

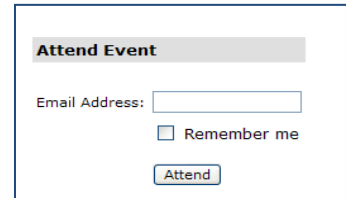
Centra Login Instructions

Tips for a successful session:

- Connect your headset before logging into Centra. If you do not have a headset your computer must have working speakers in order for you to hear the presenter.
- Make sure you have a current version of JAVA installed on your computer. Go to java.com to install the latest version.

URL LINK

1. Click on the URL sent by email or posted on your instructor's website/conference.
2. Enter your Email Address*.
3. Click on the **Attend** button.

A screenshot of a web form titled "Attend Event". It contains a label "Email Address:" followed by a text input field. Below the input field is a checkbox labeled "Remember me". At the bottom of the form is a button labeled "Attend".

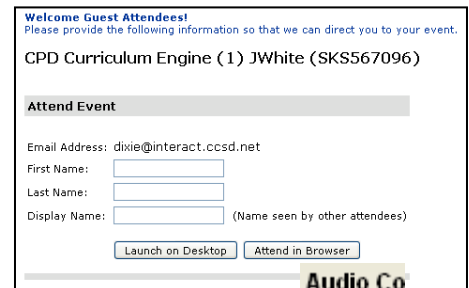
ATTEND

1. Click on "Launch on Desktop"
2. The class event will open.
3. You will need to allow pop-ups and accept this as a trusted site.

BASIC COMMUNICATION

You will use the following tools to communicate during the class.

- The event leader must give you a microphone before you can speak.
- Raise your hand to request a microphone.
- To speak, hold down the **CTRL** key (Windows users) or the **OPTION** key (Mac users).
- You can also click and hold on the person icon under the Audio Controls. Your microphone will turn yellow while you are speaking.

A screenshot of a web page titled "Welcome Guest Attendees!". It says "Please provide the following information so that we can direct you to your event." Below this is the text "CPD Curriculum Engine (1) JWhite (SKS567096)". There is a section titled "Attend Event" with fields for "Email Address:" (pre-filled with "dixie@interact.ccsd.net"), "First Name:", "Last Name:", and "Display Name:" (with a note "(Name seen by other attendees)"). At the bottom are two buttons: "Launch on Desktop" and "Attend in Browser".

Each of the following tools is activated by clicking once on the tool (click again on the tool to remove).

- **HAND** – Click to ask a question
- **GREEN CHECK MARK** (Yes) or **RED X** (No) – Click to answer question.
- **STEP OUT** – Click if you need to be away from your computer during a session. Click again, once you ready to rejoin the class.
- **TEXT CHAT** – Click to open Text Chat window so that you can type in a question or response.
- **AUDIO** – Click to run the Audio Wizard if you experience sound issues.

