Installation
Check-In
Session

Centra®
Agenda

- Microphone Control
- Speaking
- Adjusting Your Levels
- Modes
- Participant Interface Panels
- Audience Participation Tools
- Step Out
Modes

Pre and Post-session:
- Review the Agenda
- Speak with other participants

In-Session:
- Leader controls the content and speaking ability
Interface

Presenters

Participants

Agenda

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**Participation Tools**

- Click the **Raise Hand button** to ask/answer a question or request a microphone.
- Click the **Yes button** to answer “Yes”.
- Click the **No button** to answer “No”.
- Click the **Laugh button** to indicate “Laughter”.
- Click the **Applause button** to indicate “Applause”.

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Participation Tools (cont)

Chat button
Participate in Text Chat

Feedback button
Provide feedback

Text Chat
- Frank Left: Good Morning!

Provide Feedback
- Done
- OK
- Not clear
- Too last
- Too slow

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Defining Microphone Control

A microphone icon to the left of your name in the Participant List indicates your ability:

- To speak
- To interact with the activities
Speaking

- Up to 4 people can speak simultaneously
- A yellow halo appears around the mic icon to the left of the speaker’s name in the Participant List
• Hold down the [CTRL] key while speaking
• Click the ‘Lock to Talk’ button for hands-free speaking
• Depress the ‘Push to Talk’ button with your mouse
• Enable voice activation using the Audio Wizard
Adjusting Your Levels

Use the sliders to the right to adjust the speaker and microphone volumes.
Step Out

- Click to indicate that you have temporarily left a session
- Name fades to white in Participant List
- Click Return button when you return
(Optional) Verify App Share

- The leader will share an application
- Click yes when you see it appear
(Optional) URL in Media Window

- In Agenda Builder, replace this slide with a URL that will appear inside your media window.
- Tell participants to click yes when they see it.
- If they do not see the URL, their browser settings might be off.
  - Run System Check and verify browser settings.
(Optional) URL in System Browser

- In Agenda Builder, replace this slide with a URL that will use the System Browser
- Tell participants to click yes when they see it
- If the system browser does not launch:
  - There browser might be minimized. Tell them to maximize
  - Their browser settings might be off. Tell them to run System Check and verify browser settings
Optional: Video

- In Agenda Builder, replace this slide with a sample video clip
- When you click the item, tell participants to click Yes when they can see/hear the video
- If unsuccessful, make sure participants have the proper player installed for your video format
Optional: Flash / Shockwave

• In Agenda Builder, replace this slide with a sample Flash/Shockwave file

• When you click the item, have participants indicate whether or not they can see/hear the file

• If unsuccessful, make sure participants have the Flash /Shockwave plug-in installed

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(Optional) Evaluation

• In Agenda Builder, replace this slide with a sample evaluation
• Tell participants to click yes if they see
  – If it is not visible they might have logged off of the Centra Server (log out of Symposium and re-attend)
• Tell participants to complete the evaluation and click Submit
• Verify that you received their responses
Summary & Questions