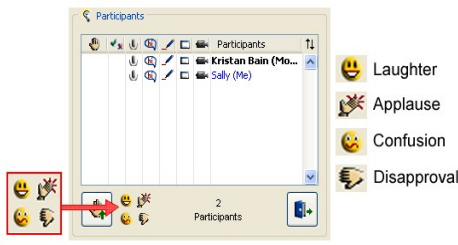


Using Emotion Indicators

At any time, you can click on any one of the emotion indicators to provide feedback to the moderator.



Participants

- Laughter
- Applause
- Confusion
- Disapproval

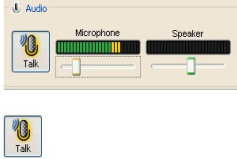
2 Participants

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Using Audio: Talking

Click the Talk button or use the hot key of Ctrl+F2 when you want to speak.

The Talk button turns yellow while your audio is activated.

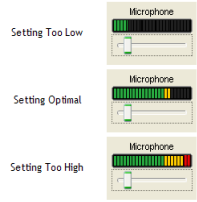


When you are done talking, click the Talk button or Ctrl+F2 to release your microphone. Remember to always release your microphone after talking so others can reply. By default, only one person can speak at a time. The moderator can increase it up to six simultaneous speakers.

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Using Audio: Talking

Use the Microphone and the Speaker sliders to adjust the volume for your microphone and speakers. The gauges below the sliders show the audio levels when you or someone else is speaking. Use the following guidelines to set your Mic slider when you are speaking:




Setting Too Low

Setting Optimal

Setting Too High

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Using Audio: When Someone Else is Talking



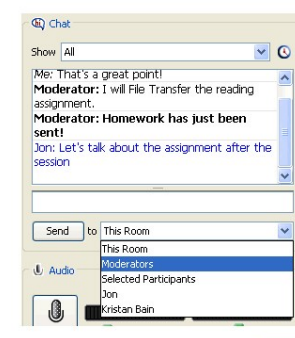
The microphone icon in the Participants window glows...

The speaker's name appears on the title bar of the Audio window.

Close This Window

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Using Chat

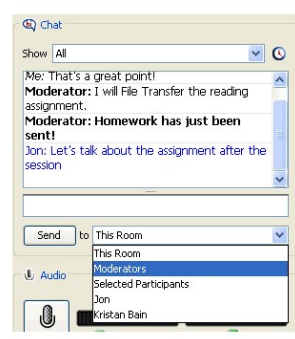


Type your message in the text box and then select Send.

Close This Window

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Using Chat



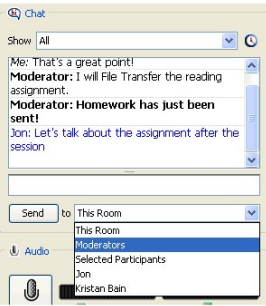
Your message is added to the discussion area.

You can always send a chat message to the moderator, even when you do not have any chat privileges.

Close This Window

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Directing Your Chat



Me: That's a great point!
Moderator: I will File Transfer the reading assignment.
Moderator: Homework has just been sent!
Jon: Let's talk about the assignment after the session

Send to: This Room
This Room
Moderators
Selected Participants
Jon
Kristan Bain


Close This Window

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You can send your message to everyone in the session, just the moderator, another participant or several participants.

Depending on the session configuration, your moderator may see all the messages sent in the Chat area, including private messages that you send to other participants.

Printing the Whiteboard



File Session View Tools Window Help
New
Open
Save
Page Setup...
Print... Print... Ctrl+P
Exit Whiteboard...


Close This Window

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You can print the whiteboard screens directly from Eluminate Live!

The Print menu option will be grayed out if the moderator has protected the whiteboard content.

Saving the Whiteboard



File Session View Tools Window Help
New
Open
Save... Save... Ctrl+S
Page Setup...
Print...
Exit Chat Conversation... Whiteboard...
Jon
Sally (Me)

Close This Window

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You can save your whiteboard screens to a file that you can review later. The screens can be saved in three formats: as a whiteboard (.wbd) file or as a whiteboard PDF (.pdf) file or individually as image files (.png)

The chat messages during the session can also be saved as a text (.txt) file.

The Whiteboard menu option will be grayed out if the moderator has protected the whiteboard content.

