

# Centra Knowledge Center Boot Camp

## Overview

This two-day classroom session covers aspects of creating, managing, and distributing content in the Centra Knowledge Center. It includes hands-on practice using the Centra Knowledge Center features. Topics include:

- Creating content using the composition tools in the Knowledge Center
- Managing and assigning content
- Managing users and tracking activity

## Objectives

Upon completion of this session, the participant will be able to perform the following tasks:

- Create content using the web-based authoring tools in the Centra Knowledge Center
- Use the Knowledge Center features to manage, deliver, and track content activity

## Audience

This boot camp is designed for users who will be responsible for implementing a Knowledge Center and asynchronous content developers.

## Day One

During the first day, participants learn about and practice using the simple content development tools in the Centra Knowledge Center including FAQs, surveys, multiple choice questions, and assessments.

## Day Two

The second day of the Centra Knowledge Center Boot Camp involves activities involved in learning tracks, managing content, users, and assignments in the Centra Knowledge Center. Participants learn about the system roles used in these activities and gain hands-on experience with the primary functions of the Centra Knowledge Center.

## Prerequisites for Centra Knowledge Center

Participants should be able to:

- Cut, copy, and paste within and between applications
- Navigate in Windows or NT Explorer
- Access the Internet

## Duration

Two days of physical classroom training.

## Location

- Boot Camps are held for private audiences and are delivered on-site at a customer location(s).
- Publicly offered Boot Camps are scheduled regularly at Centra offices in Lexington, MA.

## Onsite Boot Camps

Onsite Boot Camps require customers to have an appropriate physical classroom set-up.

The assigned Instructor will review the Setup for Onsite Class Worksheet with the customer contact person to ensure availability of materials, facilities, and equipment.

## Materials

Centra provides Student Handbooks, one per participant, for each student in public or private Boot Camps.

Customers may purchase additional Education Materials from the Centra Education Online Store at [www.centra.com](http://www.centra.com) under Education Materials.

## Instructional Professionals

All Centra Boot Camps are delivered by highly qualified, experienced instructional professionals with many years of teaching experience in both the physical and virtual classroom. In addition, all instructors have teaching and instructional design backgrounds.

**For More Information on Centra's Program...**

Please contact Centra Education and Training at 781 994-1080 or [training@centra.com](mailto:training@centra.com) and we will be happy to provide you additional information or respond to your questions.