



Saba Centra Live 7.6

Leader Essentials



Saba Centra Live 7.6

Leader Essentials

Part Number: G-LE-SC76100-0

Saba Centra Live 7.6
Version 7.6.1

Leader Essentials

G-LE-SC76100-0

September 2008

Limitations on Warranties and Liability

Saba Software, Inc. reserves the right to make changes in information contained in this document without notice.

In no event shall Saba or its suppliers be liable for any damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or any other pecuniary loss) arising out of or relating to this documentation or the information contained in it, even if Saba has been advised of the possibility of such damages and whether arising from tort (including negligence), breach of contract or otherwise.

This document may only be reproduced and distributed in whole for use by licensed users. No part of this document may be reproduced in any form for any other purpose without the prior written consent of Saba Software, Inc.

The software described in this documentation is copyrighted and is confidential information and a proprietary product of Saba Software, Inc.

U.S. GOVERNMENT RESTRICTED RIGHTS. If licensee is the United States Government or any contractor thereof, all licenses granted in the License Agreement accompanying this product are subject to the following: (i) for acquisition by or on behalf of civilian agencies, as necessary to obtain protection as "commercial computer software" and related documentation in accordance with the terms of this Commercial Software Agreement as specified in 48 C.F.R. 12.212 of the Federal Acquisition Regulations and its successors; (ii) for acquisition by or on behalf of units of the Department of Defense ("DOD") as necessary to obtain protection as "commercial computer software" and related documentation in accordance with the terms of this commercial computer software license as specified in 48 C.F.R. 227-7202-2 of the DOD F.A.R. Supplement and its successors.

Saba, the Saba logo and Centra are registered trademarks of Saba Software, Inc. and Saba and Saba Centra product names are the trademarks of Saba Software, Inc. All other product names mentioned in this manual are the property and may be trademarks or registered trademarks of their respective owners, and are used for identification purposes only.

© 2008 Saba Software, Inc. All rights reserved.

Table of Contents

Leader Reference.....	1
Using Welcome Page On screen links	1
Leader View.....	1
Managing Virtual Labs (Symposium Events Only).....	2
Accessing the Manage Virtual Labs Page	2
Assigning Labs.....	2
Replacing a Lab Assignment.....	2
Starting and Stopping Labs	2
Monitoring Labs	2
Leading an Online Event.....	1
Using the Leader Interface.....	1
Tips and Techniques.....	1
Pre-Class Leader Checklist	1
Using Centra Session Tools	2
Application Sharing.....	2
Agenda	2
Import.....	2
Using AppShare.....	2
Evaluations	2
Surveys	3
Whiteboard	3
Breakout Rooms.....	3
Web Safari.....	3
Video	3
Audio Options.....	4
Using the Leader Functions	4
Where to Get More Information	5

Leader Reference

Getting Started

Voice over the Internet (VoIP)

If you are using VoIP for the event audio, you must have speakers or headphones to listen and a microphone connected to your computer to speak.

- To test your audio, select **Audio Wizard...** from the **Tools** menu.
- A presenter must give you a microphone before you can speak.
- Raise your hand to request a microphone.
- To speak, hold down the **CTRL** or **F12** key on your keyboard.

Telephone Conference Calls

If you are using a conference call for the event audio, the telephone numbers and access codes can be viewed during the session.

- Select **Conference Call Info...** from the **Tools** menu.

Centra

Using Welcome Page On screen links

Click the **Talk and Listen**, **Invite Others**, **Import a Presentation**, **Share an Application**, and **Learn More** links for on screen instruction.

Leader View

Use the following instructions to hide or show the Participants List and audience totals:

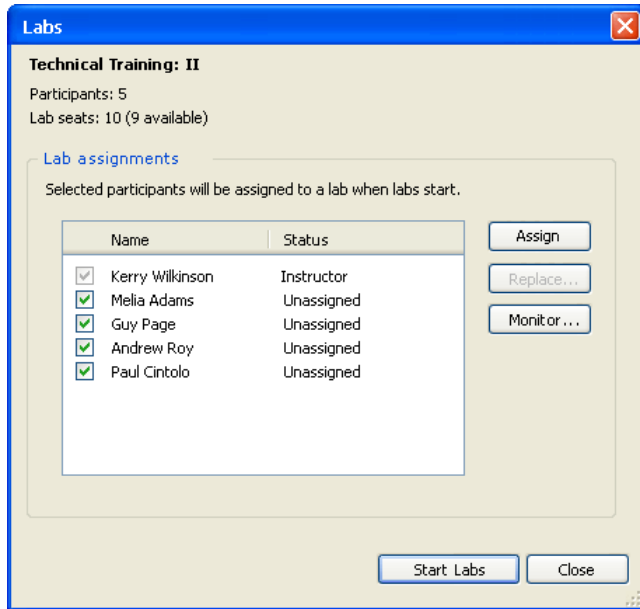
- Click **View, Full Screen View** to maximize the Leader interface.
- Click **View, Normal View** to resize the Leader interface.
- Click **Tools, Options, View** tab and select **Hide audience total from participants** to remove the participant totals from the view.

