



Saba Centra Live

Content Developer Guide

Version 7.5



Saba Centra Live

Content Developer Guide

Version 7.5

Part Number: **188931**

Saba Centra Live
Version 7.5

Content Developer Guide

188931

April 2007

Limitations on Warranties and Liability

Saba Software, Inc. reserves the right to make changes in information contained in this document without notice.

In no event shall Saba or its suppliers be liable for any damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or any other pecuniary loss) arising out of or relating to this documentation or the information contained in it, even if Saba has been advised of the possibility of such damages and whether arising from tort (including negligence), breach of contract or otherwise.

This document may only be reproduced and distributed in whole for use by licensed users. No part of this document may be reproduced in any form for any other purpose without the prior written consent of Saba Software, Inc.

The software described in this documentation is copyrighted and is confidential information and a proprietary product of Saba Software, Inc.

U.S. GOVERNMENT RESTRICTED RIGHTS. If licensee is the United States Government or any contractor thereof, all licenses granted in the License Agreement accompanying this product are subject to the following: (i) for acquisition by or on behalf of civilian agencies, as necessary to obtain protection as "commercial computer software" and related documentation in accordance with the terms of this Commercial Software Agreement as specified in 48 C.F.R. 12.212 of the Federal Acquisition Regulations and its successors; (ii) for acquisition by or on behalf of units of the Department of Defense ("DOD") as necessary to obtain protection as "commercial computer software" and related documentation in accordance with the terms of this commercial computer software license as specified in 48 C.F.R. 227-7202-2 of the DOD F.A.R. Supplement and its successors.

Saba, the Saba logo and Centra are registered trademarks of Saba Software, Inc. and Saba and Saba Centra product names are the trademarks of Saba Software, Inc. All other product names mentioned in this manual are the property and may be trademarks or registered trademarks of their respective owners, and are used for identification purposes only.

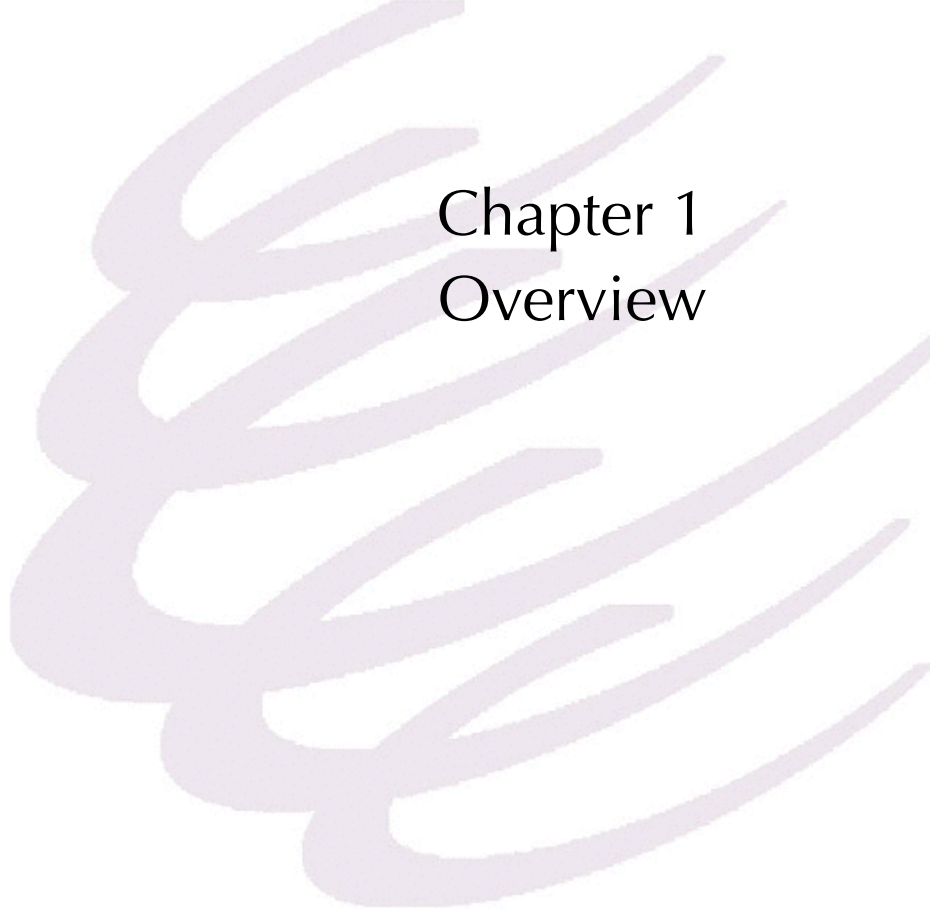
© 2007 Saba Software, Inc. All rights reserved.

Table of Contents

Chapter 1 Overview	1
Requirements	2
Centra Technical Support	2
Training, Education and Certification	2
Other Information Resources	3
Chapter 2 Getting Started	5
Opening Agenda Builder	5
Opening Agenda Builder (First Download)	6
Open Agenda Builder (Locally)	6
Agenda Builder Interface	6
Tool Bar	7
Agenda Item Hierarchy Area	8
Media Window	8
Closing Agenda Builder	9
Chapter 3 Planning Content.....	11
Using Supported File Types	12
Text and Graphics	12
PowerPoint	12
Audio and Video	13
Pointer Files to Streamed Media	13
Chapter 4 Creating an Agenda.....	15
Opening a New Agenda	16
Opening an Existing Agenda	16
Opening a Recently Saved Agenda	16
Inserting Files into an Agenda	16
Inserting PowerPoint Files	16
Inserting an Existing Agenda	18
Inserting Files	18
Inserting Pointer to Streamed Media	19
Inserting a Directory	19
Inserting a File to Download	20
Inserting a URL	21
Inserting Content from Content Catalog or Knowledge Center	21
Inserting AppShare, Web Safari, or Whiteboard	22
Inserting Surveys	23
Inserting a New Survey	24
Editing a Survey	24
Tips for Creating an Agenda	24



Chapter 5	Creating an Evaluation	27
	Inserting an Evaluation	27
	Creating Evaluation Questions	29
	Tips for Creating Evaluation Questions	30
	Formatting with HTML	30
	Modifying an Evaluation	32
	Editing a Question	32
	Inserting a New Question	32
	Copying a Question	32
	Deleting a Question	33
	Moving a Question	33
Chapter 6	Organizing and Saving Agendas	35
	Grouping Agenda Items into Folders	35
	Inserting an Empty Folder	36
	Using the Nesting Allowed Feature	36
	Copying and Pasting Agenda Items	37
	Moving Agenda Items	37
	Cutting and Pasting Agenda Items	37
	Dragging and Dropping Agenda Items	38
	Deleting Agenda Items	38
	Renaming Agenda Items	38
	Tips for Agenda Builder	39
	Saving an Agenda	39
	Editing Agenda Properties	39
	Tips for Server Side or Client Side	41
	Printing an Agenda Items	42
Chapter 7	Creating Subjects	43
	Adding a Subject	44
	Searching the Manage Subjects Page	45
	Find by Subject Properties	46
	Find by Agenda Check In Date	46
	Editing a Subject	47
	Removing a Subject	47
	Removing Multiple Subjects	48
Chapter 8	Adding Agendas to Subjects.....	49
	Adding an Agenda	49
	Checking Out an Agenda	52
	Checking In an Agenda	53
	Cancelling a Checkout	54
	Viewing Agenda History	54
Index.....		57



Chapter 1 Overview

Note: All references to Centra 7 in this document are to Centra 7 Version 7.5 unless otherwise specified.

Content Developers use Centra Agenda Builder to assemble, sequence, and package content into an Agenda for a Centra 7 event.

Centra 7 is an open architecture Web platform for knowledge delivery featuring real-time collaboration, content management, and authoring. Centra 7 includes Symposium, Conference, and eMeeting, applications for live eLearning and business collaboration, Knowledge Center for content management and Knowledge Composers for content authoring.

Centra 7, Centra Software product suite of software solutions for live Internet distance learning and collaboration, includes:

- **Centra Live for virtual classes (Symposium)** - Enables globally-dispersed Participants and a Leader to communicate and interact through integrated, Web-based audio and video conferencing, while sharing applications and viewing dynamic

content over an Intranet, a single phone line dial-up connection, or the Internet. Symposium features rich user interactivity for collaborative training or meetings.

- **Centra Live for web seminars (Conference)** - Enables large scale (up to 1000 simultaneous Participants and a Leader) presentations, demonstrations, and conferences over the Internet or Intranet without requiring client software installation, firewall modification or high bandwidth network connections. Conference uses the same administration, scheduling, user management and Agenda Builder tools as Centra Symposium and includes live application viewing, streaming slide presentations, real-time response capabilities, and Text Chat.
- **Centra Live for e-meetings (eMeeting)** - Augments face-to-face meetings, sales presentations, partner briefings, and other ad hoc business interactions in a secure, highly interactive, online work environment. This powerful, easy-to-use virtual meeting facility enables easy coordination of all aspects of meeting scheduling, attendee participation, information, and content for the Web meetings. Participants only need a PC and Web browser to begin meeting online.
- **Centra Knowledge Center** - A standards- based content repository that facilitates the capture, storage, delivery, and centralized management of custom and third-party knowledge assets.

Requirements

Note: For updated Server and Client requirements, please visit:

<http://support.centra.com/documentation>
and locate Centra 7.5 Server and Client Requirements.

Centra Technical Support

Centra's dedicated Technical Support team welcomes your questions, comments, and feedback, all of which can help us improve our products and services.

You can reach the Centra Technical Support staff at
<http://www.centra.com/supportinfo.asp>

Documentation for Centra products is located on the support site.

Training, Education and Certification

The effectiveness of Administrators, Event Managers, Agenda Builders, and Event Leaders, whether novice or experienced, depends on their knowledge of how best to use Centra tools, controls, and features.

Consider joining one of Centra's Training, Education and Certification programs to increase your knowledge of Centra products.

Centra Education and Training Services offers online Symposium sessions, workshops, and programs designed specifically for each type of user. Work with Centra staff and other Leaders to learn about and gain experience with Centra products.

For more information about Centra Education and Training Services, visit our Online Course Catalog at <http://www.centra.com/education/courses.asp>

Other Information Resources

Access online help from the following areas:

- From the Centra Home Page, click Help.
- For Administrator access, go to the Administrator menu and click Administrator Help.
- In a Symposium or Conference session, select Content and Search from the Help menu.
- For documentation, public or private (requires login), go to <http://support.centra.com/documentation/index.asp>.



