

# Event Design Checklist

√	Check your Design. Did you ...
	Provide learner motivation. Why should participants learn this?
	Provide a big picture or context for each module before presenting details
	Refer back to the big picture as review
	Vary the Instructional method every 20 minutes (more frequently if possible)
	Provide active involvement every 2-3 minutes
	Honor a variety of learning styles in a balanced fashion <ul style="list-style-type: none"> <li>■ Interpersonal</li> <li>■ Logical/mathematical</li> <li>■ Spatial/visual</li> <li>■ Musical</li> <li>■ Linguistic/verbal</li> <li>■ Intrapersonal</li> <li>■ Bodily/kinesthetic</li> </ul>
	Make it vivid
	Appeal to emotions as well as the intellect
	Appeal to multiple senses <ul style="list-style-type: none"> <li>■ Audio</li> <li>■ Visual</li> <li>■ Hands-on (kinesthetic)</li> </ul>
	Provide job aids and memory aids
	Provide additional resources for further exploration

# Creating Content for Symposium Events

Use the guidelines below as a reminder for creating content for a Symposium event. This guide is intended for content developers and agenda builders.

## General guidelines

- Develop for the lowest resolution. It is usually best to develop for **800x600** resolution.
- The media area is approximately **644x490** pixels. Scrollbars will display if the content is larger than that size. Try to size content to avoid scrollbars if possible.
- Keep file sizes less than **50K** if storing on the server. Reduce file size by simplifying the background and colors. Store files larger than 50K on the client. Download larger files to the client. See *Assembling Content* job aid.

## Using PowerPoint Presentations for Symposium Events

- Create a PowerPoint template and use to create all presentations. The template should have a simple background. Set the Page Setup property so the slides will fit into the Symposium media window.

If you use...	Then...
PowerPoint 97 or 98	Set the page size (File   Page Setup) to <b>6.68 x 5.01</b> inches (16.03 x 12.02 cm).  Do not resize screen captures. Crop or re-shoot the screen in the appropriate size.
PowerPoint 2000	Set the page size (File   Page Setup) to <b>8.9 x 6.67</b> inches (21.36 x 16.01 cm).

- Title all slides using the title property. Titles from PowerPoint slides will become titles in the agenda.
- Use basic rules of slide development including the use of graphics and limited amount of text.
- PowerPoint slides are converted into GIF images by default. To save slides as GIF or JPG images for use in another authoring tool (i.e., Photoshop, GIF Animator, ...), select File | Save As and select the appropriate file type (\*.gif or \*.jpg) in the Save as type drop down.
- To detect file size issues, save the presentation as .gif images. PowerPoint will create a new directory with all the GIF images. In Windows Explorer, sort by file size to easily find files larger than 50K.
- For full-screen screen shots, consider replacing with Application Share or showing most important part of screen

## Using GIF or JPG images

- Set the image size to be the size of the media window (see above for media window size).

## Using pre-recorded Video or Audio files

- Pre-recorded video and audio files can either display inside or outside the media window. Video and audio will require the appropriate player to be installed on each participant's machine for that video/audio format. Distribute the player for every format used. Consider sticking to one format. This way, you will only need to distribute one player (or participants will only have to install one player). Audio and video files are large. In Agenda Builder, choose to store files on the client.

