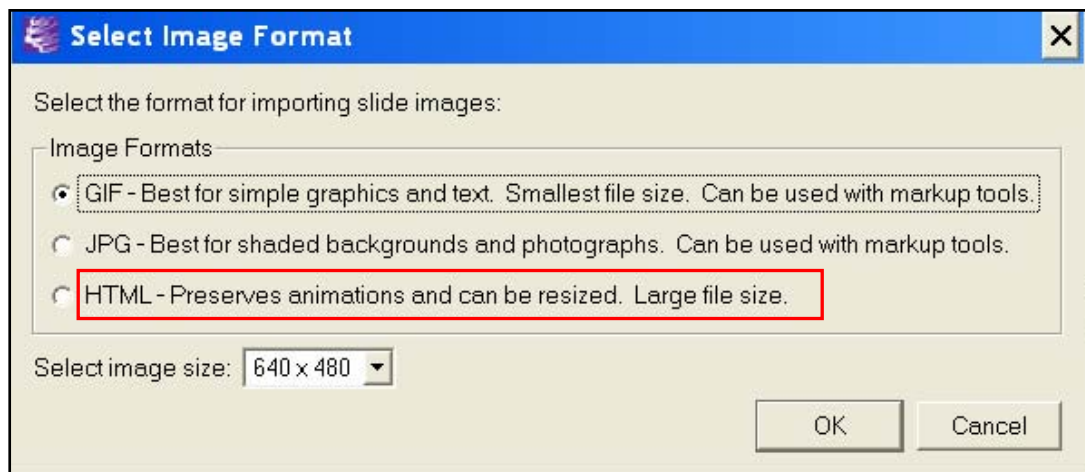


Centra Setup Checklist



1. Complete PowerPoint presentation
2. Determine if there are video clips to be included in the PowerPoint presentation and the size of the PowerPoint file
3. Determine if there are animations and/or slide transitions in the PowerPoint presentation (this will affect the way the PowerPoint is converted later)
4. Login to Centra at <http://centra.tamu.edu/main/tce>

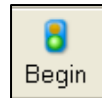
If the file is **OVER 10MB** in size **OR** if there are video clips (AVI, WMV, etc.) included, go to **Step 5**. If it is **UNDER 10MB** and there are no video clips included, go to **Step 6**.


5. Open “Agenda Builder” under **Content Manager**
 - Click the **Import** button
 - Browse to PowerPoint presentation
 - Select import method:

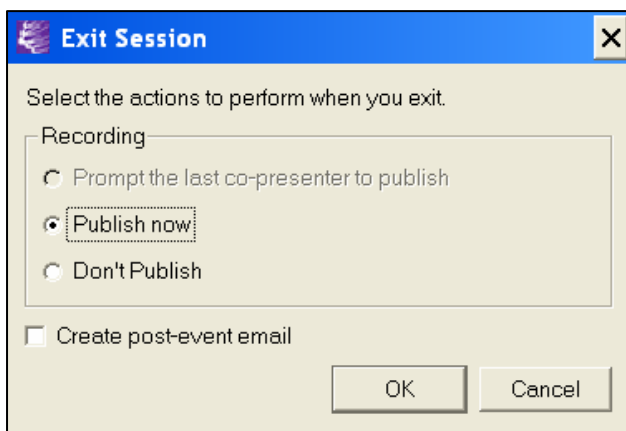


- Leave image size at 640x480
- Import any video clips at this time using the same method
- Save the new agenda to a familiar location (it will be a .saz file)
- Close Agenda Builder
- Click on “My Schedule” and locate the desired event
- Click on “Lead”
- Once the event window is open, click the **Import** button
- Browse to location of the agenda, select it and click **Open**
- Close the event window if not ready to begin at that time (do NOT send “post event email” – make sure that box is unchecked and then click “OK”)

6. Find the desired event listed on the “My Schedule” page:
 - Click “Lead”
 - Once the event window is open, click the **Import** button (you will need to select one of the 3 options found above – GIF, JPG, or HTML)
 - Browse to PowerPoint presentation, select it and click **Open**
7. Close the event window if not ready to begin the event at that time(do NOT send “post event email” – make sure that box is unchecked and then click “OK”)When ready to begin the Centra event, login to Centra at <http://centra.tamu.edu/main/tce>
8. Verify that content has been imported (either using Agenda Builder or just by importing the PowerPoint presentation directly into the event)
9. If there are participants attending, make sure to give them “microphones” by clicking on the  icon
10. **Make Sure To Use the CTRL Key To Activate Your Mic!**
 - If you are presenting as a lecture, then “lock” the mic clicking on the padlock 



11. When ready to begin recording the event, click 
12. If presenting to a large group, you might want to use “Full Screen” mode (simply press F11 to switch back and forth from Full Screen Mode)
13. To move through the presentation, use the ↓ on the keyboard (best when using Full Screen Mode) **OR** click on the next item in the agenda (seen on the lower-left portion of the event window)
14. When event is done, ensure all attendees have left, and then close the event window
 - You will see the following dialog box:



- Choose “Publish Now” to make the recording available
- Leave “Create post-event email” unchecked
- Click **OK**