



Saba Centra Suite 7.6

Content Developer Essentials



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Getting Started

This booklet describes how content developers can use Saba Centra Recording Studio to create and edit content and Saba Centra 7 Agenda Builder™ to create, edit, and save Agendas for Saba Centra 7 Symposium and Conference events.

Launching Recording Studio

You can launch the Recording Studio in several ways. Depending on how you launch the Recording Studio, it opens in the Studio Timeline Editor (STE) or Studio Recorder (SR) mode.

You can launch the Recording Studio in the STE mode:

- By choosing to edit an existing recording in Centra (**Manage Events > Manager Recordings > Edit**).
- By double-clicking the native Recording Studio CCRZ file. The Recording Studio client must be already installed on the machine. The client is installed when you first launch the Recording Studio from Centra.

You can launch the Recording Studio in the SR mode:

- By choosing to create a new recording in Centra (**Content Manager > Create Recording**).
- By double-clicking the **Recording Studio** shortcut on the Desktop. The shortcut is created when you launch the Recording Studio from Centra for the first time and download the Recording Studio client.
- By selecting the **Recording Studio** option from the **Start** menu. An entry for the **Recording Studio** is added to the **Start** menu when you first launch the Recording Studio from Centra and install the Recording Studio client on the machine.

Creating Recordings

1. Prepare for the recording by performing the following optional tasks:

- Import an agenda for the recording by clicking the **Import** button and selecting a .saz agenda file.
 - Import content, including PowerPoint slides, by clicking the **Import** button.
 - Create Whiteboard content by clicking the Whiteboard button.
 - Use application share to demonstrate software and coach users during the recording by clicking the **Appshare** button.
2. Start recording by clicking the **Record** button.
 - To record voice, hold down the **Talk** button. To talk hands free, lock down the talk button using the **Lock** button.
 - Switch to full-screen mode during the recording by clicking the **Full Screen** button.
 - Use the sliding scale to adjust the audio volume for the headset and microphone.
 3. Save the recording:
 - Switch to the Studio Timeline Editor (STE) by clicking the **Editor** button in the Studio Recorder.
 - Save the recording in the Centra format (.ccrz) or export it to the WMV or WAV file format.

Editing Recordings

In the Recording Studio you can open and edit recordings in the CCRZ, CCRF, and EXE file formats.

When editing a recording, you can:

- Add content using the **Import** button.
- Delete content by selecting the content area in the timeline and clicking the **Delete** button.
- Replace audio by selecting the area in the timeline and clicking the **Record Audio** button.
- Combine (copy and paste) Centra recordings by opening compatible (version 7.5 or later) recordings and copying and pasting the selections in the Timeline Editor.
- Add, remove, or rename index points by using the corresponding buttons in the Timeline Editor.
- Cut, copy, and paste from the Timeline Editor.

When done, save the final version as a Centra recording (.ccrz) or produce a WMV or WAV file. You can also publish the recording to CMS, or Saba Knowledge base if one has been defined in your Centra server.

Saving Recordings

You can save a recording in the Centra format (.ccrz), or export a recording to the WMV or WAV file format. Recordings saved in the Centra format can be published, played, and edited in Centra. Recordings exported to WMV or WAV format can be played in a third-party media player. In addition, you can choose to create an offline playback of the recording (specified in the recording properties) when publishing the recording to the CMS.

Saving Recordings in Transportable Recording Studio Format

You can use one of the following methods to save a recording in the Centra file format:

- From the File menu select **Save**. For a new recording, you will be prompted for a name and location for the CCRZ file. For an existing recording, the original CCRZ file will be overwritten; or

- From the File menu select **Save As**. You will be prompted to enter a name and location for the new CCRZ file.

Saving Recordings in WMV or WAV File Format

To save a recording in the WMV or WAV format:

1. From the **File** menu, select **Export**.
2. Select WMV or WAV from the save as type drop-down list.
3. Specify the location and filename for the recording.

Studio Recorder Interface



Recording

Click the button to start recording. The recording indicator appears on the bottom of the screen as time begins to increment.



Switching to Editor

Click the button to switch to the Studio Timeline Editor.



Importing Agenda

Click the button to import a Centra agenda file (.saz).



Sharing Applications

Click the button or press the F7 key to share applications or files on your computer.



Sharing Web Safari

Click the button or press the F9 key to share the web browser screen in the recording.



Importing Whiteboard Content

Click the button or press the F10 key to import Whiteboard content.



Configuring Audio

Click the button or press the F6 key to select your hardware audio type and adjust audio volume.



Enabling Video

Click the button to enable video. A video camera must be connected and configured.



Full-Screen Mode

Click the button or press the F11 key to enable a full-screen mode.



