



Tips on Conducting Illuminate *Live! Sessions*


Preparation

- ▶ Design sessions to include interactivity and include variety of content and interaction 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 a comfortable place with no distractions to deliver the session.
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In-Session Tips

- ▶ Greet participants as they join your session.
 - ▶ 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.
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In-Session Tips Continued

- ▶ Animate your delivery.
 - ▶ Look at the whole screen, not just the whiteboard area.
 - ▶ Encourage participants to respond and to raise their hands 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.
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Loading a Presentation or Whiteboard File


Only Moderators can load presentations into the Main Room of the Whiteboard or into a breakout room.

Types of Files that can be Imported to Elluminate

- ▶ PowerPoint: (.ppt) & (.pptx) presentations.
- ▶ Image Files: *.bmp, *.gif, *.jpg, *.jpeg and *.png image files.
- ▶ Protected Whiteboard Files: (.wbp).
- ▶ Whiteboard Files: (.wbd).
 - Note: .wbd & .wbp files can only be viewed in your Elluminate classroom.

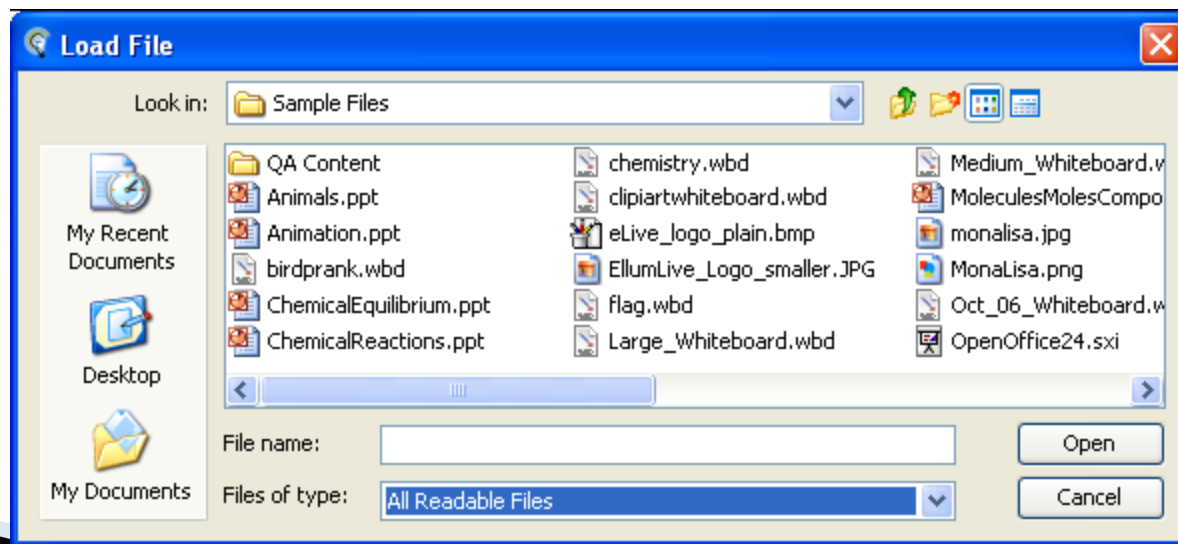
Loading a Presentation

Open the Select Screens dialog by doing one of the following:

1. Click on the  Load Presentation button in the Whiteboard.
2. In the Select Screen dialog, determine whether you wish to insert the file before or after a screen, replace a screen or insert as a sub-topic of a screen.
3. Click OK. The Load File dialog box appears.

