



# Saba Centra Suite 7.6

Participant Getting Started Essentials



Saba Centra Suite 7.6  
Version 7.6.0

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# Table of Contents

|   |          |
|---|----------|
| <b>Getting Started</b> .....                  | <b>1</b> |
| <b>Introduction</b> .....                     | <b>1</b> |
| <b>Attending an Event</b> .....               | <b>1</b> |
| Attending from an email message.....          | 1        |
| Attending From My Schedule page .....         | 1        |
| Accessing Public Events.....                  | 1        |
| Registered Users Only Events.....             | 1        |
| <b>Using Public Navigation Bar</b> .....      | <b>1</b> |
| <b>Saba Centra Connectivity Tips</b> .....    | <b>2</b> |
| <b>Connecting a Headset</b> .....             | <b>3</b> |
| <b>Participant Reference</b> .....            | <b>4</b> |
| Entering a Session.....                       | 4        |
| <b>Running the Audio Wizard</b> .....         | <b>4</b> |
| During the Session.....                       | 5        |
| <b>Speaking</b> .....                         | <b>5</b> |
| <b>Adjusting Audio During a Session</b> ..... | <b>5</b> |
| <b>Sending Text Chat</b> .....                | <b>5</b> |
| <b>Markup Tools</b> .....                     | <b>5</b> |
| <b>Participant Tips</b> .....                 | <b>5</b> |
| Planning .....                                | 5        |
| Changing the View .....                       | 5        |

# Getting Started

## Introduction

**Online Help**, is accessible from the Saba Centra Home page.

The **Saba Centra Symposium, Conference, and eMeeting Participant Tutorials**, are accessible from the Saba Centra Welcome page and the Saba Centra Home page.

**Note:** The Saba Centra server may not have all the listed features enabled. Contact the System Administrator for assistance.

## Attending an Event

There are several ways to attend a Saba Centra Event:

- From a link in an email message
- From the My Schedule page
- From the Public Events page.

### Attending from an email message

1. Click the link in your email message.
2. Type in your **Email address** and click **Attend**  
Or

Type your **Login** and **Password**.

**Note:** If you encounter errors or cannot access a page, contact your System Administrator.

3. If necessary, type a **First name, Last name, Display name**, and optionally **Password**. Click **Attend**.

### Attending From My Schedule page

Before attending a session, click **System Check** to check if the system can successfully support a session.

1. Click the **My Schedule** link to access your Saba Centra Home page and locate the session that you want to attend.

**Note:** A login and password are required to access the My Schedule page.

2. If **Download** link appears, click this link.
3. Select **Automatic Download**
4. Click **Proceed**.
5. Click **Attend**. If the client is:
  - Installed, access the session.
  - Not installed, a prompt appears to download the client.

**Note:** When using Netscape, accept the Netscape plugin (if needed). The client will automatically install. Click **Yes** in the Security dialog box.

## Accessing Public Events

The Public Events page enables users to access public events. When this page is selected as the domain home page (the default in a new installation), users need only the domain URL to access a list of public events.

The Public Events page contains the following features:

- The public navigation bar
- Search Field
- Public events list

### Attending Public Events

Participants can attend an event by clicking the Attend link.

### Registered Users Only Events

Some events restrict attendance to registered users.

Although the event appears in the Public Event List that is shown to users who have not logged in, users can attend this event only by providing the user name and password of a registered account.

## Using Public Navigation Bar

The public navigation bar appears on the left side of pages that users access without logging in. The public navigation bar contains links to other pages.

