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 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.
- Use the View menu options to change the interface display.
- Play back the recording of a session to review or reinforce the material.

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 Live

Symposium Participant Quick Reference Card

As a Symposium Participant, 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 Centra 7.5 Participant Getting Started Guide is available at http://downloads.centra.com/documentation/C75SP1_GettingStartedBkl.pdf
- The Participant portion of Centra Online Help, accessible from the Centra Home Page or from within the event under the Help menu.
- The Centra Symposium Participant Tutorial, accessible from the Centra Welcome Page or the Centra Home Page. This self-paced Tutorial provides basics for working with Symposium.

Before You Begin

- Audio Wizard. If using Voice-over-Internet, configure your speaker and microphone settings for best audio quality. To work with Centra Audio Wizard, select Tools, Audio Wizard from the Symposium Participant interface.
- Video Wizard. Focus and position your camera, if you plan to broadcast video. To work with Video Wizard, select Tools, Video, Video Wizard from the Symposium Participant 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.
   - **Full Screen View** - Expands your Participant interface to full screen size.
   - **Application Host View** - Sizes your Participant interface into a columnar shape; moves the interface to the right side of your screen.
   - **Return to Default Size** - Returns your Participant interface to the default size if you resized the window.

**Audio**
Adjust your speaker and microphone levels for internet audio (if using conference call the audio icon will appear as a phone).

**Feedback**
Click to send anonymous feedback.

**Applause**
Click to applaud.

**Laugh**
Click to indicate laughter.

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

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

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

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

**Participant area**
Shows the Participants in session. Click to sort the Participant list by microphone control, Yes or No responses, raised hands or Participant names.

**Summary display**
Shows the total number of Participants who responded Yes or No, or who raised a hand. Also shows the total number of Participants in the room.

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

**Agenda**
Lists the current Agenda item.