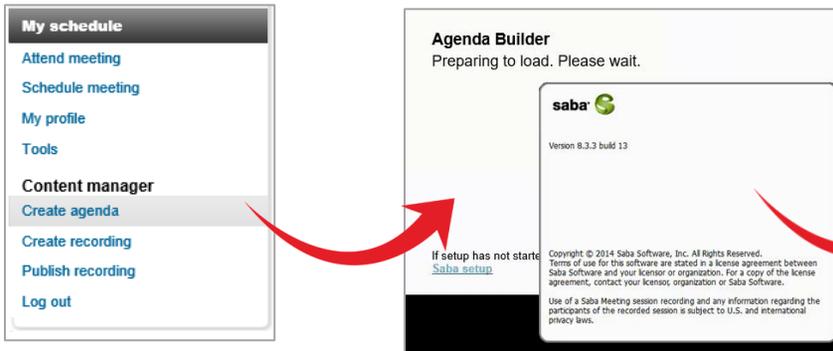# Agenda Builder Quick Reference
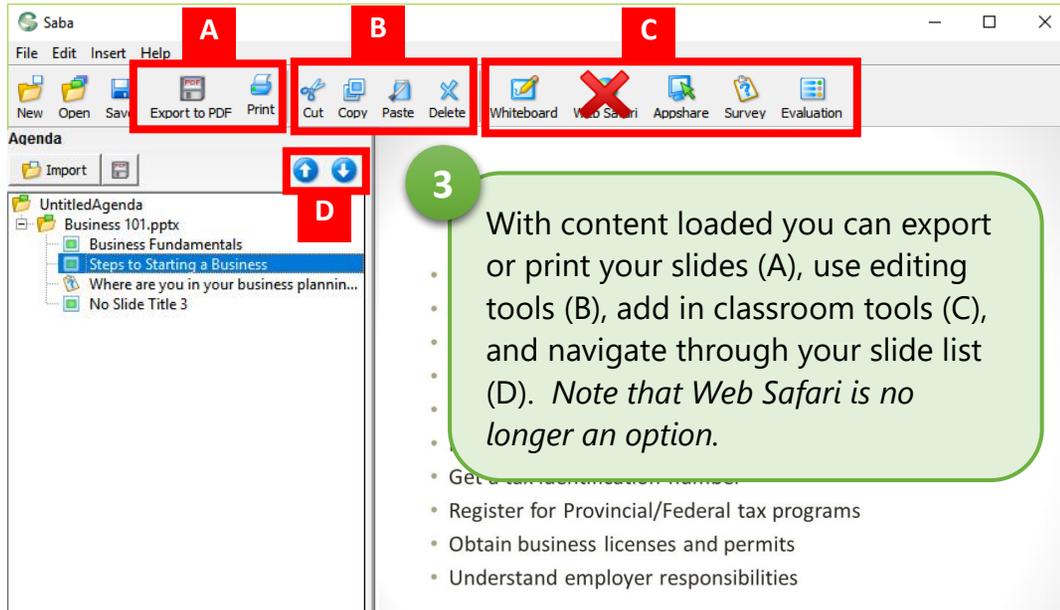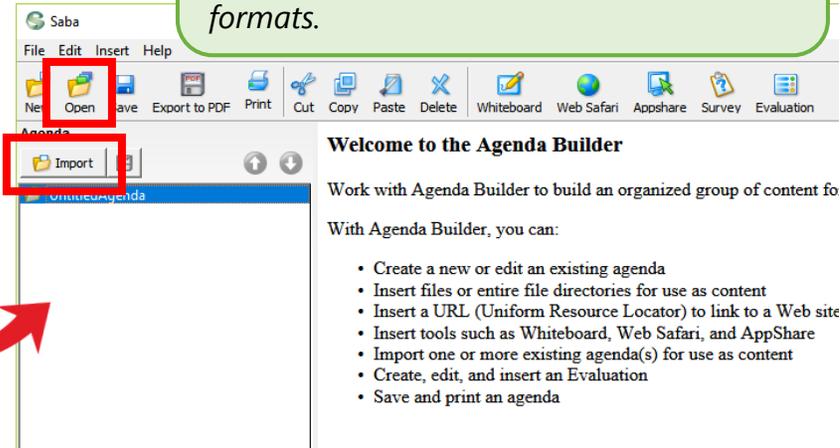
1 Login with **Internet Explorer** from **Windows/PC** and select "Create agenda" (option appears once you have Agenda Builder rights). Saba Agenda Builder then loads and opens. *Note that a download is required the first time.*
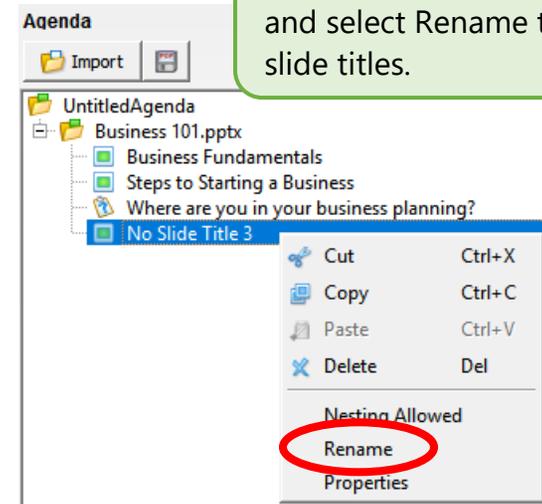
2 Use "**Import**" to add content (PPT file) or "**Open**" to edit an existing .saz file. *Note that Agenda Builder creates **.saz** file formats.*

