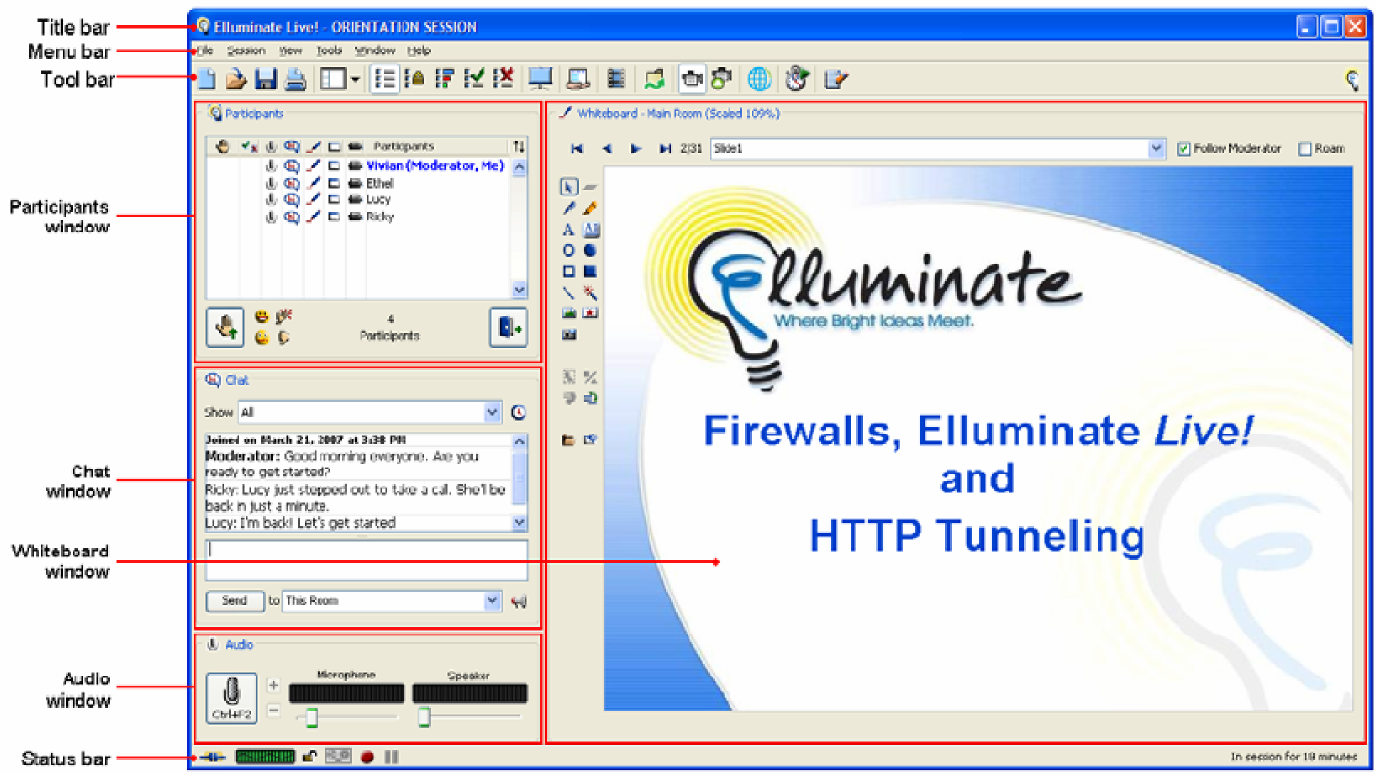
version 8

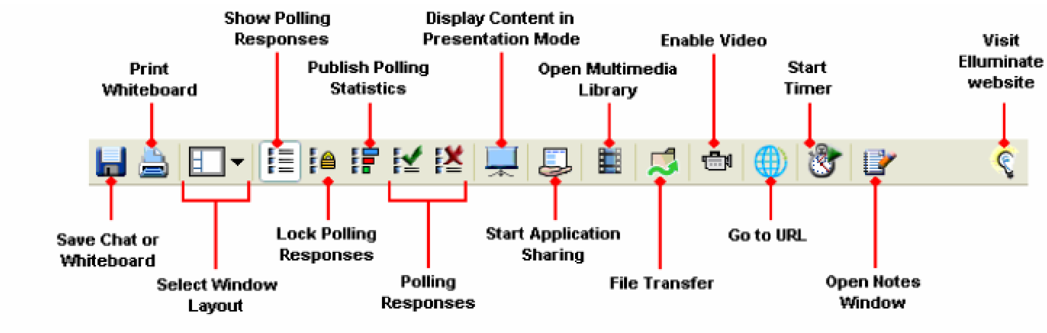
Conducting Elluminate *Live!* Sessions

Contents

Section 1 The Elluminate *Live!*® Moderator Interface



Moderator’s Toolbar



Section 2 Conducting an Elluminate *Live!*® Session

There are many things you can do to deliver high-quality, highly-effective Elluminate *Live!* sessions. The following pages provide suggestions that you can use as you begin to deliver sessions in this environment. Remember that anything that you regularly do in a traditional meeting or classroom can be done in the Elluminate *Live!* collaboration environment.

