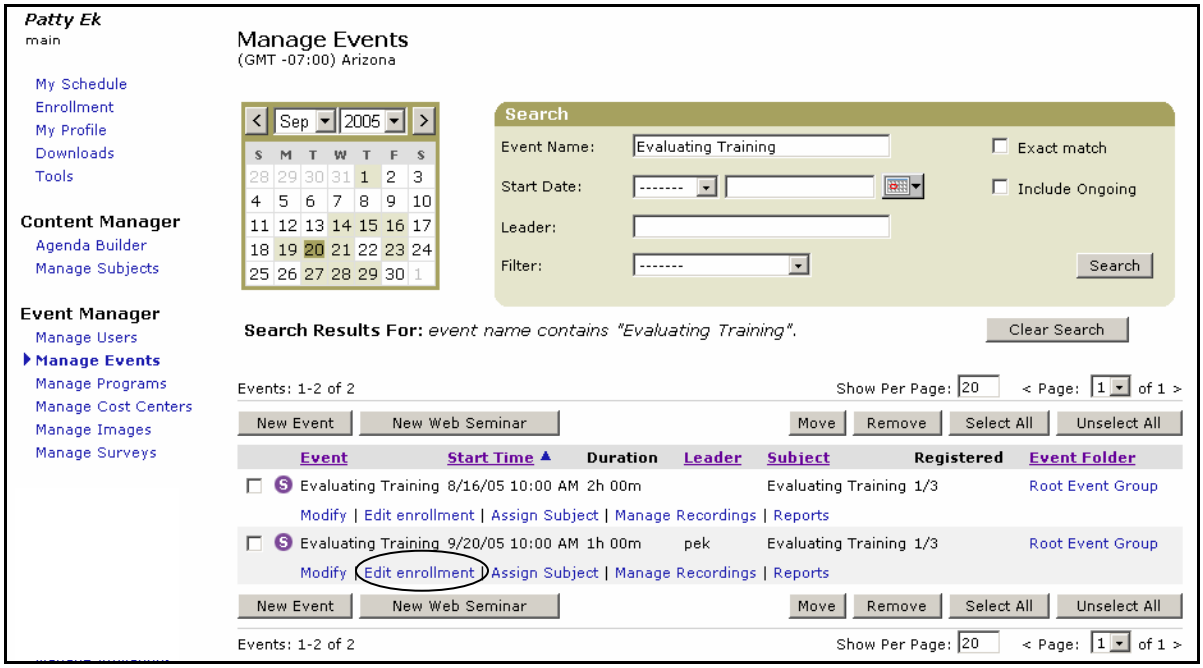
From Manage Events

If you prefer, you can access the event via *Manage Events - Search*.

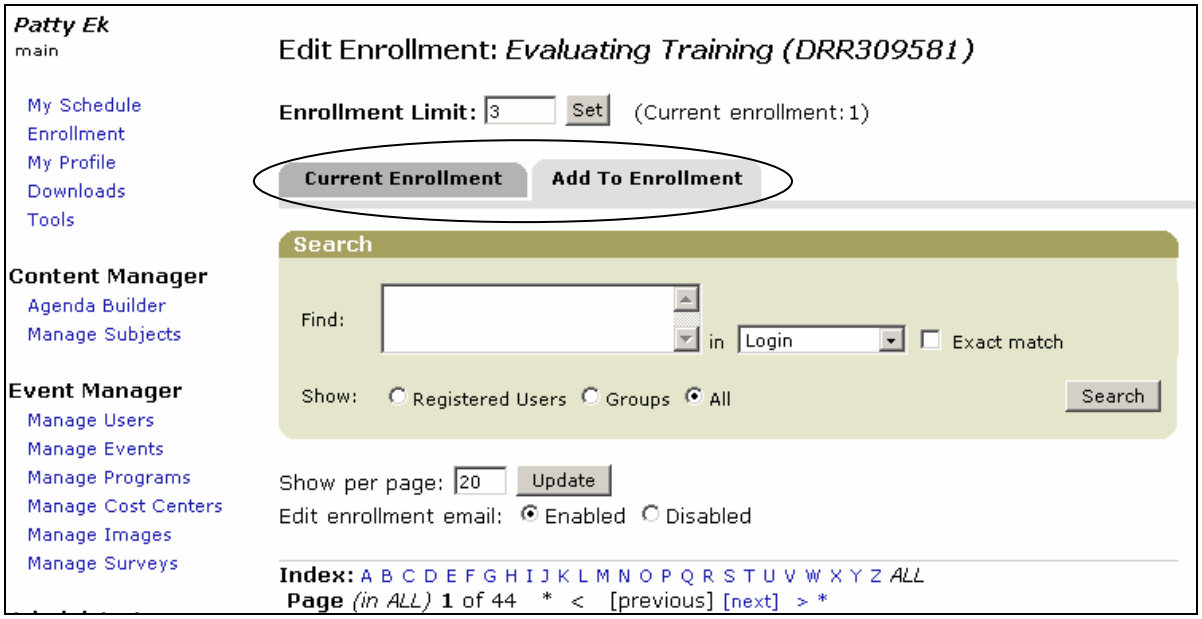
1. Type the name of the event (or a keyword) in the top box.
2. You may use optional search parameters such as *Include Ongoing, Start Date,* and *Leader*.
3. Click *Search*.