Three of the links in the public navigation bar point to other pages that users can visit without logging in:

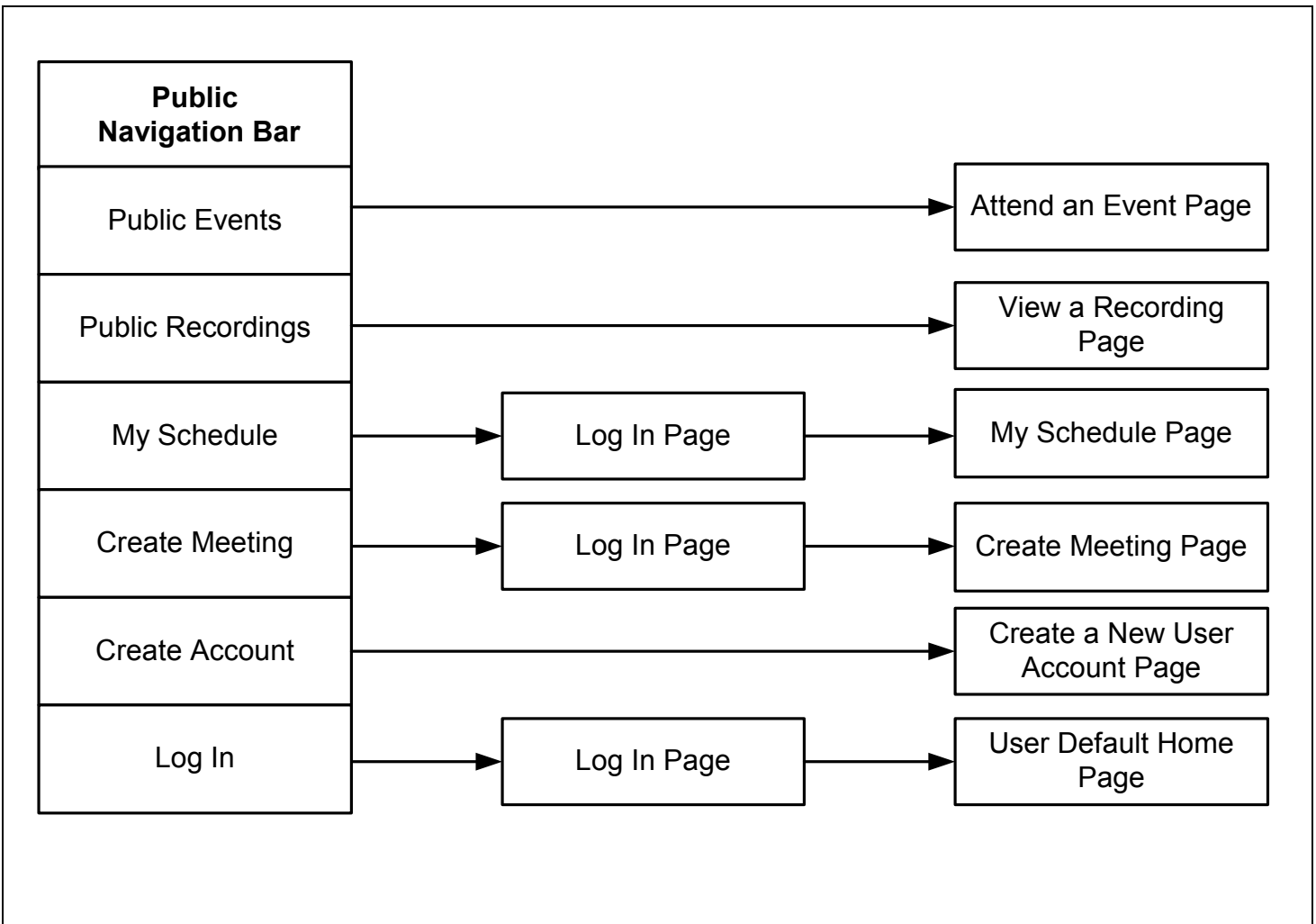
- Public Events
- Public Recordings
- Create Account

The other links in the public navigation bar provide shortcuts to pages that users cannot visit without first logging in:

- My Schedule
- Create Meeting

When users click the My Schedule or Create Meeting link, they are first directed to the Log In page. After logging in, they are directed to the My Schedule or Create Meeting page.