Chapter 2

Getting Started

Use Centra Agenda Builder to assemble, sequence and package content into an Agenda for Centra Symposium or Conference.

Agenda Builder functions as a stand-alone application. After the initial download, Internet access is not required, but such access allows users to work with Web pages and content stored on Web servers.

Opening Agenda Builder

Users must download the Agenda Builder application from the Centra server before using Agenda Builder for the first time. Once downloaded, Agenda Builder is then accessed directly from the computer.

An Internet connection or network access is not needed when using Agenda Builder to create, edit, and save Agendas on a local computer.

Appropriate privileges are required to download Agenda Builder, create Subjects, and add Agendas on the Centra server.

Contact the Centra Administrator to acquire the appropriate Agenda Builder privileges.

Opening Agenda Builder (First Download)

1. Log into the Centra server by entering a username and password.
2. Click **Agenda Builder** on the left side of the page. Menu options vary depending on user privileges.

Content Manager
Agenda Builder
Manage Subjects

Agenda Builder opens. (The first time the link is clicked, Agenda Builder downloads to the computer.)

After the Agenda Builder has been downloaded from the Centra server, it can be accessed directly from the local computer.

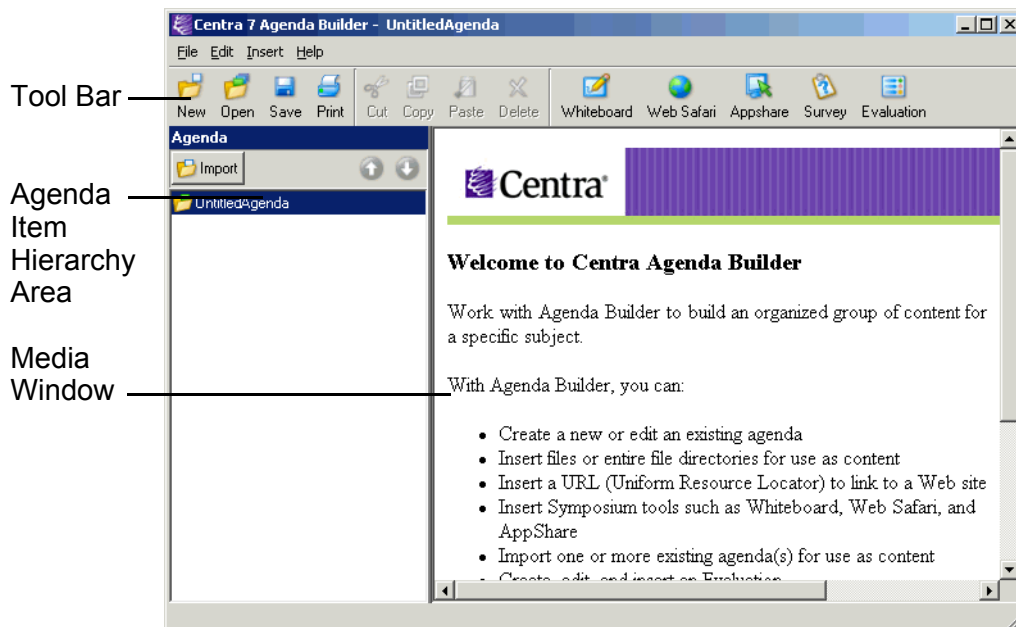
Open Agenda Builder (Locally)

1. Click the Windows **Start** Button.
2. Locate the Centra menu item.
3. Choose **Agenda Builder**. The Agenda Builder window opens.

Agenda Builder Interface









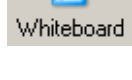
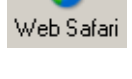
When Agenda Builder is launched, a new, untitled Agenda opens.




The Agenda Builder interface consists of the following areas:



Tool Bar

The menu bar consists of: File, Edit, and Insert functions. In addition there are buttons in the Tool Bar. Use the following tool buttons to quickly perform tasks.

Toolbar Icon	Action
 New	Create a new Agenda.
 Open	Open an Agenda.
 Save	Save an Agenda.
 Print	Print an Agenda.
 Cut	Cut the selected Agenda item(s) from the Agenda items hierarchy. (The cut Agenda item is stored in the Windows clipboard.)
 Copy	Create a copy of the selected Agenda item(s). (The copied Agenda item is stored in the Windows clipboard.)
 Paste	Paste the Agenda item(s) from the Windows clipboard into the Agenda item hierarchy.
 Delete	Delete the selected Agenda item(s) from the Agenda item hierarchy.
 Whiteboard	Insert a Whiteboard placeholder into the Agenda item hierarchy.
 Web Safari	Insert a Web Safari placeholder into the Agenda item hierarchy.

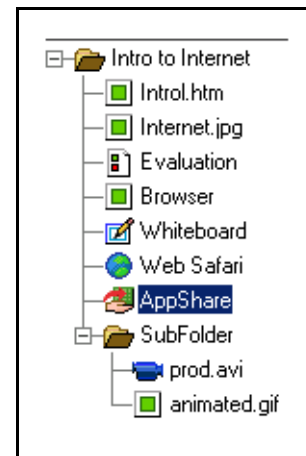
Toolbar Icon	Action
	Insert an Application Share placeholder into the Agenda item hierarchy.
	Insert a Survey into the Agenda item hierarchy.
	Insert an Evaluation into the Agenda item hierarchy.

Agenda Item Hierarchy Area

The Agenda item hierarchy area provides a graphic display of the Agenda. The hierarchy shows the Agenda items arranged as icons, folders and subfolders.

In this area it is possible to:

- Navigate the Agenda item area by using the keyboard's arrow keys or the mouse.
- Select multiple adjacent items by clicking on the first item and pressing and holding the Shift key while clicking on the last item.
- Select multiple non-adjacent items by clicking on the first item and pressing and holding the Ctrl key while clicking on the other items.
- Size the Agenda item area horizontally (for example, to accommodate long Agenda item names) by clicking and dragging the vertical frame that separates the Agenda item area and the Media Window.



Media Window

As each Agenda item is selected, the Media Window displays the item's content. When an Evaluation is created in Agenda Builder, the Media Window displays the Evaluation editor. When a Whiteboard, Web Safari, or AppShare placeholder is inserted, Agenda Builder displays the appropriate placeholder page.

Closing Agenda Builder

Use the following instructions to close Agenda Builder:

Click **File, Exit**.

Or

Click  in the upper right corner of the Agenda Builder window.

Agenda Builder closes.

Agenda Builder prompts the user to save any unsaved changes before exiting the application.

Chapter 3

Planning Content

Plan and organize content before creating an Agenda in Agenda Builder.

Select the content based on the purpose of the Event. For example, for a corporate overview, consider including:

- A link to the company's Web site.
- A PowerPoint presentation to report on business performance and facilitate discussion.
- An Evaluation to solicit participant feedback on effectiveness of the presentation.

A wide variety of content is supported in Agenda Builder, including:

- Image files, .jpg or .gif
- PowerPoint presentation, .ppt
- Text file, .txt
- HTML files, .htm or .html, including embedded content such as Flash files (.swf), ActiveX controls, and plug-ins

- URL (Uniform Resource Locator), link to a Web site
- Pre-recorded audio or video (.avi, .au, .mov, .mpg, .mp2, .qt, .rm, .wav, and .wmv)
- Streaming media (.rpm, .ram, . asf, and .asx)
- Placeholders for Centra tools: Whiteboard, Web Safari, and AppShare
- Existing Centra Symposium or Conference Agendas created with Agenda Builder
- Content from a Centra Knowledge Center or Centra Content Catalog
- Evaluations
- Surveys

Using Supported File Types

The following list details the various file types supported in an Agenda and conditions for their use. These files appear in the Media Window unless otherwise noted.

Text and Graphics

- Supported file extensions: .txt, .htm, .html, .gif, .jpg, .jpeg
- HTML files that display in an HTML browser. HTML files can include JavaScript and embedded content such as images and Flash files (.swf)

Note: Users need the appropriate plug-ins (such as Flash, Shockwave, etc.) to see the content
- Word, (.doc), Acrobat (.pdf), and Excel (.xls) files are supported, but the event participants must have the application on their computer to view the content. When these file types are used in an agenda, the appropriate application opens in a new window.

PowerPoint

- Supported file extension: .ppt
- Users must have PowerPoint 2000 or higher*
- Total file size for the .ppt file must be less than 10 MB
- Avoid using complex backgrounds on slides
- Slides can be inserted as either .gif, .jpg or HTML files
- Agenda Builder creates an Agenda item for each slide in the presentation and assigns the title of each slide to the Agenda item.

Users with PowerPoint 2000

The following apply to users running PowerPoint 2000:

- Users cannot import PowerPoint 2003 animated slides in HTML format (format that displays animations). They receive an error message. The slides need to be imported as .gif or .jpg, i.e. formats that display only static images.
- Users can *import* .saz files with PowerPoint 2003 animated slides, but they receive a message to install Microsoft PowerPoint viewer. If the viewer is not to installed, the animated slides display as static images.
- Users who attend events with *pre-assigned agenda* containing PowerPoint 2003 animated slides, they receive a message to install Microsoft PowerPoint viewer.

Audio and Video

- Supported file types and extensions: AVI(.avi), SUN (.au), QUICKTIME (.mov), MPEG 1 (.mpg), MPEG (.mp2), REAL (.ra, .rm), Windows Media (.wmv, .asx), and WAV (.wav).
- Some formats may require a media player application or browser plug-in such as Active Movie, DirectX Media Runtime, Quicktime, Real Player, or Windows Media Player.
- Participants must have Real Player version 8.0 or higher installed to view Real Networks media files (.ra, .rm).
- Participants must have Windows Media Player installed on their computer to view Windows Media files (.asx).

Pointer Files to Streamed Media

- Supported file types and extensions are REAL (.ram, .rpm) and Windows Media (.asx).
- Participants must have Real Player version 8.0 or higher installed to view Real Networks media files (.ra, .rm).
- Participants must have Windows Media Player installed to view Windows Media files (.asx).

