

## 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.

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## 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](mailto:web-conferencing@vanderbilt.edu)

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*Centra Live*

## *Symposium Participant Quick Reference Card*

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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\\_GettingStartedBklt.pdf](http://downloads.centra.com/documentation/C75SP1_GettingStartedBklt.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.

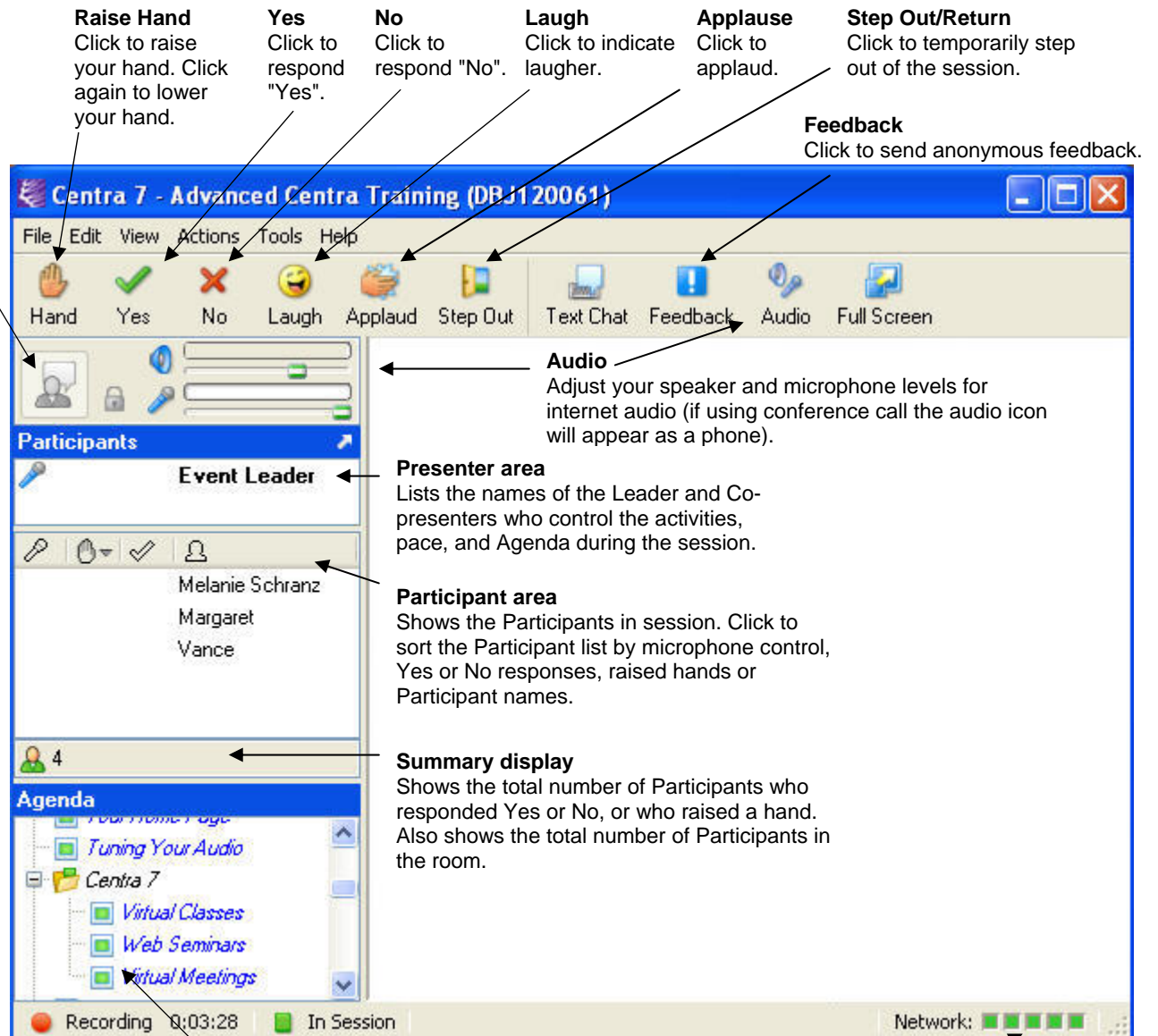
2. Click the **Lock to Talk** button again to allow others to speak.

## 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.



**Agenda**  
Lists the current Agenda item.

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