Recording Voice

Press the button, the CTRL, or F12 keys to record voice. To talk hands-free, click the **Lock** button or use the Ctrl + T keys.



Muting Audio

Click the icons to mute audio during an event.

Adjusting Audio

Use the sliding bar to adjust the audio during an event.



Importing Content

Use the button to import content such as PPT presentations, agenda, charts and images.

Studio Timeline Editor Interface



Creating a New Recording

Click the button to create a new recording file.



Opening an Existing Recording

Click the button to open an existing recording.



Saving a Recording

Click the **Save** button to save the recording.



Cutting

Click the **Cut** button to cut the selection from the timeline. You can paste the selection to a different position in the same or a compatible recording.



Copying

Click the **Copy** button to copy the selection in the timeline to the clipboard.



Pasting

Click the button to paste the contents of the clipboard to the current position in the timeline.



Deleting

Click the button to permanently delete a selection from the timeline.



Creating an Index Point

Click the button to create a new index point at the current position in the timeline.



Delete Index Point

Click the button to delete index points within the selection in the timeline.



Renaming an Index Point

Click the button to rename an existing index point.



Inserting Time

Click the button to insert a specified amount of time of dead space at the current position in the recording.



Recording

Click the button to record new material. The recording is inserted at the current position in the timeline or will replace the current selection.



Recording Audio

Click the button to record new audio starting at the current position in the timeline.



Navigating to Previous Index Point

Click the button to jump to the previous index point in the recording.



Navigating to Next Index Point

Click the **Next** button to jump to the next index point in the recording.



Fast Reverse

Press the button to fast reverse the recording to the designed position.



Fast Forward

Press the button to fast forward the recording to the designed position.



Pausing

Press the button to pause the recording playback.



Playing

Press the button to preview the recording.



Undo

Use the button to revert the recording to the last state prior to the last editing action.



Redo

Use the button to revert the recording back to its edited state prior to executing the undo operation.



Switching to Full View

Click the button to expand the recording interface to full screen size.



Switching to Normal View

Click the button to switch the recording interface back to the original screen size.



Zooming In and Out

Use the buttons to adjust the current zoom level on the timeline scale.

Opening Agenda Builder

1. Log into the Saba Centra server by entering a username and password. The My Schedule page (home page) appears.
2. Click **Agenda Builder** on the left side of the page. (This step requires appropriate privileges). Agenda Builder opens. The first time the link is clicked, Agenda Builder downloads to the computer.

Inserting Files into an Agenda

3. Select **Insert, File** from the Agenda Builder menu bar. The Select a File dialog box appears.
4. Select a file to insert. If necessary, change directories to locate the file.

Only supported file types appear in the Select a File dialog box. To add other file types, replace the File name field with *.*
5. Click **Open**.
6. For PowerPoint presentations, the Image Format dialog box appears. Select **GIF** for slides with text and simple graphics. Select **JPG** for slides with graduated color or photographs. Select **HTML** to preserve PowerPoint animation and media file properties.
7. For all file types other than PowerPoint, the Edit Item Properties box appears. All files can be imported using the default property settings. To import files using the default settings, click **OK**.
8. Click to deselect **Available out of session** if the resource should be available only to Participants during an in-session Event. This feature is selected by default.
9. Select **Contains Audio** to disable microphones while the resource is viewed. Do not select Contains Audio unless the item contains audio.
10. Select **Use System Browser** to launch the resource in a separate browser window rather than in the media window.
11. Click **OK** after making a selection.

Inserting an Evaluation

1. Choose an insertion point.
2. Select **Insert, Evaluation**. The Edit Item Properties dialog box opens.
3. Enter a **Title** in the Title text box.
4. Select a Recording results option. The record options save participant responses that can be tracked and reported.
5. Select one of the grade options to correct participant responses. Select the Do not grade option when collecting feedback. Note: The grade options are for Symposium only.
6. Click **OK**. The Evaluation title appears in the Agenda hierarchy and the Evaluation editor opens.
7. Enter Multiple Choice, Fill in the Blank, or Long Answer questions.
 - Add an underscore (“_”) to a Fill in the Blank question to specify a blank. The underscore is replaced with a text box (only one per question).
 - Long Answer questions are available only for recorded evaluations.
 - Correct answers are available only for graded evaluations (Fill-in-the-blank and multiple-choice questions).
 - Drag and drop a question to modify the question sequence.

Inserting a Survey

1. Choose an insertion point.
2. Select **Insert, Survey**. The Edit Item Properties dialog box opens.
3. Enter a **Title** in the Title text box.
4. Enter a unique **Survey Question** in the Question text box. (You cannot have two identical survey questions in one Agenda.)
5. Enter up to 12 **Answers** in the Answer text boxes. Provide at least one answer.
6. Click **OK**. The Survey title appears in the Agenda hierarchy.