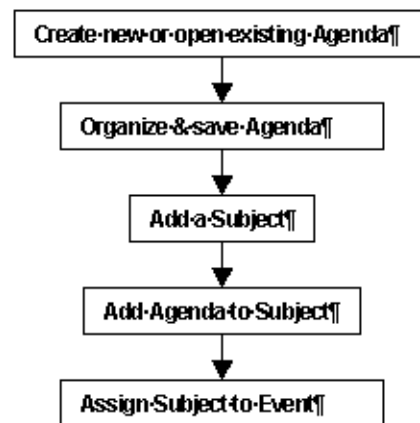
Chapter 4

Creating an Agenda

After reviewing the technical requirements and supported file type information, begin building an Agenda. Using Agenda Builder, users can use a combination of files, directories, URLs, existing Agendas, pointers to files, and Centra tool placeholders to create an Agenda.

Reminder: Users do not need to be connected to the Centra server to create an Agenda.

Illustration: The illustration is a high level overview of the Agenda creation process:



Opening a New Agenda

Open Agenda Builder. See “Opening Agenda Builder” on page 5.

The Centra Agenda Builder tool launches. A new, untitled Agenda opens.

If an existing Agenda is open, click **File, New**. A new, untitled Agenda opens.

Opening an Existing Agenda

Use Agenda Builder to open and update an existing Agenda. Use the following instructions to open an existing agenda:

1. Click **File, Open**. The Open dialog box opens.
2. Locate and select an Agenda (with a file extension .saz).
3. Click **Open**. The Agenda opens.

Opening a Recently Saved Agenda

Agenda Builder saves a list of up to four recently accessed Agendas. Use the following instructions to open a recently saved agenda:

1. Click **File, Recent Files**. A list of recently saved Agenda files opens.
2. Select an Agenda file to open. The Agenda opens.

Inserting Files into an Agenda

Use Agenda Builder to insert text, graphics, PowerPoint, audio, video, and multimedia files into an Agenda.

For a list of supported file types, please see “Using Supported File Types” on page 12.

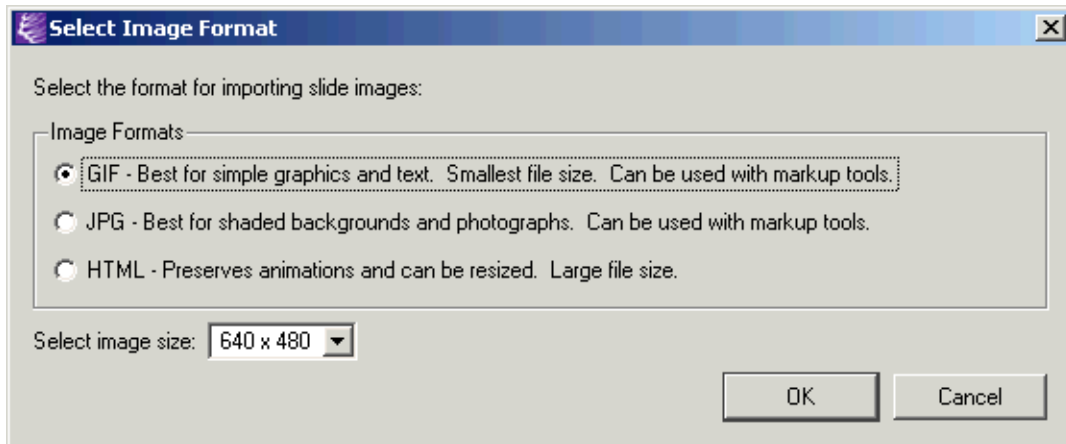
Inserting PowerPoint Files

Note: Microsoft PowerPoint must be installed on the PC to insert PowerPoint slides in the Agenda.

Use the following instructions to insert a PowerPoint file into an Agenda:

1. Open a new or existing Agenda in Agenda Builder. See “Opening a New Agenda” on page 16.
2. Select a location to insert the file in the Agenda hierarchy.
3. Click **Insert, File**. The Select a File dialog box opens.
4. Select a PowerPoint file to insert. If necessary, change directories to locate the file.

5. Click **Open**. The Image Format dialog box opens.



6. Select an appropriate graphics format.

Select	For
GIF	slides with text and simple graphics
JPG	slides with graduated color or photographs
HTML	slides with PowerPoint animation and media file properties (Note: the Markup tools are not supported on HTML items)

7. Click **OK**.

Microsoft PowerPoint launches. The file opens and each PowerPoint slide is inserted into the Agenda.

The property settings for each item can be edited. See “Editing Agenda Properties” on page 39.

Unsupported PowerPoint Features

The following PowerPoint 2000 animation features are **not** supported in Centra:

Slide Transitions	<ul style="list-style-type: none">■ Advance on Mouse Click■ After X Time■ Sound■ Dissolve Medium■ Dissolve Fast
--------------------------	---

Custom Animation	<ul style="list-style-type: none"> ■ Introduce text/By Letter and Word ■ Introduce Chart Elements/By Series ■ Introduce Chart Elements/By Category ■ Introduce Chart Elements/By Elements in Series ■ Introduce Chart Elements/By Elements in Category ■ If using Chart Effects with Chart Elements/By Series, By Category, By Element in Series, By Element in Category and no other text or transitions, the Chart element does not appear
Embedded Animation	<ul style="list-style-type: none"> ■ Embedded Flash animation does not appear in the Media Window.au & .wav files do not play audio in session <p>Example: If a user creates a slide with only a chart with it's elements appearing by Series, the Chart does not appear. If the user adds a line of text or bullets, the chart will appear.</p>

Inserting an Existing Agenda

Agendas created with Agenda Builder have the file extension .saz. Reuse an existing agenda by inserting an existing .saz file into the new agenda in Agenda Builder. Users can build a modular “library” that can be combined and reused by saving and inserting Agendas.

Note: Users can import existing Agendas created with previous versions of Agenda Builder.

Use the following instructions to import an existing Agenda:

1. Select a location to insert the Agenda in the Agenda hierarchy.
2. Click **Insert, File**. The Select a File dialog box opens.
3. Locate and select the .saz file to insert.

If necessary, change directories to locate the file.

4. Click **Open**.

Agenda Builder inserts all of the Agenda items from the existing file into the new Agenda.

Inserting Files

Use the following instructions to Insert files such as images, videos, HTML, animations:

1. Select a location to insert the file in the Agenda hierarchy.
2. Click **Insert, File**. The Select a File to Import window opens.
3. Locate and select the file to insert.
4. Click **Open**. The Edit Item Properties box opens.
5. Select appropriate properties for the item. See “Editing Agenda Properties” on page 39.
6. Click **OK**.

Inserting Pointer to Streamed Media

Create a pointer to a Real Networks or Windows Media file to “point” to a large file rather than embedding it in the Agenda. To create the pointer, provide the name of the media file and the IP address of the server.

Use the following instructions to insert a pointer to a streamed media:

1. In Notepad or another text editor, type the URL to the media file.

Examples:

```
pnm://ServerIPAddress/filename.rm  
rtsp://ServerIPAddress/filename.ra  
http://ServerIPAddress/filename.asx
```

Key:

pnm - protocol for RealServer 5

rtsp - protocol for RealServer G2

http - protocol for Windows Media

Server IP address - server name and address

Filename - name of the media file

.rm - extension for a RealAudio or RealVideo file

.ra - extension of a RealAudio file

.asx - extension of a Windows Media file

2. Save the text file.
3. In Windows Explorer, right-click the text file and choose **Rename**.
4. Change the file extension to **.ram** for Real Networks or **.asx** for Windows Media.

Be sure to test the pointer first. Load the pointer file into RealPlayer or Windows Media to launch the player and display the content. Follow the steps for “Inserting Files into an Agenda” on page 16 to insert the pointer in the Agenda.

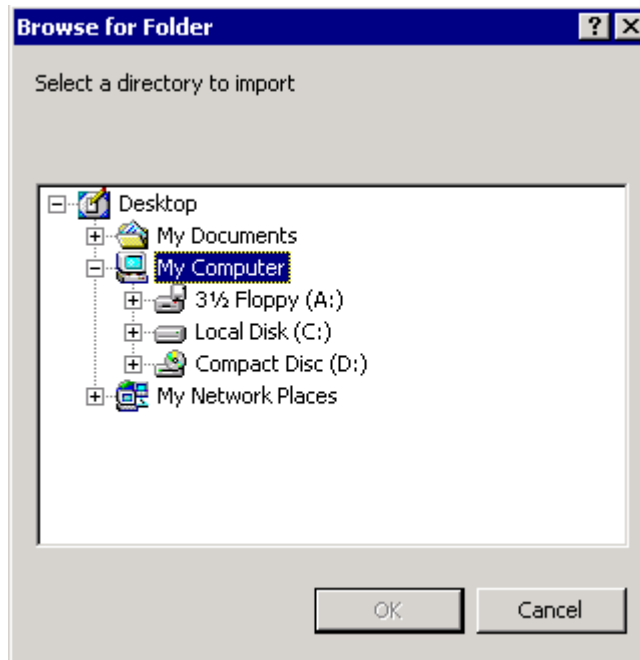
Inserting a Directory

Organize content on a local drive and then import an entire directory into an Agenda. If the desired files are located in different directories, use Windows Explorer to move all the files into one directory before importing. Only supported file types within the directory are imported.

Use the following instructions to Insert a directory:

1. Select a location to insert the directory in the Agenda hierarchy.

2. Click **Insert, Directory**. The Browse for Folder window opens.



3. Locate and select the directory to insert. (Individual files in the directory do not appear in this view.)
4. Click **OK**.

Agenda Builder creates an Agenda item for each supported file in the directory. The directory itself is not imported. Agenda Builder does not import content from subdirectories within the imported directory. Repeat the import procedure to import files located in sub-directories.

5. Sequence the files within the Agenda hierarchy if necessary.

Note: Agenda Builder inserts the files in alphabetical order.

All files import with default property settings. If necessary, edit the property settings after the files are imported into the Agenda. See "Editing Agenda Properties" on page 39.

Inserting a File to Download

A file to download is useful to provide additional or other supporting information in an agenda. The file to download appears as a link in the agenda that users can open or save. Use the following instructions to insert a file to download:

1. Click **Insert, File to Download**.
2. Locate and select the file.
3. Click **Open**.

The file download page appears as an item in the agenda. The page includes a link to the file and instructions to open or save the file.

