

# Getting Started With Centra: For Students

## 1. Location & Login

- a. <http://uca.centra.com>
- b. Login = last name first initial (huffmans)
- c. Password = last four digits of UCA id (4334)
- d. Screens

### Login Screen

Address: <http://prod1.centra.com/main/Customers/uca/index.jhtml?default=true&auto=0&sessionId=1094050923077164705>

**Centra** Tutorial System Check

Log In

**Log In**

If you are already a registered user, **Log In** to Centra 7.

Login:

Password:

Remember me

[Log In](#)

[Send email to the Centra System Administrator](#)

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### Home Page: My Schedule

Address: <http://prod1.centra.com/SiteRoots/main/User/Homepage.jhtml?dmy=10940602827178&sessionId=1094055820965158240>

**Centra** Help Tutorial System Check

**Tyler Huffman**  
University of Central Ark

**My Schedule**  
(GMT -04:00) Eastern Time (US & Canada)

My Schedule

Enrollment  
Catalog  
My Profile  
Downloads  
Tools  
Log Out

Upcoming Ongoing Past

Event	Start Time	Duration
September 7, 2004 (MPH136624)	9/7/04 5:30 PM	4h 00m

[Attend](#) | [Playback](#) | [Unenroll](#) | [Browse Content](#)

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## Side Menu on My Schedule page

**Tyler Huffman**  
University of Central Ark

▶ **My Schedule**

- Enrollment
- Catalog
- My Profile
- Downloads
- Tools
- Log Out

### 2. My Profile

- Click the **My Profile** link located in the **side menu** on the home page.
- Change the **email address**.
- Enter in or change any other information you wish to individualize.
- Click **submit** at the bottom of the page.
- You should now see the home page (**My Schedule**) once again.

Address: <http://prod1.centra.com/SiteRoots/main/Administrator/EditUser.jhtml?prof=true&sessionId=1094055820965158240> Go

**Centra** Help Tutorial System Check

**Tyler Huffman**  
University of Central Ark

My Schedule  
Enrollment  
Catalog  
▶ **My Profile**  
Downloads  
Tools  
Log Out

**Edit Profile for User: huffmant**

**User Created:** 8/19/04 9:27 PM(GMT -04:00) Eastern Time (US & Canada)  
**Last Login:** 9/1/04 1:38 PM(GMT -04:00) Eastern Time (US & Canada)

**Login Information (Required)**

**Login:** huffmant  
**Password:**   
**Retype Password:**

**Personal Information (Required)**

**First name:**   
**Last name:**   
**Email:**   
**Display name:**  (Your name seen by other attendees)  
**Timezone:**

**Optional Information**

**Phone:**   
**Employee ID:**   
**Title:**  (e.g., Marketing manager)

**Teleconference Information**

### 3. Event Tabs

- a. These tabs help to move you around from one event to another.



<u>Event</u>	<u>Start Time</u> ▼	<u>Duration</u>
 September 7, 2004 (MPM136624)	9/7/04 5:30 PM	4h 00m

[Attend](#) | [Playback](#) | [Unenroll](#) | [Browse Content](#)

### 4. Attending a Session

- a. To attend a session click on the **attend** link.
- b. On your first session, Centra will try to download the **client software** needed to **sync** your computer with the Centra server.
- c. If **Windows** tries to block it, then you will have to do a manual download by clicking on the Centra 7 link. Override the block by selecting to always allow Centra access to your computer. The **dialog boxes** should walk you through this process.
- d. Once inside the session refer to the second handout on being a **Participant**.

## Symposium Participant Tips

- Browse course content before a session begins.
- Make sure you can clearly hear the Leader and others at all times. Run the **Centra Audio Wizard** if you encounter problems.
- **Raise your hand** to request a microphone or ask a question.
- Remember that running other applications while in session can slow your session.
- If you experience a technical problem, close the session and then rejoin it.
- Use **Private Text Chat** to communicate with the Leader if you continue to experience technical problems.
- Click **Step Out** to step out of the Main Room or Breakout Room.
- Play back the recording of a session to review or reinforce the material. Click the Past tab on the My Schedule page, find the event to play back, and click the Playback link.

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## Education and Training

Centra Education and Training offers courses on Centra products, including Symposium.

For more information, visit:

### Centra Training & Education Services

<http://www.centra.com/education/>

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188692  
Centra Software, Inc. Printed in U.S.A.  
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# Centra

## *Centra 7 Symposium Participant Quick Reference Card*

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As a Symposium Participant, you use Symposium's features and tools to work with a Leader, Co-presenter, and other Participants in real-time, online sessions.

Use this **Symposium Participant Quick Reference Card** to view tool and tip information at a glance. *You may want to keep this card nearby to reference as you work with Symposium.*

## Where to Get More Information

For more detailed information on working with Symposium, refer to:

- The Participant portion of **Centra 7 Online Help**, accessible from the Centra 7 Home Page.
- The **Centra Symposium Participant Tutorial**, accessible from the Centra 7 Welcome Page or the Centra 7 Home Page. This self-paced Tutorial provides basics for working with Symposium.



## Before You Begin

- **Centra Audio Wizard.** Configure your speaker and microphone settings for best audio quality. *To work with the Centra Audio Wizard, select **Tools, Audio Wizard** from the Centra interface.*
- **Centra Video Wizard.** Focus and position your camera, if you plan to broadcast video. *To work with the Video Wizard, select **Tools, Video Wizard** from the Centra interface.*

# Symposium Participant Quick Reference Card


## Speaking

1. Press and hold the **Control** key or click the

**Talk** button  and speak into your microphone. Or, click the **Lock to Talk** button  to speak for an extended time.

2. Click the **Lock to Talk** button again to allow others to speak.

## Sending Text Chat

1. Click the **Chat** button .
2. Select the **Public** tab to send a message to everyone or the **Private** tab to send a message to a specific person.
3. Type a message in the **Message** text box.
4. For Private chat, select a name from the **Send To** drop down menu.
5. Click **Send**.

