

Saba Meeting (aka Centra) Instruction

Your class will be using a real-time e-conferencing tool called Saba (aka Centra). This software will allow you to communicate, in real time, across your computer to your teacher and your classmates. To make sure that this software runs as smoothly as possible there are a few things that you need to do prior to your first live class meeting.

DEVICES

You can use a computer running Windows, Mac OS, or Linux* with Internet access and audio capability**; an iPhone or iPad; or an Android mobile phone to participate in a Saba session.

*Check “System Requirements” at the end for supported systems.

****It is very important that you have audio capability. You can use your computer’s built-in speakers and microphone (or webcam) or a headset with microphone.**

ACCESSING SABA MEETING

Go to <http://saba.missouristate.edu> (or <http://centra.missouristate.edu>) to access Saba Meeting for your weekly VESTA course live class sessions. Use your login ID and password to log in.

Login ID – vesta_first initial last name (all lower case, e.g. vesta_egray for Emily Gray)

Password – vesta (all lower case)*

*If you wish, you can change your password after logging in by choosing the “My Profile” option from the menu on the right side of the screen.

ATTEND A SABA SESSION

The first page you’ll see after logging in is the “**My Schedule**” page with a list of all the “**upcoming**” class sessions you’re enrolled in. To attend a session, click the “**Launch on Desktop**” or “**Attend in Browser**” link associated with that session.

Launch on Desktop Option

Saba will open the class session in a window as illustrated on the next page.

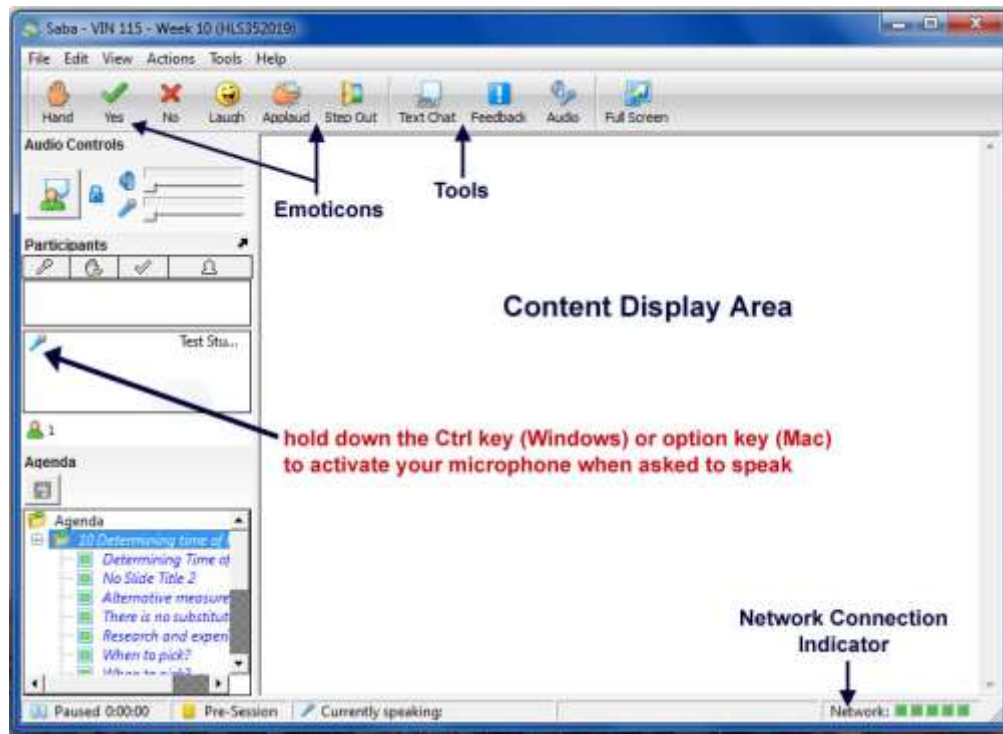
First Time User: If you’ve never attended a Saba session before, the system will automatically download and install the Saba Client software on your computer before opening the session window. Allow your computer to accept and run the software if prompted.