As you become experienced using Elluminate *Live!* and handling participants, you will develop your own style of leading a session. For more information on Elluminate *Live!* features, please refer to the *Elluminate Live! Moderator's Guide*.

Preparing the Content

Before you sit down to deliver an Elluminate *Live!* session, you need to think about the content you want to deliver as well as how you plan to deliver it.

- Design content and create presentations to include interactivity and variety to engage all types of learners (visual, auditory, kinesthetic, etc.). Make sure you provide opportunities for participants to interact and collaborate with each other as well as with the material.
- Make sure the content you create is easy to see. Keep background templates simple so that they don't distract from the content you want to share. It's usually a good idea to avoid gradient colors in the background.
- Use a font type and size that is easy to read. Usually no smaller than a 12 point standard font such as Arial, Verdana or Times New Roman.
- Use visuals whenever possible especially for complex processes or procedures.
- Avoid slide after slide of bulleted lists. Transform bulleted lists into graphical representations, lists of questions, polls, quizzes or even games.
- Identify which multimedia files you wish to include in your session.
- Create quizzes or surveys to use during your session.
- Create customized Clip Art collections in order to load images easily during the session.

Preparing for Your Session

If you have never taught an Elluminate *Live!* session before, you should take some time to familiarize yourself with the features and functionality of the product and allow yourself to get comfortable with a new method for presentation delivery.

- **Practice before leading your first session!** You should be comfortable with the content you are delivering as well as with the Elluminate *Live!.* Invite friends and co-workers to your practice sessions to make the sessions more realistic. Practice using the tools you intend to use during the session.
- Practice with two computers – one with you as the moderator and another logged in as a participant. As you work with your presentation, look at the participant computer to see what they are seeing.
- Don't try to use all the tools in your first session. Get comfortable with Elluminate *Live!* and add tools over time.
- Record your practice sessions and review your work.
- Set your user profile to be shared with others in the session.
- Plan to deliver your session with a co-moderator. This person can assist you in the presentation, respond to text messages, and conduct sound checks with participants. Make sure you work with the co-moderator to identify who will perform which activities.
- Identify a delivery space that is comfortable and quiet with no distractions. There should be a telephone available (with the ringer muted).

Preparing Your Participants

- Encourage users to pre-configure their computer prior to their first session from Elluminate's Support Page at http://www.elluminate.com/support/ in the "First Time Users" section. This will ensure that users have the required software and have tested their audio.
- Optionally have a check-in session for new participants. This check in session, held prior to the participant's first online session, ensures that the participant is ready from a technical standpoint. Set up a time, for example an hour or two, when new participants can call in and someone walks them through accessing the session, checking their audio, and the basics of the interface. In this way, new participants will attend your first session prepared to engage, rather than apprehensive over the new technology.

- Send out an email laying out exactly what you expect of your participants. For example, this might include the pre-configuration information, the time of check in sessions, the installation of any plug-ins required by your content, etc. It should also include the exact time the session is scheduled to begin, how to access the session, and any pre-work that needs to be done.

Before the Session Begins

Use the checklist below as you join the session:

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	Join the session 10 – 15 minutes before the session is scheduled to begin.
	Ensure that you set your **Connection Speed** correctly when you first join the session.
	Step through the **Audio Setup Wizard** to ensure your microphone and speakers are working properly.
	Open web pages and applications needed for application sharing and screen captures. Load multimedia files. Close all non-essential applications.
	Prepare a list of web sites you want to view in a separate text document.
	If desired, set your preferred hot keys for audio and application sharing by selecting **Preferences** under the **Tools** menu.
	Load your content (i.e. PowerPoint / OpenOffice / StarOffice presentations, whiteboard, or image files).
	Navigate to the first slide in your presentation and ensure that **Follow Moderator** is checked.
	Set the “Auto Raise Hand” option to be notified when new participants join the session.
	If working with a co-moderator, give them moderator privileges when they join the room.
	If desired, disable the audible hand raise notification.
	Set the number of people (up to four) who can speak simultaneously; the default is one.

	Resize the font in the Direct Messaging window to your preference.
	If desired, protect the whiteboard content in order to prevent attendees from saving and printing the whiteboard screens.
	Create formal breakout rooms and load content if required.
	Create a breakout room called "Sound Check" where the co-moderator can conduct sound checks as participants join the room and trouble-shoot any audio problems if required.
	Turn on the recording, if needed.

