

UNF Elluminate Part II Training Agenda

I. Advanced Elluminate Features

- Polling
- Quiz Manager
- Web Tour
- File Transfer
- Application Sharing
- Playing Multimedia
- **PRACTICE TIME**

II . Elluminate Plan!








- Standalone Desktop Application
- Create sessions
 - Load files
 - Organize and sequence content
 - Pre-set Actions
- Using in Elluminate
- Software Installation



Polling

Quick Reference Guide for Moderators

Elluminate *Live!* provides a Polling feature. This feature allows you to poll your participants at any time using one of five different types of polls: Yes/No, Multiple-Choice (A-C, A-D or A-E), and Class Pace. You can use Polling to obtain quick responses to verbal or written questions.

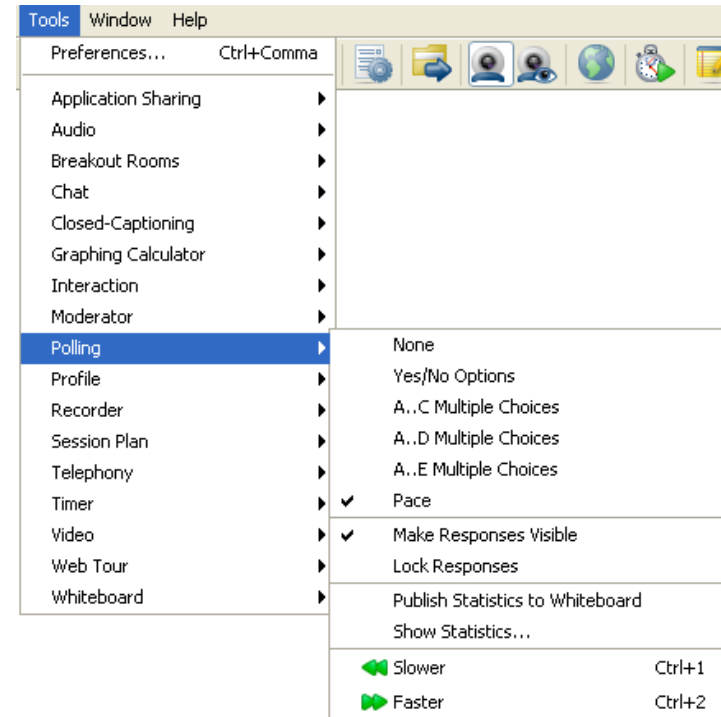
Type of Poll	Response Buttons
Yes/No	 
Multiple Choice	
Multiple Choice	
Multiple Choice	
Class Pace (Slow Down/Speed Up)	 

By default the Yes/No poll is available when you first join a session, and the corresponding response buttons are displayed in the Participants window. Also by default, the polling responses are shown to the participants. You can show or hide the polling

responses at any time by clicking on the  button.

To Poll Participants

1. From the Tools menu, select Polling, and select the type of poll you wish to use. The default is Yes/No.



2. Determine if you wish to show or hide the polling responses from the participants. On the toolbar, the state of the polling column is readily visible:



Hide responses from the participants

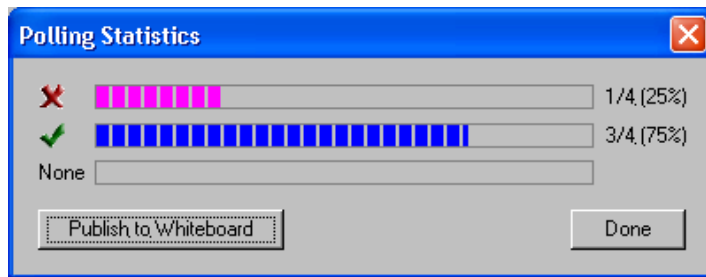
Show responses to the participants

3. Ask your question and inform the participants to click on one of the response buttons.

- If you chose to hide the responses, you may choose to reveal them by clicking on the Show button.

Viewing Polling Results

At any time that you are polling your participants you can view a summary of the results. From the Tools menu, Select Polling, and then select Show Statistics...

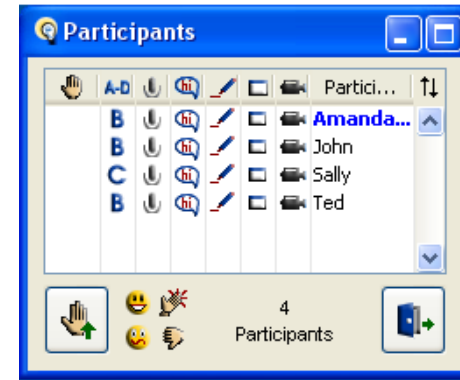


The summary results are only visible to a moderator. To share the Polling Statistics with the participants, click Publish to Whiteboard.

Clearing Results

To clear responses in the polling column either:


- Click the top of the polling column to clear all responses at once.
- Click on each response in the polling column one at a time.



Locking Responses

To lock polling responses, click  on the toolbar. Participants will not be able to change their responses to the poll.

Publishing Responses to the Whiteboard

To publish a copy of the polling statistics to the whiteboard click  on the toolbar. You can now mark up the statistics and save them.

Deactivating Polling

To de-activate the polling feature, select Polling from the Tools menu and choose None.

Best Practices

- Use polling to break up the session and engage participants.
- Use the whiteboard to present your polling question along with the responses.





Using the Quiz Manager

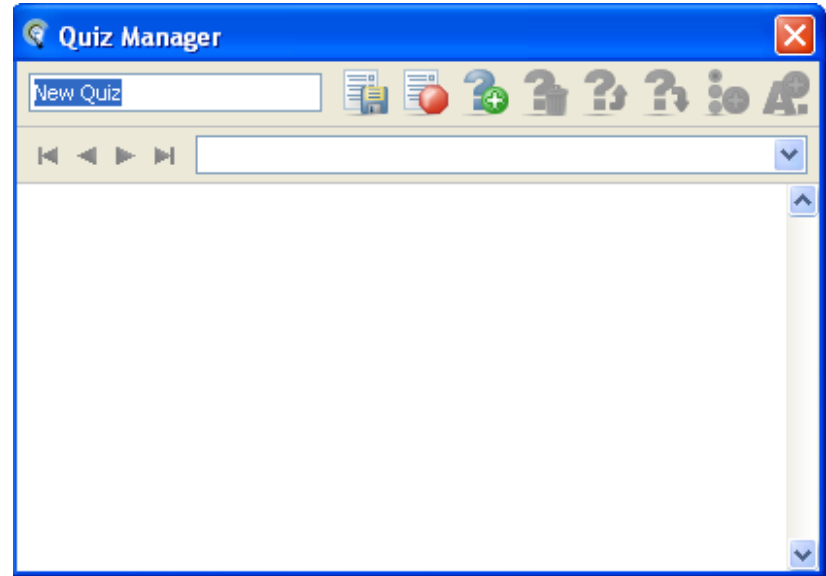
Quick Reference Guide


The Quiz Manager allows you to create multiple choice and short answer quiz questions. A quiz can consist of any number of questions and can be presented to participants during the session. The results are tabulated for your review and can be published for the participants to review.