## Saba Centra Connectivity Tips

**Note:** Running other applications while in session can slow the session.

### Receive a “Page not found” error:

Make sure you have the correct Web address (URL) and that you typed the address correctly. Confirm the URL with your Saba Centra or IT Administrator.

### Access the Saba Centra Welcome page but cannot log in:

Make sure that you are typing your login name and password correctly. **Note:** Passwords are case sensitive.

Verify that you have a Saba Centra user account.

Or

Click the **Forgot my password** link (if it is available) and follow the instructions.

### Access the Saba Centra Home page (My Schedule page) but cannot find the session:

Click the Past or Ongoing tabs to check if the session has already occurred or is ongoing.

### Click the Attend or Lead link, but the Saba Centra client does not launch:

A “login ID already in use” message indicates you are already attending the session on another PC, using the same ID as another user, have another version of the client open, or clicked the Attend link more than once. If you see the Saba Centra Setup window, follow the instructions in the window to install the client.

If you see this window more than once, you may be attending the session on a different server. Or, if you have cookies disabled in your browser, enable them to avoid seeing this window every time you attend a session.

If none of the other solutions apply, restart the PC.

### Have trouble connecting to the Session or Saba Centra server:

Close all other applications on your computer or reboot your machine.

## Connecting a Headset

Using audio in a Saba Centra session requires a headset/microphone or a separate microphone and speakers.

1. Locate the icons for microphone and speaker on the plugs of your headset.
2. Match the icons on the plugs to the jacks on your computer.
  - The microphone jack may have the word "mic," or a picture of a microphone.

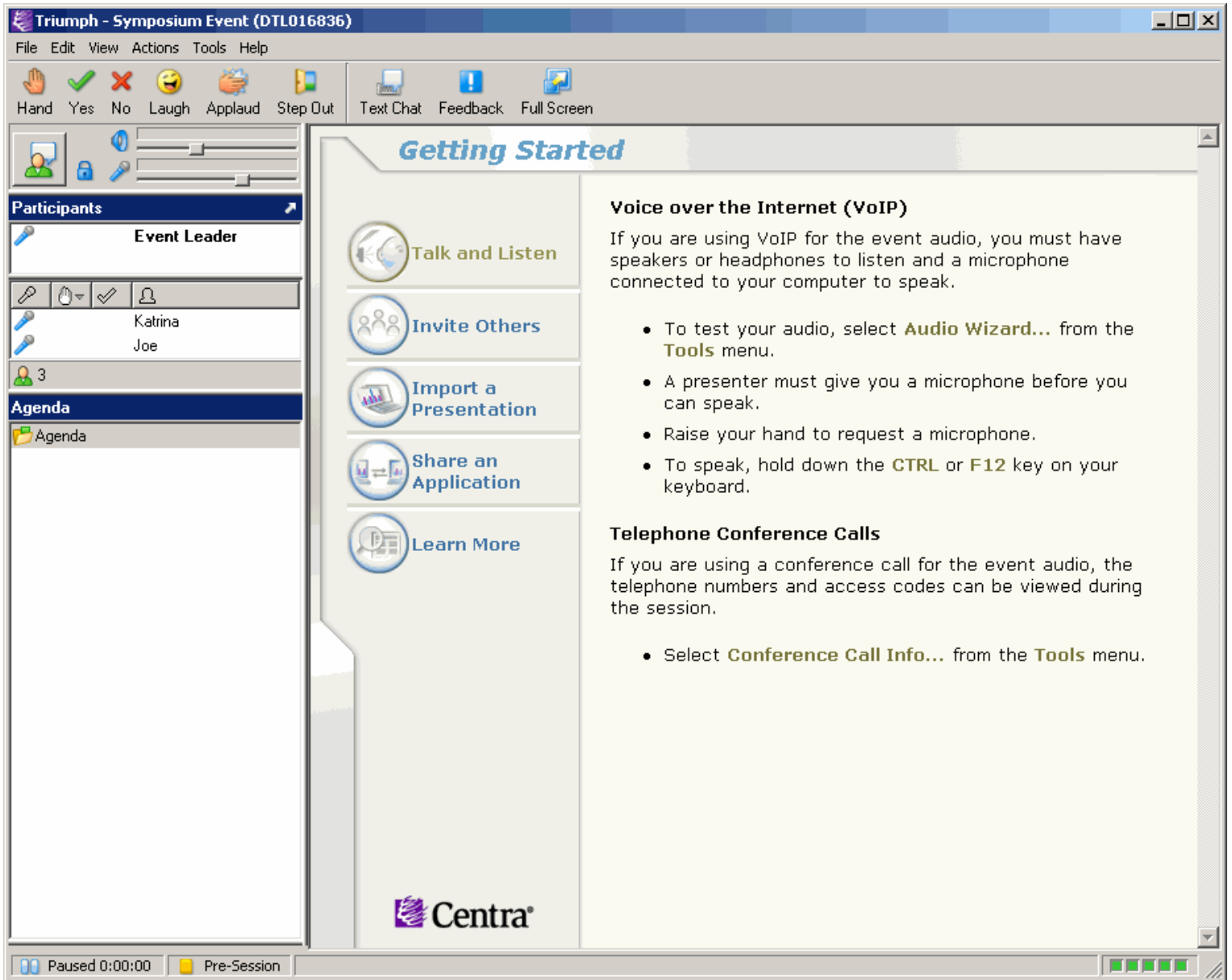
- The speaker jack may have the word "out," or a picture of a speaker.
3. Plug the headset/microphone or a separate microphone and speakers to the computer.
  4. Make sure the volume control on your computer is turned up.
  5. In session, test your audio with the Saba Centra Audio Wizard.