## Changing the View

1. Select the **View** menu.
2. Select one of the following options:
  - **Normal View** - Returns your Participant interface from Full Screen or Application Host View to the previous settings.
  - **Expanded View** - Enlarges the viewing window; sizes your Participant interface into a columnar shape and moves the interface to the right side of your screen.
  - **Full Screen View** - Expands your Participant interface to full screen size.
  - **Return to Default Size** - Returns your Participant interface to the default size (800 x 600) if you resized the window.

**Raise Hand**  
Click to raise your hand. Click again to lower your hand.

**Yes**  
Click to respond "Yes".

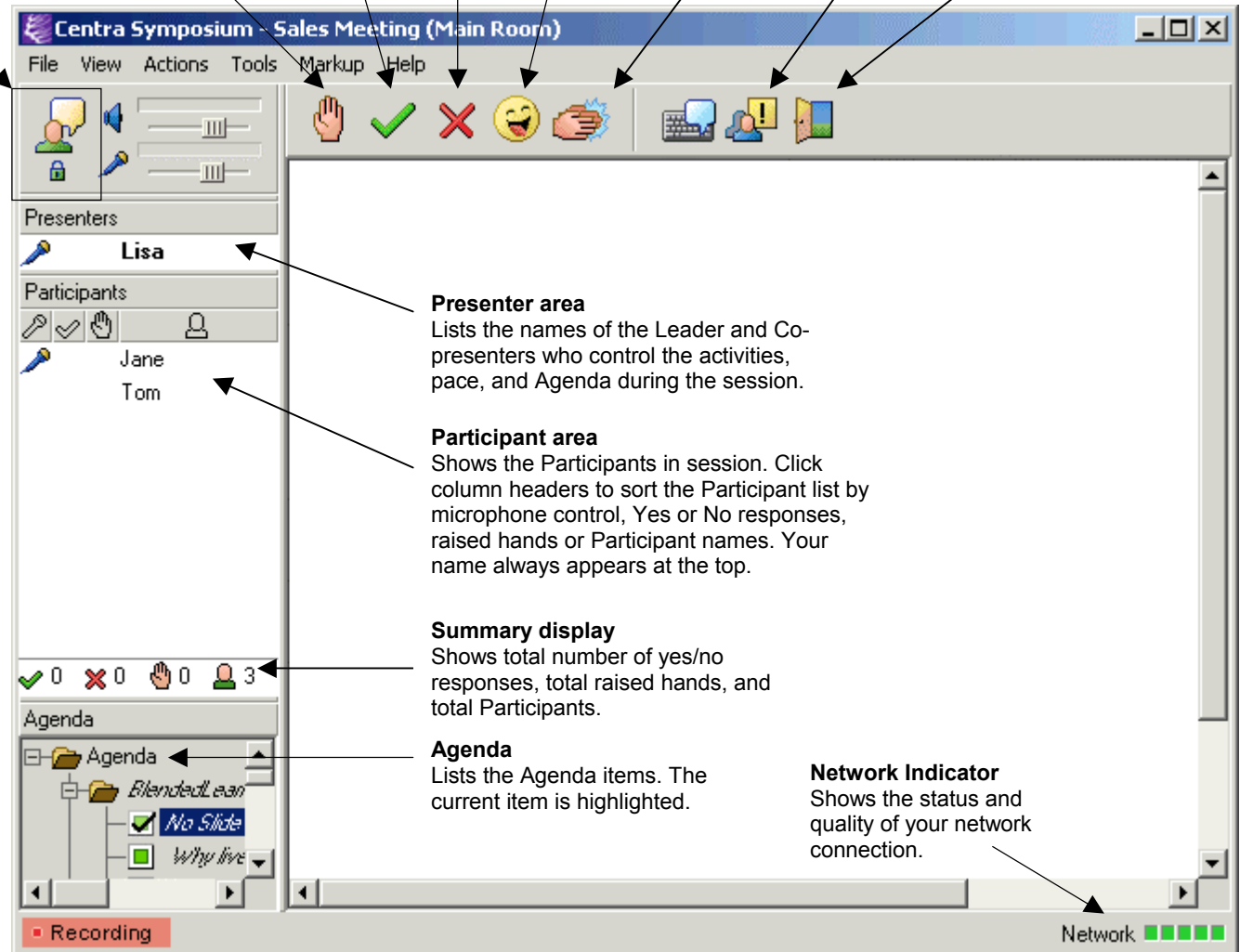
**No**  
Click to respond "No".

**Laugh**  
Click to indicate laughter.

**Applause**  
Click to applaud.

**Feedback**  
Click to send anonymous feedback.

**Step Out/Return**  
Click to temporarily step out of the session.



**Presenter area**  
Lists the names of the Leader and Co-presenters who control the activities, pace, and Agenda during the session.

**Participant area**  
Shows the Participants in session. Click column headers to sort the Participant list by microphone control, Yes or No responses, raised hands or Participant names. Your name always appears at the top.

**Summary display**  
Shows total number of yes/no responses, total raised hands, and total Participants.

**Agenda**  
Lists the Agenda items. The current item is highlighted.

**Network Indicator**  
Shows the status and quality of your network connection.