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Getting Started

This booklet describes how content developers can use Centra 7 Agenda Builder™ to create, edit, and save Agendas for Centra 7 Symposium and Conference events.

Opening Agenda Builder

1. Log into the Centra server by entering a username and password. The My Schedule page (home page) appears.
2. Click **Agenda Builder** on the left side of the page. (This step requires appropriate privileges). Agenda Builder opens. The first time the link is clicked, Agenda Builder downloads to the computer.

Inserting Files into an Agenda

1. Select **Insert, File** from the Agenda Builder menu bar. The Select a File dialog box appears.

Only supported file types appear in the Select a File dialog box. To add other file types, replace the File name field with *.*
3. Click **Open**.
4. For PowerPoint presentations, the Image Format dialog box appears. Select **GIF** for slides with text and simple graphics. Select **JPG** for slides with graduated color or photographs. Select **HTML** to preserve PowerPoint animation and media file properties.
5. For all file types other than PowerPoint, the Edit Item Properties box appears. All files can be imported using the default property settings. To import files using the default settings, click **OK**.
6. Click to deselect **Available out of session** if the resource should be available only to Participants during an in-session Event. This feature is selected by default.
7. Select **Contains Audio** to disable microphones while the resource is viewed. Do not select

Contains Audio unless the item contains audio.

8. Select **Use System Browser** to launch the resource in a separate browser window rather than in the media window.
9. Click **OK** after making a selection.

Inserting an Evaluation

1. Choose an insertion point.
2. Select **Insert, Evaluation**. The Edit Item Properties dialog box opens.
3. Enter a **Title** in the Title text box.
4. Select a Recording results option. The record options save participant responses that can be tracked and reported.
5. Select one of the grade options to correct participant responses. Select the Do not grade option when collecting feedback. Note: The grade options are for Symposium only.
6. Click **OK**. The Evaluation title appears in the Agenda hierarchy and the Evaluation editor opens.
7. Enter Multiple Choice, Fill in the Blank, or Long Answer questions.
 - § Add an underscore (“_”) to a Fill in the Blank question to specify a blank. The underscore is replaced with a text box (only one per question).
 - § Long Answer questions are available only for recorded evaluations.
 - § Correct answers are available only for graded evaluations (Fill-in-the-blank and multiple-choice questions).
 - § Drag and drop a question to modify the question sequence.

Inserting a Survey

1. Choose an insertion point.
2. Select **Insert, Survey**. The Edit Item Properties dialog box opens.
3. Enter a **Title** in the Title text box.
4. Enter a unique **Survey Question** in the Question text box. (You cannot have two identical survey questions in one Agenda.)
5. Enter up to five **Answers** in the Answer text boxes. Provide at least one answer.
6. Click **OK**. The Survey title appears in the Agenda hierarchy.

Inserting a Tool Placeholder

1. Choose an insertion point.
2. Select the **Insert** menu.
3. Select **Appshare, Whiteboard, or Web Safari**. Agenda Builder creates an Agenda item for the tool that you select. When the Leader clicks the Agenda item during an Event, the tool launches.

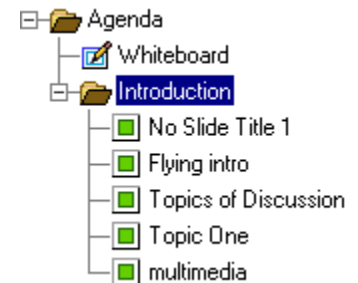
Inserting Content from the Content Catalog or Knowledge Center

1. Choose an insertion point.
2. Select **Insert, Knowledge Resource** or **Insert, Content from Catalog**. The search dialog box appears.
3. In the **Search By** drop-down menu, select either **Title** or **Keyword**.
4. In the **Search For** field, type as much of the Title or Keyword that you know. You can also leave this area blank to return a list of all available resources.
5. Select the type of content to import in the **Type** drop-down menu.
6. Click **Search**. Agenda Builder lists the search results.
7. In the list of search results, click on the desired content.
8. Click **Insert**. The Edit Item Properties dialog opens.

9. Type a name in the **Title** field.
10. Click to deselect **Available out of session** if the resource should be available only to Participants during an in-session Event. This feature is selected by default.
11. Select **Contains Audio** to disable microphones while the resource is viewed. Unless the item contains audio, do not select Contains Audio.
12. Select **Use System Browser** to launch the resource in separate browser window, instead of the media window.
13. Click **OK**. The content is inserted into the Agenda.

Using the Nesting Allowed Feature

Build a hierarchy by designating an Agenda item as a folder using the Nesting allowed feature 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. Right click the Agenda item to designate as a folder.
2. Select **Edit, Nesting allowed**.
The icon changes to a folder in the Agenda hierarchy. The item display in the Media Window is unchanged.
3. Move Agenda items into 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. Select **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. Select **Edit, Paste**.

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 hand icon confirms the selected item's movement. A line appears below each Agenda item as the selected item is dragged.
3. Release the mouse button to insert the item in the new location.

Saving an Agenda

Save the Agenda to a local drive and upload it to the Centra server.

1. Choose **File, Save** or **Save As** (to save the Agenda under a new name). The Save as dialog box opens.
2. If necessary, select the folder to save the Agenda.
3. Type an Agenda name.
4. Click **Save**.

The file extension for an Agenda is `.saz` (Symposium Agenda Zipped).

Where to Get More Information

For more detailed information about working with Agenda Builder, refer to:

Centra 7 Content Developers Guide - Available on the Centra 7 Documentation and Knowledge Object CD.

Centra 7 Content Developer Online Help - Accessible on the Centra 7 Welcome Page and Home Page.

Centra Education and Training offers courses on Centra products, including Agenda Builder. For more information, visit: <http://www.centra.com/education/>

Centra 7 Agenda Builder Tips

The following tips can help you use Agenda Builder:

- § An Agenda name can contain up to 255 alphanumeric characters, including spaces.
- § Do not use any of the following characters in names of Agendas:
`\ / : * ? " < > # | % _ ; ! @ $ &`
- § Insert files with the following file extensions:
`.txt, .html, .htm, .gif, .jpg, .jpeg, .avi, .mov, .qt, .mpg, .mp2, .wav, .au, .rpm, .ram, .ra, .rm, .asf, .ppt, .rmf, .asx, .wmv`.
- § Users must have Microsoft PowerPoint 97 or 2000 installed to import a PowerPoint file into an Agenda.
- § Choose the Client Side download option for files greater than 50 KB in size, and audio and video files.
- § Open two Agenda Builder windows, and copy Agenda items from one Agenda and paste into the other.
- § After downloading Agenda Builder from the Centra server, you do not have to log in to the server to create an Agenda.
- § To add unlisted file types, replace the File name field with `*.*`
 Participants must have the application on their computers to view the file.

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