As the Session Begins

- You will see participants' names appear in the Participants window when they join the session.
- Greet participants as they join the session. Have them speak to you as well so that you can check their audio.
- Remind participants to use the **Audio Setup Wizard** to test their microphone and speakers.
- Verify that participants set their **Connection Speed** when they first join the session. They can check their settings by selecting **Preferences** from the **Tools** menu.
- Remove or assign privileges to participants as appropriate.
- Remind participants to click the "Stepped Away" button if they are temporarily away from their computer.
- If there are participants new to Elluminate *Live!,* give them a brief overview of the interface including how to raise their hand and how to send a Chat.

During the Session

- Speak clearly and don't rush.
- Animate your delivery. You must use your voice to project energy and enthusiasm into your delivery.
- Visualize your participants. Consider using Live Video for introductions or encourage them to setup their User Profile and include a picture.

- Look at the whole screen, not just the whiteboard area. For example, watch the Chat window for text messages and the Participants window for new participants joining the session.
- Watch the ESP Indicators in the Participants window to know if participants are encountering any delays in receiving data such as audio or the whiteboard content. Adjust the pace of you session accordingly.
- Encourage participants to raise their hands when they have a question or comment.
- Ask questions and provide opportunity for interaction. Provide specific instructions on how participants should respond: use the polling responses or by raising their hand.
- Poll the participants at various intervals to obtain feedback. View the polling summary as needed. Consider sharing the results when appropriate. Clear responses after each poll.
- Use the whiteboard tools to assist you in your delivery. For example, use the Highlighter to call attention to specific regions on the screen. Try to provide some mark up for each screen.
- Include features such as Application Sharing, Web Tour, Breakout Rooms, Multimedia, or Quizzes to assist you in delivering your content and making the sessions more engaging and interactive.
- Remind participants that, when in a breakout room, they can raise their hand to notify you that they have a question or send you a private text message even if you are not in the room.

At the End of the Session

- Thank participants for their attendance.
- If desired save or print the whiteboard screens.
- Save chat if desired.
- Stand by for further questions until all participants have left the session.
- Make notes of any changes you might want to make in future deliveries.

Section 3 Tips on Using the Elluminate *Live!*® Features

This section provides useful tips and techniques for using the various Elluminate *Live!* features.

Audio

- As the moderator, you should ensure that all participants can hear you and that you can hear the participants when they speak. Remind participants to use the audio gauges to adjust their microphone and speaker volumes.

- For optimal audio, the **Mic** slider should be positioned so that the **Mic** gauge shows green when you are speaking. Move the **Mic** slider to the right to increase the volume of your microphone. If you see red in the gauge, move the slider to the left, as your voice may sound distorted when you are speaking if the volume is too high. As a moderator you can help participants adjust their microphones to the optimal level using the "+" and "-" signs that appear next to the Talk button as they are speaking.

- Elluminate *Live!* provides a utility that allows you and each participant to test and configure the audio at anytime during your session. This utility can be accessed by selecting **Audio Setup Wizard...** from the Tools menu.

- Remember that when you are speaking, everyone in the session can hear you. If you want to speak to a particular participant, make sure you address them by name so that the participant knows you are speaking to him or her.

- As you speak, pay attention to the red and orange ESP activity indicators next to each participant's audio privilege as these indicate if participants are delayed in receiving audio. You can mute your microphone if needed to allow participants to catch up.

- If you wish to speak to a participant regarding a private matter, you and the participant can have a private conversation in a breakout room or you can communicate with the participant through private text chat messages or announcements. Depending on your session configuration, all other moderators in the session may see your private messages.

- If a participant accidentally leaves their microphone on, you can regain control of the microphone by taking away their audio permission.

- Use the audio hot key (CRTL+F2 is the default) to press and release the TALK button.

- By default the audio will be set for one simultaneous talkers. To increase that number to 2, 3, or 4, select **Audio** and then **Allow Simultaneous Talkers** from the **Tools** menu.

Participant Permissions

- Determine which permissions your participants need. You can choose to give them no, partial, or all permissions, depending on how you want to manage your session.
- You do not need to provide every participant with the same permissions. Remember that even without the chat permission, participants can send you and all other moderators private text messages.
- Clear a permission for all participants by clicking in the header of the appropriate column in the Participants window on the moderator interface 

User Profiles

- Setup your user profile including contact information and a photograph of yourself if desired by selecting **Tools** then **Preferences** and then **Profile**.
- To view a user's profile, hover your mouse over a name in the Participants window. Their profile information (if any) will be displayed as a tool tip.
- Determine which user profiles will be displayed in the Participants window. The options available are: No one, Moderators, or Everyone.

