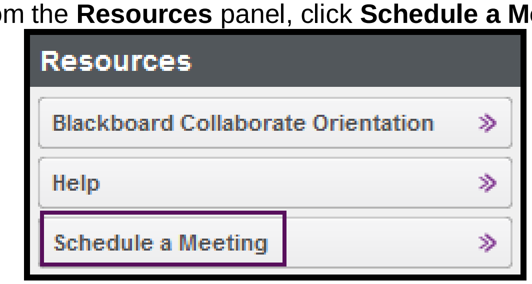
Preloading Session Content using the SAS Quick Reference Guide

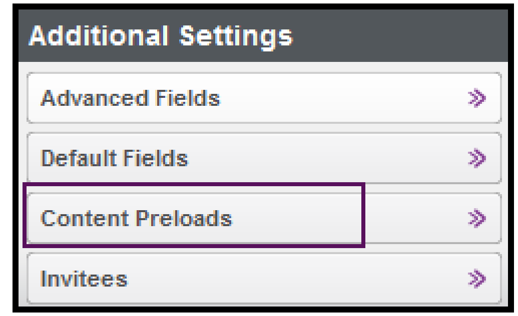
The Session Administration System (SAS) provides ASP clients with the ability to preload content into each web conferencing session. There are two ways to preload content using the SAS. Content can be loaded from the Utilities panel or directly from the Schedule a Meeting tool. The process is the same for Meetings, Courses and Drop Ins.

Preloading Content from the Schedule a Meeting Tool.

1. Login to the **SAS.**.
2. From the **Resources** panel, click **Schedule a Meeting**.



3. Complete the **Basic Fields**, **Advanced Fields**, **Default Fields** and **Invitees** sections as desired.
4. Click **Content Preloads**. The content must be uploaded to the server and then associated to the session.
5.

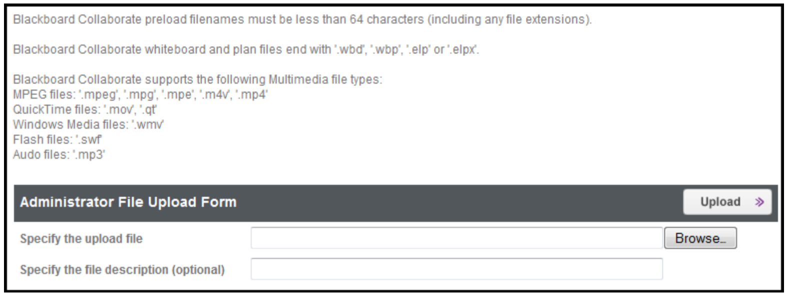


Uploading Content.

Whiteboard files, Plan files and multimedia files can be uploaded to the server and then preloaded into a Meeting, a Course or a Drop In. Below are the steps for uploading the files:

1. Click the **File Upload** button.
2. Click the **Browse** button to locate the Whiteboard, Plan or multimedia file you want to upload.
   - Filenames must be less than 64 characters (including any file extensions).
   - The following Whiteboard and Plan file types can be uploaded: .wbd, .wbp, .elp or .elpx
   - The following multimedia file types can be uploaded: **MPEG files** (mpeg, .mpg, .mpe) **MPEG4 Movies** (.m4v, .mp4); **QuickTime files** ('.mov', '.qt'); **Windows Media files** (.wmv) ; **Flash files** (.swf) and **MP3 Audio files (**.mp3).
3. Enter a file description in the **Specify the file description (optional)** box.