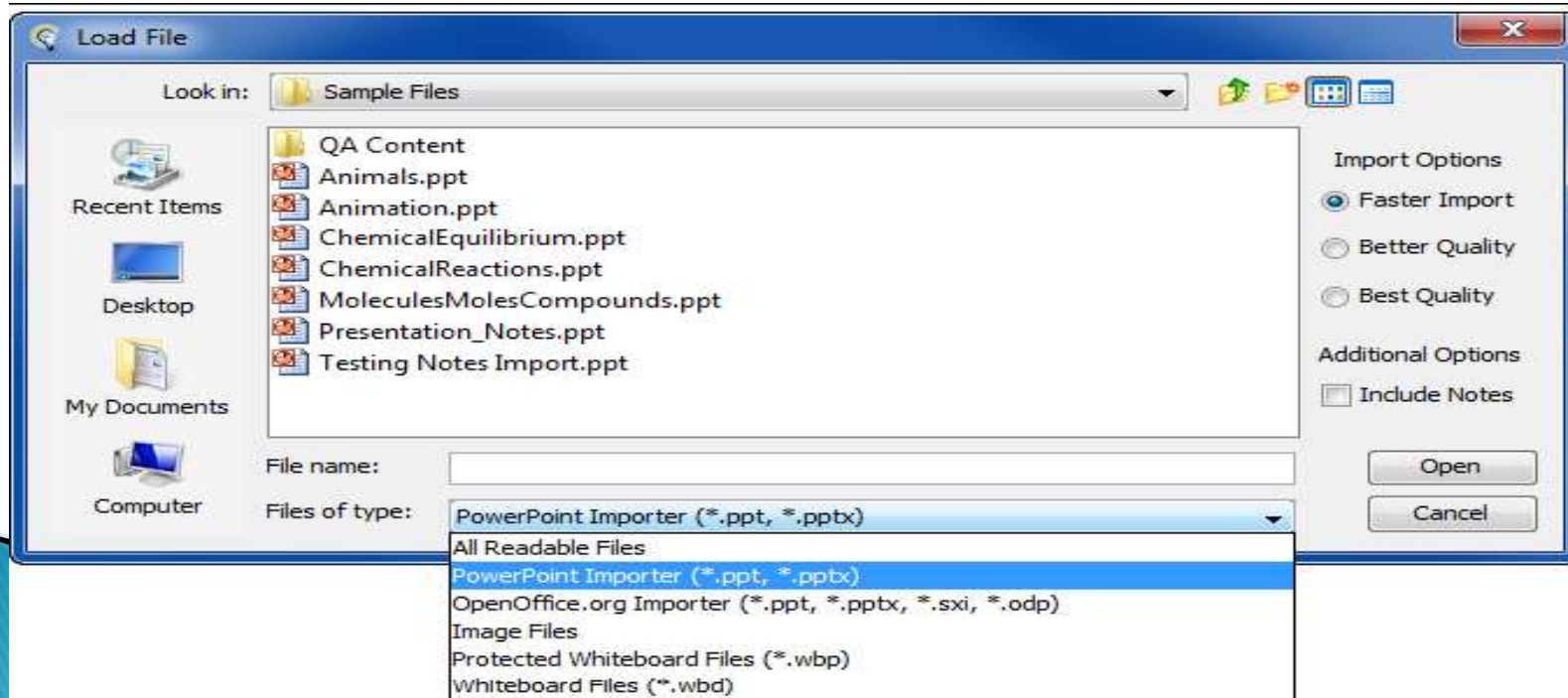
Loading a Presentation Continued

4. Navigate to the folder containing the file you want to load.
5. Select the file type you wish to load by scrolling through the Files of Type drop down menu.



Import Options

- ▶ **Faster Import:** provides the quickest upload, but in some cases may leave imaging defects. This is the default.
- ▶ **Better Quality:** provides a compromise between improved quality and upload speed.
- ▶ **Best Quality:** provides the best quality, at the expense of upload speed.



Application Share

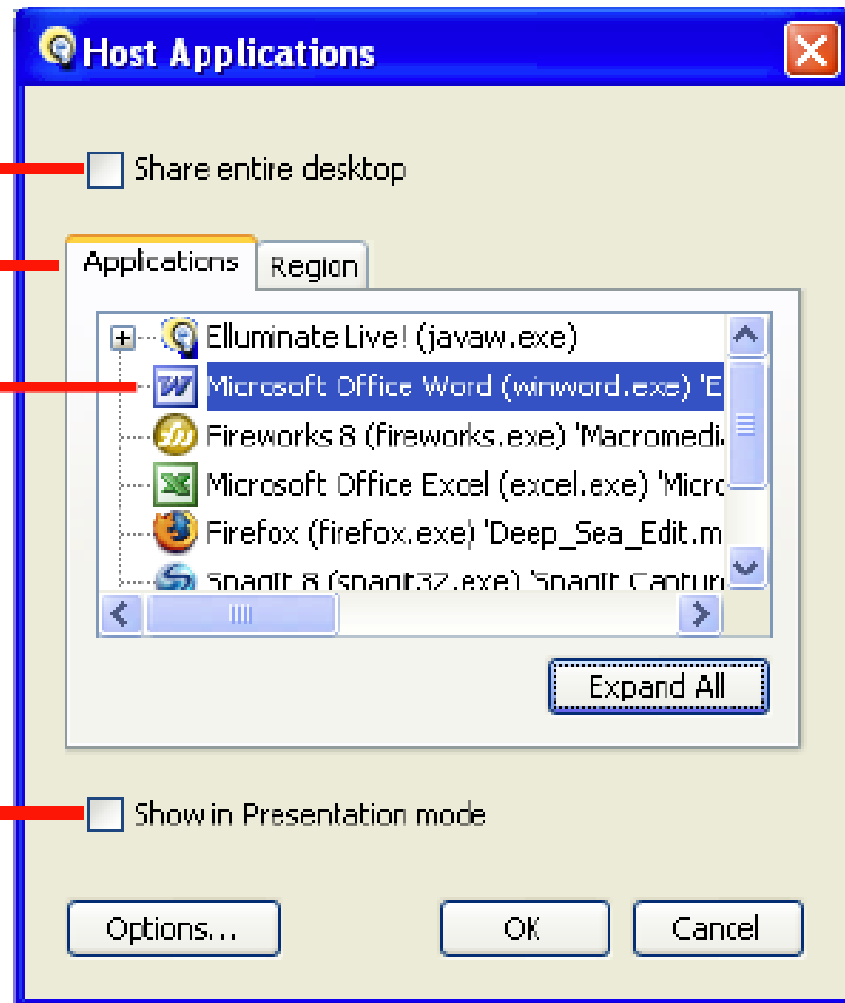
- ✓ Open the website or application(s) you wish to share.
- ✓ Click  or use **Tools → Application Sharing → Host Applications...**

