

# Participant Quick Reference Card

## Audio and Speaking Controls

To speak during a session:

- Select and hold down the **Control (Ctrl)** key on your keyboard OR
- Select and hold down the **Press to Talk** button 

- OR
- Select the **Lock to Talk** button  to speak for an extended time.

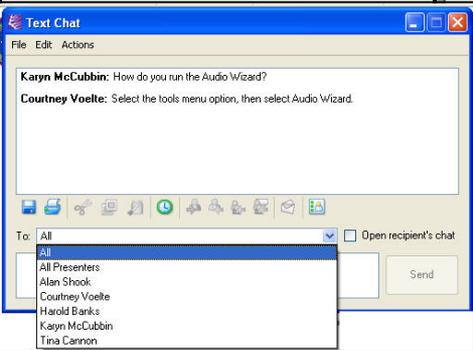
**NOTE:** When you are speaking, a yellow highlight appears around your microphone. To stop your audio, release the **Press to Talk** button you are using to speak. 

To increase or decrease your audio volume, use speaker. 

To increase or decrease your microphone volume, use the slider bar next to the microphone. 

## Sending Text Chat

- Select the **Text Chat** button
- Use the **To:** drop-down menu to determine who you want to send the message
- Type a message in the **Message** text box
- Select the **Send** button to send your message to the intended recipient(s)



The screenshot shows the Centra 7 software interface with various controls and panels labeled. The interface includes a menu bar (File, Edit, View, Actions, Tools, Help), a toolbar with buttons for Raise Your Hand, No, Laugh, Applaud, Step Out, Text Chat, Feedback, Audio, and Full Screen. Below the toolbar are several panels: Participants (listing Rebecca Ohl and Joanne Cash-Neuverdon), Agenda (listing various session items), and a Summary Display. The bottom of the interface shows a status bar with indicators for Recording, In Session, Currently speaking, and Network.

**Yes**  
Select to respond "Yes." \*

**No**  
Select to respond "No." \*

**Raise Hand**  
Select to raise your hand. \*

**Laugh**  
Select to indicate laughter.

**Step Out/ Return**  
Select to temporarily step out of the session.

**Feedback**  
Select to send anonymous feedback to presenters.

**View Screen**  
Select to view the Media Window in a full screen. Select again to return Media Window to default size.

**Exit Session**  
Select the Windows **x** button OR **File, Exit** on the menu bar to leave the session.

**Applaud**  
Select to applaud.

**Text Chat**  
Select to open the text chat window.

**Audio Wizard**  
Select to start a check of audio settings and volume.

\* Select again to take away the icon.

**Leader and Co-presenter Panel**  
Lists the names of the Leader and Co-presenters who control activities, pace, and Agenda during the session.

**Participant Panel**  
Shows the Participants in session. Your name will always appear at the top.

**Microphone Indicator**  
Indicates that the Participants can use their microphones to speak and can use the markup tools.

**Summary Display**  
Shows total number of yes/no responses, total raised hands, and total participants.

**Session Agenda**  
Lists the Agenda items. The current item is highlighted.

**Recording Indicator**  
Indicates the length of the recording (hh:mm:ss).

**Session Indicator**  
Indicates the status of the session.

**Currently Speaking Indicator**  
Indicates the person who is currently speaking.

**Markup Tools**  
Select the appropriate tool to mark up a slide or the Whiteboard. Show and hide tools from the Markup menu. You must be granted a microphone to use the tools.

**Network Indicator**  
Shows the status and strength of your network connection.

# Participant Quick Reference Card

As a Participant in the virtual classroom, you use the features and tools available to work with a Leader, Co-presenter, and other Participants in real-time, online sessions.

Use the Participant Quick Reference Card to view tool and tip information at a glance. You may want to keep this reference card nearby to reference.

## Best practices Include:

Before you begin the session

- Browse the session content the day before the session to get an idea of the concepts to be covered.
- Notify your colleagues that you are attending a recorded online session.
- Place a **Do Not Disturb** sign outside your work area.
- Sit in a quiet area without distractions.
- Close other computer applications including email.
- Attend the synchronous session at least 15 minutes prior to the start time.
- Run the Audio Wizard to configure your speakers and microphone. To run the Audio Wizard, select the **Tools** menu bar option and **Audio Wizard** from the drop-down menu.

### Reminder

DTW users, remember to allocate your audio.

During the session

- Make sure you can hear the Presenters and other Participants at all times. Run the Audio Wizard if you encounter problems.
- Open your text chat to converse with other Participants.
- Raise your hand to request a microphone or ask a question.
- Keep the microphone a few inches from your mouth and maintain a normal voice level when speaking.
- Close your session and log in again if you experience technical problems such as your interface freezing, difficulty with your network connection, or audio.
- Use Private Text Chat to communicate with the Presenters if you continue to experience technical problems.
- Select the **Step Out** button to indicate that you have to temporarily leave the session. Reselect the **Step Out** button when you return to the session.
- Select  or the **Control (Ctrl)** key to speak during the session.

**AGILE Help Desk**

**301-227-8400**

**DSN 312-287-8400**

After the session

- Play back the recording of the session to review or reinforce the material. Select the **Past** tab on your **My Schedule** page, find the event to play back, and select the **Playback** link.