4. Click the **Upload** button.

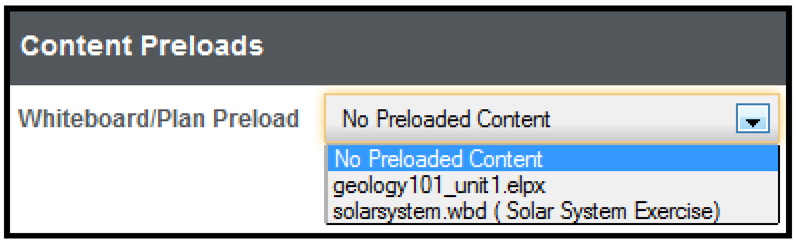


5. Once the content has been uploaded a confirmation screen will appear. Click **Close** to return to the previous page.

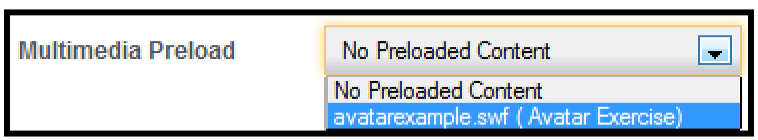
Associate Uploaded Content to a Meeting

Once the content has been uploaded, the next step is to associate the content to the meeting. Follow the steps below:

1. To associate a Whiteboard or Plan file, click the **Whiteboard/ Plan Preload** dropdown arrow. All previously uploaded files will appear in the drop down menu.
2. Select the file you want to preload into the meeting.



3. To associate a multimedia file, click the **Multimedia Preload** dropdown arrow. All previously uploaded multimedia files will appear in the drop down menu.



4. If desired, click **Save as Defaults**. This will add the selected preloaded content to **each** meeting you create.

Preloading Content from the Utilities Panel Tool.

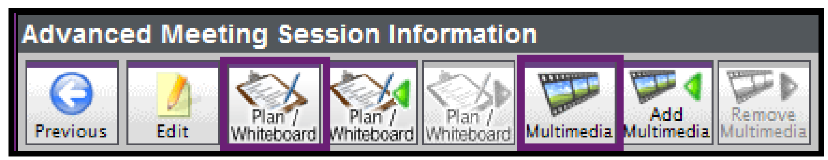
Content can be uploaded to the server from the Utilities panel in two ways:

1. File Management > Files and select Plan/Whtieboard or Multimedia
2. Session Management > Courses/Drop Ins/Meetings

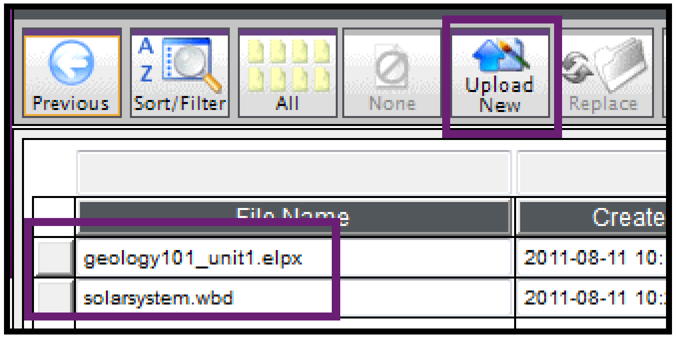
The steps below are for adding content to a Meeting from Utilities > Session Management.

1. From Utilities > Session Management select Meetings.
2. Create a new meeting or select a previously created meeting.
3. Click the Advanced 

button on the **Meeting Sessions** toolbar.
4. From the **Advanced Meeting Session Information** toolbar, click **Plan/Whiteboard** button to upload a plan or whiteboard file or **Multimedia** button to upload a multimedia file.



5. Click the **Upload New** button. Follow the steps previously outlined in this document.



6. A **File Upload confirmation dialogue box** will appear once the file has finished transferring to the SAS. Click **OK**.

7. Click the Previous 

button.

8. From the **Advanced Meeting Session Information** toolbar, click Plan/Whiteboard 

button or the Multimedia 

button.

9. Select the desired file and click **Accept**.

Steps to Remove a Preloaded File

1. To remove preloaded content from a session, click 

or 

2. Select the file to be removed and click **Accept**.

3. The file is removed. Click **Previous** to return to the **Meeting Session** screen.