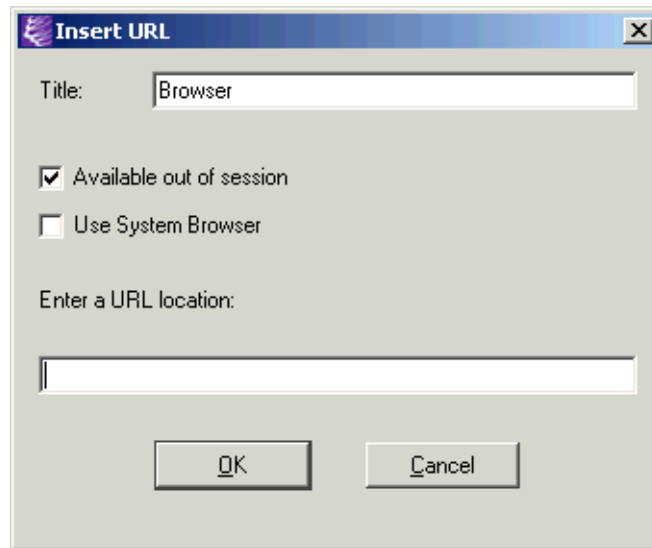
Inserting a URL

Use Agenda Builder to insert a URL into the Agenda. A URL is a Uniform Resource Locator that specifies the location of information on the Internet or Intranet. During an Event, when the Leader clicks the URL, the destination appears in the Media Window. Participants can then navigate independently.

Use the following instructions to insert a URL:

1. Select a location to insert the URL in the Agenda hierarchy.
2. Click **Insert, URL**.

The Edit Item Properties dialog box opens.



3. Enter a name in the **Title** box. The default title is “Browser.” The URL title appears in the Agenda item hierarchy.
4. Select appropriate values for **Available out of session**. See “Editing Agenda Properties” on page 39.
5. Select **Use System Browser** to launch the URL in separate browser window. Clear it to display the URL inside the Media window.
6. Type the URL for the web page or other Internet or Intranet location.
7. Click **OK**.

The Web page displays if there is a connection to the Internet.

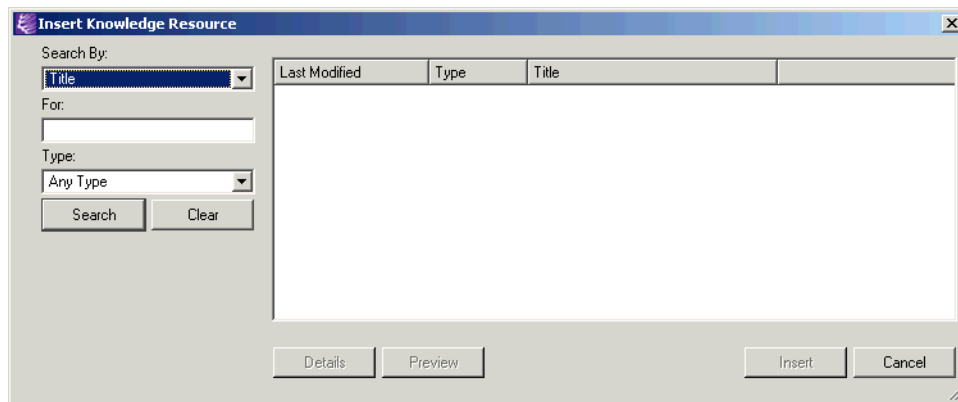
Inserting Content from Content Catalog or Knowledge Center

Users who have Centra Content Catalog or Centra Knowledge Center can import content into the Agenda. Only users with the Content Catalog or Knowledge Center component installed have this import feature available.

Note: Users must be connected to the Centra server to import content and must access Agenda Builder from the link on the Centra home page.

Use the following instructions to insert a content from Content Catalog or Knowledge Center:

1. Select a location to insert the item in the Agenda hierarchy.
2. Click **Insert** and choose **Knowledge Resource** when using Knowledge Center
Or
Click **Insert** and choose **Content from Catalog** when using Content Catalog.
The Insert from Catalog or Search for Knowledge Resource dialog box opens.



3. In the **Search By** drop-down menu, select either **Title** or **Keyword**.
4. In the **Search For** field, type a **Title** or **Keyword**. Leave this area blank to return a list of all available resources.
5. In the **Type** drop-down menu, select the type of content to import.
6. Click **Search**. Agenda Builder lists the search results.
7. In the list of search results, click on the desired content.

Note: Click **Details** or **Preview** to view more information on the selected resource.

8. Click **Insert**.

See "Editing Agenda Properties" on page 39.

Inserting AppShare, Web Safari, or Whiteboard

The following Centra tool placeholders can be inserted into an Agenda:

- **AppShare** allows a Leader to host and share an application with Participants.
- **Web Safari** lets a Leader and Participants share Web sites and active Web site links.

- **Whiteboard** enables a Leader and Participants to draw lines, create shapes, type text or draw in the media window.

Use the following instructions to insert a Centra tool placeholder:

1. Open an Agenda.
2. Select a location to insert the tool placeholder in the Agenda hierarchy.
3. Click **Insert** and then one of the following:
 - **Appshare**
 - **Whiteboard**
 - **Web Safari**

When inserting one of these placeholders, Agenda Builder creates an Agenda item for the tool. When the Leader clicks the Agenda item during an Event, the tool launches.

Users can rename the title of the item. See “Renaming Agenda Items” on page 38.

Inserting Surveys

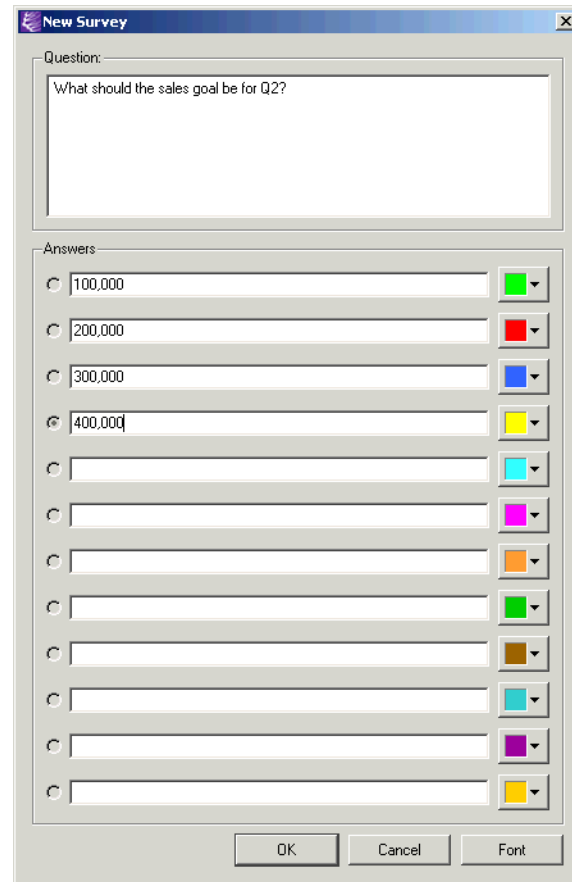
Use Agenda Builder to insert a new survey or existing survey from another Agenda. Users can also create and edit surveys during an Event using the tools in the Centra client interface.

Inserting a New Survey

1. Select a location to insert the survey in the Agenda hierarchy.
2. Click **Insert, Survey**. The Edit Item Properties dialog box opens.
3. Enter a unique Survey question in the **Question** text box.

Note: Each survey question must be unique. Agenda Builder cannot support two identical survey questions in one Agenda.

4. Enter possible **Answers** in the Answer text boxes. Provide at least one answer.
5. Click **OK**. The Survey title appears in the Agenda hierarchy.



Editing a Survey

1. Open an existing Agenda and click on the desired survey.
2. Right click on the desired survey and choose **Properties**.
3. Edit the **Question, Answers, Color** or **Font**.

Note: Each survey question must be unique. Agenda Builder cannot support two identical survey questions in one Agenda.

4. Click **OK** to save changes or click **Cancel**.

Tips for Creating an Agenda

When creating Agendas, keep the following tips in mind:

- There is no maximum size for an Agenda file (.SAZ), but keep the Agendas to fewer than 500 items.
- The full path to an Agenda can contain up to 255 alphanumeric characters, including spaces.
- Logging in to the Centra server is not required to create an Agenda. (Users must be logged in to the server to import content from the CKC and test URLs.)

- Any items imported into an Agenda are inserted in the Agenda hierarchy directly after the currently selected item.
- Avoid complex backgrounds in PowerPoint slides to keep the file size small. Use one color as the background.
- Ensure participants have the appropriate media players installed to view media files in Agendas.



Chapter 5

Creating an Evaluation

Create an Evaluation to measure the level of learning, get feedback on an Event and solicit participant input. The Leader can view the results of the Evaluation during the Event.

Inserting an Evaluation

When creating an Evaluation, select item properties for the entire Evaluation and then create questions. The evaluation can be saved, graded (Symposium only) and made available outside the event.

Note: A connection to the Centra server is not required to create an Evaluation.

Use the following instructions to insert an Evaluation in Agenda Builder:

1. Click **Insert, Evaluation**.

The Edit Item Properties dialog box opens.

The screenshot shows a dialog box titled "Edit Item Properties". At the top, there is a text field for "Title" containing the word "Evaluation". Below this is a checkbox labeled "Available out of session" which is currently unchecked. The dialog is divided into two main sections: "Recording Results" and "Grading Results". Under "Recording Results", there are three radio button options: "Record with user's identity" (which is selected), "Record anonymously", and "Do not record". Under "Grading Results", there are three radio button options: "Grade and display to user", "Grade and do not display to user", and "Do not grade" (which is selected). Below these sections is a text area labeled "Instructions:" containing the text "Answer the questions below and click 'Submit' to send your answers". At the bottom of the dialog are two buttons: "OK" and "Cancel".

2. Type a name for the Evaluation in the **Title** field (up to 80 characters).
3. Check **Available out of session** if the evaluation should be available to Participants in pre-session. Clear **Available out of session** if the evaluation should be available to Participants only while the event is in-session.
4. Select a **Recording Results** option:
 - ❑ **Record with user's identity** - to store each Participant's name and results.
 - ❑ **Record anonymously** - to store results without the Participant's name.
 - ❑ **Do not record** - to not store results in the database.
5. Select a **Grading Results** option:
 - ❑ **Grade and display to user** - to grade the submitted Evaluation and automatically display the corrected results to the Participants (Symposium only).
 - ❑ **Grade and do not display to user** - to grade the submitted Evaluation but not display the corrected results to the Participants (Symposium only).
 - ❑ **Do not grade** - to collect information from the Evaluation without evaluating for correctness. Use this option to gather feedback in the form of a questionnaire or for Conference events.
6. In the Instructions field, type the text (or instructions) that appear at the top of the Evaluation (up to 1024 characters).