## If you continue to have problems

Contact your Saba Centra Administrator or Saba Centra Technical Support.

# Participant Reference

## Entering a Session



When entering a session, the Audio Wizard starts automatically. It is important to hear the Leader and others. Use the Saba Centra Audio Wizard if there are problems with the audio.








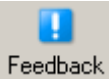

## Running the Audio Wizard

In the Saba Centra window, click **Tools** in the main menu and choose **Audio Wizard**.

1. Adjust the Playback volume using the slider to a comfortable level. When done, click **Next**.
2. Specify Speakers or Headset. Click **Next**.
3. Speak into the microphone. Optimal speaking levels are green in color, moving towards red.
4. Adjust the Recording volume to a suitable level using the slider. When done, click **Next**.
5. Click **Finish**.

## During the Session

The following functions are available to the participant during a session:

-  Click **Hand** to ask a question or request a microphone.
-  Click **Yes** to respond to a question.
-  Click **No** to respond to a question.
-  Click **Laugh** to show amusement!
-  Click **Applaud** to show approval.
-  Click **Text Chat** to communicate with the Leader or other participants.
-  Click **Step Out** to step out. Use this function so others know that you are temporarily away.
-  Click **Feedback** to provide information to the Leader or the Presenter regarding the session.
-  Click **Full Screen** to expand the Participant interface to full screen size.

## Speaking

Press and hold the **Control** key, and speak into your microphone.

Or

Click the **Lock to Talk** button  to speak for an extended time.

## Adjusting Audio During a Session

Use the slide next to the  to adjust the audio during an event.

## Sending Text Chat



1. Click the **Text Chat** button.
2. Type a message in the text box.  
**Note:** The message is addressed to all participants and presenters unless you select a specific name from the **To** drop-down list.
3. Click **Send**.

## Markup Tools

(Not available in Conference)

Click the appropriate tool to mark up a slide on Whiteboard.



## Participant Tips

### Planning

- Browse course content before a session begins.  
**Note:** The ability to browse the content may be disabled.
- When experiencing a technical problem, close the session and then rejoin.

### Changing the View

1. Click **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.

**Return to Default Size** - Returns your Participant interface to the default size (800 x 600) if you resized the window.