

**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>AT&T Connect>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 and a Branding logo (which is displayed 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\<ACC 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 .VCS file (from the relevant ACC).
- 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:

- Static or fully animated PowerPoint
- Word, Excel or other student handouts
- AVI and WAV files
- AT&T Connect recordings
- Prepared tests and on-the-spot questions

## 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**. 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 ACC 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\<ACC 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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## Uploading Event Materials to the ACC

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

- 1 Select **File>Upload to Communications Center....**
- 2 Select the relevant ACC from the dropdown list and in the *Identity* area, enter your User Name and Password for the selected ACC.
- 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 ACC (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 ACC.
- 3 Enter the following information:
  - **ACC URL:** Location of the ACC (for example., 209.10.42.234/els).
  - **ACC Username:** Moderator user name
- 4 Click **OK**.

**Note:** ACC 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:\Program Files\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.