Note: Instructions are displayed only to Participants, not to Leaders.
7. Click **OK**.

The Evaluation appears in the Agenda item hierarchy.

Creating Evaluation Questions

Use the Evaluation Editor to create questions. There are three types of questions:

- **Multiple Choice** - Participants choose from one or more possible answers.
- **Fill in the Blank** - Participants type a short text answer to answer the question.
- **Long Answer** - Participants type an answer to an essay-type question. Long Answer questions do allow a specific correct answer or grade.

The screenshot shows the 'Evaluation Editor' interface. At the top, a preview window titled 'Evaluation' displays the question: 'Answer the questions below and click "Submit" to send your answers'. The first question is '1. Which type of question best evidences learning?' with three radio button options: 'Multiple choice', 'Fill in the blank', and 'Long answer'. The second question is '2. Fill in the blank questions look for a [] to complete the sentence.' Below the preview is the configuration panel. It includes a 'Question Type' section with radio buttons for 'Multiple Choice' (selected), 'Fill in the Blank', and 'Long Answer'. The 'Question Text' field contains 'Which type of question best evidences learning?'. The 'Answers' section has three input fields containing 'Multiple choice', 'Fill in the blank', and 'Long answer'. A 'Wrong-answer Tip' field is empty. At the bottom are buttons for 'New', 'Copy', 'Delete', 'Apply', and 'Reset'.

Use the following instructions to create an Evaluation question:

1. Select the **Question Type**: Multiple Choice, Fill in the Blank, or Long Answer.
2. Type the question in the **Question Text** field. Use underscores for Fill in the Blank. Example:
"A right angle is ___ degrees"
3. If the question is Multiple Choice or graded Fill in the Blank, type the answers in the **Answers** rows (up to 5).
4. If the Evaluation is to be graded Multiple Choice, select the check box next to the correct answer(s).

For graded Evaluations, provide at least one correct answer.

5. If the Evaluation is to be graded and displayed to the user, optionally type a helpful hint in the **Wrong-answer Tip** field. This tip appears in the graded Evaluation to the Participants who answered the question incorrectly.

6. Click **Apply** to add the completed question to the Evaluation.

Or

Reset to clear the Question Text and Answers fields and begin again.

Tips for Creating Evaluation Questions

To re-use Evaluations, create an Agenda that contains just an Evaluation. If an Evaluation is needed in an Agenda, import the Evaluation Agenda into the new Agenda and edit it.

Multiple Choice Tips	<ul style="list-style-type: none">■ Enter at least one and up to five answer choices.■ If the Evaluation is graded (Symposium only), at least one correct answer must be entered. Up to 5 correct answers can be specified. Click the box next to the correct answer.■ If multiple correct answers are designated, Participants must choose all the correct answers to get the question right.■ If the correct answers cannot be specified, be sure the Evaluation is set to Grade (Symposium only).■ Each question and answer choice can use up to 1024 characters each.
Fill in the Blank Tips	<ul style="list-style-type: none">■ Use up to 1024 characters in the question and 40 characters in the answer.■ Answers are not case sensitive.■ If the correct answers cannot be specified, be sure the Evaluation is set to Grade (Symposium only).■ Remember that answers can be variations of each other, such as "27" and "twenty-seven." Enter all variations as possible correct answers.
Long Answer Tips	<ul style="list-style-type: none">■ Each question can contain up to 1024 characters.■ Participants' answers can be up to 2000 characters.■ When using a long answer question, make sure the Evaluation is set to record with user's identity or record anonymously.

Formatting with HTML

By default, all Evaluations are in a standard format. A limited selection of HTML formatting tags can be used to customize the appearance of an Evaluation. HTML tags can be used in:

- Questions
- Answers
- Instructions to participants
- Wrong-answer Tips

Note: Using the <> symbols in a sentence, and not in an HTML tag, will result in an error. For example, the following sentence generates an error message: "What is > 4 but < 6?" Instead, use the phrases "greater than" or "less than."

The following HTML tags can be used to enhance the appearance of an evaluation:

HTML Tag	Use	Example	Appears
 	Insert a line break	Answer the questions below. Click "Submit" to send the answers.	Answer the questions below. Click Submit to send the answers.
	Specify bold text	Answer the questions below and click Submit to send the answers.	Answer the questions below and click Submit to send the answers.
<I>	Italicize text	Answer the questions below and click <I>Submit</I> to send the answers.	Answer the questions below and click Submit to send the answers.
<U>	Underline text	Answer the questions below and click <U>Submit</U> to send the answers.	Answer the questions below and click Submit to send the answers.
/	Create numbered list	 Examine the following: CMS CCS CSS 	Examine the following: 1. CMS 2. CCS 3. CCS
/	Create bulleted list	 Examine the following: CMS CCS CSS 	Examine the following: ■ CMS ■ CCS ■ CCS
	Specify text color	Answer the questions below and click Submit to send the answers.	Answer the questions below and click Submit to send the answers.
	Specify font size	Answer the questions below and click Submit to send the answers.	Answer the questions below and click submit to send the answers.
	Specify an image		Note: The image appears in place of the tag.

Displaying Images with HTML

Images can be inserted into an Evaluation using the HTML tag. The format of the tag is:

```
<IMG SRC="http://webserver/filename.ext">
```

To use image files in an Evaluation, the image files must be on a web server that is running and accessible to all Participants. Specify the complete URL to the image after SRC= and enclose the URL in quotes. For example, if the URL to the image is:

"http://www.centra.com/images/banner.jpg" then specify:

Modifying an Evaluation

After creating an Evaluation, users can:

- Edit individual questions.
- Insert new questions at any location in the question list.
- Copy a question in the list to create a new question.
- Delete questions in the list.
- Move a question to a new location in the question list.

Editing a Question

1. Open the evaluation.
2. In the Evaluation question list, click on the desired question.
The Editor displays the question.
3. Make the desired changes to the question or answers.
4. Click **Apply**. Or, click **Reset** to clear or undo the edits.

Inserting a New Question

1. In the Evaluation question list, select the question that will appear before the new question.
2. Click **New** in the Question and Answer area of the Evaluation Editor.
3. Select a question type and type in the new question. If necessary, enter the answer(s), select the correct answer(s), and enter a wrong answer tip.
4. Click **Apply**.
The new question appears in the Evaluation Question list and Evaluation Display area.

Copying a Question

Copy a question to use the same text in several questions. For example, if the answer choices for several questions are Excellent, Good and Poor, simply create a single question, type the answer choices, make several copies, and then change the text of the question in the copies.

1. In the Evaluation question list, click the desired question to copy.
The question is highlighted.
2. Click **Copy** in the Question and Answer area of the Evaluation Editor.

A new copy of the question appears beneath the old copy in the Evaluation question list and the question appears in the Evaluation Editor.

3. Edit the text.
4. Click **Apply**.

Deleting a Question

1. In the Evaluation question list, click the desired question.
2. Click **Delete** in the Question and Answer area of the Evaluation Editor.
3. In the confirmation dialog box, click **Yes**.

The question is removed from the Evaluation Question list and the Evaluation Display area.

Moving a Question

1. In the Evaluation question list, click and hold on the question to move.
2. Drag the question to a new location.
A line appears below each location and moves as the question is dragged.
3. Release the mouse button to place the question in the new location.

Chapter 6

Organizing and Saving Agendas

Use Agenda Builder to:

- Group Agenda items into folders and subfolders.
- Copy and paste Agenda items.
- Move Agenda items.
- Delete Agenda items.
- Rename Agenda items and folders.
- Edit the properties of an Agenda item.

Additionally, use Windows Explorer to copy, delete, and rename an Agenda.

Grouping Agenda Items into Folders

Group Agenda items into folders to organize the content of an Agenda that contains many items. Insert Empty folders or convert an existing Agenda item into a folder with the Nesting Allowed option.

Inserting an Empty Folder

1. Select a location to insert the Folder in the Agenda hierarchy.
2. Click **Insert, Empty Folder**.

By default, Agenda Builder assigns the name “Folder” to a new folder. See “Renaming Agenda Items” on page 38.

3. Click **Edit**.
4. Select **Properties**.
5. In the Title field, type a new name for the folder.
6. In the Enter text to appear in the media window, type a message to display.

Note: This text appears in the Media Window when a Leader, Presenter, or other Centra user clicks the folder.

Basic HTML tags can be used to format this text. See “Formatting with HTML” on page 30.

7. Click **OK**.
- Note:** Folders can be inserted into Folders to create subfolders.
8. Move Agenda items into the folder. See “Moving Agenda Items” on page 37. See “Editing Agenda Properties” on page 39 to change the properties of the folder.

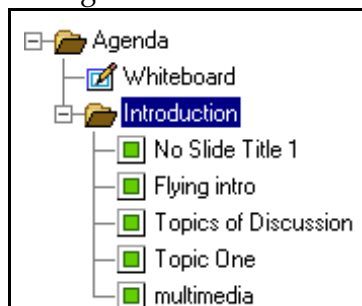
Using the Nesting Allowed Feature

Convert an existing Agenda item into a folder using the **Nesting Allowed** feature. Build a hierarchy by designating an Agenda item as a folder and placing other Agenda items inside. For instance, convert a slide introducing a module into a folder.

Use the following instructions to nest Agenda items:

1. Click the Agenda item to designate as a folder.
2. Click **Edit**.
3. Select **Nesting Allowed**.

The icon changes to a folder in the Agenda hierarchy. The item display in the Media Window is unchanged.



4. Move Agenda items into the folder. See “Moving Agenda Items” on page 37.

See “Editing Agenda Properties” on page 39 to change the properties of the folder.

Copying and Pasting Agenda Items

Copy and paste an Agenda item or folder to create a duplicate item in the Agenda item hierarchy. Copying a folder creates a duplicate of the folder and all Agenda items in the folder.

Use the following instructions to copy and paste an Agenda item:

1. Click the Agenda item. The item name is highlighted.
 - ▣ Select multiple adjacent items by pressing and holding the Shift key while clicking on the last item.
 - ▣ Select multiple non-adjacent items by pressing and holding the Ctrl key while clicking on the other items.
2. Click **Edit, Copy**.
3. Select the Agenda item directly above the destination of the copied item (or the open folder where the item is to be copied).

