

Suggested Learning: New Administrator

Now that you are a Brainshark Administrator, you may be wondering how to get started. Or perhaps you are wondering what resources are available to help you? Either way, you'll want to bookmark [Help & Training](#). The site is accessible via the link on the blue navigation bar when you are logged into Brainshark. But you don't have to be logged in to search the concept tutorials, process documents and step-by-step demonstration videos, or to register for the free instructor-led online training available on various topics every week.

Getting Started with Brainshark

[This page](#) contains helpful administration-related, on-demand training materials. And, if you will also be an Author in the site, you'll want to review the authoring resources available on [this page](#).

If you prefer to learn from an instructor, register for our [online training sessions](#), which are delivered by experienced Training Specialists. During the session, we'll tailor the session to your needs: your planned communications and your project-related questions. The following topics are available:

Manage my Site

If you are a Site Administrator, this session applies your use of the application to the settings that can affect your Authors capabilities while creating presentations.

New Author Basics

This session discusses the Brainshark application and how you can use it in your communications.

Upload & Edit

This session discusses the easy two-step upload process and the options, features and settings available.

Best Practices for Creating Content

This session covers the Best Practices we suggest you incorporate for an unforgettable, interactive viewing experience.

Add a Question/Media Library

This session reviews the exam, poll and survey question types available, how to add them to presentations and run reports; it also covers the different files you can add to the Media Library and to your presentations.

Using the Merge Content Feature

Merge Content can be used to repurpose existing content and 'copy' slides, audio or attachments from any presentation that you can view to any presentation you have created. This session reviews this time-saving feature.

Animations in PowerPoint and Brainshark

This session covers adding animations to PowerPoint and setting Animation Timings in your presentations. Best practices as well as the different timing options within the application are also discussed.