Creating a Quiz

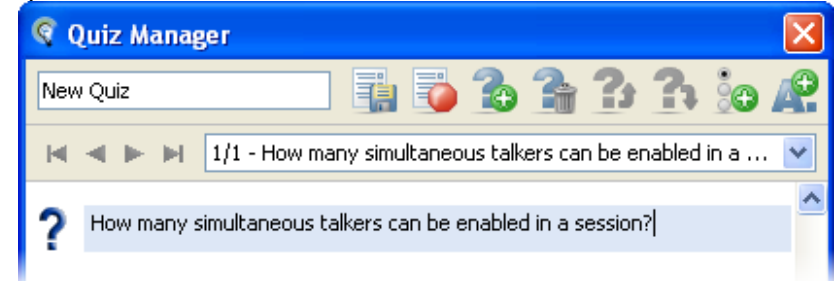
To create a quiz:

1. Click the  button on the Moderator toolbar.
The Quiz Manager window will appear.
2. Click on  to create a new quiz. The New Quiz panel appears.






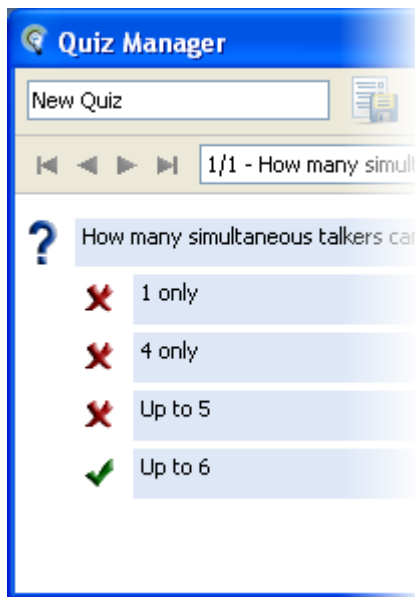
3. Enter the name of the quiz, replacing the default text "New Quiz".
4. Click on  to create a new question.
5. The New question... text box appears


Enter your question by replacing the default text "New question..."

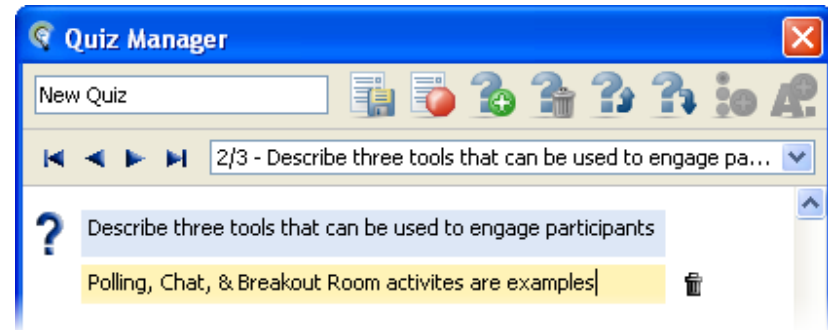



There are two types of questions you may ask — multiple-choice or short answer. If you are asking a multiple-choice question continue with the next step. If you are asking a short answer question, go to step 7.

6. To enter multiple-choice responses, click on the  button. One “New choice...” text box will be created every time you click on the button. The following capture has 4 multiple-choice responses.
 - a. Enter your responses by overwriting the 'New choice' text in each of the text boxes. Click on the  button to mark which of the multiple-choice responses is the correct answer. The icon will change to a .






7. To enter a short answer response for your question, click on the  button. Short answer questions are not graded so the answer is a placeholder and serves as a reminder of the correct answer for the moderator.




8. Repeat steps until you have entered all your questions and responses.
9. Click the  button to save the quiz and return to the Quiz Library. Your quiz will appear in the Quiz Library list.


Administering Quizzes to Participants


To administer the quiz:

1. Open the Quiz Manager.
2. Select the quiz from the list of available quizzes and then click the  button.
3. If desired, set a time limit for the quiz, click  and enter the time limit in the Set Time Limit dialog box.
4. Click the  button to “hand out” the quiz.


As each participant hands in their answers to the questions, you will be able to navigate through the questions and review their responses. The indicator at the bottom of the page informs you of the number of participants who have handed in their quiz.

5. Once all participants have handed in their quiz or the time limit has elapsed, the quiz will stop. Alternatively, you can stop and score the quiz by clicking on the  button.

6. You may show the results to the participants by clicking on the  button. The participants can view the questions, and the correct answers along with their responses. They can also view a graphical display of the summary of all the responses. They will not see the individual participant's responses.

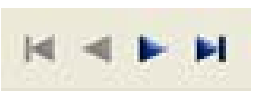
7. Click  to return to the Quiz Library.

8. The quiz results file will appear in the Quiz Library list. The file will display the date and time the quiz was written.

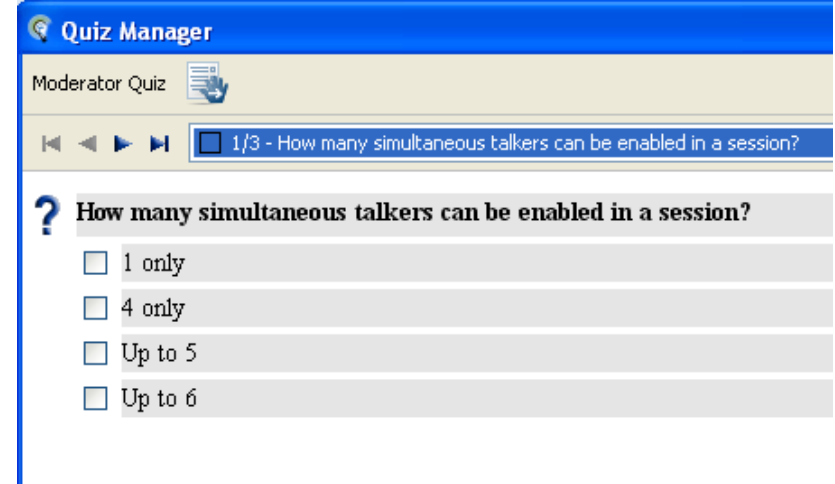
9. To save the quiz results as a .vcq file (so you can view the results later), select the quiz results file and click . The quiz results file will have the date and time appended to the file name. The .vcq file can be opened in any spreadsheet application such as Excel.