4. Events that match your search criteria display in the lower portion of the screen. Click *Edit Enrollment*.



5. Note that you may select a tab that allows you to view the current enrollment, or the tab that takes you to the search function so you can find the names of the people to add to enrollment.



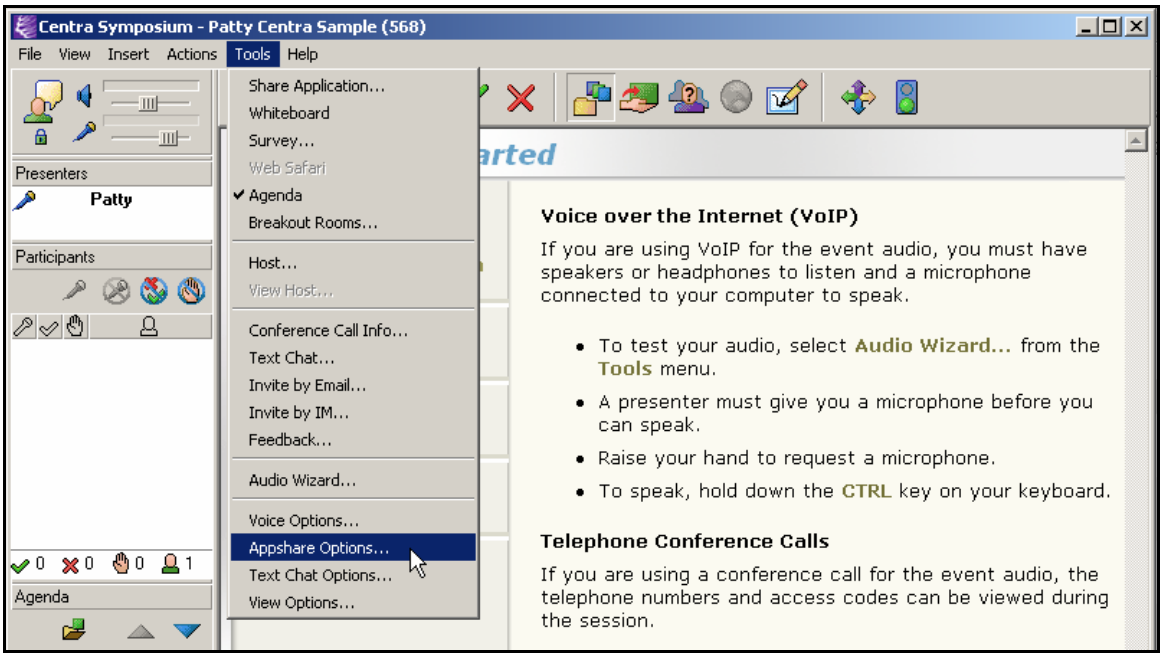
6. For enrollment details, refer to the section “Enroll Participants” earlier in this Guide.

Leading an Event

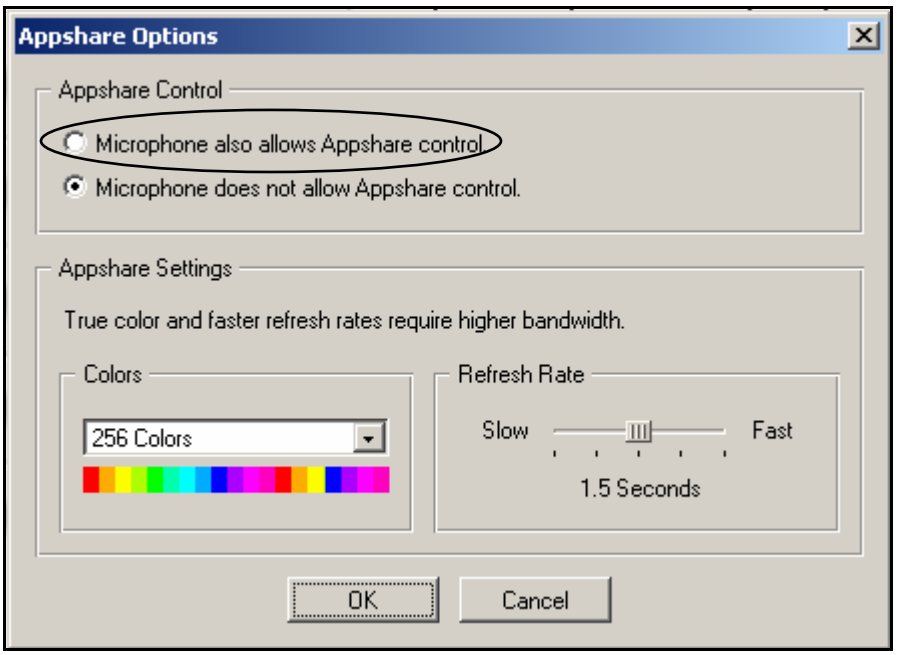
Leading an event is easy! Here are some things to remember:

- Consider having another Centra instructor or the Distance Learning specialist help you get students started at the beginning of your event.
- Make sure you establish Centra log-ins for all participants, or send them instructions so they can establish their own.
- You may enter your event as early as you like.
- Instruct participants to log in at least 15-20 minutes early, so any log-in issues can be resolved, and they can check their audio.
- Greet each student, and remind them that, in order to respond to your greeting, they need to press their Ctrl key and speak into the microphone.
- If you plan to use AppShare or Web Safari during your event, do the following before you start the event.