# Adapting PowerPoint Content Checklist

√	To Do
	<p>Set Page size in template (File   Page Setup).</p> <ul style="list-style-type: none"> <li>● Use 6.68 x 5.01 inches (16.03 x 12.02 cm) for PowerPoint 97, 98</li> <li>● Use 9 x 6.67 inches (21.36 x 16.01 cm) for PowerPoint 2000</li> </ul>
	<p>Check size of template. Insert a blank slide and save the slide as a .GIF. If GIF is larger than 5K – 10K, reduce template size (simply background, reduce colors, ...).</p>
	<p>Identify slides larger than 50K. Reduce size or set <i>Client Side</i> property once inserted into Agenda Builder. To identify large slides, save entire PowerPoint as .GIF. Go to Windows Explorer and sort .GIF files by size. You can then delete the .GIF images after checking their size.</p>
	<p>Check for use of PowerPoint title field. If using a text box instead of title field, move text to title field before inserting into Agenda Builder. The title field is used for the agenda title. Send the title to the back or make font color equal to background color if you do not want the title visible on slide.</p>
	<p>Show presentation in slide show view and check for animations and slide transitions. Your options are:</p> <ul style="list-style-type: none"> <li>● Do nothing if the animation is not critical to the learning.</li> <li>● Create an animated GIF if animation is critical. Replace the original slide with the animated GIF in the agenda.</li> <li>● Replace animated slide with several static slides. Use mark-up tools to enhance during the event.</li> <li>● Copy the slide to a separate PowerPoint file. Import this PowerPoint file and select the HTML option. Note: You will not be able to mark-up this slide, but the animations will be supported (see the documentation for a list of animation types not supported).</li> </ul>
	<p>Show presentation in slide show view and check for links. These are not converted by default. Your options are:</p> <ul style="list-style-type: none"> <li>● If linking to a document, AppShare to the document. Leader will need the document and application on his/her machine. You can also insert the document into Agenda Builder as an agenda item. When the leader moves to that item, participants will need the supporting application on their machines for the document to open</li> <li>● If linking to a URL, either use Web Safari or insert the URL into the agenda as a separate item, or</li> <li>● Copy the slide to a separate PowerPoint file. Import this PowerPoint file and select the HTML option. Note: You will not be able to mark-up this slide, but the links will be supported</li> </ul>
	<p>Show presentation in slide show view and check for embedded audio. Audio is not converted. Your options are:</p> <ul style="list-style-type: none"> <li>● Insert the audio / video into the agenda as a separate item</li> <li>● Create an HTML page with your slide contents and embed the audio in the HTML. Insert both HTML, any images, and audio into the agenda</li> </ul>

Show presentation in slide show view and check for embedded video. Video is not converted by default. Your options are:

- Insert the video file into the agenda as a separate item
- Copy the slide to a separate PowerPoint file. Import this PowerPoint file and select the HTML option. Note: You will not be able to mark-up this slide, but the video will be supported
- Create an HTML page with your slide contents and embed the video in the HTML. Insert both HTML, any images, and video into the agenda

Check quality of slides containing inserted .JPG images, gradients, and special fill effects. All slides are converted to .GIF images by default. Therefore slides with .JPG images may lose quality. Your options are:

- Do nothing and accept the .GIF image with reduced quality
- Save the PowerPoint slide as a .JPG and then insert the JPG file into the agenda to retain the quality. Delete the .GIF version of the slide from the Agenda Builder
- Use solid colors instead of special effects and gradients
- Copy the slide to a separate PowerPoint file. Import this PowerPoint file and select the JPEG option.

# Assembling Content with Agenda Builder

After you have created your content, use the Centra Agenda Builder to assemble, sequence, and package the content into an agenda (.SAZ file) for use in a CentraOne event. You can also add new types of content to your agenda such as URLs and evaluations in Agenda Builder.

## Starting Agenda Builder

- The first time, login to the Centra Server and click the Agenda Builder link. You will need the Agenda Builder Role. This will install the software on your machine. Subsequent times, launch the Agenda Builder from Start | Programs | CentraOne | CentraOne Agenda Builder.
- Agenda Builder is a stand-alone application installed on your machine with your. Internet access is not required but will allow you to work with URLs and access content stored on Web servers.

## Inserting files into the Agenda

- Select Insert | File to select the desired file on your PC or network to insert.
- If this is a file other than PowerPoint, you will need to provide a title (the default is the file name).
- If you select a PowerPoint file to insert, each slide will be converted to either a .GIF image, .JPG image, or .HTML file. Titles from the PowerPoint slide will automatically become titles in the agenda.
- Supported files include: .txt, .html, .htm, .gif, .jpg, .jpeg, .avi, .mov, .qt, .mpg, .mp2, .wav, .au, .rpm, .ram, .ra, .rm, .asf, .ppt, .swf, .dcr

## Editing Agenda Items

- You can change properties of an agenda item by right clicking on the item and choosing Properties. Indicate whether the content will be stored on the client-side (file greater than 50K) or server-side.
- Move agenda items by dragging and dropping. You can also cut, copy and paste items, or delete an agenda item.
- Use Ctrl+click or Shift+click to select multiple items.
- Delete multiple items at once by selecting a range and then selecting Edit | Delete.