Welcome to the Agenda Builder

Work with Agenda Builder to build an organized group of content fo

With Agenda Builder, you can:

- Create a new or edit an existing agenda
- Insert files or entire file directories for use as content
- Insert a URL (Uniform Resource Locator) to link to a Web site
- Insert tools such as Whiteboard, Web Safari, and AppShare
- Import one or more existing agenda(s) for use as content
- Create, edit, and insert an Evaluation
- Save and print an agenda

3 With content loaded you can export or print your slides (A), use editing tools (B), add in classroom tools (C), and navigate through your slide list (D). *Note that Web Safari is no longer an option.*
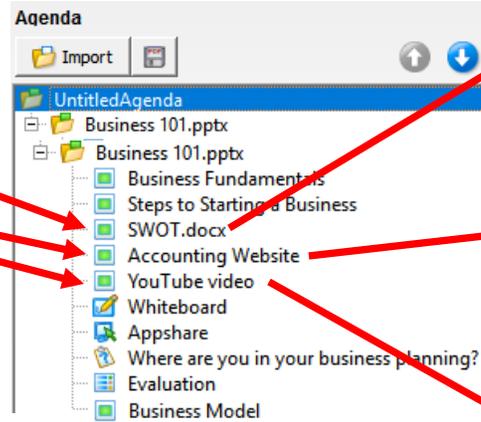
4 Double-click or right-click and select Rename to edit slide titles.