Managing Virtual Labs (Symposium Events Only)

Accessing the Manage Virtual Labs Page

From the **Tools** menu, select **Labs > Manage Virtual Labs**.

The **Manage Labs** dialog box appears displaying the basic lab information including total number of participants, total number of lab slots, total number of available lab slots.



Starting and Stopping Labs

Use the **Start Lab/Stop Lab** buttons in the **Manage Virtual Labs** page to enable or disable the lab access.

Monitoring Labs

To monitor lab resources, status, and invoke student shadowing (view student lab environment), launch the VTMS Console page in one of the following ways:

- The **VTMS Console** page is launched when clicking the **Start Labs** button; or
- From the **Tools** menu, select **Labs > Monitor Labs**; or
- Click the **Monitor** button in the **Manage Labs** dialog box.

Assigning Labs

- The **Assign** button assigns selected participants to available slots. The button is disabled if the number of selected participants exceeds the number of available slots. You can use the **Assign** button to assign participants arrived after the lab session has been started.
- Clicking the **Start Labs** button assigns all selected participants to the available slots and starts the labs. The button is disabled if the number of selected participants exceeds the number of available slots.

Replacing a Lab Assignment

The **Replace** button allows replacing a current assignment with a new participant; however, the assignment from the previous user is saved and cannot be cleared. The new user can only continue the session, but cannot start a new one.

Leading an Online Event

Using the Leader Interface

Note: Some functions may not be available in Conference.

- Click **Start** to start the session
- Click **End** to end the session.
Note: You will be prompted to begin the session when you click on the first slide. Use the Begin Session button if you have declined to begin the session at the prompt.
- Size the participant list and agenda area.
- Display a participant's full name by moving the cursor over the name in the participant list.
- Click the Lock to Talk button for hands-free talking.
- Click the **Hand** button to raise your hand.
- Click **Yes** or **No** to agree or disagree.
- Give the microphone to a participant by clicking in the microphone column next to their name or by clicking the yellow **Raised Hand** button.
- Receive anonymous feedback from participants by clicking the Feedback button.
- Clear all microphones by clicking the clear microphones button.
- Clear all Yes and No answers and lower all hands.
- Give microphones to all participants.
- Make a participant a co-presenter by right-clicking on their name and granting them Presenter privilege.
- Move participants into full-screen view by clicking the **Full Screen** button.

- Mark up content using the **Markup** toolbar.
Note: These tools are available after launching the whiteboard or when viewing a .gif or .jpg image.

Tips and Techniques

- Speak briefly with each participant before beginning the event.
- Become familiar with the session content.
- Look at the whole screen, not just the content.
- Remember to clear Yes, No, and raised hands before asking another question.
- Encourage participant response.
- Remind participants to hold down their Ctrl key to speak.
- Press the Ctrl key and pause briefly before speaking.
- Remember to turn off the Lock to Talk setting when finished.
- Speak clearly and don't rush.
- Animate the delivery.
- Ask questions and provide opportunity for interaction.
- At the end of each question, let participants know how they should answer: by clicking Yes/No or by raising their hands.

Pre-Class Leader Checklist

- Practice before leading the first session.
- Find a comfortable, quiet place for delivery.
- Set up the area with notes, clock, water, etc.
- Import slides if necessary.
- Check links for Web Safari.
- Start the application(s) to be shared.
- Create surveys.
- Use the Audio and Video Wizards.
-

Using Centra Session Tools

Application Sharing

- Use application sharing to demonstrate software, coach users, and conduct virtual lab sessions.
- Participants do not have to have the application; they can share the leader's application or another participant's application if the leader gives them the microphone.
- The application can reside on the leader's machine, a participant's machine, or on a remote machine.
- Use Lock to Talk for hands-free speaking.
- Right click on a participant's name and select "Give Appshare privileges" to allow the participant to share your application. A green box with a microphone will appear to the left of their name.
- While a participant is using your application, do not move your mouse.

Agenda

The agenda contains structured content for the event. Use the Markup toolbar to draw and highlight slides in the agenda. Marked-up slides can be saved to the agenda.

- The title of content already covered changes color.
- Agenda items can be skipped or repeated.
- The agenda may contain placeholders for whiteboard, Web Safari and application sharing.

