




Speaking

1. Press and hold the Ctrl key or hold down 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.

Importing a Presentation

1. Click  located above the Agenda.
2. Click Choose a File to Import.
3. Locate the desired file and click **Open**.
4. If importing a Powerpoint presentation, select **GIF**, **JPG**, or **HTML** as the import format. Select a larger or smaller image size.
5. Click **OK**.

Promoting a Co-Presenter

1. Right-click on a Participant's name in the Participants area.
2. Select Promote to Co-presenter.
3. Select **Demote Participant** to demote a Co-Presenter to Participant.

Information Technology Services

For more information about using Centra Live at Vanderbilt, visit:

<http://its.vanderbilt.edu/services/>

Questions may be directed to your Local Support Provider, or via e-mail to:

web-conferencing@vanderbilt.edu



Centra Symposium Leader Quick Reference Card

As a Symposium Leader, work with Symposium's tools and features to interact with Participants in real-time, online sessions.

Use the **Symposium Leader 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 **Centra Leader Guide**, available at http://downloads.centra.com/documentation/C75_Leader.pdf
- **Centra Online Help**, accessible on the Centra Home Page.

Before You Begin

- **Audio Wizard** – If using Voice-over-Internet, configure your speaker and microphone settings for best audio quality. *To work with the Centra Audio Wizard, select Tools, Audio Wizard in the Symposium Leader interface.*
- **Video Wizard** - Focus and position your camera, if you plan to broadcast video. *To work with the Video Wizard, select Tools, Video, Video Wizard.*

Symposium Leader Tips

Try to keep total session duration to fewer than two hours.

Make sure Participants can hear you and each other clearly.

Remind Participants to click **Step Out** if necessary.

Remember to clear Yes, No, and Raised Hands.

Use the **View** options to enhance AppShare and Web Safari display.

If working with a Co-Presenter, decide who is doing what

Symposium Leader Quick Reference Card

Begin Session
Click to begin or end a session.

Record and Pause
Click to stop and restart Recording.

Step Out
Click to step out of the session.

Agenda
Click to show the selected Agenda item.

Web Safari
Click to launch the Web Safari tool.

Breakout Rooms
Click to set up Breakout Rooms.


Survey
Click to create survey questions.

Whiteboard
Click to launch the Whiteboard tool.


Feedback
Click to read Participant feedback.

Markup Tools
Click the appropriate tool to mark up a slide or the Whiteboard.

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**.

Sharing an Application

1. Launch the application to host. Click the **AppShare** button .
2. Select the application(s) to host and click **OK**.
3. Interact with the application or use the AppShare markup tools.
4. Click a different Agenda item or toolbar button/menu bar item to stop AppShare.

Session Management
Click Next to pass microphone to the next Participant with a raised hand. Click Give Mic to all or Clear Mics, Clear hands, Clear Yes/No.

Presenter/Participant areas
Lists Presenter's and Co-presenter's names above and in Bold. Lists Participants' names below.

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

Previous and Next
Click the arrows to select previous or next Agenda items.

Import
Click to upload files to the Agenda.

Agenda
Shows items in the Agenda.

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