

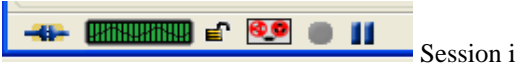

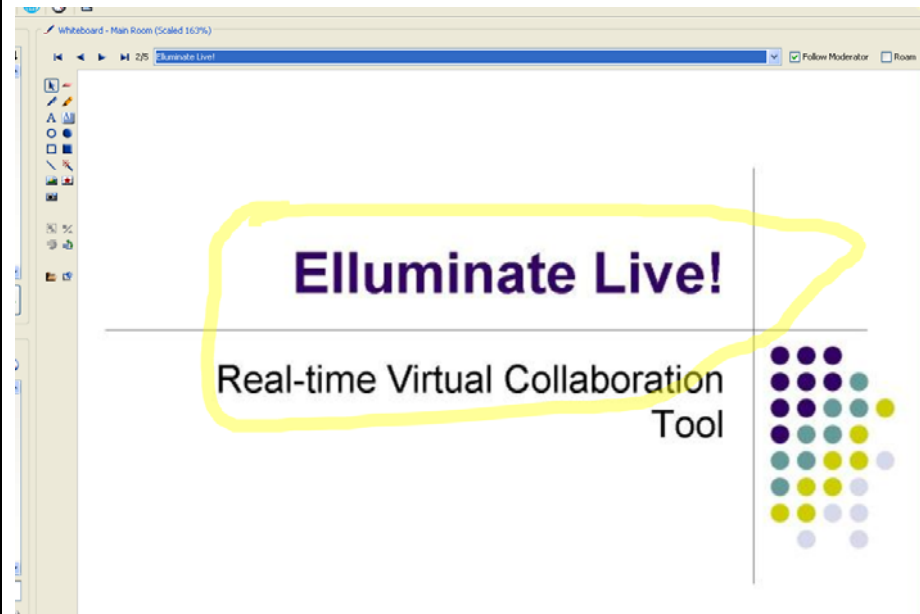


Special Uses	View / Take over desktop	
	<p>View Other Desktop</p> <p>1) Click on Participant you wish to view. 2) Tools>Moderator>Grant Moderator Privilege</p> <p>3) Have the other person click  OR</p> <ul style="list-style-type: none"> ▪ Tools>Application Sharing>Share Entire Desktop <p>4) When finished – click on person. 5) Tools>Moderator>Take Away Moderator Privilege</p>	<p>Control Other Desktop</p> <p>1) Follow the instructions to view other desktop. 2) Have the other person go to</p> <ul style="list-style-type: none"> ▪ Tools>Application Sharing>Give Control of Shared Applications <p>3) They will receive a message stating the person who wishes to control their desktop. 4) Have the other person click OK</p> <p>5) When finished, have the other person go to</p> <ul style="list-style-type: none"> ▪ Tools>Application Sharing>Take Away Control of Shared Applications <p>6) When completely finished viewing other desktop, click on the person and go to</p> <ul style="list-style-type: none"> ▪ Tools>Moderator>Take Away Moderator Privilege
	Document/Application Collaboration	
	<p>Setup</p> <p>1) The person hosting the item needs to be Moderator 2) The person hosting the item needs to click</p> <ul style="list-style-type: none"> ▪ Tools>Application Sharing>Share Entire Desktop/Share Application (as appropriate) ▪ If an application opens multiple types of programs, have them share the entire desktop. <p>3) Create a protocol for requesting control during the meeting. (Smileys or Applause)</p>	<p>To Collaborate</p> <p>1) Follow instructions for setup 2) To give control of the item – click on the appropriate person</p> <ul style="list-style-type: none"> ▪ Tools>Application Sharing>Give Control of Shared Applications <p>3) To remove control of the item</p> <ul style="list-style-type: none"> ▪ Tools>Application Sharing>Take Away Control of Shared Applications
	Record Session	
	<p>Setup</p> <p>1) The person recording needs to be Moderator 2) If you wish to record the sound also – make sure you are using VoIP. Teleconferences will not be recorded. 3) If you wish to record audience sound – they will also need to use VoIP and a microphone.</p> <ul style="list-style-type: none"> ▪ If an audience member does not have a microphone – have them enter their comments in Chat. 	<div style="text-align: center;">  </div> <p>Make sure you press the Record button when you are ready to start. Press Pause to pause the recording</p> <div style="text-align: center;">  </div>