## Inserting URLs

You can include a URL in the agenda. Choose Insert | URL. Supply the URL and indicate whether or not to use the System Browser. All participants will be able to interact with the URL (even without a microphone).

If ...	Use ...

<p>You want the URL to launch a separate browser on top of the Symposium interface, you want the participants to have the browser tool bar, and you want the option of seeing the participants' browser (via AppShare).</p>	<p>System Browser</p>
<p>You want control over how long the URL displays in the media window, the participants will not need tool bars (back, forward, print, address), and you do not need to see the contents of their media window.</p>	<p>Media Window</p>

## Creating evaluations

- Click on the Evaluation button. Define properties for the evaluation as whole. You can choose whether or not the results of the evaluation will be saved, as well as whether or not the evaluation will be graded after a participant has submitted results.
- You can provide multiple choice, fill-in-the-blank, and long answer questions in an evaluation.
- You can move questions around within an evaluation by dragging and dropping the item.
- You can use basic html tags in the evaluation. Tags include: <BR>, <B>, <I>, <U>, <FONT COLOR>, <FONT SIZE>, <IMG>.

## Helpful hints

- If you cannot specify correct answers, make sure your evaluation is set to Grade.
- If you cannot create a long answer question, make sure your is evaluation is set to Record.
- For fill-in the blank questions, use the underscore (“\_”) to create a text box. Specify up to 5 different spellings of the correct answer. Answers are NOT case sensitive.

## Working with multiple agendas

- You can import a .SAZ file into an agenda by choosing Insert | Import Agenda. You can create smaller learning modules and reuse in many agendas.
- You can start multiple Agenda Builder applications and copy and paste content between agendas.

## Working with unsupported file types

- You can insert files CentraOne does not understand by choosing Insert | File. You will not see unsupported files listed. Type \*.\* in the filename field and click Open. You will now see all files listed.
- You can save Flash files as an .EXE and include them in the agenda. You can also include .DOC, .PDF, .XLS etc. files. If the participants have the appropriate application on their machines, CentraOne will start that application with your file.

## Organizing content with folders

- You can turn any item into a folder by right-clicking the item and selecting Nesting Allowed. You can have folders within folders.
- Move multiple items into a folder by 1) selecting the items, 2) select Edit | Cut, 3) click on the folder (make sure the folder is open) and select Edit | Paste.

- Include all content for breakout rooms in a single folder because the leader can assign only one agenda item to a breakout room. Include instructions for the breakout room leader in the folder (such as how to give out microphones, call up the whiteboard, save the whiteboard, etc.)

## **Saving the agenda**

Choose File | Save to save the agenda and give it a name. Agenda Builder packages all the content into a single file with a .SAZ extension. You can save the .SAZ file anywhere on your file system. You can email this file to other Agenda Builder users.

## **Next Step**

You are now ready to upload the agenda (.SAZ) to the Centra server. You will need to add a subject and an event, edit enrollment for the event, and choose a leader. See the *Setting up an Event* job aid.

# Leader Preparation Checklist

√	<b>Before you teach your session online, have you:</b>
	Setup your delivery area (closed the door and post “Do Not Disturb” sign, turned off your phone, setup notes, water, clock, ...).
	Setup a second participant machine in your delivery room so you can “see what the participants see” (Enroll a dummy participant, login as participant and click the <b>Attend</b> link).
	Closed all non-essential applications – they can interfere with performance.
	Set appropriate monitor resolution for leader and remote host machines.
	(Optional) Coordinated roles and responsibilities with co-presenter.
	(Optional) Setup the remote host machine(s).
	Clicked <b>Lead</b> link to start Symposium/Conference.
	Clicked Help > About to verify correct date/time and subject for event.
	Checked Audio by running Audio Wizard. Verify setting for voice activation.
	(Optional) Set number of concurrent speakers in Tools > Session Options.
	Launched application(s) to share.
	Typed surveys to use.
	Typed greeting, contact, and technical support information in Chat.
	Checked URLs used in the event.
	Imported any needed PowerPoint slides. Moved to first item in agenda.
	Set default markup colors and line thickness for slides and Whiteboard.
	Checked participants' audio as they enter the event.
	Clicked <b>Begin Session</b> button when ready to start the session.
	Verified that the recorder started if recording the event.