



Standard Operating Procedures for the Centra Webconferencing System

Getting Started:

1. Go to the web site link: <http://webconference.tamus.edu/main/oces>. Make sure to close any other windows currently open.
2. If this is your first visit to Centra:
 - a. Click on **Public Events**.
 - b. Find the event by name in the list under **upcoming events**. Click on the **attend** link associated with the event name.
 - c. Enter your email address.
3. If you have previously used Centra:
 - a. Click **Log In** and enter your username and password.
 - b. Click on **Public Events**.
 - c. Find the event by name in the list under **upcoming events**. Click on the **attend** link associated with the event name.
4. Follow prompts to open program. You might be asked to click "Run" to load software.
5. The **Audio wizard** will appear. Follow the instructions to test your speakers and microphone (if available).
6. Click "next" and finish.

During the Session:

Functions:



- Click **Hand** to make a comment, ask a question or request a microphone. Click **Hand** again to lower your hand.
- Click **Yes** to respond to a question. Click **Yes** again to remove the green checkmark.
- Click **No** to respond to a question. Click **No** again to remove the red X.
- Click **Laugh** to show amusement
- Click **Applaud** to show approval
- Click **Step Out** to leave the session. Use this function so others know that you are temporarily away. Click **Step Out** again to "return" to the session.
- Click **Text Chat** to communicate with the Leader or other participants
- Click **Feedback** to provide information to the Leader or the Presenter regarding the session
- Click **Audio** to adjust the volume levels. This will run the **Audio Wizard**.
- 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** key to speak for an extended period of time. You must unlock this key when you no longer wish to be heard.

Sending Text Chat

If you do not have a microphone or if you lose microphone capabilities, interaction is available via the



text chat feature.

1. Click the **Text Chat** icon
2. Type a message in the text box. Note: The message will appear for all participants and presenters unless you select a specific name from the "To" drop down list.
3. Click Send.