

## Slide Control Center

**NOTE:** It is recommended that you use Internet Explorer version 6.0 or higher when accessing the web based Control Center. This will ensure the best possible experience. Also, to keep outdated slides from appearing on the eConference Enterprise Slide Control Center when you re-upload the slides using Internet Explorer, make sure that the temporary Internet files are deleted, or change the settings from 'Automatically' to 'Every Visit to the Page'

Access the temporary Internet files in Internet Explorer - From the Tools menu select Internet Options. On the general tab, click the delete button found in the contents of the Temporary Internet Files section to delete the files or the settings button to change the default setting to Automatic.

### Section 1 – Displaying the Slide Control Center

You can access the Slide Control Center from your portal Home page by selecting the 'Presentation Center' button in the 'Live Action' section. There are three tabs on the Presentation Center web page. The Slide Control Center is on the first tab. It enables you to control content that is delivered to your viewers during a presentation.

#### Slide Control Center Web Page

The screen is split into 2 sections: the right side contains a depiction of your currently pushed slide. On the left side is your slide manipulation control center. Here you can do things such as push, preview, re-order, add and delete your slides, polls, graphs and surveys.

You can 'click' on a slide's text title to push it out to your internet audience (or if you select 'Private' above the displayed list of slides it will just display on the local screen). The red arrow indicates the slide that was last pushed. You may also use your arrow keys to push (or preview) a new slide. Make sure your browser focus is in the control center before your attempt to use your arrow keys. The 'previous' and 'next' buttons also do this.

The Slide Control menu bar has three items: Slide, Poll, Survey.

## Section 2 – Slides in the Slide Control Center

There are four items in the 'Slide' menu.

**Add:** You can add a slide below the currently selected slide by clicking on 'Add' from the Slide menu. A screen will appear asking you to fill in some basic information about your new slide. Most of the defaulted information can be left as is.

Base URL - this is the host and directory path that will be added as a new slide

Page Name - this is the actual html document that will be added

Description - this will be listed in the Control Center window

**NOTE:** You can also upload a document from your hard drive instead of specifying a URL. (Typically, slides are uploaded from PowerPoint using our upload plug-in.)

**Modify:** You may change information you entered when individual slides were uploaded using the 'Add' command.

**Delete:** You may remove the selected slide from the list in the Presentation Center.

**Reorder:** You may reorder the content based on the numbers that you can change in the little text boxes to the left of each slide.

**Reload Slides:** will reload the current slide set, from the database. This is useful if you have uploaded new slides since opening the control center page.

## Section 3 – Polls and Graphs in the Slide Control Center

There are five items in the 'Poll' menu: Add Poll, Delete Poll, Clear Responses, Push Graph, Delete Graph.

You can add a poll below the currently selected slide by selecting 'Add Poll'. A screen will appear asking you to fill in some basic information about your new poll. Your poll will be previewed on the screen.

Poll Title – This title will appear in the Slide Control Center

Poll Question – This is the question you are asking of your audience

1 – 8 – Type in your possible responses

Add a Poll Question – Click to finalize the poll and add it to your slide list

The other items in the Poll menu are self-explanatory.

**Note on polls:** Because of the inherent delay that the Internet adds to the streaming presentation, you should wait at least one minute from the moment you push a poll before

you attempt to tabulate any results via the graphs, explained below. This will ensure that your audience has had ample time to answer any questions.

Below the newly inserted poll is the graph creation slide. Select it to bring up options for generating a graph based on attendee response to the poll question, which can then be sent out to your audience as poll results. The most common are described:

Graph type - select the type of graph you want to produce tabular data  
Tabular Data: - You can opt to include real numbers, percentages, or neither  
You choose to preview the results or simply push them out to the attendees

## Section 4 – Surveys in the Slide Control Center

There are five items in the 'Survey' menu: Add Survey, Modify Survey, Delete Survey, Clear responses, List Surveys. You can add a survey below the currently selected slide by clicking on 'Add Survey'. A screen will appear asking you to fill in some basic information about your new Survey.

Survey Title - This will appear at the top of the survey, as well as your control center screen

Type - You can create a standard survey, or a test

Response Page - after the user has submitted the survey, you can choose the type of response they will view. A standard thank you is sufficient for most applications. You may however opt to give test results, or direct the user to a specific URL

Email To - Every survey result is sent to this email address

Add Survey - This will add the survey to the database

Once a survey has been added, you need to add questions to it. Immediately after selecting 'Add Survey' your survey will be listed below a grey bar with options to modify delete or clear it. Select 'Modify Survey' to begin adding questions. A 'New Survey Question' page will appear. The top line is where you should add the question you'd like to ask. 'Answer Type' can be customized based on the type of response desired. Enter possible answers, one per line and click on the 'Add Questions / Update Survey' button. The screen will update showing your question, as it will look in the actual survey. Continue to add questions until you have all questions added.

You can modify your survey at any time by selecting it on the Slide Control Center and selecting the 'Modify Survey' button. You can then add more questions, or modify/delete existing questions. Don't forget to select the 'Add Questions/Update Survey' button after you have made the desired changes.

## Section 5 – Responses to Polls and Surveys in the Slide Control Center

All poll and survey responses are entered into a database. You can view the results by logging into your portal, selecting the desired event and clicking on the 'Poll Results' or 'Survey Results' link in the Follow Up section of your home page.

The poll results page will list each poll in a presentation, as well as the percentage breakdown of each answer. You can review each participant's individual responses under the 'Poll Users' header.

In a registered event the names will be listed. In an open event IP addresses will be listed.

The Survey results page will list each survey question, as well as the percentage breakdown of each answer. You can review each participant's individual responses under the 'Poll Users' header. In a registered event the names will be listed; in an open event you cannot view individual responses.

You can clear the current survey and poll responses from the database by selecting the appropriate item, then selecting Clear. A dialog box will pop up confirming the selection is correct.