Participants View

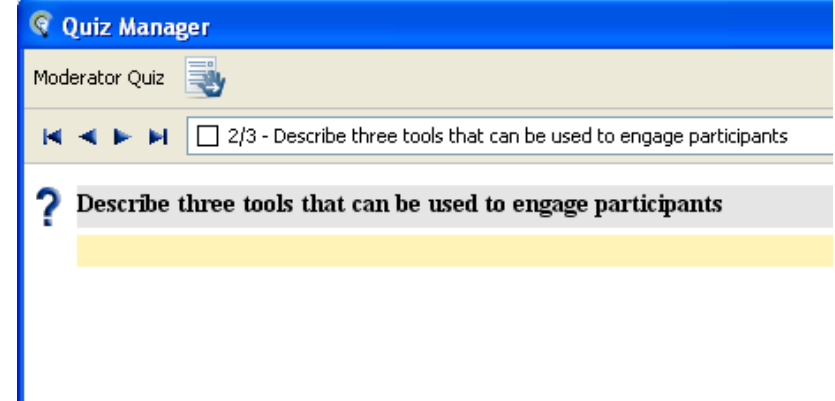
Participants will see one question at a time. After answering a question, they can navigate to the next question or move back to review a previous question using the navigation tools.




Example of a Multiple Choice question:



Example of a Short Answer question:



Participants click the  button to turn in the quiz to the Moderator.

See the **Illuminate Live! User Guide for Moderators** for more information on using the Quiz Manager.




Web Tour Quick Reference Guide

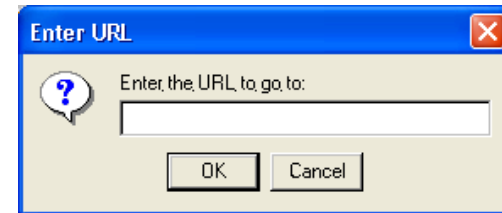
Web Tour allows moderators to take participants to a series of websites via an embedded browser window within the Elluminate *Live!* interface. Web Tour allows participants to interact independently with content in the window and allows moderators to redirect participants to any link.

Web Tour is a great way of taking users through a website (a synchronized Web surf) and then allowing them to interact on their own. For example, you can use Web Tour to take attendees to a website and then have them individually research a topic or complete a survey.

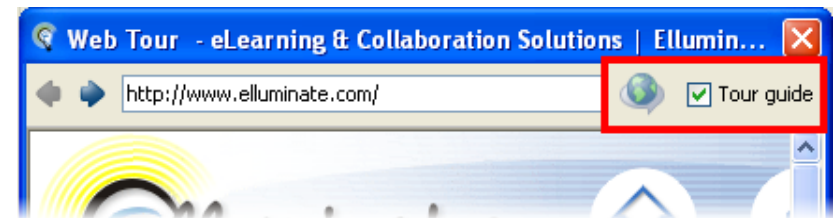
Using Web Tour

To use the Web Tour feature, users should have either Internet Explorer, Safari or Firefox as their default Web browser and have Java Web Start Version 1.4 or higher. If you do not have these defaults the website will open up outside of the Elluminate *Live!* interface and in the participant's default web browser – a Web Push.


1. Click on the “Start a web tour” button on your main toolbar  or from the Tools menu, select Web Tour and then “Start a Web Tour...”
2. Enter the URL that you wish to tour and click OK.



3. A Web Tour window will open for each participant in the session. As the moderator navigates to different pages or to other websites, the participants will follow. If there are multiple moderators in the session, the “Tour Guide” checkbox allows one moderator to be the guide. Participants also have the ability to self-navigate in the window, but will be re-directed every time the tour guide makes a change.



Within the Web Tour window, you can:

- Move within the Web site by clicking on the various links.
- Move within the website by using the page arrows.
- Move to another web site by entering the URL in the URL text box.
- Click the  button to publish the URL to the Chat window.
- To close the Web Tour window, click on  or click the Web Tour window's Close button.

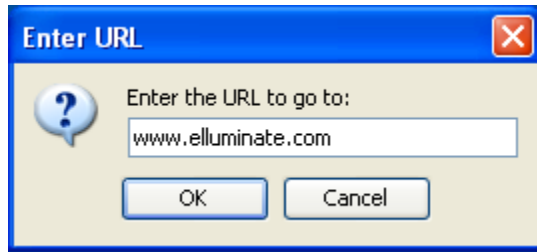
Using Web Push

Web Push is designed to open a website on each participant's computer in a browser window which is not embedded into Elluminate. This will give each participant the opportunity to bookmark or save the website address.

1. From the Tools menu, select Web Tour and then "Go to URL"



2. Enter the URL that you wish to tour and click OK.



3. The website will open in the participant's browser on top of Elluminate. Participants will then be able to self-navigate throughout the website. They will also be able to bookmark or save the website.

Best Practices

- The Web Tour feature is not available on Solaris and Linux systems. If you start a Web Tour, your Linux or Solaris users will receive a Web Push page to each page in your tour (i.e., the pages will be displayed in their default browser rather than in a Web Tour window).
- For websites that require users to log in, ensure that everyone has a username/password. Alternatively, you can use Application Sharing to allow participants to see your view of the website.
- When using Web Push, ask participants to use the emoticons or polling checkmark to indicate they have saved the pushed website and are ready to continue.
- List the website URLs that you plan to use during your session in a text document. Copy and paste the appropriate URL from this document.




File Transfer

Quick Reference Guide

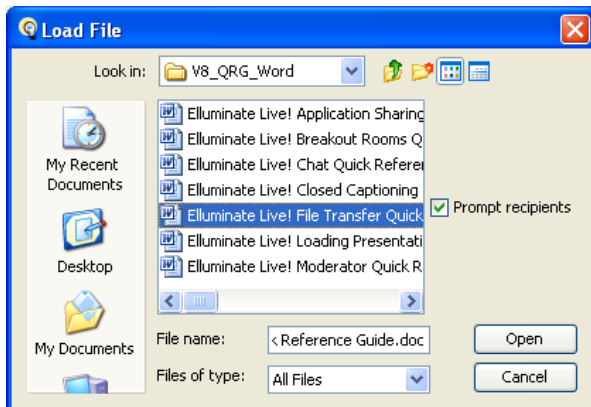
The File Transfer tool permits files to be uploaded to the server to be shared with everyone in the session. Files and URLs can be transferred. Uploaded files and URLs are pushed out to everyone in the session and must be explicitly saved by the receiving participants and moderators. Use File Transfer to distribute handouts before, during or at the end of the session.

