

Agenda Builder Quick Reference Card

As a Content Developer, you use Agenda Builder to create content for the virtual classroom. Use the Agenda Builder Quick Reference Card to view tool and tip information at a glance. You may want to keep this card nearby to reference. For more detailed information on using Agenda Builder, refer to the [Virtual Classroom Content Developer Guide](#).

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

Agenda Builder Best Practices

Best practices to follow when using Agenda Builder include:

- Use up to 255 alphanumeric characters (including spaces) in the Agenda name. **Do NOT** use these characters to name an Agenda (e.g., \ / : " ? " < > # | % _ ; ! @ \$ &)

- Insert files with the following file extensions: .txt, .html, .htm, .gif, .jpg, .jpeg, .avi, .mov, .qt, .mpg, .mp2, .wav, .au, .rpm, .ram, .ra, .rm, .asf, .ppt, .rmf, .asx, .wmv.

- Open two Agenda Builder windows, and copy Agenda items from one Agenda and paste into the other.

- Replace the **File name** field with *.* to add unlisted file types.

NOTE: Participants must have the unlisted file type application on their computer to view the file. If they do not have the application, provide directions on how to view the file type you are using or share the file via Appshare.

Save
Select to Save the Agenda file (.saz).

Open
Select to open an existing Agenda file (.saz).

New
Select to create a new Agenda file (.saz).

Import
Select to import a file into the Agenda.

Print
Select to print the highlighted Agenda item.

Whiteboard
Select to insert a Whiteboard into the Agenda.

Appshare
Select to insert an Appshare into the Agenda.

Survey
Select to insert a Survey into the Agenda.

Web Safari
Select to insert a Web Safari into the Agenda.

Evaluation
Select to insert an Evaluation into the Agenda.

Cut/Copy
Select to cut and copy Agenda items.

Agenda Items
Lists Agenda items. Items can be organized into folders.

Up/Down Arrows
Select to move the focus of the Agenda up or down. The Agenda item in focus is highlighted blue.

Delete
Select to delete the selected Agenda item.

Paste
Select to paste an Agenda item that has been cut or copied. The **Paste** button becomes active after the **Cut** or **Copy** button is selected.

JAC: Marshalling Evidence Synchronous Session

Done

AGILE Help Desk
301-227-8400
DSN 312-287-8400

Agenda Builder Quick Reference Card

Insert Files into an Agenda

1. Select the **Insert** menu option.
 2. Select **File** from the drop-down menu.
 3. The **Select a File to Import** dialog box opens.
 4. Select a file to insert. If necessary, change directories to locate the file. Only supported file types appear in the **Select a File to Import** dialog box. To add other file types, select **Any Files (*)** option from the drop-down menu.
 5. Select the **Open** button.
-
- For a PowerPoint presentation, the **Image Format** dialog box appears. (use steps 6, 7, and 8)
 - For all other file types the **Edit Item Properties** dialog box appears. (use steps 6 and 8)
-
6. Select the **OK** button to import files using the default settings.
 7. Select the appropriate radio button:
 - **GIF** for slides with text and simple graphics.
 - **JPG** for slides with graduated color or photographs.
 - **HTML** to preserve PowerPoint animation and mefile properties.
 8. Select the **OK** button to apply your selection.

Import an Existing Agenda

1. Choose an insertion point by selecting an item in the Agenda item hierarchy.
NOTE: Agenda Builder inserts the new files directly below the selected item.
2. Select the **Insert** menu option.
3. Select the **Import Agenda** option from the drop-down menu.
The **Select a File** dialog box appears.
4. Locate and select the .saz file to insert. Change directories to locate the file if necessary.
5. Select the **Open** button.
Agenda Builder inserts all of the Agenda items from the file into the Agenda.

UNCLASSIFIED

Insert an Evaluation into an Agenda

1. Choose an insertion point in the Agenda.
2. Select the **Evaluation** button.
The **Edit Item Properties** dialog box opens.
3. Enter a Title in the **Title** text box.
4. Select a **Recording Results** option. The record option saves participant responses that can be tracked and reported.
5. Select a **Grading Results** option.
6. Select one of the grade options to correct participant responses.
 - **Grade display to user**
 - **Grade and do not display to user**
 - **Do not grade options** (use when collecting feedback)
7. Select the **OK** button.
The Evaluation title appears in the Agenda hierarchy and the Evaluation editor appears.

NOTE: 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).

Insert a Survey

1. Choose an insertion point.
2. Select the **Survey** button.
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
NOTE: You cannot have two identical survey questions in one Agenda.
5. Enter up to five Answers in the **Answers** text boxes. Provide at least one answer.
6. Select the **OK** button.
The Survey title appears in the Agenda hierarchy.

Insert a Tool Placeholder

1. Choose an insertion point.
2. Select the **Insert** menu option.
3. Select the **Appshare, Whiteboard, or Web Safari** option.

When inserting one of these placeholders, Agenda Builder creates an Agenda item for the tool. When the Leader selects the Agenda item during an Event, the tool launches.