1. In the event page, click Tools, Appshare Options



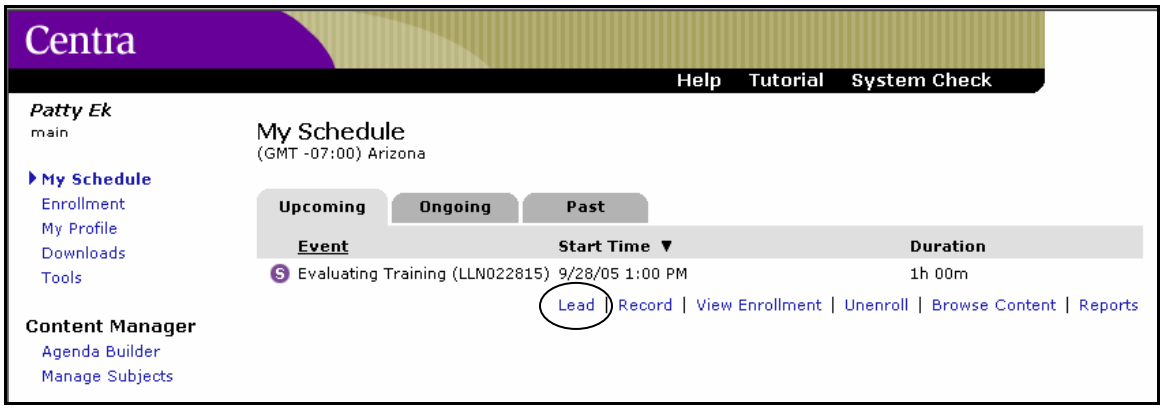
2. On the Appshare Options screen, click *Microphone also allows Appshare control.*



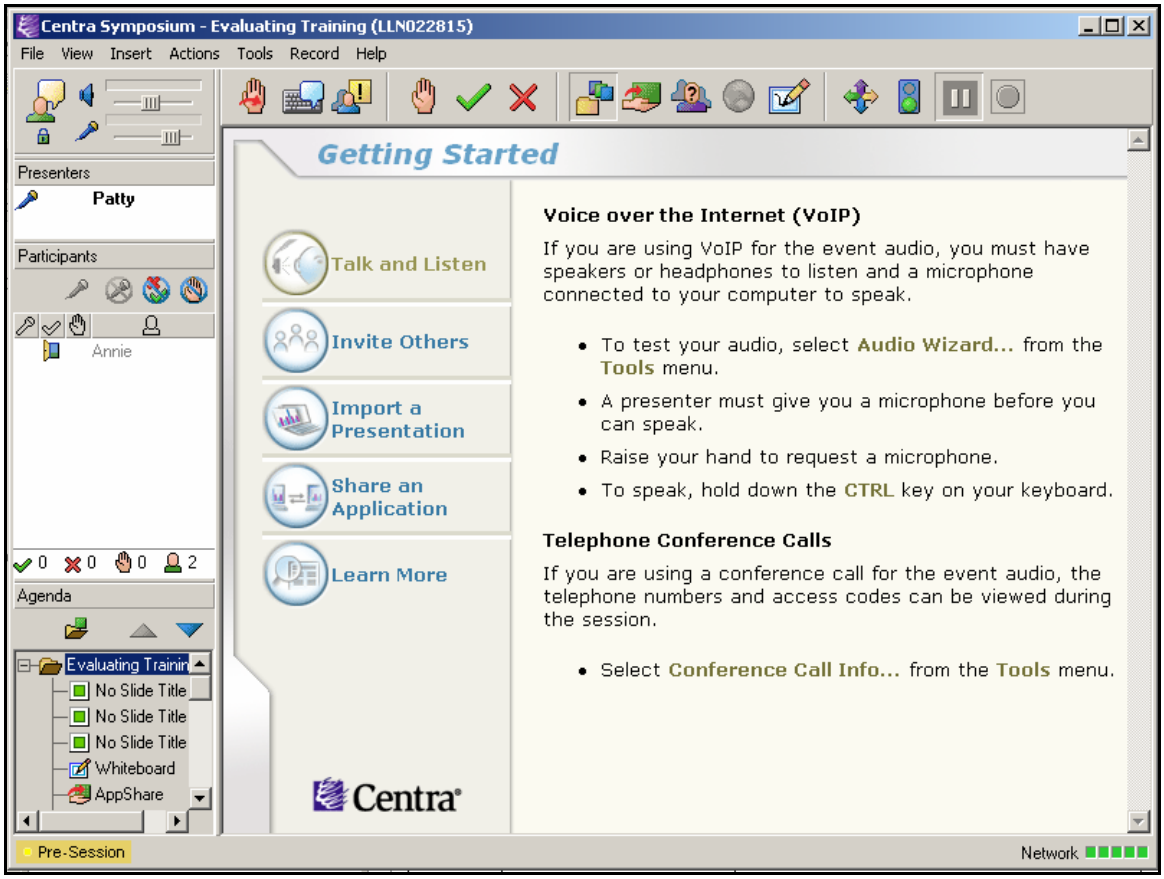
3. Launch the application you will be sharing, and minimize it until time to share.