Loading a File

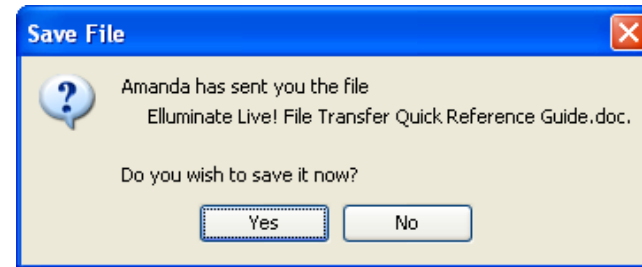
1. Open the File Transfer window by clicking the  button or select **Window > File Transfer**.

2. Click  button to load a file.

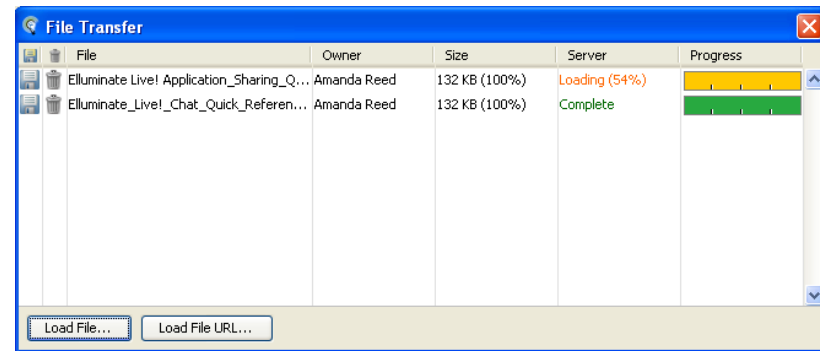
3. Select the file. All files 10MB or smaller can be loaded.



4. Select **Prompt recipients** if you want participants to be notified when files are available in the File Transfer window.



5. The file will load to the server. When the **Server** status indicator reaches 100%, the file is fully uploaded to the server.



6. Each section of the **Progress** indicator represents a participant in the session. The first section represents the moderator. When all sections are green, all participants have received the file.

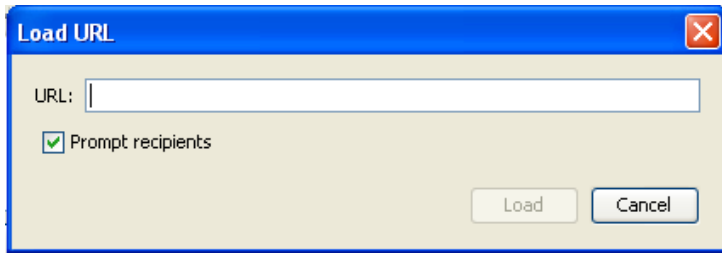
Note on the Progress Indicator: There are five download status reporting levels: Red: 0% – 50%, Orange: 51% – 75%, Yellow: 76% - 95%, Cyan: 96% – 99% and green is 100% complete.

Loading a URL

1. Open the File Transfer window.

2. Click  button to load a URL.

3. The Load URL dialog box appears. Enter the URL in the text box.

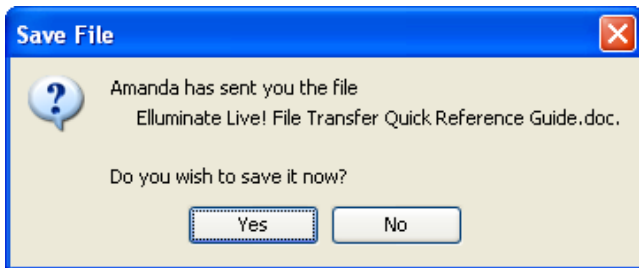




4. Type the URL and then click Load.

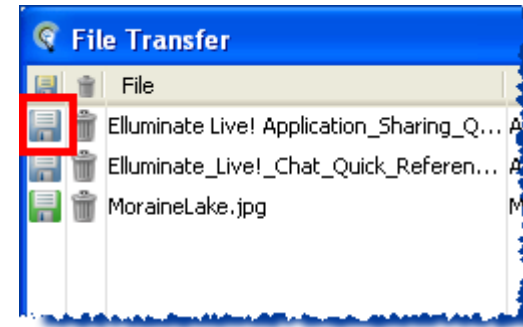
Saving a File

Participants can save a file that has been loaded into the File Transfer library. There are two ways:






1. If **Prompt recipients** is selected, then participants will receive the Save File dialog.



2. If **Prompt recipients** is not selected, participants can still save the file by selecting the  button. The File Transfer window will open. The participant can select the file they wish to save and then click the  button.



Tips

- Files can be deleted from the library by selecting the file and clicking the  button.
- The save button displays
 - Green  to indicate the file has been saved.
 - White  to indicate the file has not been saved.
 - Yellow  to indicate the file is being saved.
- Participants can upload files to the File Transfer library if given permission. The moderator opens the File Transfer window and then clicks in the File Transfer column next to the participant's name. Once the participant  Mike has the File Transfer icon, they may open the File Transfer window and select **Load File...** or **Load URL...**



Application Sharing

Quick Reference Guide for Moderators

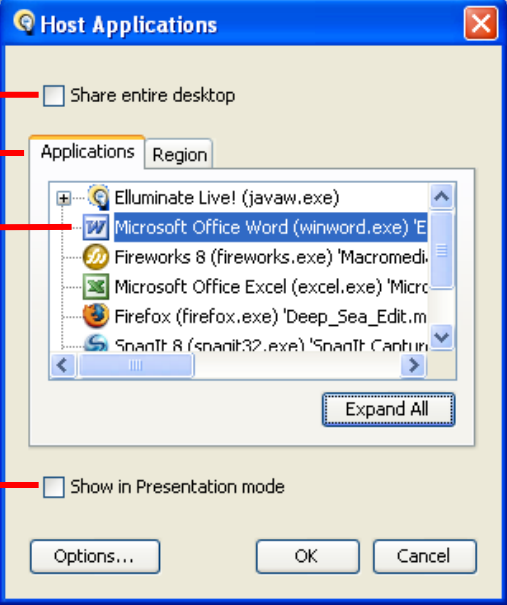
Application Sharing allows a moderator or participant to share any application, a specific region of the desktop, or the entire desktop with other attendees. The host of the application share can grant remote control of his or her application(s) to others. This allows for true hands-on training, demonstrations, and support applications.

Using Application Sharing

1. Open the website or application(s) you wish to share.
2. Click  or use **Tools → Application Sharing → Host Applications...**
3. From the dialog box, select the appropriate tab for sharing an application or a region.
 - To select an application, click the **Applications** tab. All the applications currently visible on your desktop will be listed. Choose the application you wish to share.
 - To select a region, click the **Region** tab. You will be shown a graphical representation of your desktop's window layout. Click on the region you wish to share or resize it to define your own region. The selected region will be highlighted.

To quickly share your entire desktop, use **Tools → Application Sharing → Share Entire Desktop**

Sharing by region allows you to share multiple applications and windows simultaneously. When sharing by application, any new windows that open relating to the application will also be shared.



