

Suggested Curriculum – Author

Congratulations! You have been selected as an Author in our Brainshark site!

So, where do you go to get the Training you need and want most? Your best resource is CCO (Customer Connection Online), which can be accessed by clicking the [Help & Training](#) link at the top right corner of your screen when you are logged into Brainshark. CCO contains helpful documents, on-demand tutorials and a list of [free](#) live online instructor-led training courses.

This document was designed to provide you with an overview of the courses Brainshark offers and recommends that you experience prior to creating your first Brainshark presentation.

Recommended Training

Brainshark Authoring & Viewing Basics

The place to start for the basics of creating, viewing and making basic edits to your Brainshark presentations. All new Brainshark users should register for and watch this on-demand presentation.

The following sessions are delivered live online via Microsoft Live Meeting in a Learner-Centric format. The Trainer will ask about your planned communications and then tailor the session to your needs. The goal of the session is that you walk away with useful suggestions and recommendations for your current projects. Click [here](#) to view the current schedule.

Authoring

These sessions cover the edits which can be made to any presentation you create, no matter the topic or the audience. Each session includes a review of Reporting – what data do you want, what settings do you need to enable to get that data and where will you get that data (Brainshark or elsewhere, i.e., your website)?

Best Practices for Authors

Learn how to create bold, attention-grabbing presentations for the optimal viewer experience and subsequently increase the duration of each view of your presentation. This session covers the Best Practices we suggest you incorporate into every presentation you create for an unforgettable, interactive experience for your viewers.

Other Helpful Topics:

Add a Question/Media Library

This session covers the different questions, polls and surveys available and adding questions to your Brainshark presentations, customizing the question background image and the reports specific to presentations with question results. It also covers adding photos, logos, question slide backgrounds and background audio files to your Brainshark Media Library and to the presentations you create.

Merge Content

When you have multiple presentations in your site which need to contain similar content, you do not need to rerecord, or recreate slides you already have in Brainshark Presentations. You can use the Merge Content functionality to repurpose existing content and 'copy' slides, audio or attachments from any presentation that you can see to any of your presentations, even if the originating presentation was created by an author other than yourself. This online training session will review the step-by-step process of how to Merge Content.

For a complete list of all training sessions offered both free online and on-demand, click [here](#) or go to Customer Connection Online (CCO) at <http://cco.brainshark.com>.