Inserting a Tool Placeholder

1. Choose an insertion point.
2. Select the **Insert** menu.
3. Select **Appshare, Whiteboard, or Web Safari**. Agenda Builder creates an Agenda item for the tool that you select. When the Leader clicks the Agenda item during an Event, the tool launches.

Inserting Content from the Content Catalog or Knowledge Center

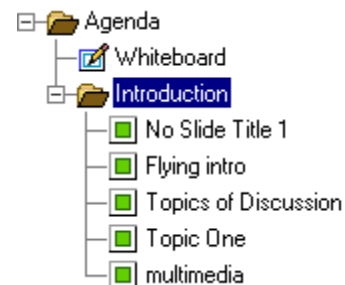
1. Choose an insertion point.
2. Select **Insert, Knowledge Resource** or **Insert, Content from Catalog**. The search dialog box appears.
3. In the **Search By** drop-down menu, select either **Title** or **Keyword**.
4. In the **Search For** field, type as much of the Title or Keyword that you know. You can also leave this area blank to return a list of all available resources.
5. Select the type of content to import in the **Type** drop-down menu.
6. Click **Search**. Agenda Builder lists the search results.
7. In the list of search results, click on the desired content.
8. Click **Insert**. The Edit Item Properties dialog opens.

7. Type a name in the Title field.

10. Click to deselect **Available out of session** if the resource should be available only to Participants during an in-session Event. This feature is selected by default.
11. Select **Contains Audio** to disable microphones while the resource is viewed. Unless the item contains audio, do not select Contains Audio.
12. Select **Use System Browser** to launch the resource in separate browser window, instead of the media window.
13. Click **OK**. The content is inserted into the Agenda.

Using the Nesting Allowed Feature

Build a hierarchy by designating an Agenda item as a folder using the Nesting allowed feature and placing other Agenda items inside. For instance, convert a slide introducing a module into a folder.



Use the following instructions to nest Agenda items:

1. Right click the Agenda item to designate as a folder.
2. Select **Edit, Nesting allowed**.
The icon changes to a folder in the Agenda hierarchy. The item display in the Media Window is unchanged.
3. Move Agenda items into the folder.

Copying and Pasting Agenda Items

Copy and paste an Agenda item or folder to create a duplicate item in the Agenda item hierarchy. Copying a folder creates a duplicate of the folder and all Agenda items in the folder.

Use the following instructions to copy and paste an Agenda item:

1. Click the Agenda item. The item name is highlighted.
 - Select multiple adjacent items by pressing and holding the Shift key while clicking on the last item.

- Select multiple nonadjacent items by pressing and holding the Ctrl key while clicking on the other items.
2. Select **Edit, Copy**.
 3. Select the Agenda item directly above the destination of the copied item (or the open folder where the item is to be copied).
 4. Select **Edit, Paste**.

Dragging and Dropping Agenda Items

1. Click the Agenda item.
The item name is highlighted.
2. Click and drag the Agenda item to the new location.
An arrow icon confirms the selected item's movement. A line appears below each Agenda item as the selected item is dragged.
3. Release the mouse button to insert the item in the new location.

Saving an Agenda

Save the Agenda to a local drive and upload it to the Saba Centra server.

1. Choose **File, Save** or **Save As** (to save the Agenda under a new name). The Save as dialog box opens.
2. If necessary, select the folder to save the Agenda.
3. Type an Agenda name.
4. Click **Save**.

The file extension for an Agenda is .saz (Symposium Agenda Zipped).

Saba Centra 7 Agenda Builder Tips

The following tips can help you use Agenda Builder:

- An Agenda name can contain up to 255 alphanumeric characters, including spaces.
- Do not use any of the following characters in names of Agendas:
 \ / : * ? " < > # | % _ ; ! @ \$ &
- Insert files with the following file extensions:
 .txt, .html, .htm, .bmp, .gif, .jpg, .png, .jpeg, .avi, .mov, .qt, .mpg, .mp2, .wav, .au, .rpm, .ram, .ra, .rm, .asf, .ppt, .rmf, .asx, .wmv.
- Users must have Microsoft PowerPoint 2000 SR2, XP, or 2003 installed to import a PowerPoint file into an Agenda.
- Choose the Client Side download option for files greater than 50 KB in size, and audio and video files.
- Open two Agenda Builder windows, and copy Agenda items from one Agenda and paste into the other.
- After downloading Agenda Builder from the Saba Centra server, you do not have to log in to the server to create an Agenda.
- To add unlisted file types, replace the File name field with *.*
 Participants must have the application on their computers to view the file.

Where to Get More Information

For information about Saba Centra training, Documentation, and Knowledge objects, please see *Getting Information about Saba Centra 7*.