5 Use the Insert menu to add items to your agenda – downloadable files, URLs, short videos. You can drag and drop agenda items to reorder them.
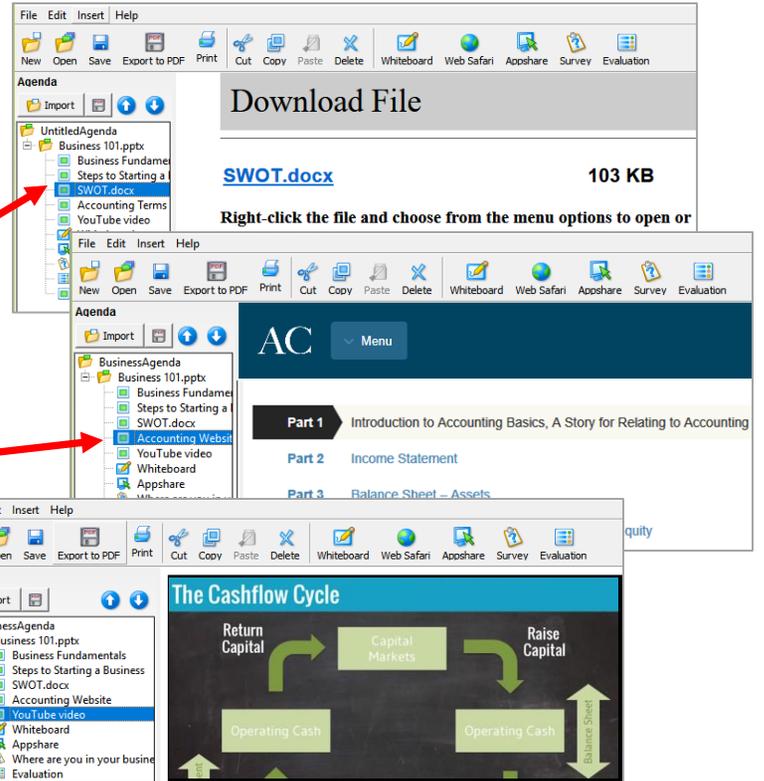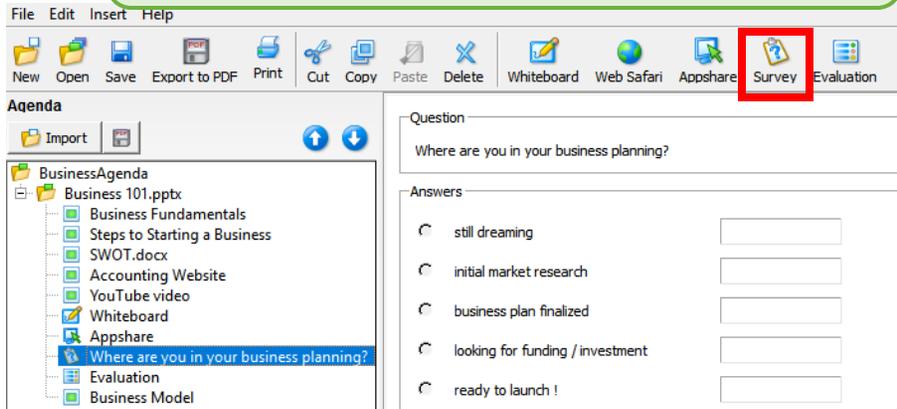