Attend in Browser Option

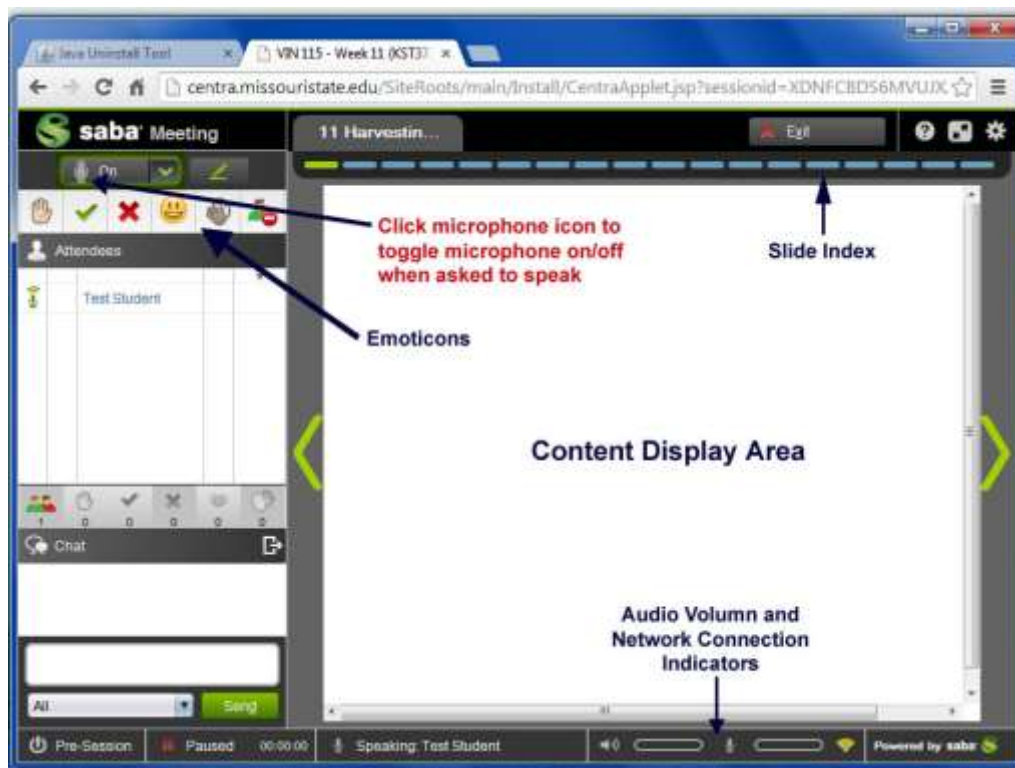
Saba will open the class session in a browser window as illustrated on the next page.

Note: Java is required for this option. Your computer will prompt you to download Java if needed.