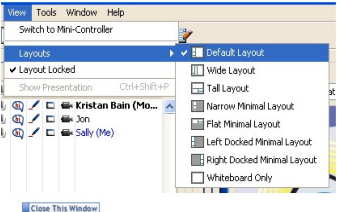
Resizing the Window Layout

If you moved, resized, or hid any of the classroom windows, select Default Window Layout or Wide Window Layout to proportionally resize the windows to fill the total Elluminate Live! region. If the Notes or the Calculator window was open, it is placed on top of the other windows.

Various window layouts are available to select from. Use the button on the toolbar to make your selection.

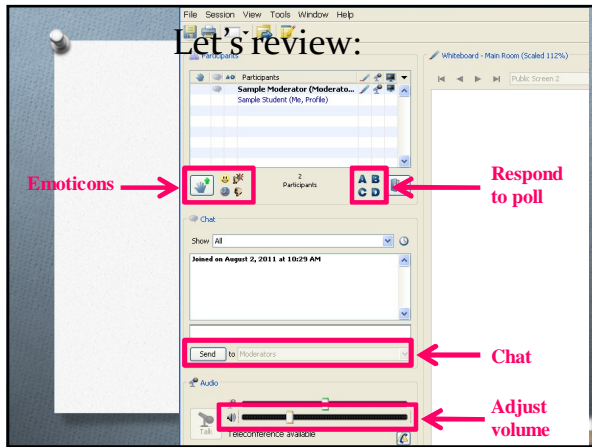
When you first join your session, your windows will be locked into one of the default layouts.

When you resize the Elluminate Live! application, all windows will be automatically resized proportionally to fit the screen. You can unlock the windows from the View menu.



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Let's review:



Emoticons →

Respond to poll →

Chat →

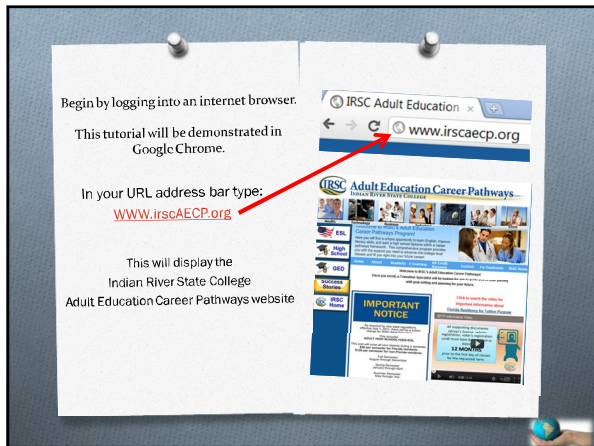
Adjust volume →

Today's lesson will cover:

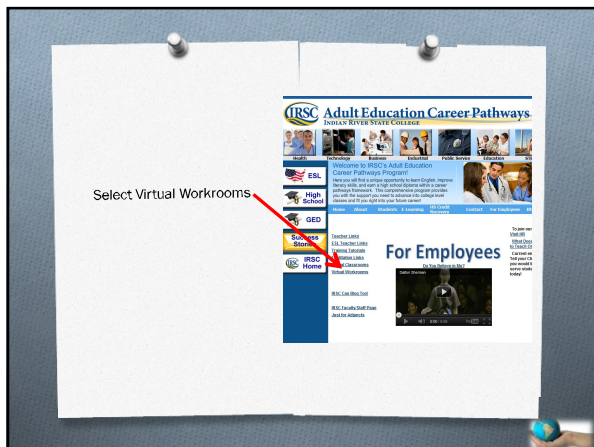
Guideline #1 in Creating Live Virtual Lessons

Select the days and times you will present your lesson(s).

Request access to the Google calendar and place your lesson information directly into the collaborative appointment, respectively.

