Centra Overview

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"... Saba Centra is an online learning environment that combines a highly interactive virtual classroom learning, e-meeting, and web seminar platform ..."

Or:

GDWG and GRWG have used Centra as an enhanced teleconference tool: giving presentations, sharing documents, voice transmission
How to Participate?

You receive an email from a central Centra organiser (e.g. Meryem Uz).

The actual Centra session is not a locally installed software, but web based (the organiser "buys time" on a Centra server).

TIP: To add this meeting to your calendar, double click the attachment below.

To attend the meeting, use this link:

http://10.10.10.10:8000/22?e20000000000000000000000000000000

Attendees may also join the event by going to the URL below, and entering the event ID and Event Password: none.

Invited Participants:

Marinette.Kehrig@eumetsat.int; m.kehrig@eumetsat.int

This session may be recorded and each attendee may have the capability of distributing the recording. Each participant’s use of recordings and participant information is subject to U.S. and international privacy laws.
Centra Screen Opens in a Browser

Presenter(s)

Attendee(s)

Using Saba Centra

Choose the appropriate icon to access the menu:

- Talk & Listen
- Invite Others
- Import a Presentation
- Share an Application

Quick-Tips

- Speaking: Press and hold the (Ctrl) key to speak during an event.
- Adjusting Audio: Use the slider to adjust the audio levels during an event.
- Asking a Question: Use the Hand button to indicate that you have a question.
- Responding Yes: Click the Yes button to respond to a question.

Telephone Conference Calls

- If you are using a conference call, the telephone numbers and access codes can be viewed during the session.
- Select Audio Wizard from the Tools menu.

Note:
- Raise your hand to request a microphone.
- To speak, hold down the CTRL or F12 key on your keyboard (Option or " for Macintosh).

Saba Centra Essentials | User Documentation | Accessibility Guide
Original presenter can "upgrade" attendees (right mouse click on name)
Adjusting Audio Control (Microphone / Speakers)
Presenters can Import Presentations
Import Options: GIF, JPEG, HTML - Size Configurable
"Run" the Presentation through the Agenda List
Control Buttons for "Communication"
Microphone Control via Ctrl Key or Lock

Audio slider to adjust volume
Important things to remember

Divide presentations bigger than 10 MB into separate files for upload.

Use Hands-Free only when presenting, release it when getting comments. If Ctrl button does not work, check: Actions -> ”Ctrl key for Audio” is not disabled.

Remember to check that your mic is on when you talk!

Remember to keep text chat box open at all times for questions and comments.

Properly Exit (File -> Exit) the Centra session – time is money!