Share your entire desktop Share entire desktop


Select the Applications or Region tab Applications Region

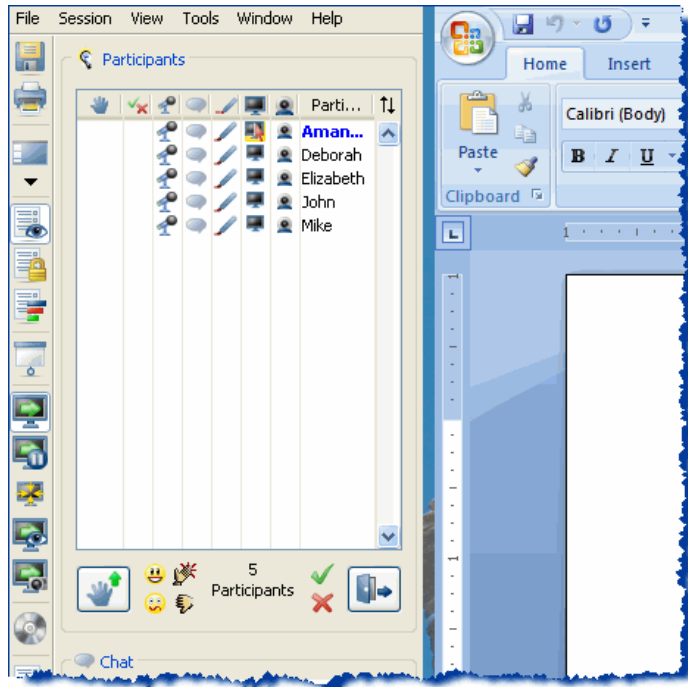
From the Applications tab, select the appropriate application(s) from the displayed list. Similarly, from the Region tab click the region you wish to share from the graphical display of your desktop's window layout.

- Elluminate Live! (javaw.exe)
- Microsoft Office Word (winword.exe) 'E'
- Fireworks 8 (fireworks.exe) 'Macromedi'
- Microsoft Office Excel (excel.exe) 'Micro'
- Firefox (firefox.exe) 'Deep_Sea_Edit.m'
- Snagit 8 (snagit32.exe) 'Snagit Captur'


Select Presentation mode for full screen viewing. Show in Presentation mode


Options... OK Cancel

4. Click **OK** to begin sharing. The icon next to your name in the Participants window will change to  to indicate that you are sharing and controlling your application(s). As you make changes to the application(s), the other participants will be able to see those changes as they are being made.



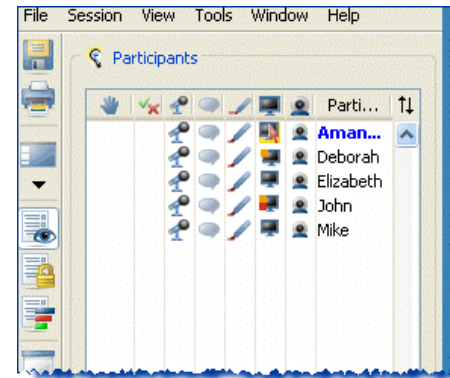
The default hosting options will automatically resize and reposition your windows based on the application or region you chose to share. You can change the hosting options based on your preference by clicking the **Options** button on the **Host Applications** dialog box. Macintosh users may prefer **Top Right** for the **Move main window** option.

- To pause Application Sharing, click  on the toolbar. The participants will see a still-shot of your application(s). Click the button again to resume sharing. Any changes that were made in application or region while the application was paused are sent to the participants.

- To stop Application Sharing, click .

Activity Indicators

While you are sharing an application and making changes, you may see red and orange activity indicators next to your name or each participant's name. These colored indicators lights represent the length of the delay.



In this example:
The orange indicator next to Deborah's name shows that she has not received all of the content from the shared area. The red and orange indicators appear next to John's name, indicating he is more delayed than Deborah. Elizabeth and Mike have received all of the information and therefore have no indicators next to their names.


Giving Control of Your Application(s)

When you give control of your shared application(s) to another participant, he or she will be able to move your mouse and interact with the shared applications.


To give control:

- In the Participants window, click on the name of the participant to whom you wish to give control.
- Right-click on the name selected and select **Give Control of Shared Applications** from the menu that appears or select this option from **Tools** → **Application Sharing**.


To regain control of your shared applications use one of three methods:


- Press Ctrl + Spacebar on your keyboard.
- Click the  button from the toolbar.
- In the Participants window, click on the name of the participant who is currently controlling your application. Right-click and select **Take Away Control of Shared Applications** from the menu that appears.


Tips


- To give or take away hosting permissions to a participant, click next to the participant's name in the Participants window in the Application Sharing column. The presence of this icon  gives permission. Click it to take away the permission.
- Set your Connection Speed to the Internet from Tools>Preferences>Connection. Remind your participants to set their connection speed as well.
- When another attendee is controlling your application, use the audio hot key F2 to turn on and off your audio.
- To view what your participants are seeing, click the Preview button-



- When sharing an application running full screen, click  to switch to the Mini-Controller.

The mini-controller  allows you to monitor session activity without displaying the moderator interface.

- Another full screen option is to share in Presentation mode - .

- Click  to snapshot the application to the whiteboard for annotation and discussion.
- The cursor of the shared application can be distinguished from the computer cursor by setting the Application Sharing options to Emphasize Cursor. The cursor will be displayed in this manner -



Tools>Preferences>Hosting Options>Emphasize Cursor.

- If the area being shared is larger than the Application Sharing window, it can be scaled to fit the window. Select **Scale to fit** from

Tools → Application Sharing or use the  button.



- You can optimize application sharing by selecting "Best Image Quality" to "Highest Speed" from the Hosting Options window.

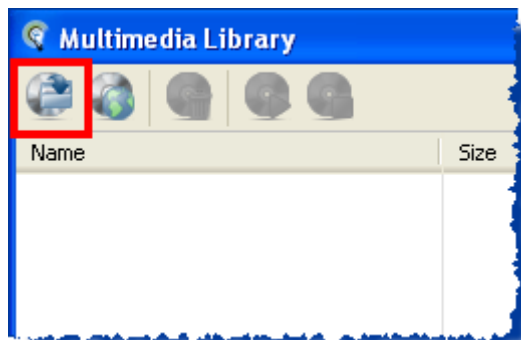


Using Multimedia Quick Reference Guide

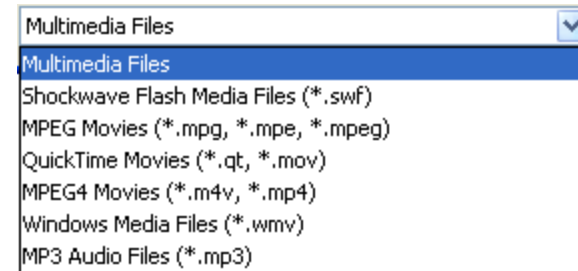
Elluminate *Live!* allows users to incorporate rich multimedia content into their sessions and, therefore, allowing users to re-use existing content to create a dynamic and engaging learning environment. Multiple files can be loaded and are played from the multimedia library. The moderator is responsible for loading, starting and stopping the multimedia files.