- Click the Start icon in the symposium tools to start your session. You should press *Lock to Talk* when you are ready to begin facilitating the event.

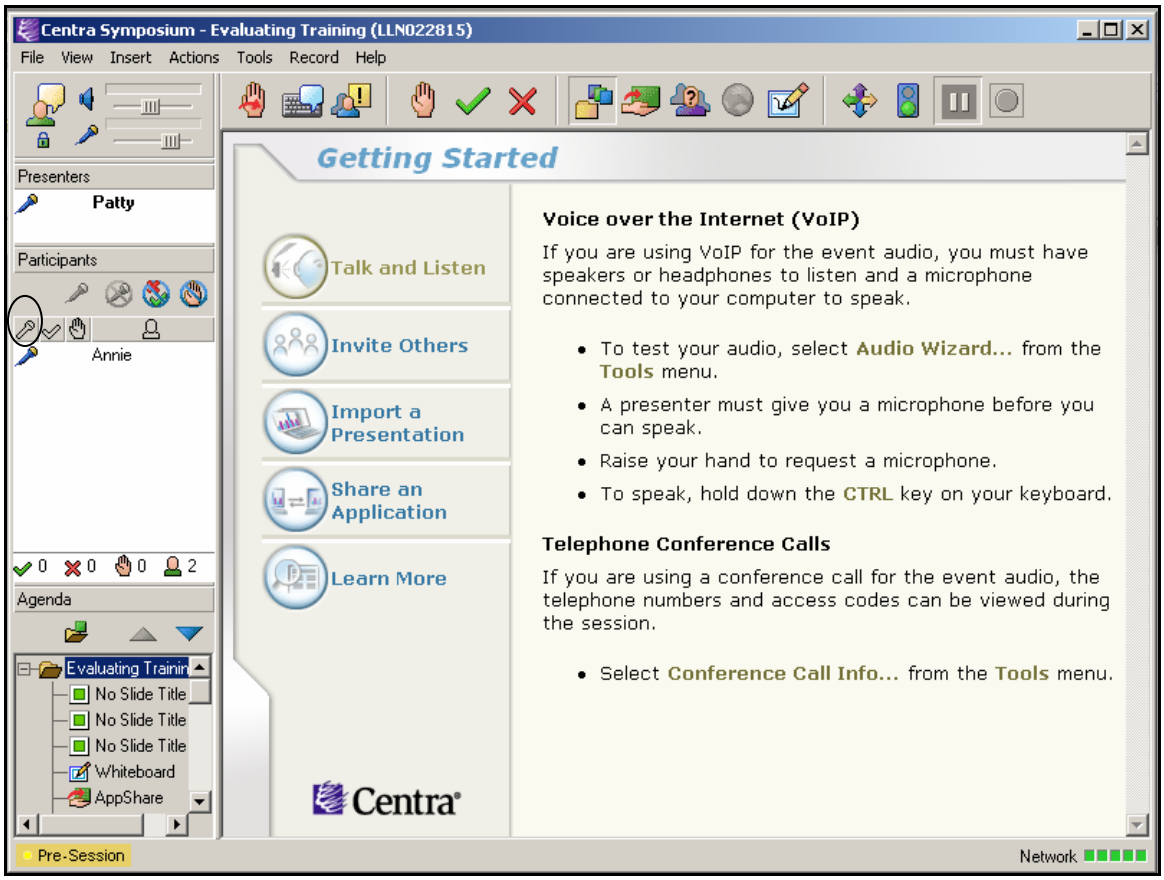
You will see your event listed on your My Schedule screen. Click *Lead* to begin.



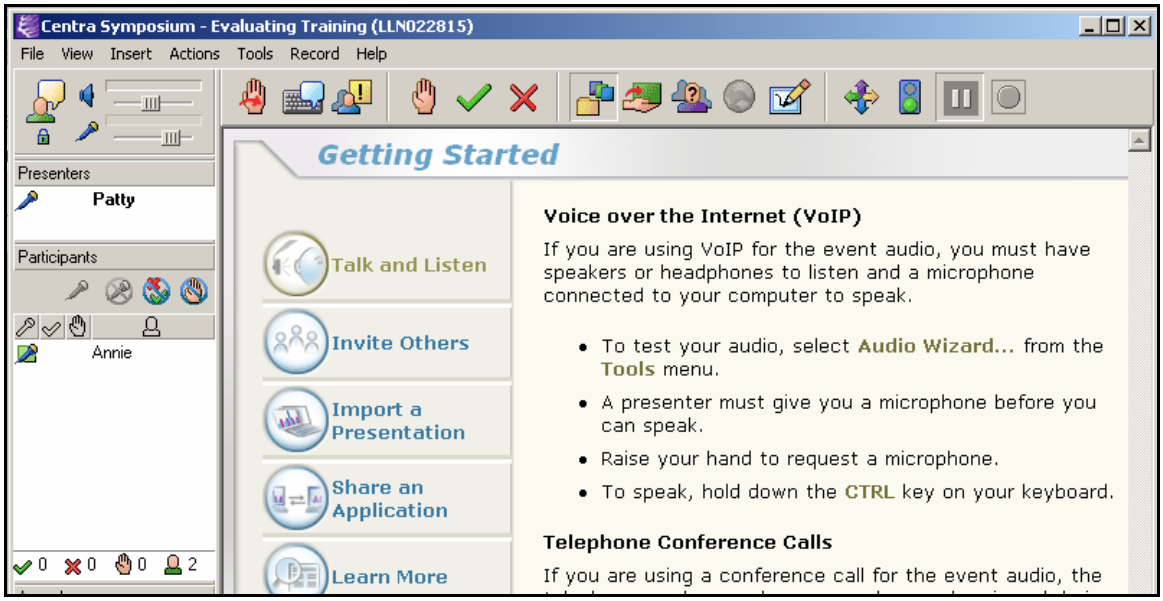
In this example a student has logged in, but has stepped away from her desk.



