

Event Materials should be created with the Event Materials Editor (an add-in to the Participant application) prior to the Event and can consist of almost any file.

Accessing the Event Materials Editor

From the *Start* menu, click **Programs>Interwise>Interwise Participant Application – Materials Editor**.

Creating New Event Materials

- 1 From the *File* menu in the Materials Editor, click **New**.
- 2 In the **Details** tab, define the Event Materials Name, Type and Description.
- 3 In the **Options** tab, define a Predefined background for the Whiteboard (which enables you to load an image on the Whiteboard that can be used to take notes or reinforce learning) and Branding logos (which displays an image in the upper right-hand corner of the Participant interface).
- 4 In the **Buttons** tab, define up to four Action buttons (displayed in the Participant interface in the *Links* menu).
- 5 Click **OK**. The Event Materials file is created and stored in the Interwise\Participant\Lessons\<ICC Name> folder.

Adding Content to Event Materials

To access existing Event Materials:

- 1 From the *File* menu, click **Open** and then browse to access the relevant Event Materials .VCS file (from the relevant ICC).
- 2 Click **Open**. This displays the Event Materials folder in the *Materials* pane.

To insert a file:

- 1 Right-click on the Event Materials root folder and select the relevant file type, such as **PowerPoint** or **Picture**, OR From the *Insert* menu, select the relevant file type, OR Drag and drop files into the Event Materials folder.
- 2 In the **Details** tab, define the Name, Location and Notes for the file.
- 3 In the **Options** tab, define the Presentation Method according to the file type.
- 4 Click **OK**. The file is displayed in the *Materials* pane.

Inserting Other Types of Materials

You can insert a range of files into Event Materials (also by drag and drop), including the following

- Fully animated PowerPoint
- Static PowerPoint
- Word, Excel or other student handouts
- AVI and WAV files
- Interwise recordings
- New tests and questions
- Existing/standard test

Creating Folders

To create a folder:

- 1 Right click on an item in the *Materials* pane and select **Insert>Folder**.
- 2 Enter a name for the folder and click **OK**.

Note: The folder is placed under the selected item in the *Materials* pane.

Adding Questions

Questions add interactivity and reinforce learning. There are 3 types of Questions – Yes/No, Multiple Choice and Free Text.

- 1 Right click on an item in the Event Materials and select **Insert>Question**.
- 2 Select the question type and click **OK**.
- 3 Enter the following details:
 - Title
 - Question
 - Answers (Multiple Choice only)
 - Correct Answer

Note: Multiple Choice – select the checkbox to the left of the gray fields to activate the option.

- 4 Click **Save**.

Adding a Test or Survey

Send a series of questions to the Participants that they can complete at their own pace.

- 1 Right-click on an item in the Event Materials then select **Insert>Test**.
- 2 Enter a name for the Test.
- 3 In the **Options** tab, select one of the following:
 - **Test:** Tests can be weighted if necessary.
 - **Survey:** There are no correct answers.
- 4 Add questions to the test/survey folder as necessary.

Note: Questions must reside in the test/survey folder to be sent to the Participants.

Moving Items

Drag and drop or use cut, copy, and paste to move items around in the *Materials* pane. Items are placed UNDER the item they are dropped or pasted on.

Note: Use **Shift** or **Ctrl** to select multiple items.

Saving Portions of Event Materials

Portions of Event Materials can be saved as 'templates' to be inserted into other Event Materials.

To save an Event Materials template:

- 1 Select the item(s) then right-click and select **Save As Event Materials**.
- 2 Name the new Event Materials, select which ICC folder it will reside in and click **Save**.

To insert an Event Materials template:

- 1 Right-click in the Event Materials then select **Insert>Event Materials**.
- 2 Locate the relevant Event Materials and click **Open**.

Editing Event Materials

You can edit an Event Materials folder or items in existing Event Materials.

- 1 Right-click on the Event Materials folder or Item you want to edit and click **Modify** on the popup menu.
- 2 In the displayed *Update* window, you can change the name, change an existing note or insert a new note.
- 3 Click **OK**. The Event Materials are modified and stored in the Interwise\participant\Lessons\<ICC Name> folder.

Saving Event Materials

You can save changes made to Event Materials or items in existing Event Materials.

To save Event Materials:

From the *File* menu, click **Save**.

To save as another Event Materials:

- 1 From the *File* menu, click **Save As**.
- 2 Enter a name for the Event Materials and click **Save**.

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- 2 Enter a name for the Event Materials and click **Save**.

Uploading Event Materials to the ICC

You must upload Event Materials to the ICC before the Event can take place.

- 1 Select **File>Upload to Communications Center....**
- 2 Select the relevant ICC from the dropdown list and in the *Identity* area, enter your User Name and Password for the selected ICC.
- 3 Click **Login**.
- 4 In the *Event Materials* area, define Keywords and Permissions.
- 5 In the *Type* area, select **Full**.
- 6 Click **OK**.

Note: You can modify the Event Materials type prior to uploading by right clicking on the Event Materials folder and selecting **Modify**. In the displayed window, select from **Live, On Demand, Link** or **CBT**.

To add an ICC (before logging in to an Event):

- 1 From the *File* menu, select **Specify Access to Communications Center(s)....**
- 2 Click **New** to define a new ICC.
- 3 Enter the following information:
 - **ICC URL:** Location of the ICC (for example., 209.10.42.234/els).
 - **ICC Username:** Moderator user name
- 4 Click **OK**.

Note: ICC is added automatically when Moderators log into a live Event.

Archiving Event Materials

You can archive new or modified Event Materials by compressing them into a *.vcm file that can be restored later.

To archive Event Materials:

- 1 From the *File* menu, click **Archive>Create**. This stores the archive in the directory: C:\Interwise\participant\Archive\
- 2 Click **Yes** to create the archive.

To restore archived Event Materials:

- 1 From the *File* menu, click **Archive>Restore**.
- 2 Double-click on the *.vcm file for the Event Materials you want to restore.
- 3 Click **Yes** to open the Event Materials in the *Materials* pane.