



Collaborative Army Training (CAT) Presenter/Leader Quick Reference Card



Creating a Meeting

Login in one of two ways:

1. **AKO** to **ALMS Homepage**, click on the **CAT** Link.
2. Enter the URL in your browser.

URL: <https://www.cat.lms.army.mil>

My Profile:

The first time you use CAT, set up your profile to include Time Zone.

Creating a Meeting:

1. Click "**Create a Meeting**" link on the **My Schedule** page.
2. Enter Meeting **Name**.
3. Use the **Calendar** Icon to select the **Day**.
4. Enter the **Time** and select the **Time Zone**.
5. Enter a **Duration** (Hours/Minutes) for the Meeting.
6. Select the number of **Reserved Seats** (Add 5 Extra).
7. Select **Meeting Options**.
8. Select the **Audio Options**.
9. Click "**Done**."
10. Send **Meeting ID**, **Date**, and **Time** to Attendees (email).

Open CAT Session:

- Click on "**Lead**" in the Event Links on the **My Schedule Upcoming Events** screen.
- CAT will open the session.

Before You Begin:

Centra Audio Wizard. Configure your speaker and microphone settings for best audio quality. To work with the CAT Audio Wizard, select **Tools, Audio Wizard** from the CAT Interface.

Centra Video Wizard. Focus and position your camera if you plan to broadcast video. To work with the Video Wizard, select **Tools, Video Wizard** from the CAT Interface.

Schedule

Name:

Day: 10/04/12

Time: 11 : 45 AM

(GMT -04:00) Eastern Time (US & Canada)

Duration: Hours: 0 Minutes: 30 Ongoing

Cost Center: No Selection

Description:

Seat Availability

Meeting Options

Secure meeting

Public event (event will display on the public event list)

Record meeting

Live video

Include live video in recording

Allow users to attend without an invitation

Allow users to export the agenda to a PDF

Early Attendance: No Limit

Meeting Password:

Retype Password:

Audio Options

Voice Over Internet (VOIP) Telephone

Audio Codec: Centra SC3 (less than 1 KB/second)

Enable Audio Conference Provider Callback

Callback number 1:

Callback number 2:

Conference ID:

Subscriber Password:

Dial-in Number 1:

Dial-in Number 2:

Access Code:

Host Code:

Conference Call Instructions: (500 character limit)

10/05/2012

Sending Text Chat:

1. Click on "Text Chat" in the Tool Bar
2. Type a message in the text box.
NOTE: The message is addressed to all participants and Presenters unless you select a specific name from the To: drop down list. Click "Send".

Speaking:

1. Run the **Audio Wizard** to set up your microphone before the session.
2. Press and hold the "Control" Key or click the "Presenter" icon and speak into your microphone. Or, click the "Lock to Talk" button to speak for an extended time.
3. Click the "Lock to Talk" button again to allow others to talk.

Import Agenda

1. Click on the "Import" button. Select the file to import from your browser.
2. Select the **Image Format & Size**.
3. Click "OK" to import.

Additional Permissions are Available:
Contact the ALMS Customer Service Center (CSC). POCs listed below.

Content Manager – Agenda Builder – Allows you to build an organized group of content for a specific subject.

Event Manager – Allows you to Create Groups, Symposiums, New User Accounts, Manage Events, Create eMeetings, and Webinars.

Record the Session (Microphone icon)

Raise Hand to ask a question (Hand icon)

Yes/No Click to respond (Yes/No icons)

Laugh/Aplaud Click to indicate laughter/applause (Laugh/Aplaud icons)

Step Out to let Presenter know you have left (Step Out icon)

Survey Set up a Survey (Survey icon)

Appshare Share your application (Appshare icon)

Web Safari Share a Website (Web Safari icon)

Whiteboard Mark up Presentations (Whiteboard icon)

Text Chat Communicate with Attendees (Text Chat icon)

Feedback from Attendees (Feedback icon)

Audio/Video Wizards (Audio/Video icons)

Full Screen Click to enlarge view (Full Screen icon)

Lock to Talk button (Callout pointing to the Lock to Talk button in the Participants panel)

Agenda (Callout pointing to the Agenda list in the bottom left)

Presenter (Callout pointing to the Presenter icon in the top toolbar)

Participants will be displayed here – To promote a participant to a Co-Presenter, right click on their name to open the drop down menu (Callout pointing to the Participants list)

Use the Whiteboard Toolbar to edit or mark up presentations (Callout pointing to the Whiteboard toolbar)

To access Centra Online Help, Click "Help" on the Toolbar. Topics are broken down by Roles – Content Developer, Participant, Leader, and Event Manager (Callout pointing to the Help button in the bottom toolbar)

CSC POCs



Need Some Help or Additional Permissions? Call or email the ALMS Customer Service Center (CSC) – DSN 826-XXXX

Kirk Daniel – kirk.w.daniel@us.army.mil (757) 878-0433 ext 1321

William Hill – william.bertram.hill@us.army.mil (757) 878-0433 ext 1323

Mike Stewart – michael.d.stewart2@us.army.mil (757) 878-0433 ext 1326

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