4. Click **Edit, Paste**.

The Agenda item appears in both the new and old locations. If the new location is a folder or subfolder, the Agenda item appears within the folder.

Note: Click the plus sign next to the folder to open it. Click the minus sign next to the folder to close it. Open the folder to paste items inside the folder. Close the folder to paste items after the folder in the Agenda item hierarchy.

Moving Agenda Items

Use cut and paste, or drag and drop to move Agenda items in the Agenda hierarchy.

Cutting and Pasting Agenda Items

1. Click the Agenda item. The item name is highlighted.
 - ▣ Select multiple adjacent items by pressing and holding the Shift key while clicking on the last item.
 - ▣ Select multiple non-adjacent items by pressing and holding the Ctrl key while clicking on the other items.
2. Click **Edit, Cut**. The Agenda item no longer appears in the Agenda.
3. Select the existing Agenda item or the open folder of the location to move the item.
4. Click **Edit, Paste**.

The Agenda item appears in the new location. If the new location is a folder or subfolder, the Agenda item appears within.

Note: Click the plus sign next to the folder to open it. Click the minus sign next to the folder to close it. Open the folder to paste items inside the folder. Close the folder to paste items after the folder in the Agenda item hierarchy.

Dragging and Dropping Agenda Items

1. Click the Agenda item.
The item name is highlighted.
2. Click and drag the Agenda item to the new location.
A line appears below each Agenda item as the selected item is dragged.
3. Release the mouse to insert the item in the new location.

Deleting Agenda Items

Delete an Agenda item or folder to remove the item from the Agenda item hierarchy. Deleting a folder removes the folder and all Agenda items within the folder. Use the following instructions to delete an Agenda item:

1. Select the Agenda item to delete.
 - ▣ Select multiple adjacent items by pressing and holding the Shift key while clicking on the last item.
 - ▣ Select multiple non-adjacent items by pressing and holding the Ctrl key while clicking on the other items.
2. Click **Edit, Delete**.
3. Click **Yes** to confirm the deletion.

Note: There is no undo.

The Agenda item no longer appears in the Agenda hierarchy.

Renaming Agenda Items

Use the following instructions to rename an Agenda item or folder:

1. Select the Agenda item to rename.
2. Click **Edit**.
3. Select **Rename**.
The name changes to an editable field.
4. Type the new name.
5. Press **Enter**.

Agenda items can also be renamed by editing the item properties. See “Editing Agenda Properties” on page 39.

Tips for Agenda Builder

Keep the following tips in mind when organizing the Agenda:

- To copy Agenda items from one Agenda to another, open two Agenda Builder applications. Position the two windows on the desktop to easily copy items from a source Agenda in one window and paste them to the Agenda in the other window.
- Use standard Evaluations in many types of Events by creating and saving an Agenda that contains all the Evaluations. Instead of creating a new Evaluation for each Agenda, copy and paste one from the Evaluations Agenda.
- Organize content for Breakout rooms in a folder for Symposium Events to assist the event Leader. See “Grouping Agenda Items into Folders” on page 35.

If desired, rename the folder to indicate the Breakout Room number or use all caps for a folder name or some other convention to make it easier for the Leader to find a Breakout Room folder.

Saving an Agenda

Save the Agenda to a local drive and later upload it to the Centra server. When saving an Agenda, create or modify the Agenda name. The file extension for an Agenda is .saz (Symposium Agenda Zipped).

Use the following instructions to save an agenda:

1. Click **File**, choose **Save** or **Save As** (to save the Agenda under a new name).
The Save as dialog box opens.
2. If necessary, select the folder in which to save the Agenda.
3. Enter an **Agenda Name**.

An Agenda name can contain up to 255 characters, including spaces. Do not use the following characters to name an Agenda: \ / : * ? " < > | % _ ; ! @ \$ &

4. Click **Save**.

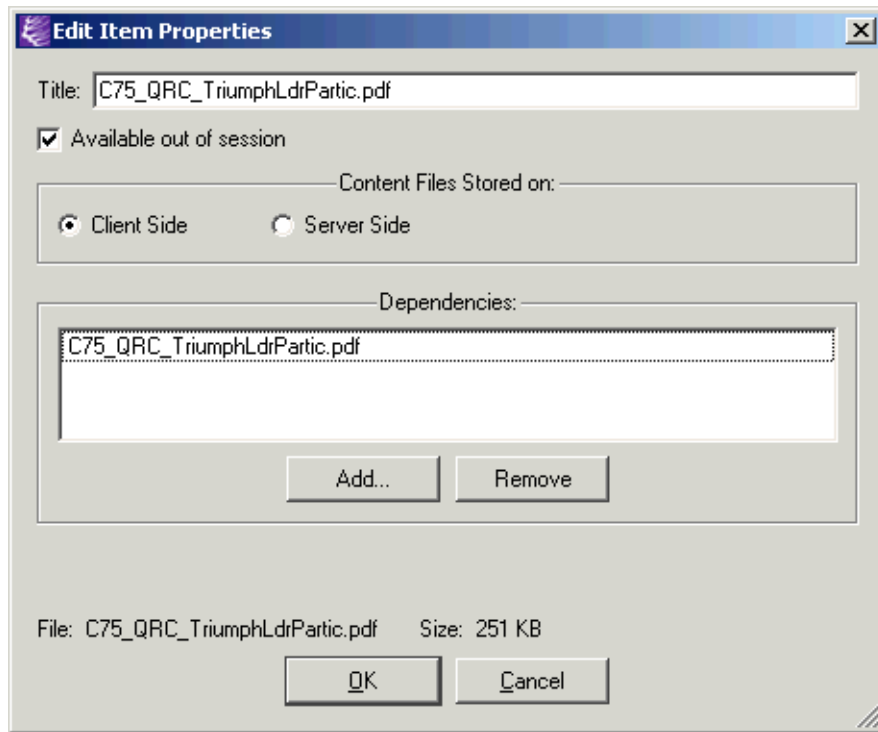
Editing Agenda Properties

After inserting Agenda items, the properties for the individual items and folders can be edited.

Use the following instructions to edit properties for Agenda items:

1. In Agenda Builder, select the Agenda item(s) to modify.
 - Select multiple adjacent items by clicking on the first item and pressing and holding the Shift key while clicking on the last item.
 - Select multiple non-adjacent items by clicking on the first item and pressing and holding the Ctrl key while clicking on the other items.

2. Select **Edit, Properties**. The Edit Item Properties box opens.



Note: When selecting multiple items, the Edit Item Properties box shows the common properties. The options listed vary depending on the type of content selected.

3. Enter the name in the **Title** field. This name will display in the Agenda hierarchy.
4. Check **Available out of session** if the item should be available to Participants in pre-session and in the Browse Content page. Clear **Available out of session** if the resource should be available to Participants only while the event is in-session.

Use this option, for example, if an item (such as an Evaluation) will not be revealed until the Leader presents it during an Event.

5. Check **Launch External Window** if the content should appear in a separate window. Clear it to display the content in the media window.
6. Check **Use System Browser** to launch a URL or HTML file in a separate browser window. Clear it to display the URL or HTML file in the media window.
7. For the section labeled **Content Files Stored on**, do one of the following: (See "Tips for Server Side or Client Side" on page 41 for more information.)
 - ❑ Click **Server Side** if the file size is small enough to send from the server when the Leader presents the Agenda item during an Event (less than 50K).
 - ❑ Click **Client Side** if the file is too large to send from the server during an Event. Participants must download content to their computers before the Event.

8. Use the **Dependencies** box to identify all embedded content in the inserted file. Click **Add** to load additional supporting files or **Remove** to delete files. The user cannot delete the main file.

For example, if an HTML file containing a GIF image and a Flash file is inserted into the Agenda, add the GIF image and the Flash file in the Dependencies box.

9. For a multimedia file, enter the **Width** and **Height** of the display area.
10. Click **OK**.

The new properties apply to all the Agenda items selected.

Tips for Server Side or Client Side

When editing the properties of inserted agenda items, select whether the item resides on server or is downloaded to the client.

Store files as **Server Side** to stream the files during the Event. Participants do not have to download streamed files before the Event begins. However, streaming large files can delay the Event. In general, select Server Side for:

- Files that download quickly
- Files smaller than 50K

Store files as **Client Side** for Participants to download before the Event. In general, select Client Side for:

- Audio or video files
- Files that exceed 50K

When inserting a file, the Edit Item Properties dialog box shows the file size. Right click a file in an Agenda to display the Edit Item Properties dialog box and see the file size. In most cases, keep the following Agenda Builder defaults:

Client Side File Types	Server Side File Types
<ul style="list-style-type: none"> ■ AVI, QT, MOV, MPG ■ WMV ■ ASF ■ RA, RM ■ WAV, AU ■ Any file types that only display outside the Media window (Word DOC, PDF, etc.) 	<ul style="list-style-type: none"> ■ TXT, HTML, HTM ■ GIF, JPG, JPEG ■ PPT ■ ASX ■ RPM, RAM ■ Pointer files (ASX, RPM, RAM)

Performance is significantly better with Client side than with Server side, but Client side requires the participant to download items before the event.

Note: The Domain may be set up to automatically delete downloaded content. See the Centra System Administrator.

Do not select Server Side for large files if Participants are using a modem connection.

Examples:

- A 100 KB file takes approximately 34 seconds to download on a 28.8 modem, 12 seconds on a 56.6 modem, and less than one second on a T1 line.
- A 1 MB file takes approximately 6 minutes to download on a 28.8 modem, 2 minutes and 45 seconds on a 56.6 modem, and 6 seconds on a T1 line.

Printing an Agenda Items

Use the print function to print single Agenda items:

- Click **File, Print**.
- Or
- Click the **Print** button on the tool bar.

Note: Evaluation and Surveys cannot be printed.



Chapter 7

Creating Subjects

To use an Agenda created with Agenda Builder in a Symposium or Conference event, the user must:

1. Create a Subject on the Centra server. Centra uses a Subject to attach an Agenda (content) to an Event (scheduled session).
2. Associate the Agenda with the Subject. This process uploads the Agenda to the Centra server.

After a Subject has been created, an Event Manager can schedule any number of Events using the same Subject. Creating a Subject enables re-using an Agenda for multiple occurrences of the Event or for multiple Events.