6 When you insert a Whiteboard or Appshare in the agenda, a "placeholder" slide is inserted. When you come to the slide in your session, the tool will open. *Note – you can insert classroom tools from either the Insert menu or directly from the available tool icons.*
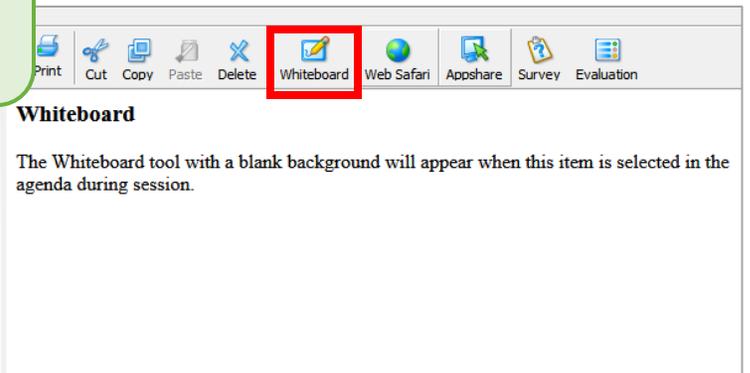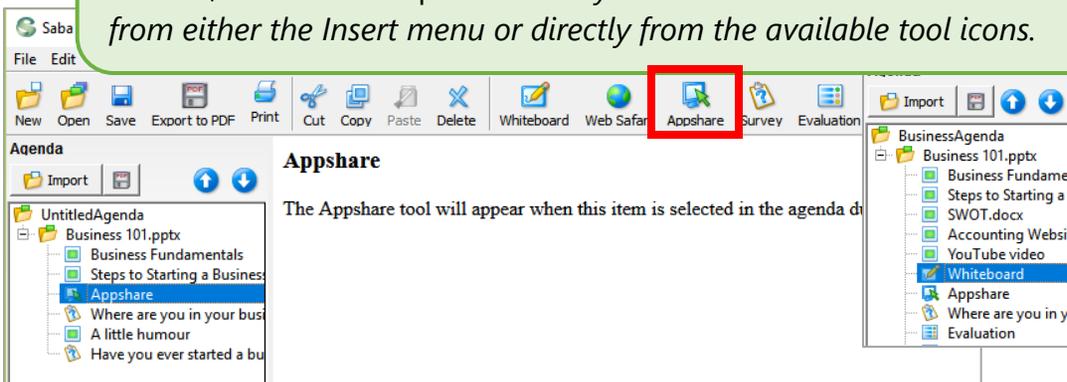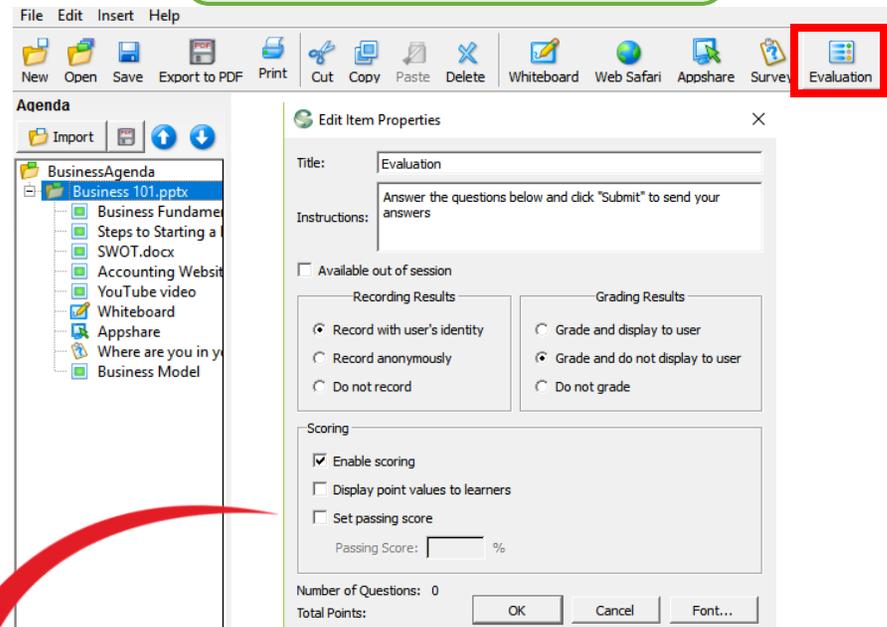
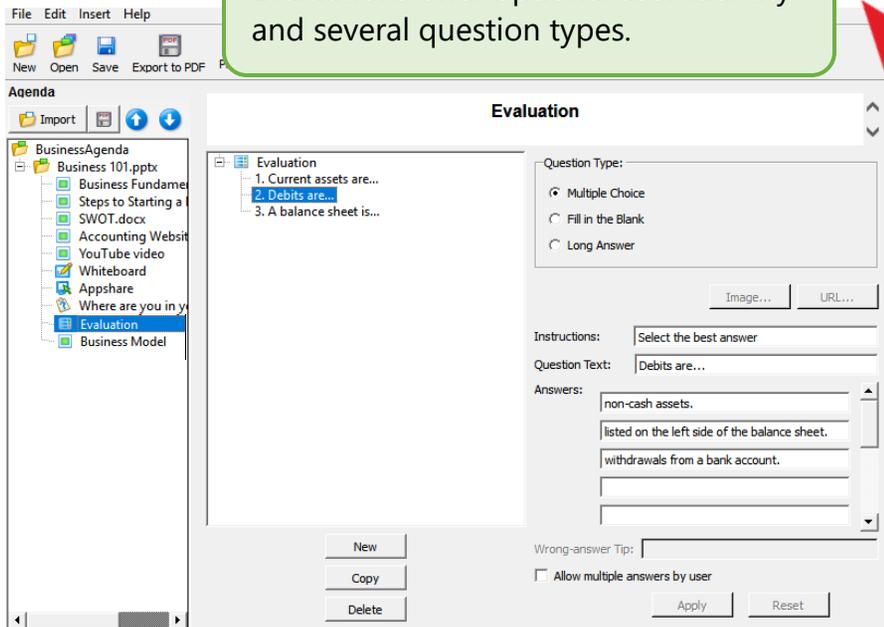**7** Create anonymous surveys ahead of the session and sequence them strategically within your content.

8a For more robust options, use the Evaluation tool.

8b Evaluations offer optional user identity and several question types.

9 Remember to Save your agenda and then upload the *.saz* file to your Saba session with Add content>File.