

Centra information for teachers and schools

Registration

Schools will need to register for their chosen events via the MESA website and provide a valid email address.

Local setup at your school

In order to maximise the interactivity of these online events, each school should log on to ONE computer for their chosen event. Please use a data projector with external speakers and microphone plugged in.

Preparation

In the week prior to Seaweed, there will be a number of recommended live Centra 'check-in' sessions for events. These sessions are designed for you to check that the Centra software has been successfully downloaded and to allow audio checks to be conducted. These check-in sessions will also give you the opportunity to become familiar with the tools and interface of Centra. Details of the times of these check-in sessions will be emailed to you.

To attend a Centra event

Go to the URL you were sent in the reply to your registration.

Click the *Attend* link on the right hand side of the event you enrolled in.

For example:

Start Time ▲	Event	Leader	Duration	Action
	Sustainable Biodiversity	enver malkic	3h 00m	Attend

You will then see the dialogue box below. Enter your email address and click attend:

Attend

Email Address:

Finally complete the following details and select Attend and you are done:

Attend

Email Address: fred.nurk@email.com

First Name:

Last Name:

Display Name: (Name seen by other attendees)

If this is the first time you log in to a Centra event there are a number of 'once only' set-up steps to **download** the Centra software onto your computers that may take a little time so please do this well before the actual event.

This could take 5 minutes depending upon your connection speed. After the progress bar has fully moved you may not see any indication of activity for a few more minutes. Please be patient. Eventually you will enter the Centra Symposium Main Room and you will see a name on the left-hand side, midway down the screen.

At the end of the process you will be prompted to do an Audio Check where you will need a multimedia headset plugged into the sound card of the computer.

Just follow the onscreen prompts to configure your audio. If you experience technical problems please contact your local ICT support in the first instance.

Please ensure that your headsets are plugged into the **soundcard** of the computer. The colours of headset leads are often standardised today.

Black lead (speakers) – plug into **green** socket in sound card

Blue lead (microphone) – plug into **pink** socket in sound card

If you are unable to download the Centra client it may be a permissions issue. Network administrator rights may be needed.

Student management

During the Centra events, students may become restless. Please ensure that they have done some preparatory work on the session theme and, if they have questions for the presenter, please ensure that they are succinct. Students may find it useful to take paper and a pen so they can jot down notes and questions as the session is in progress.

Hardware

You will need:

PC Computer with an internet connection

P350+Mhz, 128+MB memory

Data projector (and screen)

Speakers attached to the computer

Microphone connected to the computers soundcard

Talk to your school IT staff, so they can prepare for your online session and test out the audio during the check-in sessions before your chosen events.

Browsers

Centra 7.5 supports Internet Explorer 5.01+, Firefox 1.0+ and Netscape 7.2

Operating Systems

Centra software works with Windows 2000 and Windows XP – please note that it is NOT Mac compatible and it will not work with Windows 98.

Bandwidth

Centra events work most effectively with a broadband connection but will still operate on a 28.8 dialup connection although video streaming will suffer. Ideally a 512 MB link will support the best connectivity.

Trouble shooting

If the Centra client will not download and you have appropriate permissions then you can manually download the Centra client from:

<http://univasia2.centra.com/SiteRoots/main/Install/win32/setup.jhtml>

If you have difficulty hearing others and for others to hear you, please check headset and speaker connections, ensure speakers are not muted, run the audio wizard check.

Close all other applications as most versions of Windows usually only allow the audio to be used by one application at a time.

Does your PC have a sound card?

Log out and re-attend.