After an Agenda has been associated with a Subject, all Events using the Subject can access the content in the Agenda. An Agenda can be edited or replaced without changing a Subject or rescheduling Events.

The appropriate privileges and the connection to the Centra server are required to work with Subjects.

Adding a Subject

Subjects are added from the Manage Subjects page. A Subject must be added before an Agenda can be uploaded to the Centra server.

Use the following instructions to add a Subject:

1. Login to the Centra Server.
2. Click **Manage Subjects**. The Manage Subjects page opens.

Content Manager
Agenda Builder
[▶ Manage Subjects](#)

Manage Subjects

(GMT) Coordinated Universal Time

[Add a Subject](#)

Search

Find: in Title Exact match

Agenda Check In: ---

Filter: My agendas only
 Subjects unassigned to events

Show per page:

Page 1 of 1

Title ▼	Agenda	Last Check In
<input type="checkbox"/>	Building Agendas	<i>empty</i>

[Remove](#) | [Edit](#) | [Manage Events](#) | [Add](#)

3. Click **Add a subject**. The Add A Subject page opens.

- In the **Name** field, type a descriptive name for the Subject. This is the only required field.

Do not use the following characters in a Subject name: # " \ / : * ? < > | ;

- In the **Contact** field, type the name of the person to contact for information related to this Subject.

Contact information such as a phone number or email address may also be added.

- In the **Description** field, type a description of the Subject.

- In the **Target Audience** field, type a brief description of the intended audience.

- In the **Links** field, type any URLs that relate to the Subject's content.

Enter a URL to a web site that contains information Participants need to know before the Event. Use the format `http://www.website.com`. For example, if participants need a plug-in to view the content, direct them to a site where they can download the plug-in.

- Click **Submit**. The Subject appears on the Manage Subjects page.

Add A Subject

Click 'Submit' to add a new Subject.
* indicates a required field.

Name: *

Contact:

Description:

Target Audience:

Links:

- Click **Submit**. The Subject appears on the Manage Subjects page.

<u>Title</u>	<u>Agenda</u>	<u>Last Check In</u> ▼
<input type="checkbox"/> Advanced Agenda Builder	<i>empty</i>	
Remove Edit Manage Events Add		
<input type="checkbox"/> Building Agendas	<i>unlocked</i>	7/14/05 1:45 PM
Remove Edit Manage Events Check Out Agenda History		
<input type="button" value="Select All"/> <input type="button" value="Unselect All"/> <input type="button" value="Remove Selected"/>		

Note: On this page the Agenda is empty for the Company Overview Subject. Empty indicates that no Agenda is associated with the Subject. See "Adding an Agenda" on page 49 for more information.

Searching the Manage Subjects Page

Use the Search area at the top of the Manage Subjects page to locate Subjects based on the following:

- Subject name, description, or contact information.

- The add or check In date of the Agenda.

Find by Subject Properties

1. Enter the Subject name (title), contact, or description in the Find field.
2. Select **Title**, **Contact**, **Description**, or **All** from the drop-down menu.
3. Click **Exact match** for the search to return only listings that match exactly.
4. Check **My agendas only** to apply the search criteria to Agendas *you* have added or checked in. Clear this check box to apply the search criteria to all Agendas.
5. Check **Subjects unassigned to events** to apply the search criteria to Subjects that are not associated with an event. Clear this check box to apply the search criteria to all Subjects.
6. Click **Search**.

Find by Agenda Check In Date

1. Select Before, On, After, Never, or Anytime from the **Agenda Check In** drop-down.

Selection	Results
Before	Select Subjects with an Agenda checked in before the specified date.
On	Select Subjects with an Agenda checked in on the specified date.
After	Select Subjects with an Agenda checked in after the specified date.
Never	Select Subjects with an empty Agenda. The date field is ignored.
Anytime	Select Subjects with an Agenda checked in at anytime. The date field is ignored.

2. Select a date from the calendar when selecting Before, On, or After.
3. Check **My agendas only** to apply the search criteria to added or Checked out Agendas. Clear this check box to apply the search criteria to all Agendas.
4. Check **Subjects unassigned to events** to apply the search criteria to Subjects that are empty. Clear this check box to apply the search criteria to all Subjects.
5. Click **Search**.



Editing a Subject

Note: Requires appropriate privileges to edit a Subject.

Use the following instructions to edit a Subject:

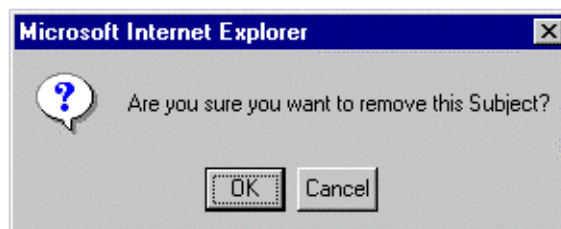
1. Log in to the Centra server.
2. Click **Manage Subjects**. The Manage Subjects page opens.
3. Locate the Subject to be edited and click **Edit**. The Edit Subject page opens.
4. Update the desired fields.
5. Click **Submit** when done. The Subject information is updated.

Removing a Subject

A Subject cannot be removed while it is being used by an Event that currently is in session. An error message appears if the Subject has an associated Event. Before removing a Subject that has associated Events, contact the Event Manager to remove the Events or to dissociate the Subject from the Events.

Use the following instructions to remove a subject:

1. Log in to the Centra server.
2. Click **Manage Subjects**. The Manage Subjects page opens.
3. Locate the Subject to be removed and click **Remove**. The Confirm Subject Removal dialog box opens.



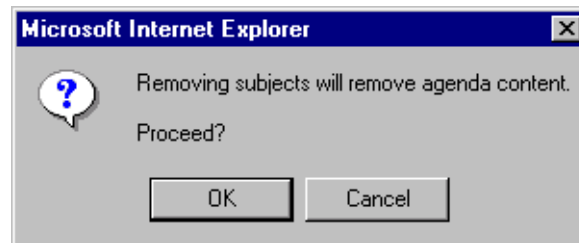
4. Click **OK** to delete the Subject or **Cancel** to stop the action.

Removing Multiple Subjects

1. Log in to the Centra server.
2. Click **Manage Subjects**.
The Manage Subjects page opens.
3. Select the check box next to each Subject to be removed.

Title	Agenda	Last Check In ▼
<input type="checkbox"/> Advanced Agenda Builder	<i>empty</i>	
Remove Edit Manage Events Add		
<input type="checkbox"/> Building Agendas	<i>unlocked</i>	7/14/05 1:45 PM
Remove Edit Manage Events Check Out Agenda History		
Select All	Unselect All	Remove Selected

4. Click **Remove Selected**.
The Confirm Subject Removal dialog box opens.



5. Click **OK** to delete the Subjects or **Cancel** to stop the action.

Chapter 8

Adding Agendas to Subjects

After creating an Agenda and a Subject, the next step is to add the Agenda to the Subject. Use the Manage Subjects page to associate an Agenda with a Subject.

The Event Manager does not have to wait until the Agenda is ready to schedule Events using a Subject. However, until an Agenda is added, the Subject does not have content. Once an Agenda is added to the Subject, all Events using the Subject will have access to the content in the Agenda.

After an Agenda is added to a Subject, the Agenda can still be modified. All Events using the Subject use the modified content.

Note: Appropriate privileges are required to be connected to the Centra server and work with Subjects.

Adding an Agenda

Add an Agenda to a Subject that does not have an associated Agenda.

To determine if a subject does not have an Agenda associated with it, look in the Agenda column of the Manage Subjects page for:

- *empty* status
- An **Add** link

Use the following instructions to add an Agenda:

Title	Agenda	Last Check In ▼
<input type="checkbox"/> Advanced Agenda Builder	<i>empty</i>	
Remove Edit Manage Events Add		
<input type="checkbox"/> Building Agendas	<i>unlocked</i>	7/14/05 1:45 PM
Remove Edit Manage Events Check Out Agenda History		
<input type="button" value="Select All"/> <input type="button" value="Unselect All"/> <input type="button" value="Remove Selected"/>		

1. Log in to the Centra server.
2. Click **Manage Subjects**.
The Manage Subjects page opens.
3. In the Title column, locate the Subject to associate with an Agenda and click **Add**. The Add Agenda page opens.

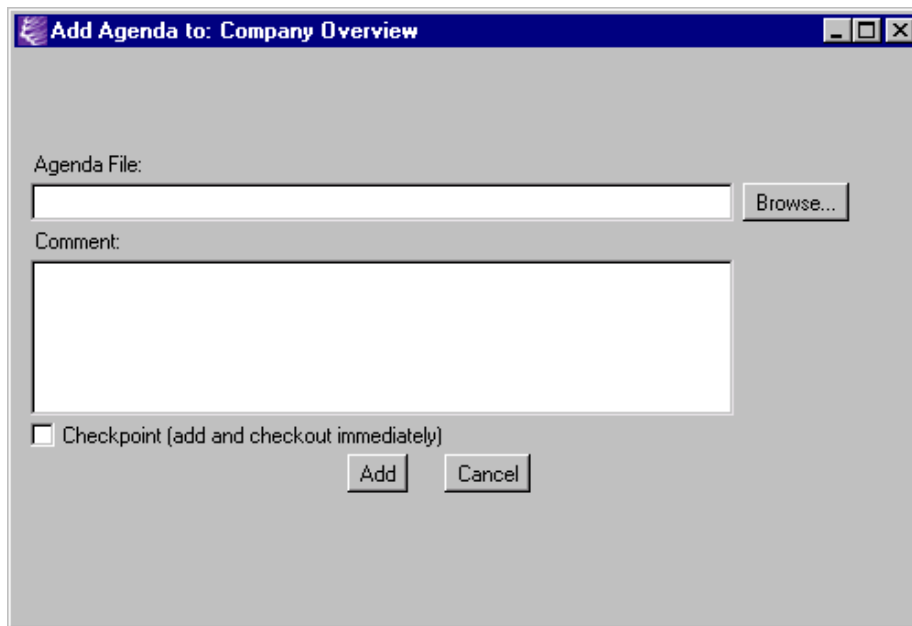
Add Agenda for: *Advanced Agenda Builder*

Instructions

1. Launch the Add Agenda dialog.
2. Use the dialog to Add the agenda.
3. After the dialog closes, click the Done button.

4. Click **Add Agenda**.

The Add Agenda dialog box opens.



5. Click **Browse** to locate an Agenda file.

The Agenda File Browser opens.

