



Elluminate *Live!* 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), exchange text messages, display live video, share whiteboards, multimedia files, and applications—all in one intuitive, graphical interface. Whether the environment is hosted by Elluminate or 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.

© 2009 Elluminate Inc. All Rights Reserved


For more information visit: www.elluminate.com

Tips on Participating in an Elluminate *Live!* Session

Preparation

- Find a comfortable place with no distractions.
- Use the Audio Wizard to 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 information on all the features prior to your first session. This information and more is available from Elluminate's Training Web page at <http://www.elluminate.com/support/training>.

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 Wizard to test your microphone and speakers.
- Participate in the session by responding to polls and providing feedback to the moderator.
- Raise your hand  when you have a question or a comment.
- Use Chat to send text messages to other participants and the moderator during the session.
- Remember that running other applications on your computer can slow your connection to Elluminate *Live!*

Participant Quick Reference Guide

The screenshot shows the Elluminate Live! interface for a session titled "ELLUMINATE TRAINING ROOM 1". The interface is divided into several main sections:

- Top Menu:** File, Session, View, Tools, Window, Help. Labels include "Print" (pointing to the printer icon), "Save" (pointing to the save icon), and "Visit the Elluminate Website" (pointing to the website icon).
- Participants Panel:** Lists participants: Amanda Reed (M...), Deborah, Elizabeth, Fred (Me, Profile), John, and Mike. Labels include "Participant List & Permissions", "Stepped Away" (pointing to the hand icon), "Emotion Indicators" (pointing to the smiley face icon), "Hand Raise" (pointing to the hand icon), and "Polling Responses" (pointing to the poll icon).
- Chat Panel:** Shows a message: "Joined on June 2, 2009 at 5:39 PM". Labels include "Filter Messages Date/Time Stamp" (pointing to the filter dropdown), "Conversation Area" (pointing to the message text), "Message Text Field" (pointing to the input field), "Send Public & Private Chat Messages" (pointing to the "Send" button), and "Supervised Private Chat" (pointing to the "to" dropdown).
- Audio Controls:** Includes a "Talk" button and volume sliders. Labels include "Talk Button" (pointing to the microphone icon) and "Microphone & Speaker Controls" (pointing to the sliders).
- Whiteboard:** Displays a world map. Labels include "Whiteboard Navigation" (pointing to the navigation arrows) and "Whiteboard Tools" (pointing to the tool palette).
- Bottom Status Bar:** Shows "In session for 8 hours, 46 minutes." and "Connection, Security, and Recording Status Indicators" (pointing to the status icons).

Note:

- Use the **Audio Setup Wizard** 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