Using the Multimedia Library

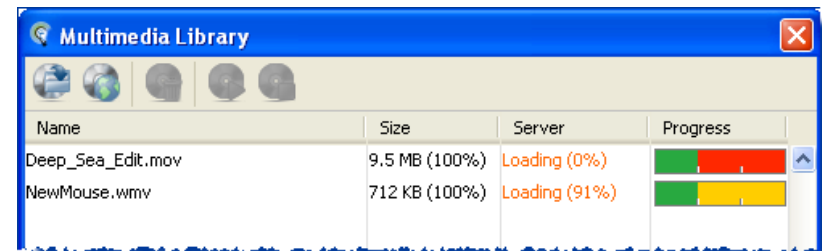
1. Open the library by clicking the  button or select **Window > Multimedia Library**.
2. Click  button to load a multimedia file.



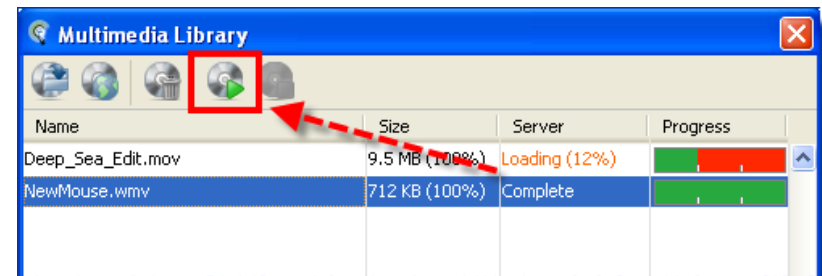
3. Select the multimedia file. Supported formats are Flash, MPEG, QuickTime, MPEG4, WMV and MP3.




4. The file will load to the server. When the **Server** status indicator reaches 100%, the file is fully uploaded to the server.




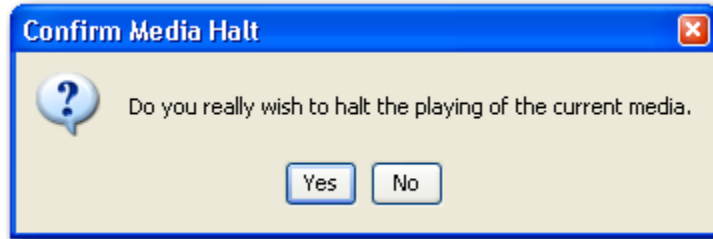
5. Multimedia content is then downloaded to each participant's computer for playback. This process happens automatically and the rate that the content is sent to the participants will vary depending on their connection speed. Each section of the **Progress** indicator represents a participant in the session. The first section represents the moderator. When all sections are green, the Moderator can begin playing the file.



Note on the Progress Indicator: There are five download status reporting levels: Red: 0% – 50%, Orange: 51% – 75%, Yellow: 76% - 95%, Cyan: 96% – 99% and green is 100% complete.

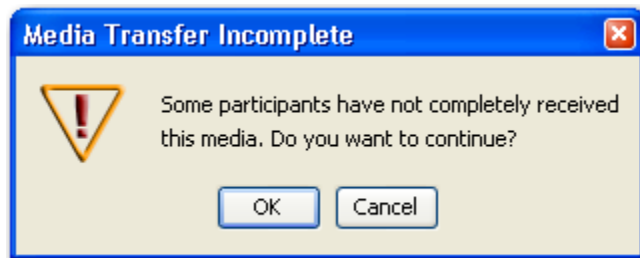
6. To play the multimedia file, the Moderator must first select the desired file from the **Name** list and then click the  button.

7. To stop the multimedia file, the Moderator may click the  button. The **Confirm Media Halt** box will appear. Click **Yes** to stop the media and to close the window.

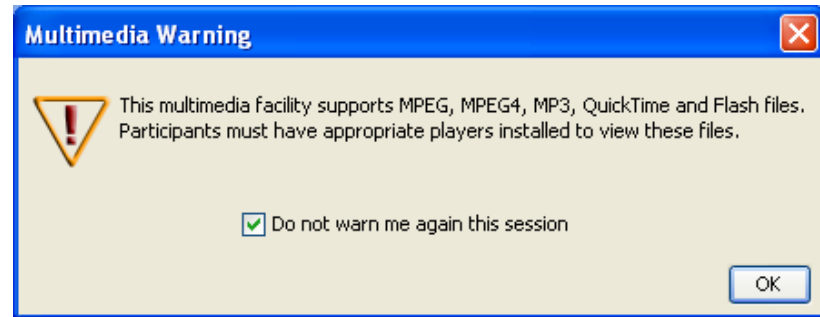


Tips:

- We recommend to Moderators that they wait until all of the Progress indicators are green before they begin playing the file. If the Moderator chooses to play a piece of multimedia content before all participants have downloaded the file, a warning box will appear. You may still launch the file but it will not play for the users who have not downloaded the complete file.



- Each time the Moderator opens the Multimedia Library, the following box will open. Select **Do not warn me again this session** and then click **OK** to stop the window from opening. This is just a reminder to Moderators that all participants need the appropriate program to view the multimedia file.



Best practices.

- We recommend that all multimedia files be loaded as soon as you join the session to allow time to transfer the files to the server. Moreover, this allows participants to begin downloading the files as soon as they join the session.
- Use several smaller files rather than one large file when possible.
- Participants must have the appropriate plug-ins to view the content, i.e. Flash player to view Flash content.



Steps for Creating a Plan File Quick Reference Guide

Preparing for and conducting an Elluminate *Live!* session involves a number of tasks such as creating whiteboard screens and quizzes, gathering multimedia and other files to be presented or shared, loading whiteboards and multimedia files into the session, preparing an outline of topics, writing presenter notes and creating a list to remind you to perform specific actions (e.g., start recording, move to the next screen, create breakout rooms, load and present a quiz, play a multimedia file, etc.). Elluminate *Plan!* is a standalone desktop application that enables you to prepare the content of an Elluminate *Live!* session ahead of time and then automate the actions within a session.