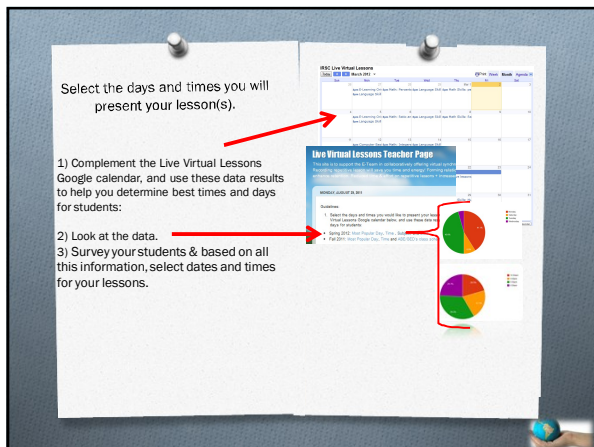




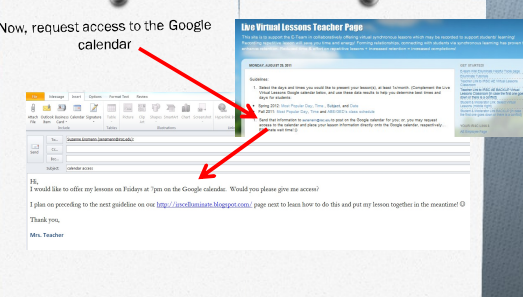








Now, request access to the Google calendar



Live Virtual Lessons Teacher Page

Select subject to join

Hi,

I would like to offer my lessons on Fridays at 7pm on the Google calendar. Would you please give me access?

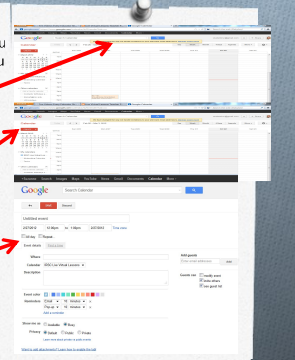
I plan on providing the next guideline on our <http://www.irsclivelessons.com> page next to how to do this and put my lesson together in the newsletter! D

Thank you,

Mrs. Teacher

Note: If your name does not appear in the collaborators, contact one of the collaborators and request to be added to the list if necessary.

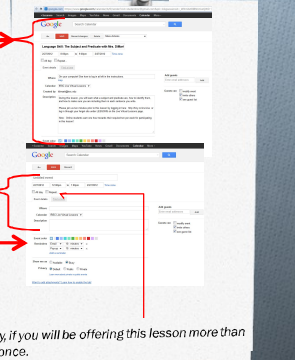
When you receive access, login to Google with the User ID provided to you (unless you noted in the email that you had a Google account, and select Calendar).



Select the IRSC Live Virtual Lessons calendar. Once you succeed in doing this, the box next to it will be colored in.

Now, double click on the time and day you will offer your lesson. An appointment will open up.

Use the other Live Virtual Lesson appointments, like this one, as a template for consistency.

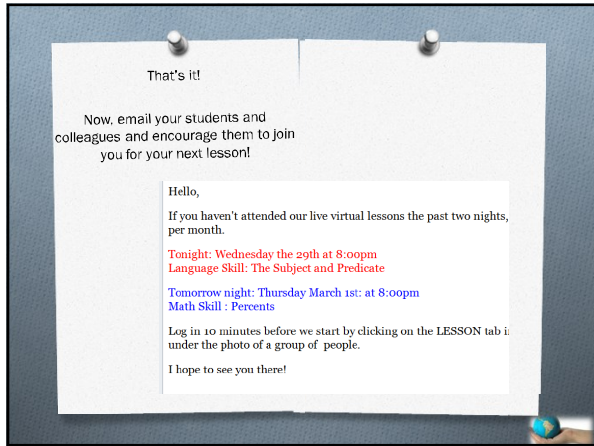


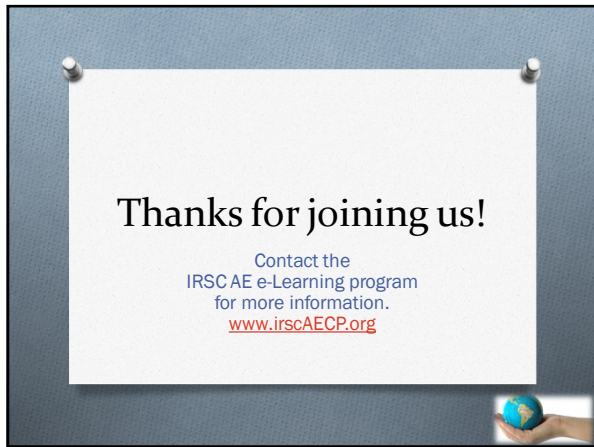
Input your information ALL fields

- Event Title
- Where
- Description

Color your appointments consistently the same as the other appointments of the same subjects.

Select Repeat and complete accordingly, if you will be offering this lesson more than once.





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