Application Share


Share your entire desktop
Select the Applications or
Region tab

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.

Select Presentation mode
for full screen viewing.



Application Share

- ▶ 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.

Application Share: Activity Indicator

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 Farid's name shows that he has not received all of the content from the shared area. The red and orange indicators appear next to Jaime's name, indicating she is more delayed than Farid. Ken and Shannon have received all of the information and therefore have no indicators next to their names.


Give Control Of Application

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:

1. In the Participants window, click on the name of the participant to whom you wish to give control.
2. 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:


1. Press CTRL + Spacebar on your keyboard.
2. Click the  button from the toolbar.
3. 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.

You can save the Whiteboard screens in Elluminate *Live!* in the following formats:

- ❖ WBD File When Whiteboard screens are saved as a Whiteboard file (.wbd), they are saved as one file that can only be imported and reviewed in an Elluminate *Live!* session.
- ❖ WBP File When Whiteboard screens are saved as a Protected Whiteboard file (.wbp), they are saved as one file that can only be imported and reviewed in an Elluminate *Live!* session. These files are protected and cannot be printed, saved, or edited unless the Moderator removes the protection flag by going to Tools, Whiteboard, and deselecting the option Protect Whiteboard.
- ❖ PDF File When Whiteboard screens are saved as a PDF file (.pdf), they are saved as one file and can be reviewed outside of the Elluminate *Live!* environment.

Open the Save Whiteboard dialog by doing one of the following:

- ✓ **Click on the Save button in the Toolbar.**
 - ✓ **From the File menu, select Save > Whiteboard**
 - ✓ **The Select Screens dialog box appears. choose Current Screen Group**
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- ✓ From the Save Whiteboard dialog box, navigate to and open the file folder in which you want to save the Whiteboard.
 - ✓ **Type a file name in the File name text box.**
 - ✓ **Scroll through the Files of type drop down menu and choose the file format.**
 - ✓ **Click Save to save the file and close the Save Whiteboard dialog box.**
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Application Share: 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.

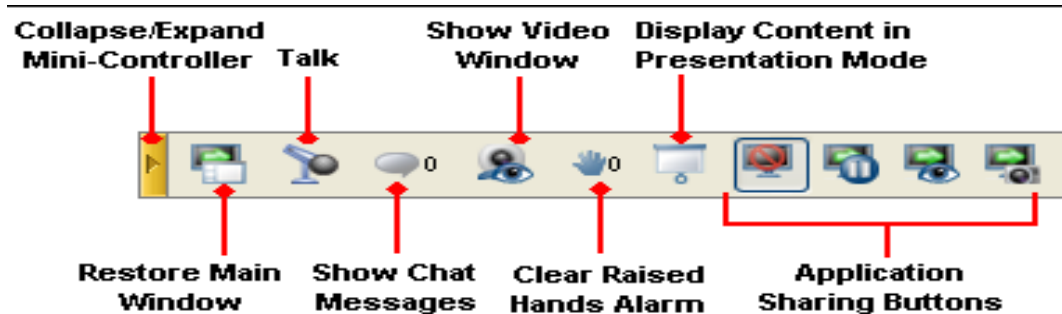
OR

- Click **ctrl+spacebar** to stop application sharing

Application Share: Tips

- ✓ To view what your participants are seeing, click the Preview button 

- ✓ When sharing an application running full screen, click  to




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

Application Share: Tips

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



- ✓ Click  to snapshot the application to the whiteboard for annotation and discussion.