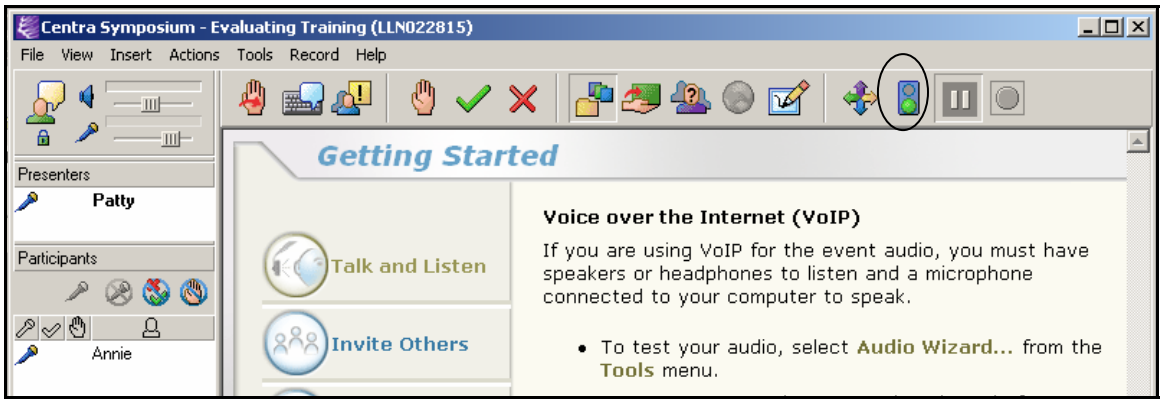
In order to speak (and be heard) students must be given a microphone. The event leader gives and takes microphones by clicking in the column under the microphone icon.



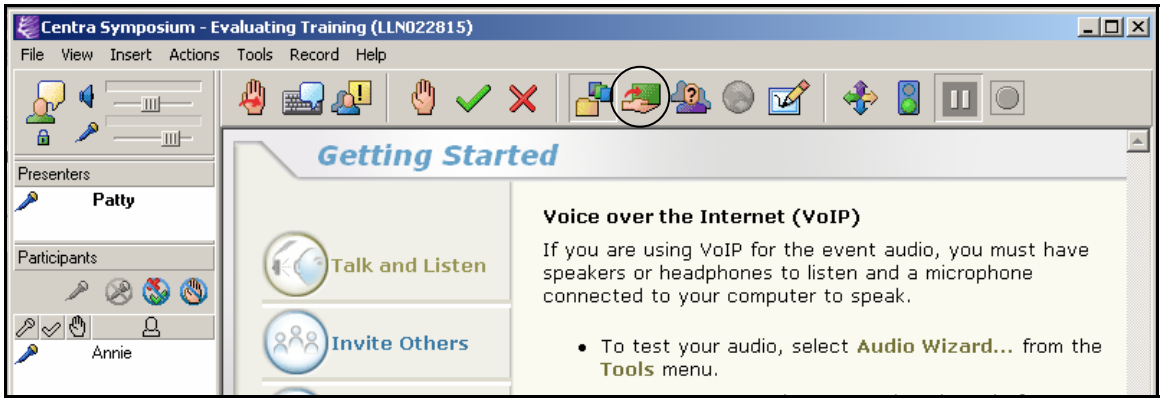
To allow participants to write on a whiteboard or type in a shared application, give them a microphone, and then click on the microphone that appears to the left of the participant's name. This causes a green box to appear, indicating that the participant is enabled for these functions.



