



Elluminate *Live!* Version 6

Participant Quick Reference Guide

Elluminate *Live!* is a world-class, real-time training, demonstration and collaboration environment that is powerful, flexible and easy to use. Elluminate's collaboration environment enables the delivery of live, online learning, training, coaching, mentoring and meeting. Effectiveness is increased by engaging participants with the ability to talk over the Internet (with full, 2-way audio), chat online, share video, whiteboards, multimedia files and applications—all in one intuitive, graphical interface. Whether the 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.



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For more information visit: www.elluminate.com

Tips on Participating in an Elluminate *Live!* Session

Preparation

- Find comfortable place with no distractions.
- Ensure that your audio is working correctly prior to your session.
- Take the Elluminate *Live!* Online Orientation or refer to the Elluminate *Live!* Participant Guide for more information on all the features prior to your first session. This information and more is available from Elluminate's Support Web page at <http://www.elluminate.com/support/>,

In-Session

- Be sure to join the session 5 – 10 minutes prior to the start.
- Set your Connection Speed to the Internet.
- Use the Audio Setup utility to test out your microphone and speakers.
- Participate in the session by responding to polls and providing feedback to the moderator.
- Remember to raise your hand when you have a question or a comment.
- Use Direct Messaging to send messages to other participants and the moderator during the session.
- Remember that running other applications on your computer (such as an Internet browser) can slow your connection to Elluminate *Live!*

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The screenshot shows the Elluminate Live! application window. The interface is divided into several sections:

- Window layouts:** Labels point to the menu bar (File, Session, View, Tools, Help) and the toolbar below it.
- Application Sharing:** Labels point to icons for Polling responses, Graphing calculator, and Whiteboard navigation tools.
- Whiteboard tools:** Labels point to the toolbar on the left side of the whiteboard area.
- Participant Info:** A list of participants with icons for various actions. Labels include:
 - Participant list and privileges
 - Stepped away
 - Emotion indicators
 - Hand raise
- Direct Messaging:** A section for private messages. Labels include:
 - Filter messages
 - Message date/time stamps
 - Direct message textbox
 - Send public and private messages
- Audio:** A section for audio controls. Labels include:
 - Talk button
 - Mic and Speaker gauges
- Whiteboard - Main Room:** The central area showing a whiteboard with the Elluminate logo and text: "Elluminate Live! Enterprise Edition Academic Edition Team Edition". A label points to the "Whiteboard navigation tools" on the left.
- Visit the Elluminate website:** A label points to the Elluminate logo in the top right corner.
- Connection, security and recording status indicators:** A label points to the status bar at the bottom left.

Note:

- **During your first session:**
 - Use the **AUDIO SETUP** utility from the **TOOLS** menu to configure your microphone and speakers.
- Some features may not be available depending on your version of Elluminate Live! and configuration