

Introduction

Live training sessions can be re-purposed as self-paced training with little additional development time using the Presentation Studio Integration feature. 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 weblinks for additional resources. The result is an on-demand training solution for all your attendees.

Adding a Presentation

To upload a WebEx Recording File:

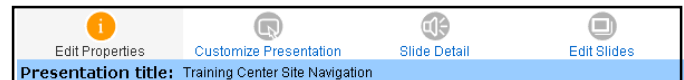
1. Log into your Training Center website.
2. Click **My Training Recordings** under *Host a Session* in the left navigation bar
3. Click **Add a Recording**.
4. Complete the *Basic Information* fields at the top of the page.
5. Under *Recording file*, select **Create a Presentation Using Presentation 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 **Optimize recording playback quality for**, select Text or Graphics based on the content of your recording.
8. Under *File Access Settings*, set a password (optional).
9. If you wish to require registration, check the **Registration** box. You may also customize the registration form.
10. Click **Add**. *The Recording Created page appears.*
11. 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 Presentation Studio presentation, you will receive an email confirmation.

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



To attach course materials:

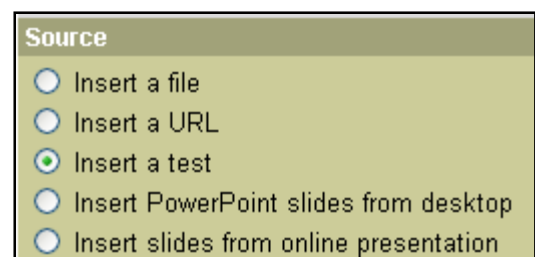
1. Click on **Edit Properties** then scroll to the *File Attachments* section.
2. Click in one of the Upload new file attachment fields and click **Browse**.
3. Select the file and click **Open**. Overall size for attached files cannot exceed 10MB.
4. Click **Submit Changes** now to update your presentation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

To add a custom logo:

1. Click on **Customize 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:

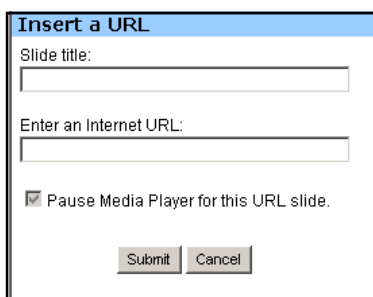
1. Click on **Edit Slides** at the top of your screen.
2. Click **Insert a test** from the Source portion of the screen.



3. Select *Before* or *After* from **Insert the selected slide**. The selected slide is chosen under the Current Presentation portion of the screen.
4. Click **Insert**. *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 Presentation Studio Integration editor.
5. Select a test and click **Next**.
6. In the *Test Delivery Options* page, set a **Time limit** for the test if desired, check **Email attendees** if you wish to send a notification when tests have been scored and graded, and enter an **Attempt limit** if you want to limit the times attendees can take the test.
7. Click **Save** to insert the test, then **Close**.
8. Click **Submit Changes** now to update your presentation or later if you need to make more edits.

To insert a weblink:

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 presentation 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 0:11:23.999.

Viewing a Presentation

1. Navigate to your Training Center 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**.
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.