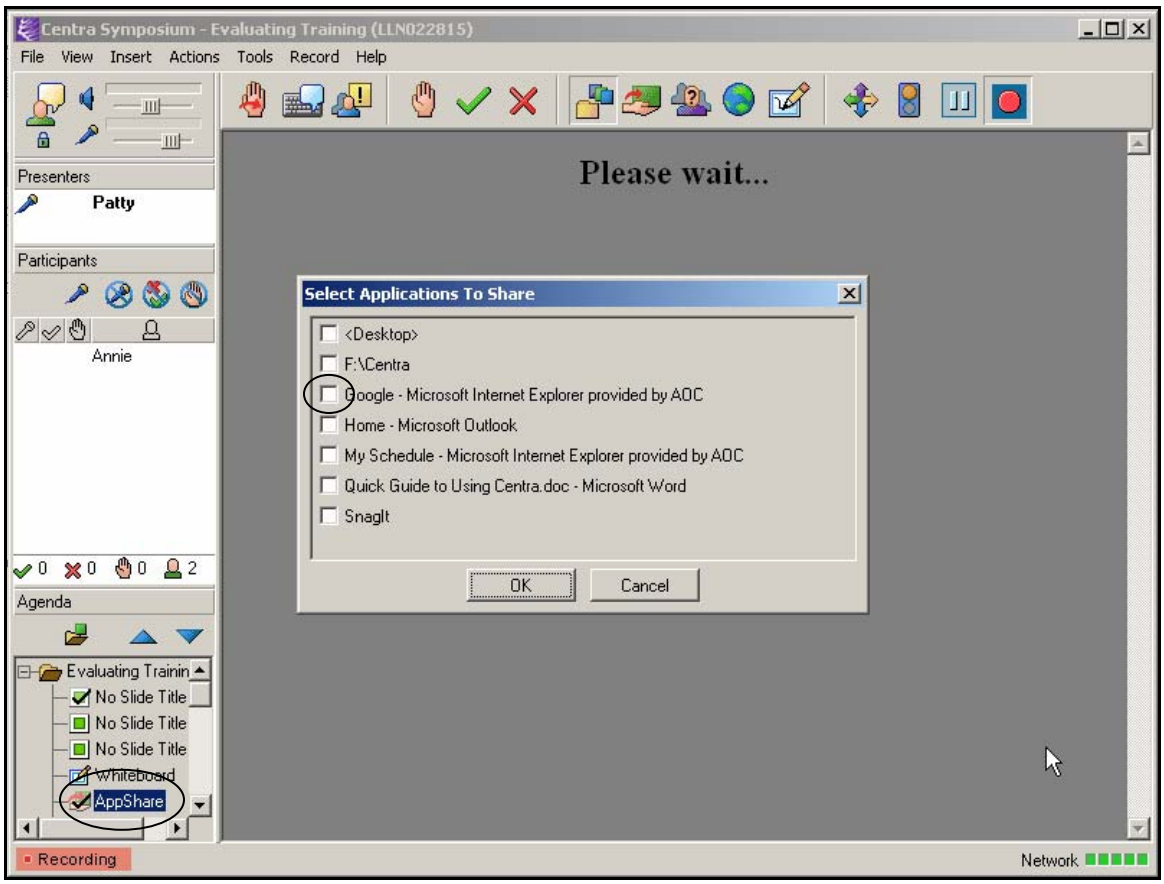
- To begin your session, click on the green light, or just click on your first slide.
- Click the "lock to talk" so that you don't have to hold your Ctrl key down while you talk. Participants can still be heard, as long as they have a microphone.



When you are in session, you can click the Appshare icon at the top of the screen or in your agenda to share an application.

