

TRAININGCENTRE ON-DEMAND USER'S GUIDE

ABOUT THIS GUIDE

InterCall®, a division of West Corporation, in partnership with WebEx Communications, Inc provides TrainingCentre and TrainingCentre On-Demand web conferencing services. Because TrainingCentre and TrainingCentre On-Demand are powered by WebEx™, this guide makes several references to the company name, platforms and features.

▶ CREATING ON-DEMAND PRESENTATIONS FROM A WEBEX RECORDING FILE (.WRF)

INTRODUCTION

Live training sessions can be re-purposed as self-paced training with little additional development time using the TrainingCentre On-Demand add-on. The process starts by recording your training sessions then uploading the WebEx Recording Files to your Training Recordings page.

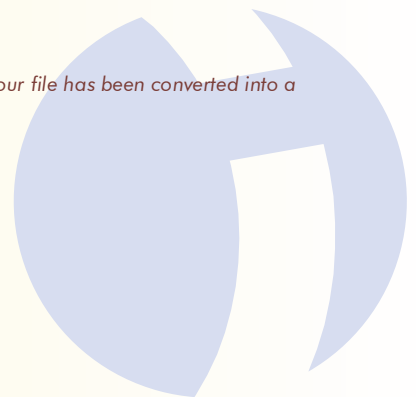
Once published, you can add tests for assessment, attach course materials for download, and insert web links for additional resources. The result is an on-demand training solution for all your attendees.

ADDING A PRESENTATION

To upload a WebEx Recording File:

1. Log into your **TrainingCentre** website.
2. Click **MyWebEx™ > My Files > Training Recordings**. The Training Recording page appears.
3. Click **Add a Recording**.
4. Complete the **Basic Information** fields at the top of the page.
5. Under Recording file, select **Create a Presentation Using Presentation Studio** as a recording creation method.
6. Click **Browse** and select a **WebEx Recording File (.wrf)** to upload then click **Open**. The maximum file size is 50 MB.
7. Under **File Access Settings**, set a password (optional).
8. If you wish to require registration, check the **Registration** box. You may also customise the registration form.
9. Click **Add**. The Recording created page appears.
10. Click **OK**.

Note: Your file has been uploaded and is being processed. When the upload is complete and your file has been converted into a TrainingCentre On-Demand presentation, you will receive an email confirmation.



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EDITING A PRESENTATION

Once your presentation has been successfully uploaded and converted, it is available for viewing by your audience. However, you may wish to enhance your presentation by adding tests, downloadable files, or links to various websites.

Most of the changes you make to a presentation are initiated by clicking the Edit link next to your presentation title on



the Training Recordings page. There are four main sections in the Edit feature:

To attach course materials:

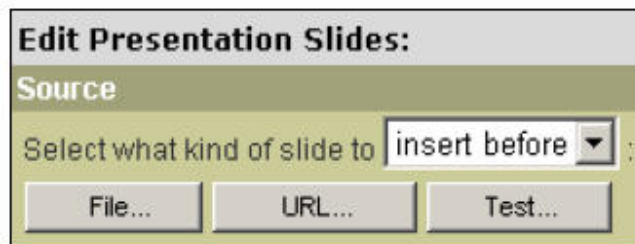
1. Click on **Edit Properties** then scroll to the **File Attachments** section.
2. Click in one of the **Upload new file attachment** fields and click **Browse**.
3. Select the file and click **Open**. Overall size for attached files cannot exceed 10 MB.
4. Click **Submit Changes** now to update your presentation or later if you need to make more edits.

To add a custom logo:

1. Click on **Customise Presentation** then click in the Select a logo image for this presentation.
2. Click **Browse** and navigate to the file on your system. Select it and click **Open**.
3. Click **Submit Changes Now** to update your presentation or later if you need to make more edits.

To insert a test:

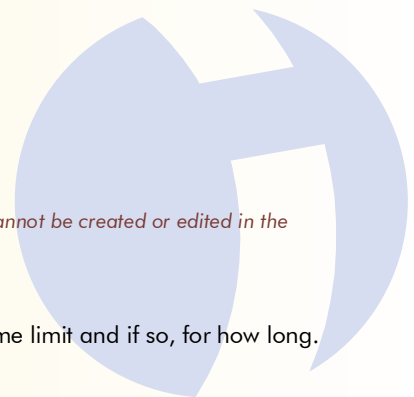
1. Click on **Edit Slides** at the top of your screen.
2. Select a slide from the **Current Presentation** list on the right side of the screen.
3. Choose insert before or insert after from the **Select what kind of slide to** drop-down list.



4. Click **Test**. The **Add a Test** page opens in a new window.

Note: Before you add a test to a recording, the test must already exist in the test library. Tests cannot be created or edited in the TrainingCentre On-Demand editor.

5. Select a test and click **Next**.
6. In the **Test Delivery Options** page that appears, determine if you want to set a time limit and if so, for how long.