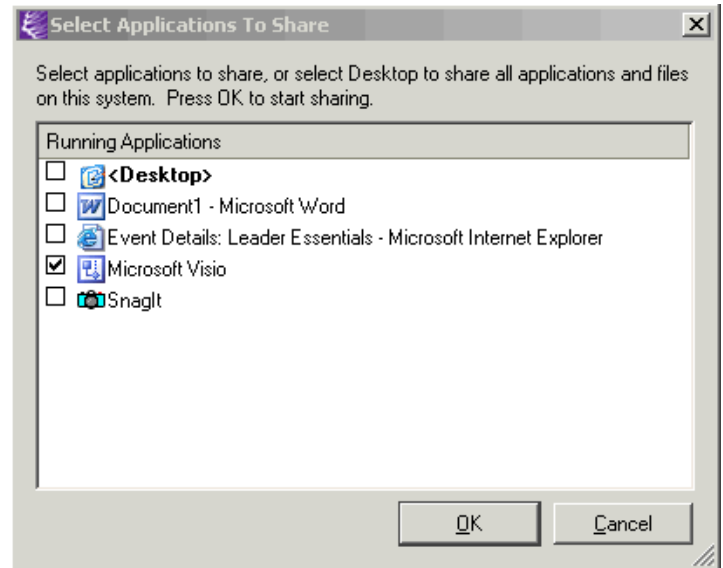
Import

- Use the Import tool to upload and display PowerPoint presentations.

Participants do not need PowerPoint to view the imported slides.

Using AppShare

1. Start the application you want to share.
2. Click the **Appshare** button on the toolbar or choose the placeholder in the agenda.
3. Choose the name of the application from the list of active application and click **OK**.



The interface moves into Application Host View. This moves the interface to the far right of your screen. Select another Agenda item and it automatically moves back.

Use the application. Participants will see everything you do.

Evaluations

- Evaluations are used for multiple question surveys, tests, evaluations, etc.
- Results can be corrected and saved if designated during the development of the agenda.
- The leader can see aggregate answers by clicking the **Update** button on the evaluation.
- Tell participants how many questions they should expect, how much time is available, and to click the **Submit** button when finished.

Surveys

- Use a survey for single question surveys; then show the results to the participants.
- The results of a survey are not saved.

Whiteboard

- Use the whiteboard to type text, create shapes, highlight images, etc. The Markup toolbar appears automatically when the whiteboard is activated.
- Give a microphone to one or more participants so that they can use the whiteboard.
- Save important markups to the agenda. The saved whiteboard appears at the bottom of the agenda.

Breakout Rooms

- Participants can be divided into any number of breakout rooms. Each room is completely separate from the others.
- Each room is assigned a leader and each group can work on different content using any of the Centra Symposium tools.

Web Safari

- Use Web Safari to access Web pages from the agenda. Use Web Safari to enhance the agenda content.
- Give a microphone to a participant so they can navigate the Web page or enter a new URL.

Video

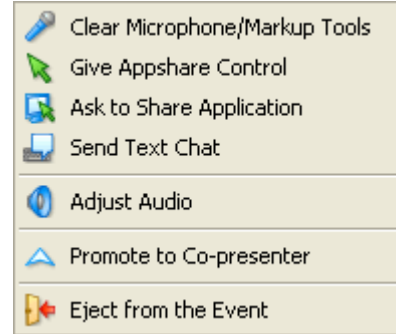
- The Live Video session option must be selected when the event is created.
- Use the Video Wizard before beginning the session.
- Start or stop video broadcasting by clicking the Video button in the toolbar or by selecting the Video On and Video Off items in the Video sub-menu. Both leaders and co-presenters can start and stop video broadcasting. **Note:** Presenters who have cameras start broadcasting when they start video.
- Pause the video by selecting Pause from the Video menu or clicking the Pause button on the Video Sub-menu.
- Assign themselves cameras; leaders and co-presenters can click Show My Camera in the single video panel.
- Enable multi-video mode; select Multi-video from the Video menu under Tools.
- Assign video broadcasting permission to a co-presenter or participant in multi-video mode; right click the user's name in the People Panel and select Grant Video to start the user's video broadcast.
- Stop the multi-video broadcast by clicking the Stop button on the multi-video panel. Leaders and co-presenters have stop buttons for each broadcaster in their multi-video panel. They can click the stop buttons to stop their own video broadcasting or another user's broadcasting. (Leaders do not have Stop buttons in single video panels.)

Audio Options

- Up to four people to speak simultaneously.
- Select the number of participants you want to be able to speak concurrently from the Voice tab on the Options dialog box found under the Tools menu.
- For hands free audio, click the Lock to Talk button.

Using the Leader Functions

Right clicking the user's name in the Participants area provides following Leader functions:



Where to Get More Information

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