Steps for Creating a Plan File

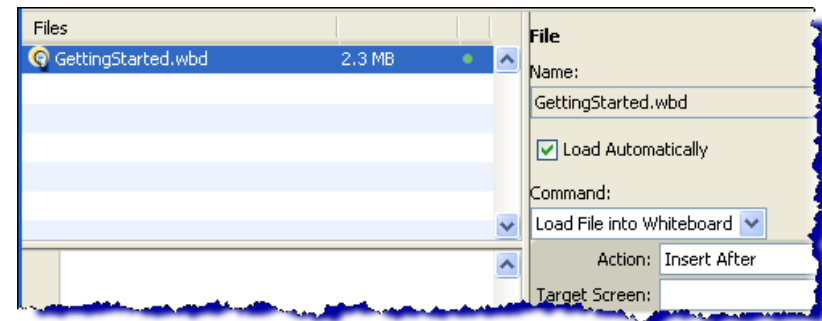
Plan! is a desktop application that can be used by anyone who wants to organize their content and plan for activities and interactions that will take place in an Elluminate *Live!* session. Here are the basic steps for creating a plan:

1. Open Elluminate *Plan!*
2. Load or embed content files into the library
3. Move content into the outline
4. Add Presenter Notes and Suggested Duration
5. Add Actions to the content
6. Organize content using Topics and Sub topics
7. Add Actions to the outline
8. Add Text Notes

9. Save the .elp file

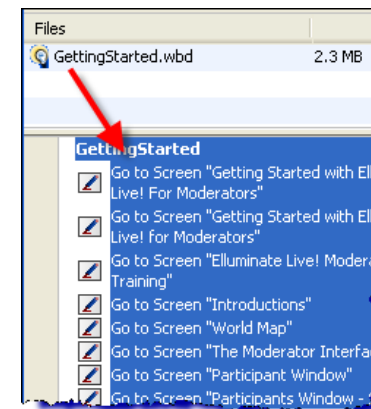
Loading or Embedding Content

1. Click the  button and select the file you want to load.
2. **Load Automatically** will be selected by default. Change if desired.



Move Content to the Plan Outline

1. Drag the content, in this example the Whiteboard (.wbd) file, to the Outline window.




2. If desired, add **Presenter Notes** and **Suggested Duration**.

Organize with Topics

Use topics and sub-topics to organize content.


1. Select the location in the outline where you would like to add a topic.

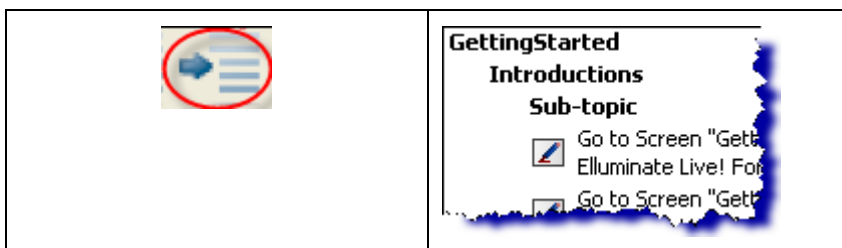
- Click  button. The topic will be inserted below the selection point.
- Name the topic.

Topic

Name:

Introductions

- Use the  button to make the topic a sub-topic



GettingStarted

Introductions


Sub-topic

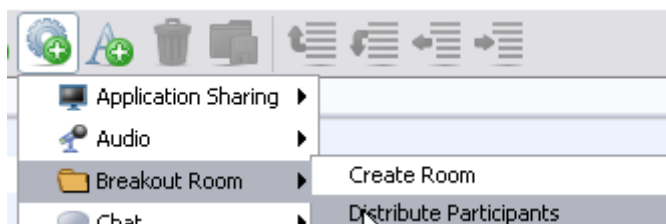
- Go to Screen "Gett
- Elluminate Live! For
- Go to Screen "Gett

- Use the other move buttons to organize content in the outline.

Add Actions

Actions include a description and a command (with its parameters) that are triggered in Elluminate *Live!*

- Click the  button.
- Select the desired action. For example, if you want to distribute participants to various breakout rooms. You would select **Breakout Room Action > Distribute Participants**.



- Application Sharing
- Audio
- Breakout Room
 - Create Room
 - Distribute Participants
- Chat

- Complete the Actions section of the screen. In this case, identify the number of rooms you want to create.

Action

Description:

Distribute Participants

Command:

Distribute Participants


Room Count: 4

Base Room Name: Room

Include Moderators

Insert Text

A Text Item contains a simple text string. Optionally, it may contain a suggested duration. Long Text Items will wrap in the Plan Outline.

- Click the  button to add text to the outline.
- Enter notes in the Text field. The text will appear in the outline.

Text

Any desired text can be added here... notes, instructions

Save the File

- File > Save
- Plan files are saved in an .elp format. This is the file you will load into your Elluminate *Live!* session.

File name: Basics of Grammar

Files of type: Session Plan Files (*.elp)

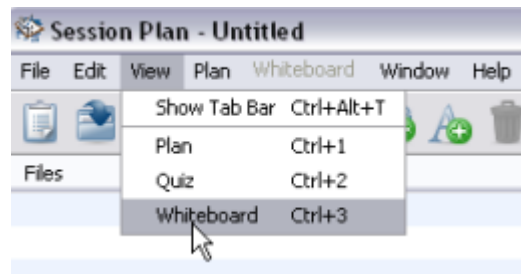



Loading PowerPoint Quick Reference Guide

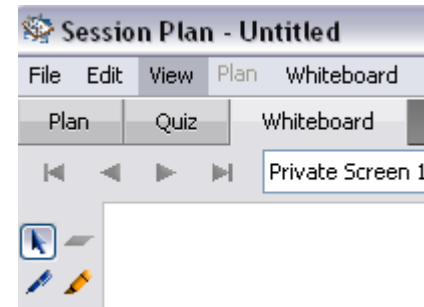
Slide presentations created in tools such as PowerPoint are commonly used in Elluminate *Live!* sessions. These presentations however must be converted to Whiteboard screens or WBD files before they can be placed in the Plan! outline. This can be done by loading PowerPoint into *Plan!* and letting *Plan!* do the conversion for you.

Method 1 Loading a PowerPoint

1. Open Elluminate *Plan!*
2. Click **View > Whiteboard**



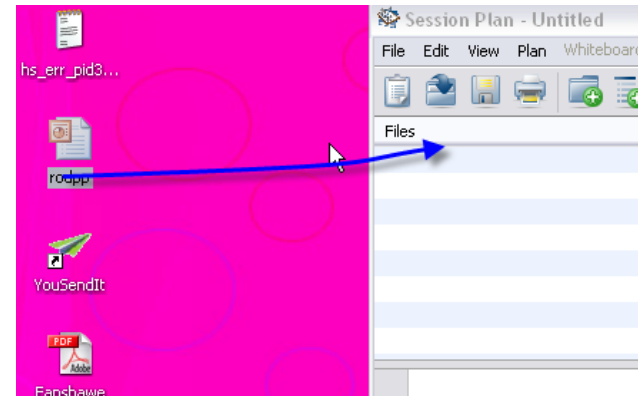
3. The Whiteboard Editor will display. Note the editor looks exactly like the Whiteboard in an Elluminate *Live!* session.
4. Click the  button.