Launch on Desktop



Attend in Browser

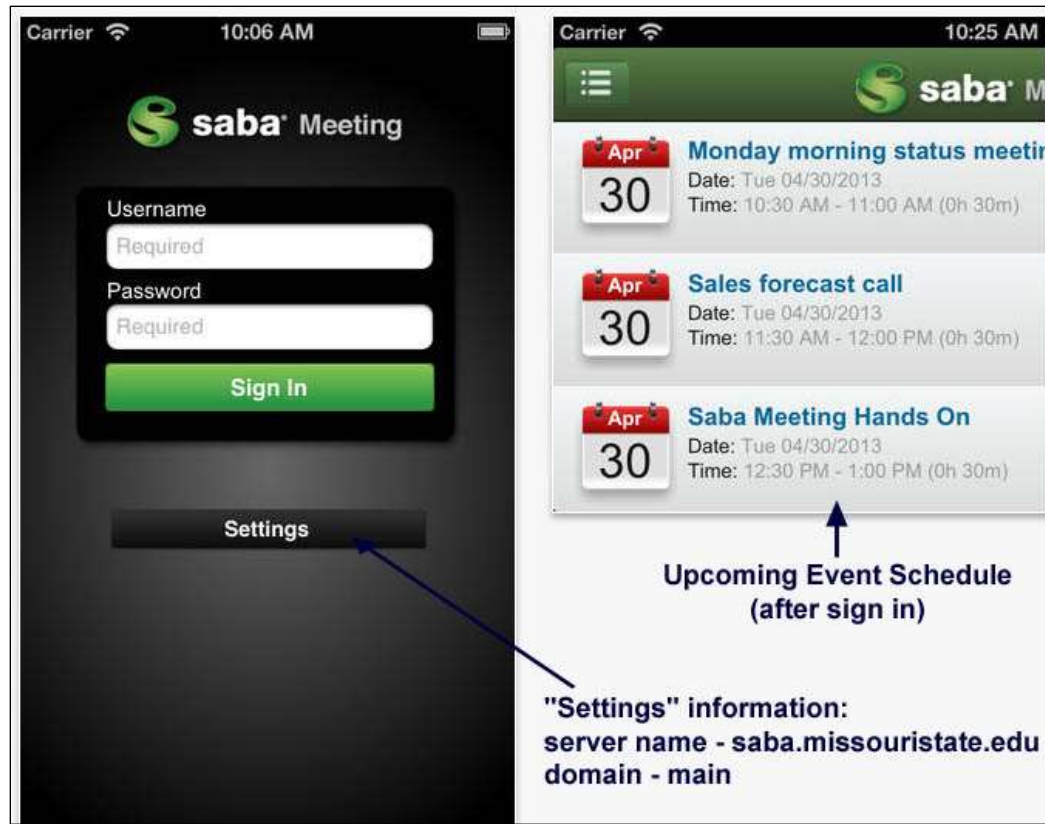


ATTEND A SABA SESSION USING A MOBILE DEVICE (iPhone, iPad, Android phone and tablet)

To attend a Saba session using a mobile device, download the “**Saba Meeting**” app. Enter the following information for “Settings.”

Saba Meeting server name - saba.missouristate.edu
domain - main

Sample Saba Meeting Mobile App Screens



WATCH SABA SESSION RECORDINGS

All of your live Saba class sessions are recorded. You can access and playback the recordings for missed classes or review. To access a recorded session, log on to Saba, click the “**Past**” tab from the “**My Schedule**” page. Find the session you wish to view and click “**playback**.”

STUDENT SUPPORT

If you have any questions regarding Saba Meeting, please contact the persons in the order listed:
First Responder - Emily Gray, 417-837-2513, EmilyGray@MissouriState.edu.
Second Responder - Liang Lin, 417-372-3399, LiangLin@MissouriState.edu.
Third Responder - Michelle Norgren, 417-207-9066, MichelleNorgren@MissouriState.edu.

SYSTEM REQUIREMENTS

Please make sure that your computer meets the requirements in order to participate in the Saba live class meetings.

Windows System Requirements

- Windows XP, Windows Vista, Windows 7, Windows 8 (traditional), Windows 8.1 (traditional)
- For Management Server: Internet Explorer 6 SP2, IE 7, IE 8, Firefox 3, 3.1, 3.5, 3.6, Safari 4, Chrome 14.0
- For Web Access: IE 7, IE 8, Firefox 3.6, Chrome 14.0, Java 5.0
- 28.8 kbps or faster Internet connection
- P350+ MHz, 128+ MB memory
- 800x600 16-bit color display or better

Apple System Requirements

- Mac OS/X 10.5.x, 10.6.x, 10.7.x, 10.8.x
- For Management Server: Safari 3.2 or 4.0, FireFox 3.6, Chrome 14.0
- For Web Access: Safari 4, FireFox 3.6, Chrome 14.0, Java 5.0
- Local Area Network or Broadband connection
- G4 700 MHz PowerPC, 384 MB memory

Linux System Requirements

- SUSE Linux Enterprise Desktop 10 (SP2 and SP3)
- SUSE Linux Enterprise Desktop 11 (SP1, 32-bit)
- Red Hat Enterprise Linux Desktop 5
- Red Hat Enterprise Linux 6 and 6.2 64-bit
- For Management Server: FireFox 3.5 and 3.6, Chrome 14.0
- For Web Access: FireFox 3.6, Chrome 14.0, Java 5.0
- P500+MHz, 256+MB Memory

Internet Voice (VoIP) Requirements

- sound card, speakers
- microphone