PowerPoint Presentations

Setup

- 1) The person hosting the item needs to be Moderator
- 2) Public Screen 1 – click Load a Presentation 
- 3) Use the drop-down or the arrows next to the drop-down to move between the slides.
- 4) Tell the audience that they can use the whiteboard tools to make comments / edits if you wish.
- 4) If you want to prevent drawing on the Whiteboard
 - Tools>Whiteboard>Protect Whiteboard
- 5) To save the Whiteboard
 - File>Save>Whiteboard (creates a .wbd file)



Breakout Rooms

Setup

- 1) The person creating the breakout room needs to be Moderator
- 2) Create the breakout room
 - Tools>Breakout Rooms>Create Breakout Room
- 3) Distribute the participants
 - Tools>Breakout Rooms>Distribute Participants
- 4) To call everyone back
 - Tools>Breakout Rooms>Return Everyone to Main Room
- 5) To Close the Breakout Rooms
 - Right-click on Breakout Room. Close Breakout Room

Whiteboard in Breakout Rooms

- 1) Instruct users to use the drop-down in Whiteboard to access their breakout room's white board. The name of the breakout room will be in the drop-down
- 2) All whiteboard items for that room are available to the participants.

Chat to Breakout Room – use to speak only to the members of the room

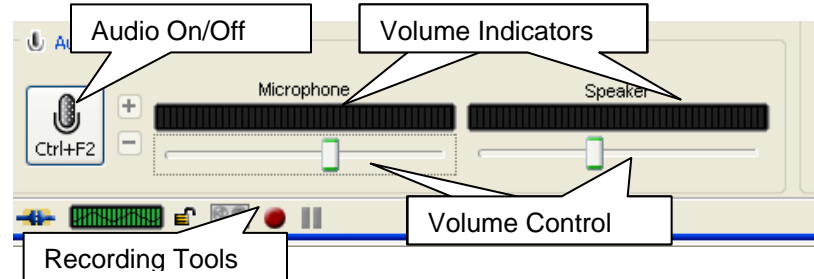
- 1) Select breakout room from participant list
- 2) Change Send to – **This Room**
- 3) Type message
- 4) Click **Send**
- 5) To send message to All, change Send to back to **All Rooms**

Audio – VoIP Setup

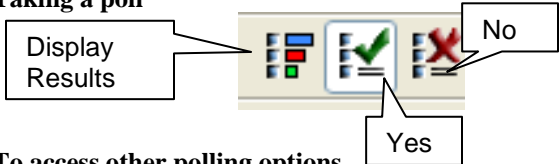
- 1) Do you have a headset with a microphone?
- 2) Does each member of your audience have speakers?
- 3) Does each member of your audience have a microphone?
 - If not – have them communicate to you through Chat.
- 4) Before the class starts – test your microphone.
- 5) Take a poll of the students to make sure they can hear you.

To allow more than 1 person to talk at the same time

- Tools> Audio>Allow Simultaneous Talkers



Taking a poll



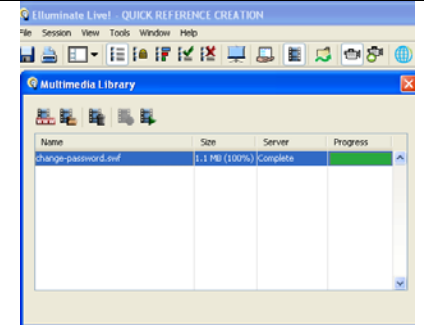
To access other polling options

Tools> Polling> select the appropriate choice

The student's choice will appear next to their name.

Using Multimedia in Elluminate

- 1) Click the Multimedia icon 
- 2) Add your Multimedia
 - WWW – from Web (not YouTube or GoogleVideo)
 - File – FromPC
- 3) Click on the Multimedia to select 
- 4) Click Play 
- 5) When finished, click Delete Multimedia 



Individual chat

- 1) Select person(s) from participant list
- 2) Change Send to – **Selected Participants**
- 3) Type message
- 4) Click **Send**
- 5) To send message to All, change Send to back to **All Rooms**

Show full screen whiteboard/shared desktop

- 1) Click on Layout icon 
- 2) Whiteboard only. Will display items you are sharing full screen.

Access other layouts

- 1) Click on Layout icon
- 2) Choose the desired layout

Allow others to view your desktop

- Tools>Application Sharing>Share Entire Desktop

Allow others to view application

- Tools>Application Sharing>Share Application

Optimize Shared Application

- Tools>Application Sharing>Scale to Fit

Change Password

- 1) Go to My Elluminate <http://www.illuminate.com>
- 2) Click **Profile**
- 3) Click **Edit**
- 4) Change your password
- 5) Click **Save**