5. From the Select Screens dialogue, select the desired insertion location. Click **OK**
6. Select the desired PowerPoint file and click **OK**. The PowerPoint file will be converted into a series of Whiteboard screens.
7. Select File > Save
8. Choose .wbd or .wbp. Both file types are supported by *Plan!*

Method 2 Drag and Drop the PowerPoint File

1. Open Elluminate *Plan!*
2. Find the PowerPoint file you wish to add to your plan.
3. Drag and drop the file directly into *Plan!*





Running a Plan File in Elluminate *Live!*

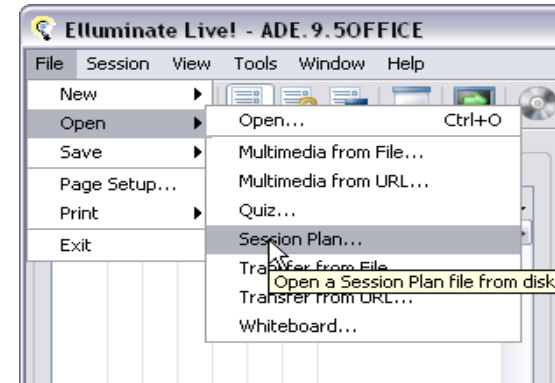
Quick Reference Guide

After a session plan has been created in Elluminate *Plan!*, it can be used to conduct your Elluminate *Live!* session. Only someone with Moderator privileges can control the plan and only one Moderator at a time can control the session plan.

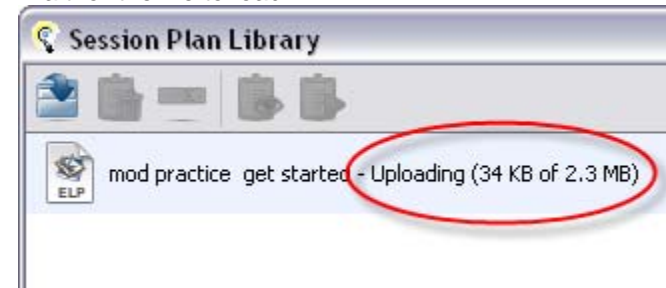
To run a session plan, it first must be loaded into the Session Plan Library in Elluminate *Live!* and then activated. Activation loads the session plan's embedded files¹ into the session and displays the session plan to other Moderators (and, optionally, to Participants). You may have a number of session plans loaded into the Session Plan Library for any one Elluminate *Live!* session but only one can be active at any one time.

Loading a Plan file in an Elluminate *Live!* session


1. Start your Elluminate *Live!* session
2. Select **File > Open > Session Plan...**



3. Find the desired .elp file and click **Open**.
4. Wait for the file to load.



Activating & Deactivating the Plan

1. By default the session plan will be activated. To deactivate or activate the file click the  button.
2. The **Next** and **Back** are available when the file is activated.




¹ Only those marked for auto-loading.

Navigating the Plan

- The Plan can be navigated by clicking the **Next** and **Back** buttons.
- Or by clicking any item in the outline.
- Content can be skipped it may also be displayed more than once.

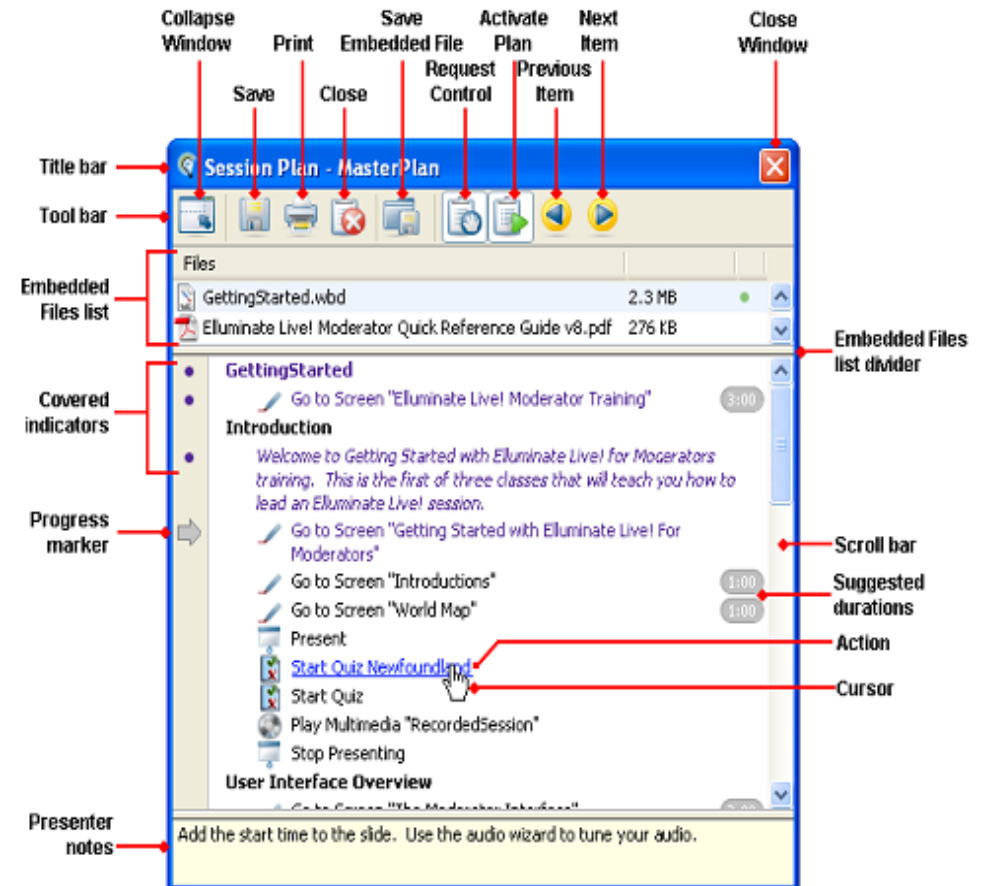
Switching to the Minimal Toolbar

The Plan library can be minimized and relocated anywhere on the screen.

1. Click the  button.
2. The Plan library will collapse to only display the navigation buttons, the activation/deactivation button and the button that allows a moderator to pass control to another moderator and the button that will restore the library to the default view.



Moderator View of the Plan



Tips

1. Session plans cannot be edited within Elluminate *Live!* – you must do that in Elluminate *Plan!* For details, see Chapter 2 in the Elluminate *Plan!* User Guide.
2. Only Moderators can access the Session Plan Library.
3. When you save a session plan in its native (.elpx) file format, the contents of the Plan Outline and all embedded files are saved, along with all properties and preferences.