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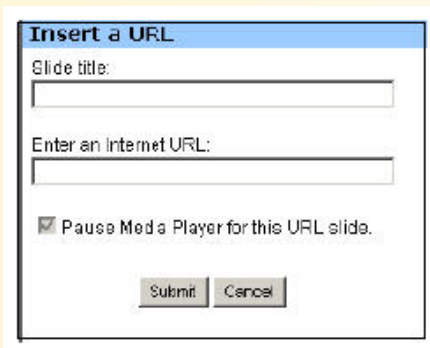
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7. Check **Email attendees** if you wish to send them a notification that tests have been scored and graded, then click **Save**.
8. Click **Close** to return to the **Edit Slides** page.
9. Click **Submit Changes** now to update your presentation or later if you need to make more edits.

To insert a web link:

1. Click on **Edit Slides** at the top of your screen.
2. Select a slide from the **Current Presentation** list on the right side of the screen.
3. Choose insert before or insert after from the **Select what kind of slide to** drop-down list.
4. Click **URL** and enter a title for the new slide that will contain the URL.



5. Enter the complete URL (including http://) and click **Submit** then **Close**.
6. Click **Submit Changes** now to update your presentation or later if you need to make more edits.

To adjust time codes:

1. Click on **Slide Details** at the top of your screen.
2. Click in the **Start Time** field for the slide you wish to edit.
3. Enter a figure in the format 0:1:5:228 (hours: minutes:seconds:tenths of seconds)
4. Click **Submit Changes** now to update your presentations or later if you need to make more edits.

Note: If you insert a test at the end of your presentation and you do not want any audio associated with it, set the start time for one one-thousandth of a second less than the total duration of the presentation. For example if the total duration is 11:24, set the final start time for 11:23:999.

VIEWING A PRESENTATION

To view a presentation:

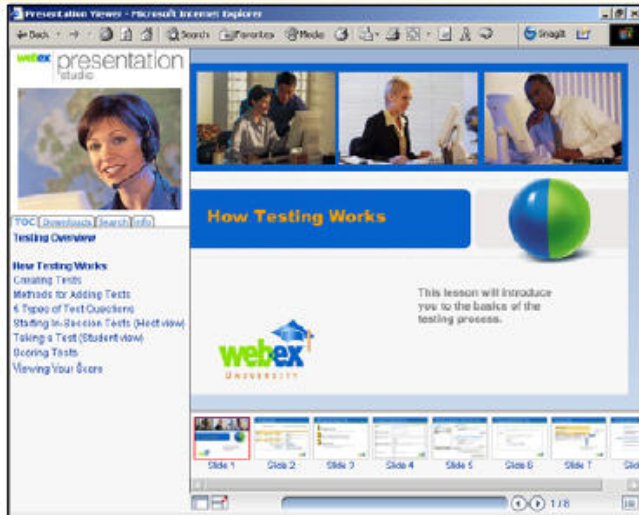
1. Navigate to your TrainingCentre site.
2. Click the **Recorded Sessions** link under **Attend a Session** in the left navigation bar.
3. Select the appropriate **Recording Topic** by clicking the radio button to its left.
4. Click the **View** button.



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5. If a recording password is required, enter the password your host gave you, then click **OK**.
6. If Require Registration was enabled for the presentation, you will need to fill in your name and email address.
7. Your presentation will open in the Presentation Viewer window.



▶ CREATING ON-DEMAND PRESENTATIONS FROM A POWERPOINT FILE (.PPT)

INTRODUCTION

On-Demand training can be created easily with TrainingCentre On-Demand. The process starts by creating a PowerPoint presentation and then uploading the file to your Training Recordings page. Once published, you can add tests for assessment, attach course materials for download, and insert web links for additional resources. The result is an on-demand training solution for all your attendees.

ADDING A PRESENTATION

To upload a WebEx Recording File:

1. Log into your TrainingCentre website.
2. Click **MyWebEx > My Files > Training Recordings**. The Training Recordings page appears.
3. Click Add a Recording.
4. Complete the *Basic Information* fields at the top of the page.
5. Under Recording file, select **Create a Presentation Using Presentation Studio** as a recording creation method.
6. Click **Browse** and select a PowerPoint file (.ppt) to upload then click **Open**. The maximum file size is 50MB.
7. Under **File Access Settings**, set a password (optional).
8. If you wish to require registration, check the Registration box. You may also customise the registration form.

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9. Click **Add**. The Recording Created page appears.
10. Click **OK**.

Note: Your file has been uploaded and is being processed. When the upload is complete and your file has been converted into an On-Demand presentation, you will receive an email confirmation.

NARRATING A PRESENTATION

You now need to add audio via the telephone. The email notification you will receive when your presentation has been published will reference a phone number and a recording code. In preparation for adding your voice narration, it is a good idea to write out your script for all of your slides ahead of time. Once you dial the referenced phone number, you will be prompted to record narration for each slide in your presentation one at a time. If your slides have any builds, you will be prompted to record those separately.

To Narrate Your Presentation:

1. Dial the phone number referenced in your email confirmation.
2. Enter your recording code when prompted followed by the (#) sign. You will hear "You have X number of slides," followed by a series of menu choices. Press **1** to record.
3. After recording narration for each slide, you will be prompted to press **#** to go to the next slide or ***** for more options.
4. After the end of your recording session, you will be prompted to approve your narration. Once approved, your narration will be uploaded and your presentation will be re-published. You will receive a confirmation email when it is ready.