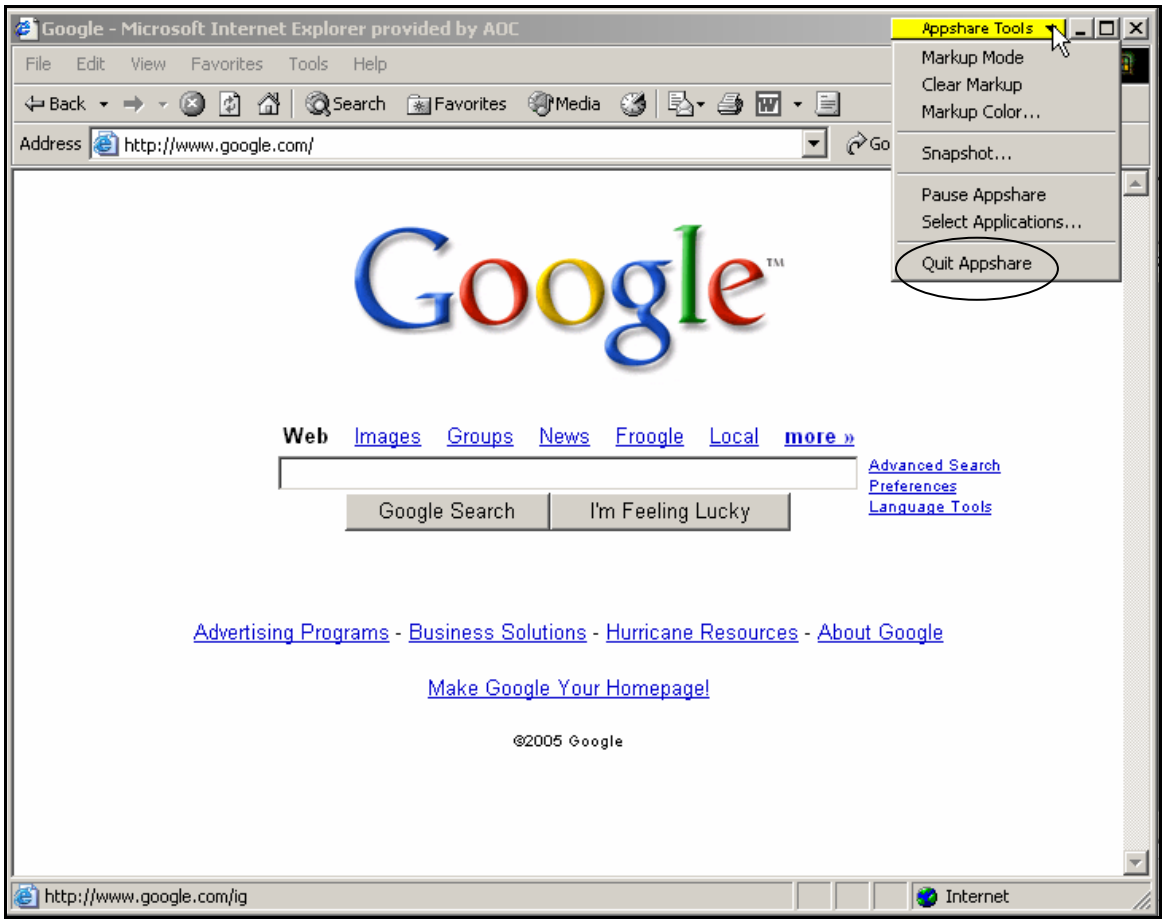


You will see a screen that allows you to indicate what you wish to share. To share Google, for instance, click in the square next to *Google*.

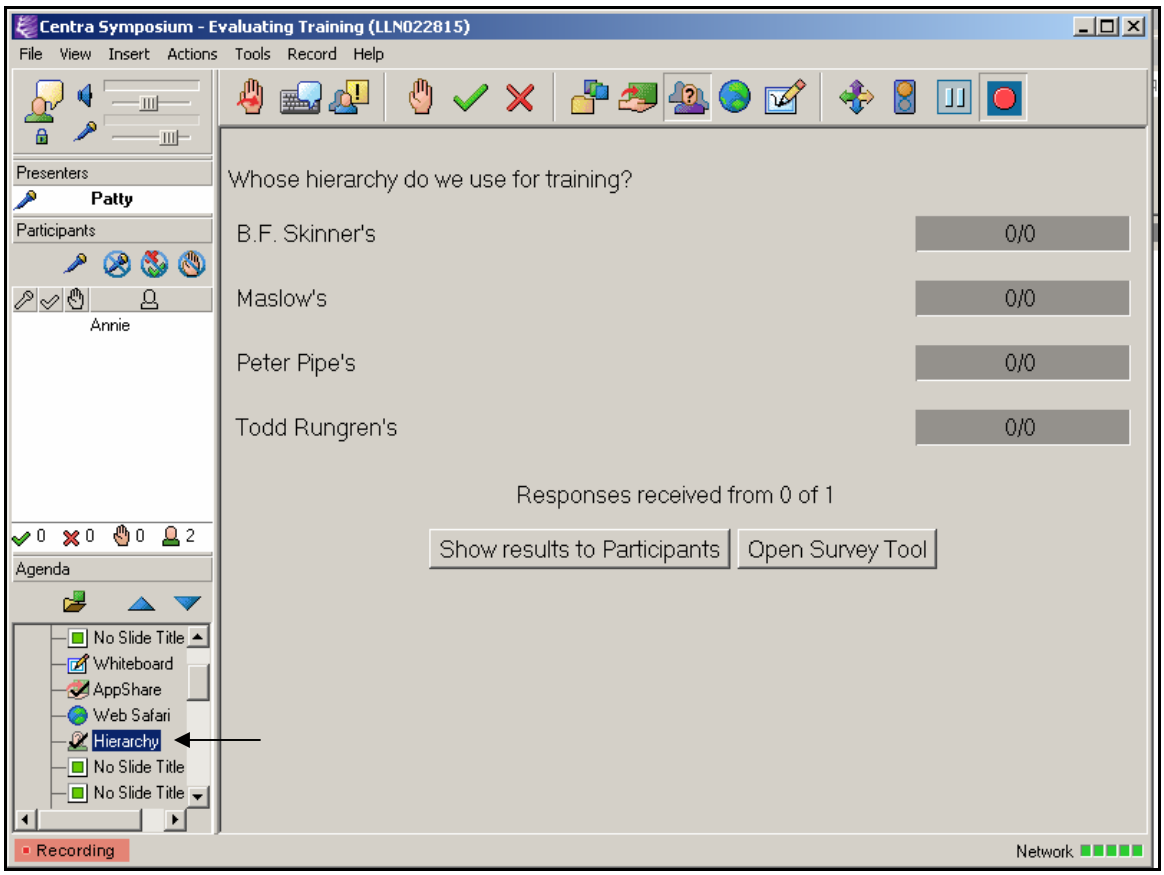


In this example, the Google application is being shared.

