Elluminate *Live!*® Version 7.0

Moderator Quick Reference Guide

Elluminate *Live!* is a world-class, real-time training, demonstration and collaboration environment that is powerful, flexible and easy to use. Interacting online is all about the experience. That's why we've designed the Elluminate *Live!* family of products to give you what is quite simply the BEST user experience in the industry for real-time, remote teaching, training, meeting, and much more. Effectiveness is increased by engaging participants with the ability to talk over the Internet (with full duplex audio), chat online, share video, whiteboards, multimedia files and share applications-all in one intuitive, graphical interface. Whether the environment is hosted by Elluminate or is installed on your server, it is easy to set up, easy to use and customizable.

Unlike the Internet, Elluminate *Live!* is built specifically for live, multi-media collaboration. Our unique Collaborative Communications Framework (CCF) automatically ensures that everything is in the right place at the right time. Whether you have a dial-up modem or a high-speed LAN, you get the same superior quality, high performance, and dependability—with no lag time or garbled communication. So you can focus on content, not technology.

Tips on Conducting Elluminate *Live!* Sessions
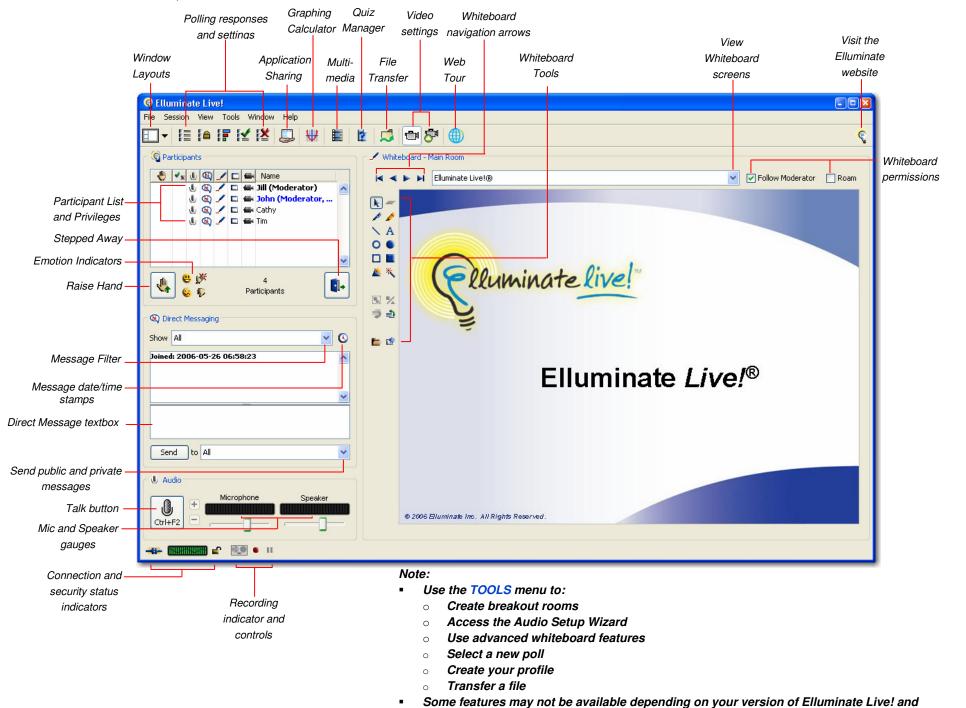
Preparation

- Design sessions to include interactivity and include variety in your session. Provide opportunities for participants to interact and collaborate with each other.
- Practice before leading your first session!
- Become familiar with the session content.
- Open web pages, applications needed for application sharing and screen captures before session begins.
- Find comfortable place with no distractions to deliver the session.

In-Session Tips

- Greet participants as they join your session and assign them privileges.
- Remind your participants to use the Audio Setup Wizard in order to test their microphone and speakers.
- Speak clearly and don't rush.
- Ask questions and provide opportunity for interaction. Poll the class at various intervals to obtain their feedback. Remember to clear responses after each poll.
- Animate your delivery
- Look at the whole screen, not just the whiteboard area.
- Encourage participants to respond and to raise their hand when they have a question or comment.
- Use the whiteboard tools to assist you in your delivery. For example, use the Highlighter to call attention to specific regions on the screen.
- Include features such as application sharing, web tours, video, multimedia files, quiz manager and breakout rooms to assist you in delivering your content.
- Remember to record your session if needed.

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Window Layouts

Polling responses and settings

Graphing Calculator

Quiz Manager

Application Sharing

Multi-media

File Transfer

Video settings

Web Tour

Whiteboard navigation arrows

Whiteboard Tools

View Whiteboard screens

Visit the Elluminate website

Participant List and Privileges

Stepped Away

Emotion Indicators

Raise Hand

Message Filter

Message date/time stamps

Direct Message textbox

Send public and private messages

Talk button

Mic and Speaker gauges

Connection and security status indicators

Recording indicator and controls

Whiteboard permissions

Note:

- Use the **TOOLS** menu to:
  - *Create breakout rooms*
  - *Access the Audio Setup Wizard*
  - *Use advanced whiteboard features*
  - *Select a new poll*
  - *Create your profile*
  - *Transfer a file*
- *Some features may not be available depending on your version of Elluminate Live! and configuration*