

Symposium Participant Tips

- Print or have student guide, job aids, and reference material related to course easily accessible.
- Make sure that you can clearly hear the Leader and others at all times. Run the **Audio Wizard** if you have problems.
- **Raise your hand** to request a microphone to ask a question.
- Remember that running other applications while in an event can interfere with your Saba Centra client performance and event experience.
- If you experience a technical problem, try exiting and rejoining.
- Use **Text Chat** to communicate with the Leader if you continue to experience technical problems or do not have a computer microphone in sessions using VoIP audio.
- Click **Step Out** to let the leader and others know you are temporarily unavailable.
- Play back the recording of a session to review the material. Click the Past tab on your My Schedule page, find the event, and click the Playback link.

Education and Training

Saba Education and Training offers courses on Saba Centra products, including Symposium. For more information, visit:

<http://www.saba.com/education/index.htm>

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Saba Centra 7.6 Symposium Participant Quick Reference Card

As a Symposium Participant, you use Symposium's features and tools to work with a Leader, Co-presenter, and other Participants in real-time, online sessions.

Refer to this **Symposium Participant Quick Reference Card** for useful information at a glance. *Keep this card nearby while you work with Symposium.*

Where to Get More Information

For more detailed information about working with Symposium, refer to:

- The Participant portion of **Online Help**, accessible from the client Help menu and Saba Centra server Welcome or Home pages.
- The **Symposium Participant Tutorial**, accessible from the Saba Centra server Welcome or Home Page. This self-paced Tutorial teaches you what you need to know to begin working with Symposium.

Before You Begin

- **Audio Wizard.** Configure your speaker and microphone settings for best audio quality. *To run, click the Audio button from the interface toolbar.*
- **Video Wizard.** Focus and position your camera, if you plan to broadcast video. *To run, select **Tools, Video Wizard** from the interface menu.*

Symposium Participant Quick Reference Card

VoIP Audio

1. Press and hold the **Control** key or click the **Talk** button, and speak into your computer microphone.
2. Yellow halo around microphone and modulation bars (green/yellow) indicate VoIP audio is being transmitted.
3. Click the **Lock to Talk** button if sharing an application on your PC with others.

Conference Call Audio

1. Click the Audio button to see the conference call information.
2. Mute your phone when not speaking.

Sending Text Chat

1. Click the **Text Chat** button.
2. Specify the recipients of your message in the **To** field.
3. Type a message in the **Message** text box.
4. Click **Send**.

Changing the View

1. Click the **Full Screen** button if content or application share is larger than Media Window.
2. To return, click the **Normal Screen** button.
3. You can also select **View, Return to Normal View** or **Return to Default Size** to return your Participant interface to the default size and view.

Hand

Click to raise and lower your hand.

Emoticons

Click icons to indicate your response.

Step Out

Click to signify temporarily unavailable.

Feedback

Click to send anonymous feedback.

Audio

Click to start the audio wizard.

Full Screen

Click to enlarge Media Window.

Press to Talk

Click and hold to speak when a microphone is next to your name.

Presenter Area

Lists the Leader and co-presenters.

Agenda

Content for the event is listed here.

Speaker and Microphone Controls

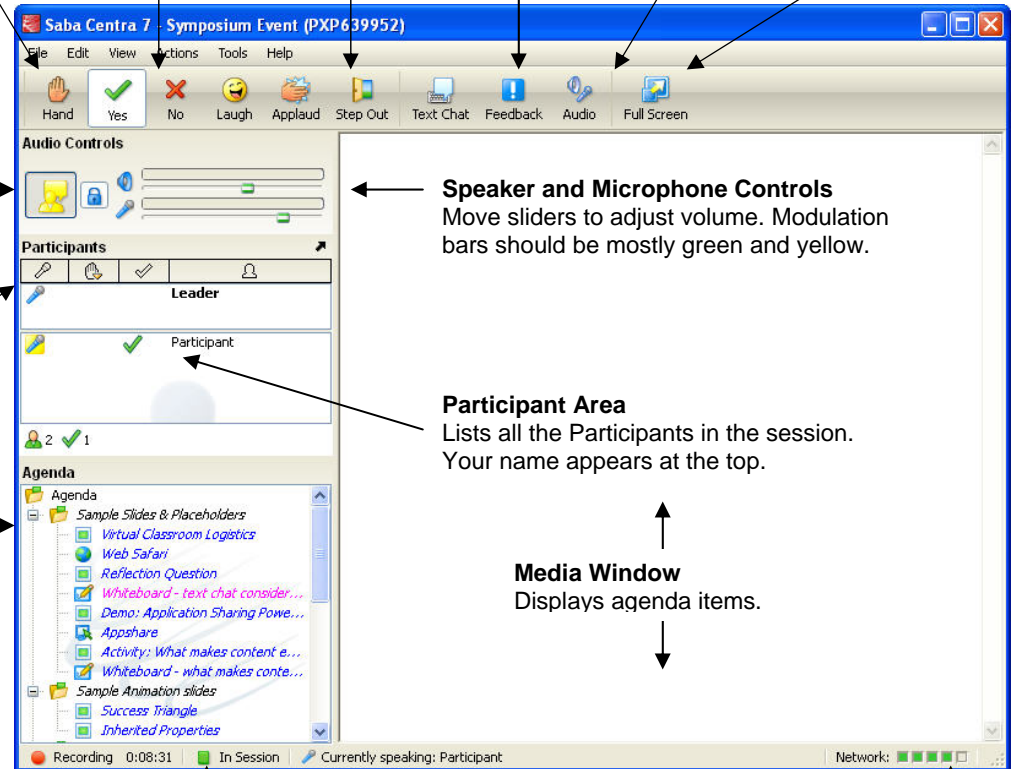
Move sliders to adjust volume. Modulation bars should be mostly green and yellow.

Participant Area

Lists all the Participants in the session. Your name appears at the top.

Media Window

Displays agenda items.



Status Bar

Gives status of the recorder, session mode, and current speaker(s)

Network Indicator

Shows the status and quality of your network connection.