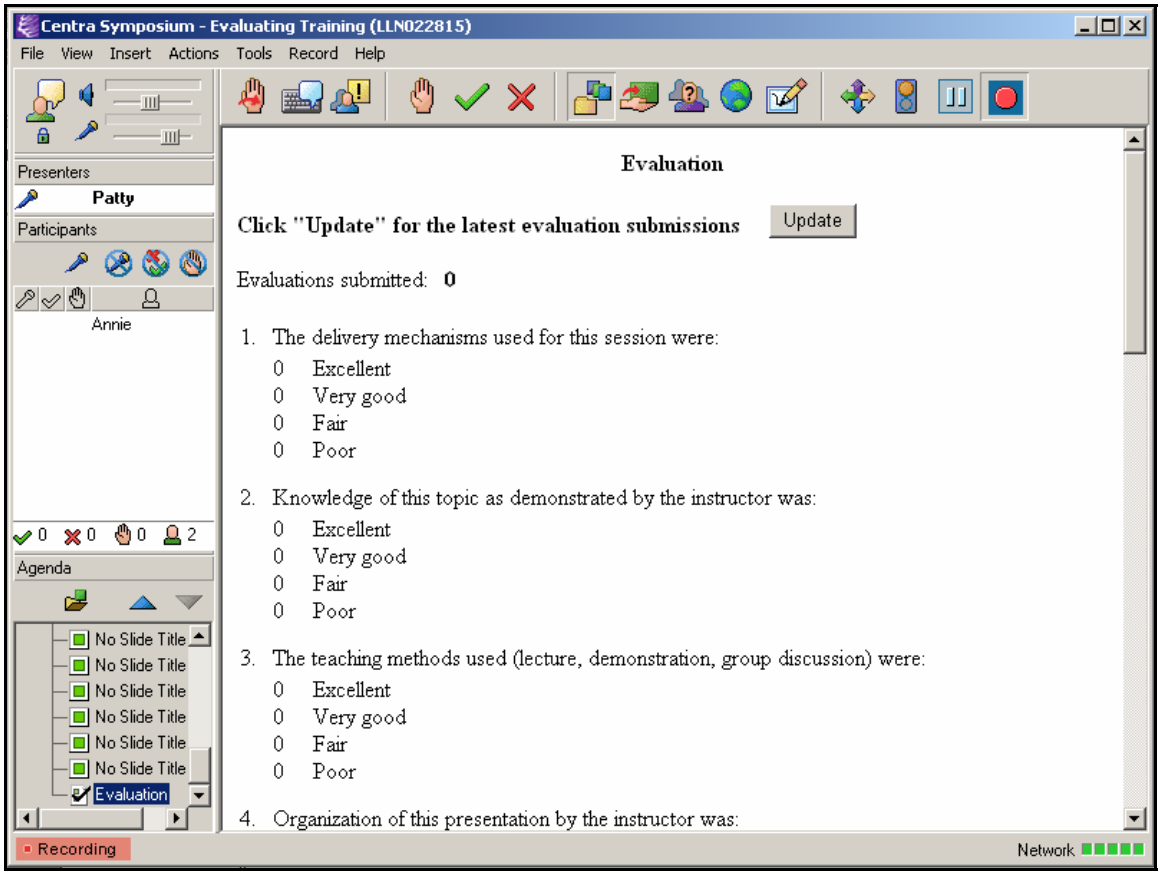
To stop sharing the application, click *Appshare Tools*, and select *Quit Appshare.*



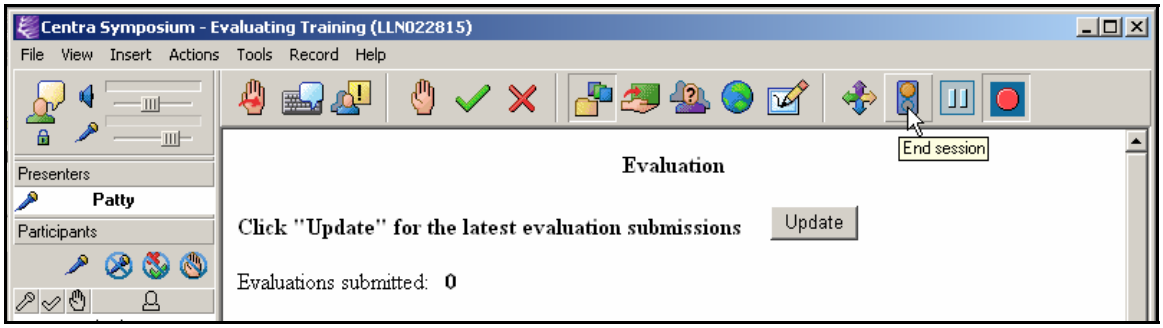
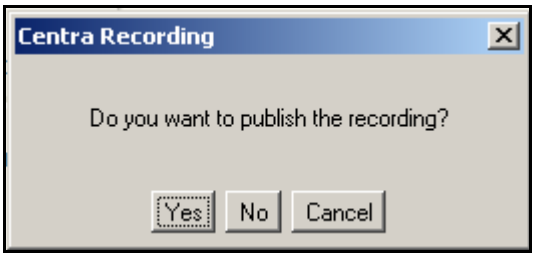
Here's an example of what you'll see when you launch a survey/quiz question.



In this example, an evaluation has been launched.



Once the participants have submitted their evaluations, click as shown below to end your event. (Click update periodically to determine whether everyone has finished.



Last, answer this question about whether you wish to publish the recording.