

INSTITUTE for  
**DISTANCE and DISTRIBUTED  
LEARNING**

## Glossary of Symposium Terms

<b>Agenda Builder</b>	Used to create or modify an Agenda for Symposium events. This is a separate application, downloaded when you installed the Symposium Client software, which resides on your machine in Program Files >> Centra 99.
<b>Agendas</b>	List of activities for use by participants of a given Symposium event. Includes: whiteboard, text files, images, music, Power Point presentations, Web Safari activities, application sharing, evaluation forms, URL's, and folders. Can be used while in session or out of session. Use an Agenda to organize a class meeting, small discussion group, a week's class, or the entire semester's materials for use in Symposium.
<b>Application Sharing</b>	For use while in an active Symposium Session, allows the entire class to use the open application on the Leader's computer. By giving control to any student on the Participant's list, they may make changes to existing files, save them, create new files, and explore contents. Web Safari is one kind of Application Sharing using a web-browser. Only available while In Session.
<b>Attend</b>	Under "View My Schedule", clicking this starts the Symposium Client software and gives the Participant access to the Event Agenda.
<b>Audio Wizard</b>	Used to set microphone and speaker levels. Set by each user on their computer, it can be accessed in Program Files >> Centra 99 >> Centra Audio Wizard. Can also be run from within an event, under "Tools".
<b>Availability</b>	Defines the time that an Event is available for viewing or participating, from one hour to "always".
<b>Begin Session</b>	When the leader clicks the green "Begin Session" button, the session formally starts and the leader assumes control of the learning environment. Any recordings being made start at "Begin Session" and "Available In-Session" items created in Agenda Builder become viewable.

<b>Breakout Session/ Breakout Rooms</b>	During a session, the Leader may divide the main discussion into smaller groups, or breakout rooms. Breakouts allow groups of participants to temporarily work together in a separate room. The leader creates Breakout Rooms and assigns participants to them. The Leader may move between them, speak to all at once, and appoint Breakout leaders in each area. Each Breakout Room has its own Whiteboard and subset of the Syllabus. This is only available during an active session.
<b>Breakout Leader</b>	A participant designated by the leader as the moderator for a Breakout Session. The Breakout Leader is responsible for giving microphone control to other Breakout members, and for displaying Syllabus items.
<b>Builders Folder</b>	The default folder where Agenda Builder stores new agendas: Program Files/Centra99/Agendas/builders.
<b>Client</b>	The Symposium Client is a Java Applet running on the participant and leader's computer while they are participating in an event. The client must be installed for anyone wishing to view an agenda either in or out of a session.
<b>Control</b>	Control is granted by the leader, is signified by a microphone icon by the participant's name, and enables the participant to speak and use the Symposium tools. Participants without control must watch and listen passively.
<b>Enroll</b>	After Creating a User Account, each user must enroll in an event. Click on Enroll beside the name of the Event you wish to enroll in under the Event List. Once enrolled, that Event becomes listed under "View My Schedule".
<b>Evaluations</b>	Available in Agenda Builder, allows for easy creation of multiple choice, short answer, and essay questions. Allows immediate performance feedback to student. Collective class results are only available to Leader out of session.
<b>Event List</b>	A list of all the Events currently available for student enrollment.
<b>Events</b>	A class meeting. Has a specific time and specific content (even though the time may be "always" and the content may change from week to week)
<b>History</b>	Viewed under "Manage Subjects", "Agenda History", this is a record of the changes made to an agenda.
<b>Home Page</b>	The page from which each Participant, Course Builder, and Leader views the choices that are native to their established roles.

<b>Host Machine</b>	The computer housing the application being shared.
<b>In-session</b>	Begins when the leader clicks the green "Begin Session" button. When "In-Session" only the leader may grant "control" and Symposium functionality is at a maximum (Web Safari and Application Sharing are only available "In-Session") If the session is recorded, recording starts.
<b>Java, JavaScript</b>	Programming and scripting languages used to create Symposium.
<b>Leader</b>	One who is able to grant or remove participant "control". The Leader may grant secondary leader or "Presenter" privileges to students as well but ultimate "control" rests with the Event Leader.
<b>Logging On</b>	Entering your username (usually your PID) and your unique Symposium password at <a href="http://symposium.iddl.vt.edu">http://symposium.iddl.vt.edu</a>
<b>Log Out</b>	Signals the end of a Participant's activities with a session or event and is done via the green "log out" button at the bottom of the Symposium Home page.
<b>Media Window</b>	The largest part of the session window, displays the contents of an Agenda item.
<b>Nickname</b>	When creating a Registered User Account, this is the name that will be displayed during a Symposium Event/Session ( i.e. Jane D )
<b>Participant</b>	One attending the session who is not the leader.
<b>Participant List</b>	List of all the session participants; also indicates who has microphone control, who has raised hands, and who has responded yes or no. You can sort the session list by clicking on the column headers.
<b>Password fields</b>	Also part of Registered Student Accounts, the password is used to log onto the Symposium Server. Must be unique.
<b>Pre-session</b>	When an event is not "In-Session", all participants have equal "control". Web safari and application sharing are not available in this mode and the instructor pre-determines whether the agenda is viewable in pre-session. <i>See also:</i> In-session
<b>Program</b>	An entire course. A program may have many events and enrolling in the program automatically enrolls a participant in all events in that program.
<b>Registered User</b>	Symposium requires each user to register a login name or username (usually PID), Nickname (usually first name and last initial), full name, and e-mail address.

<b>Snapshots</b>	During a Whiteboard event, clicking on this button on the whiteboard control bar takes a quick screen-shot of what is displayed in the Media Window, and saves it to a file that may be dropped into the Agenda for later viewing
<b>Subjects</b>	A group of specific 'Events' that fall within a certain content area. For example, 'Symposium Overview' is a specific event under the subject heading "Centra Symposium". Click on the 'S' circular icon to the left of each Event listing to see the Subject area designation.
<b>Target Audience</b>	Identified as the specific audience an Event is intended for. The target audience for an event can be displayed by clicking the "S" circular icon to the left of an Event listing.
<b>Test Event</b>	An online event in Symposium where the class instructor and/or tech support allow users to log into a session and test their audio and microphone settings, as well as get accustomed to the Symposium interface components.
<b>User Profile</b>	The online form in Symposium where registered users may change their name, nickname, email, password, phone number, etc.
<b>username</b>	Login name (usually your PID) used with your password to access Symposium events.
<b>View My Schedule</b>	A list of the events in which you are enrolled (updated automatically each time you enroll in a new event).
<b>View Event List</b>	Second item on the Symposium Home page, clicking this shows all the events and all programs available for enrollment.
<b>Web Safari</b>	Sharing the web browsing application of a presenter, the Web Safari tool enables the class to tour the web collectively without individual participants getting lost by following different links.
<b>Whiteboarding</b>	A shared white media window that participants can use to type or draw on. The Main Classroom has one Whiteboard as does each Breakout Room. Whiteboard tools are accessed via "Tools" and require "control" to use. Whiteboard tools can also be used to upload gifs and jpegs and draw on agenda images.