EDITING A PRESENTATION

Once your presentation has been successfully uploaded and converted, it is available for viewing by your audience. However, you may wish to enhance your presentation by adding tests, downloadable files, or links to various websites.

Most of the changes you make to a presentation are initiated by clicking on the Edit link next to your presentation title on the Training Recordings page. There are four main sections to the Edit feature:



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To attach course materials:

1. Click on **Edit Properties** then scroll to the file **Attachments** section.
2. Click in one of the Upload new file attachment fields and click **Browse**.
3. Select the file and click **Open**. Overall size for your attached files cannot exceed 10MB.
4. Click **Submit Changes** now to update your presentation or later if you need to make more edits.

To add a custom logo:

1. Click on the **Customise Presentation** then click in the Select a Logo or presenter image for this presentation.
2. Click **Browse** and navigate to the file on your system. Select it and click **Open**.
3. Click **Submit Changes** now to update your presentation or later if you need to make more edits.

To insert a test:

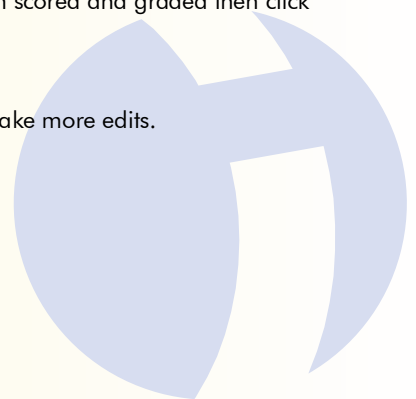
1. Click on **Edit Slides** at the top of your screen.
2. Select a slide from the Current Presentation list on the right side of the screen.
3. Choose insert before or insert after from the Select what kind of slide to drop-down list.



4. Click **Test**. The **Add a Test** page opens in a new window.

Note: Before you add a test to a recording, the test must already exist in the Test Library. Test cannot be created or edited in the Presentation Studio Integration editor.

5. Select a test and click **Next**.
6. In the **Test Delivery Options** page that appears, determine if you want to set a time limit and if so, for how long.
7. Check **Email Attendees** if you wish to send them a notification that test have been scored and graded then click **Save**.
8. Click **Close** to return to the **Edit Slides** page.
9. Click **Submit Changes** now to update your presentation or later if you need to make more edits.



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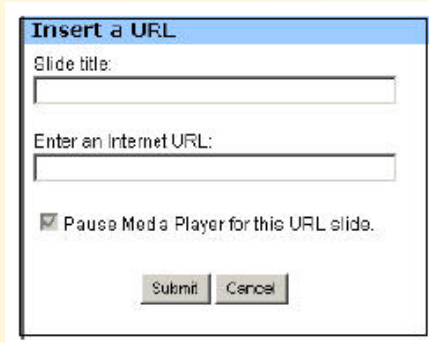
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To insert a web link:

1. Click on **Edit Slides** at the top of your screen.
2. Select a slide from the Current Presentation list on the right side of the screen.
3. Choose insert before or insert after from the Select what kind of slide to drop-down list.
4. Click **URL** and enter a title for the new slide that will contain the URL:



5. Enter the complete URL (including http://) and click **Submit** then **Close**.
6. Click **Submit Changes** now to update your presentation or later if you need to make more edits.

VIEWING A PRESENTATION

To view a presentation:

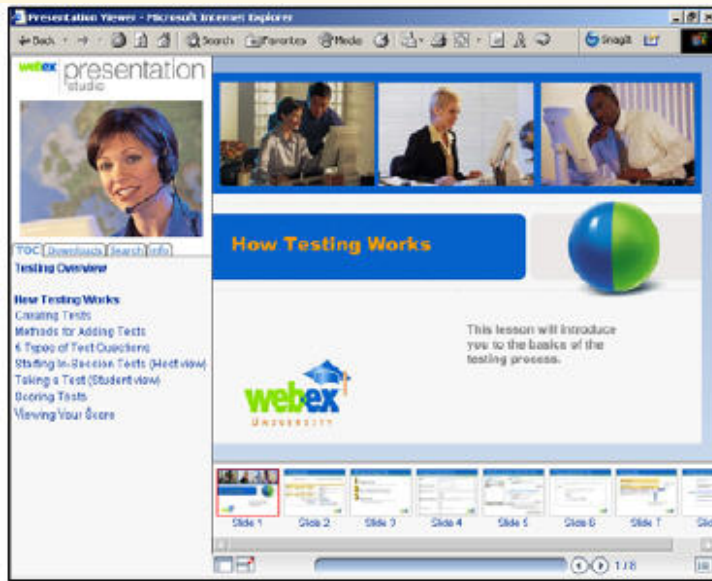
1. Navigate to your TrainingCentre site.
2. Click the **Recorded Sessions** link under **Attend a Session** in the left navigation bar.
3. Select the appropriate **Recording Topic** by clicking the radio button to its left.
4. Click the **View** button.
5. If a recording password is required, enter the password your host gave you, then click **OK**.
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