6. Locate the Agenda file to add and click **Open**. The path and file name of the Agenda display in the **Agenda File** text box.
7. To add a comment in the Agenda history, type text in the **Comment** box.
8. Check **Checkpoint** to lock the Agenda.

When Checkpoint is selected, no one else can check out a copy of a locked Agenda. The Manage Subjects page indicates the Agenda is locked by a specific user. Clear the Checkpoint check box to unlock the Agenda.

9. Click **Add**.

An Upload in Progress status bar opens as Centra adds the Agenda. The Add Agenda page reopens.

10. Click **Done** on the Add Agenda page to return to the Manage Subjects page.



Note: The Agenda is no longer empty. It is either *unlocked* or *locked*. If Checkpoint was selected, there are Check In and Cancel Check Out links on the Manage Subjects page and the Agenda column displays *locked by me*. Otherwise, a Check Out link appears and the Agenda column displays *unlocked*.

Checking Out an Agenda

To edit an Agenda that is associated with a Subject, check out the Agenda. The Agenda should be checked back in once edits are complete. *Appropriate privileges are required to check out and in an Agenda.*

An Agenda must be *unlocked* to be checked out. The Manage Subjects page shows whether the Agenda is unlocked or locked. When checking out an Agenda, the status changes to locked. Only one person can check out an Agenda at a time.

Use the following instructions to check out an Agenda:

1. Log in to the Centra server.

2. Click **Manage Subjects**.

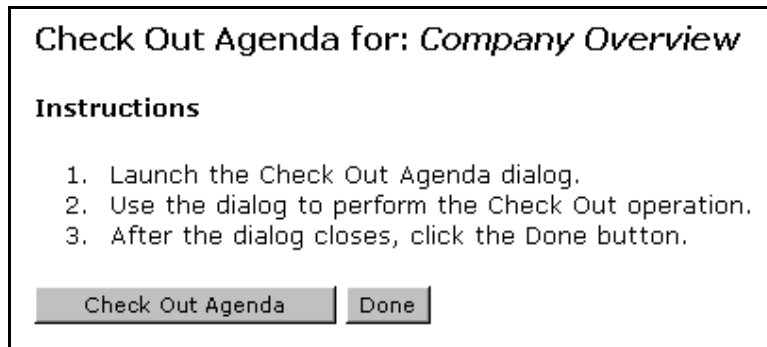
The Manage Subjects page opens.

3. Locate the Subject with the desired Agenda and click **Check Out**.

A warning dialog box opens.

4. Click **OK** to proceed with the checkout. Proprietary recordings are not deleted on check out. They are deleted on check in.

The Check Out Agenda page opens.



5. Click **Check Out Agenda**. The Checkout Agenda dialog box opens.

6. Accept the default path or choose a new path to a local folder.

Note: The .saz file now takes on the name of the Subject.

7. Click **OK**. The Agenda is downloaded to the specified folder and the Check Out Agenda page reopens.

8. Click **OK**.

9. Click **Done**.

The Manage Subjects page reopens.

The Agenda column in the Manage Subjects page indicates the Agenda is locked and shows *locked by me*. To others, the Agenda will show *locked by <your name>*. Check In and Cancel Check Out links also appear. Refer to “Checking In an Agenda” on page 53 to add the updated Agenda or “Cancelling a Checkout” on page 54 if the Agenda was unchanged and the Agenda should be unlocked.

The Agenda can be edited and saved locally with Agenda Builder and then it can be checked in.

Checking In an Agenda

Check in an Agenda that has been checked out and edited or check in a new Agenda to replace one already associated with a Subject.

A Subject cannot be checked in while it is being used by an Event that currently is in session. When the Event ends, the Agenda can be checked in.

Use the following instructions to check in an Agenda:

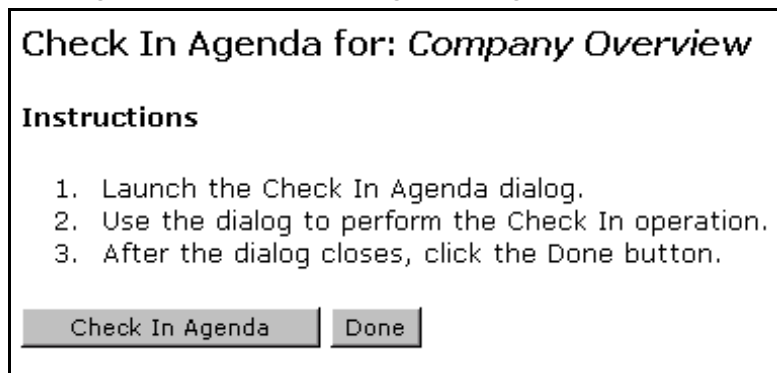
1. Log in to the Centra server.
2. Click **Manage Subjects**. The Manage Subjects page opens.
3. Locate the Subject to check in to an Agenda.
4. Click **Check In**. A warning dialog box opens.



5. Click **Cancel** to cancel the checkin and preserve the recordings.

Tip: To preserve the existing proprietary recordings for this Subject, create a new Subject and add the modified agenda to this new Subject. Consider adding a version number to the Subject name such as *Company Overview v2*.

Click **OK** to proceed with the checkin and delete any recordings associated with the Agenda. The Check In Agenda page opens.



6. On the Check In Agenda page, click **Check In Agenda**. The Checkin Agenda dialog box opens.
7. Click **Browse** to locate an Agenda file. The Agenda File Browser opens.
8. Locate the Agenda file to check in and click **Open**. The path and file name of the Agenda display in the **Agenda File** text box.
9. Type text in the **Comment** box to add a comment to the Agenda History.

10. Check **Checkpoint** to lock the Agenda.

When Checkpoint is selected, no one else can check out a copy of a locked Agenda. The Manage Subjects page indicates the Agenda is locked. Clear the Checkpoint check box to unlock the Agenda.

11. Click **Checkin**.

An Upload in Progress status bar appears as Centra checks in the Agenda. The Check In Agenda page reopens.

12. Click **Done**. The Manage Subjects page reopens.

Company Overview *unlocked* 5/5/03 9:51 AM
[Remove](#) | [Edit](#) | [Manage Events](#) | [Check Out](#) | [Agenda History](#)

Cancelling a Checkout

A checkout can be cancelled if the Agenda was not updated and the Agenda should be unlocked.

Use the following instructions to cancel a checkout:

1. Log in to the Centra server.
2. Click **Manage Subjects**.
The Manage Subjects page opens.
3. Locate the desired Subject, where the Agenda was checked out.
4. Click **Cancel Check Out**.

The Agenda status changes to *unlocked* and a Check Out link appears.

Note: The only person who can perform this procedure is the individual who checked out the Agenda.

Viewing Agenda History

View the history of Check In activity for an Agenda. The history contains the following:

- **Version**, revision order with the most recent first
- **Date**, Check In date and time
- **Author**, user who checked in the Agenda
- **Description**, comments entered during Check In

Use the following instructions to view an Agenda History:

1. Log in to the Centra server.
2. Click **Manage Subjects**. The Manage Subjects page opens.
3. Locate the Subject.

4. Click **Agenda History**. The Agenda History page opens.

Agenda History for: <i>Company Overview</i>			
Version	Date	Author	Description
2	5/1/03 9:28:21 AM	Al Dente	Fixed typos and updated graphics in module 2
1	5/1/03 9:21:32 AM	Al Dente	Initial upload of course

[Back](#)

5. Click **Back** to return to the Manage Subjects page.

Index

A

- ActiveX controls 12
- Add
 - agenda 49
 - subject 44
- Agenda
 - adding 49
 - cancelling checkout 54
 - checking in 53
 - checking out 52
 - creating new 7, 15
 - folders 35
 - hierarchy 8
 - history 54
 - opening 7
 - print 7, 42
 - saving 7
 - tips for organizing 39
 - uploading to server 49
 - URLs 21
- Agenda Builder
 - closing 9
 - hierarchy 8
 - interface 6
 - media window 8
 - opening 5
 - sizing the Agenda area 8
 - tool bar 7
- Agenda items
 - copying and pasting 37
 - deleting 38
 - grouping 35
 - moving 37
 - properties 39
 - renaming 38
- Application Share 8
- Audio 13, 39, 41

B

- Breakout rooms 39

C

- Cancelling a checkout 54
- Checking in Agendas 53
- Checking out Agendas 52
- Client side content 40, 41
- Close Agenda Builder 9
- Content
 - considerations 12
 - server side vs. client side 41
 - supported types 11
- Content files stored on 41
- Copy
 - agenda items 7, 37

- Create
 - agenda 15
 - folder 35
- Cut
 - agenda items 7

D

- Delete
 - agenda items 7, 37, 38
- DHTML files 12
- Download time 41

E

- Edit
 - properties 39
 - subject 47
- Empty folder 35
- Evaluation
 - inserting 8
- Exit Agenda Builder 9

F

- Flash files 12
- Folders
 - creating 35
 - nesting 36

G

- Grade evaluations 28
- Graphics
 - considerations 12
- Group Agenda items 35

H

- Hierarchy, agenda items 8
- History, agenda 54
- HTML files
 - considerations 12

I

- Inserting
 - evaluations 8
 - folders 35
 - placeholder tools 7
 - URLs 21
- Interface 6
- Item properties
 - agenda items 39
 - for files 18, 40
 - for URLs 21

J

- JavaScript 12

M

- Manage subjects

- adding 49
- agenda history 54
- cancelling checkout 54
- checking in 53
- checking out 52

Media Window 7

Move

- agenda items 37

mpeg files 12

Multimedia

- tips 41

N

Nesting allowed 36

Netshow media files 13, 41

New Agenda 7

O

Opening Agenda Builder 5

Organizing

- creating folders 35

- tips 39

P

Paste

- agenda items 7, 37

- edit menu 7

Plugins 12

Pointer

- types 13

Powerpoint

- considerations 12

Print 7, 42

Properties

- agenda items 18, 39

Q

Quicktime files 13

R

Real Networks files 11, 13, 41

Record evaluations 28

Rename

- agenda items 38

S

Save 7, 39

Server side content 40, 41

Streaming media 13, 41

Subject

- adding 44

- updating 47

T

Text files 12

Tips

- client side vs. server side 41

- content types 12
- organizing Agenda 39
- wrong answer 29

Tool bar 8

U

URLs

- inserting 21

V

Video 13

W

Web Safari 7

Whiteboard 7

Wrong answer tip 29