



## 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, 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, multimedia 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.

## 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.illuminate.com/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!*

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The screenshot shows the Elluminate Live! interface with the following components labeled:

- Window Layouts**: Points to the top menu bar (File, Session, View, Tools, Window, Help).
- Application Sharing**: Points to the 'Session' menu item.
- File Transfer**: Points to the 'Tools' menu item.
- Live Video**: Points to the 'View' menu item.
- Notes**: Points to the 'Help' menu item.
- Whiteboard Navigation**: Points to the navigation controls on the left side of the whiteboard.
- Whiteboard Tools**: Points to the toolbar on the left side of the whiteboard.
- Visit the Elluminate Website**: Points to the Elluminate logo in the bottom right corner of the whiteboard.
- Print**: Points to the 'Print' icon in the top toolbar.
- Save**: Points to the 'Save' icon in the top toolbar.
- Participant List & Permissions**: Points to the 'Participants' panel on the left.
- Stepped Away**: Points to the 'Stepped Away' button in the 'Participants' panel.
- Emoticons**: Points to the 'Emoticons' button in the 'Participants' panel.
- Raise Hand**: Points to the 'Raise Hand' button in the 'Participants' panel.
- Polling Responses**: Points to the 'Polling Responses' button in the 'Participants' panel.
- Filter Messages**: Points to the 'Filter Messages' dropdown in the chat area.
- Time Stamp**: Points to the 'Time Stamp' dropdown in the chat area.
- Conversation Area**: Points to the chat messages in the chat area.
- Message Text Field**: Points to the text input field in the chat area.
- Send Public & Private Chat Messages**: Points to the 'Send' button in the chat area.
- Supervised Private Chat**: Points to the 'Supervised Private Chat' button in the chat area.
- Talk Button**: Points to the 'Talk' button in the audio controls.
- Connection, Security, and Recording Status Indicators**: Points to the status indicators at the bottom of the interface.
- Microphone & Speaker Controls**: Points to the volume sliders in the audio controls.
- Activity Window**: Points to the 'Activity' window on the right side of the interface.

## 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