Polling

- Polling attendees is an excellent way to ensure they are paying attention, engaged, and understand the material. It also makes the session more interactive.
- There are five different polls to choose from: Yes/No, Multiple choice (3-5 responses) and class pace.
- Ask a question and have the participants answer using the polling response buttons located on their toolbar.

- The polling responses can be hidden from the participants in the session. Click the button to hide and show the results. The default setting is to show the results to all. Consider hiding to ensure more honest feedback from the participants, depending upon the nature of the question. Reveal the results only after everyone has responded.

- You can lock the polling responses by clicking on the toolbar. Participants will not be able to change their responses to the poll.

- You can view the polling responses on the moderator interface or view the polling statistics summary. This summary can also be displayed to the participants by publishing the responses to the whiteboard.

- To publish a copy of the polling statistics to the whiteboard, click on the toolbar or click the **Publish to Whiteboard** button on the **Polling Statistics** window. You can now mark up the statistics.

- Use the Class Pace poll so that participants can give you feedback on the pace of the session.

- If the polling results were shown to the participants during the live session, they will also be shown in the recording. Hidden results are not recorded.

Live Video

- Video allows you to add a human touch to your sessions. Users can share their web cam with all the attendees in the session. This can be used to show the presenter, as well as to conduct demonstrations and simulations.

- As you are sharing your web cam, pay attention to the red and orange activity indicators next to each participant's name as these indicate delays in receiving video information.

- If users are on a slower Internet connection, you can adjust the quality of the video you are transmitting from Fine Color to Coarse Gray. Similarly, depending on the user's bandwidth, each user can adjust the quality of video received.

Multiple Moderators

- There can be more than one moderator during the session. You can grant or take away moderator permissions at any time.

- This feature gives you the ability to have a co-moderator in session with you. The role of the co-moderator could be to handle technical problems and answer questions in the direct messaging window while you are leading the presentation.

- All moderators are able to raise their hands and respond to polling questions.
- If you wish to have a guest speaker in your session, ask the speaker to join the room as a participant and then give them moderator privilege during the session.
- You can give any of your participants moderator privileges at any time. For example, you may want to have a participant lead the users through an activity or have a group of participants make a presentation to the others.
- When **Follow Moderator** is selected, the co-moderator can select **Roam** to view whiteboard screens while still leaving the others locked on the current screen.

Chat

- To save time when typing the same message to send to participants, prepare a separate text file that contains standard greetings and messages for participants. Open the text file during the session and use the standard keyboard shortcuts to paste your message in the text box. On Windows: copy (CTRL+C) and paste (CTRL+V). On a Mac: copy (CMD+C) and paste (CTRL+V).
- To express emotion such as laughter or confusion, type a text string in the Chat window. For example, :-S for confusion, :-o for surprised or ;-) for a wink.
- To change the font size of the send or display text, select **Chat** and **Conversation Area** or **Message Text Field** from the **Tools** menu or right click in either of the areas and select from the sizing options.
- To track when chat messages were sent, select the Display date and time button  in the Chat window.
- Filter your chat messages if you are distracted by the conversations.
- The Chat filter allows you to manage conversations in your session. For example, if you have a group of participants collaborating through private text messages, you can view only their conversation using the Chat filter.
    1. Select the names of the participants working together in the Participants window (click each name while holding the CTRL key on your keyboard)
    2. Choose **All Selected** from the **Show** drop-down menu. Only the messages among the selected participants will appear in the discussion area.

Whiteboard Screens and Tools

- You can load multiple PowerPoint / OpenOffice / StarOffice presentations, whiteboard, Animated GIFs and image files directly into the session. Presentations and files can also be loaded into separate screen groups. This allows you to separate content easily.
- Elluminate provides two external utilities that allow you to create higher resolution and larger sized whiteboard files from PowerPoint / OpenOffice / StarOffice presentations, and PDF files. These utilities, the PowerPoint Converter and Presentation Wizard, are available from Elluminate's Support site at http://www.elluminate.com/support/.
- The whiteboard content can be protected to prevent attendees from saving and printing the whiteboard screens.
- Create your presentation prior to your session, and then, during your session, you can load the content on to the whiteboard. Each slide in the presentation will be loaded onto a separate screen as a background and the title from each slide will appear as the screen name. Key points to remember when creating presentations/visuals:
  - Be legible
  - Use at least a 12 point font
  - Make sure that the content can be interpreted easily
  - Engage students
  - Focus attention
- When using whiteboard screens:
  - Create screens for participants to work on
  - Incorporate activities on the whiteboard
  - Plan the exercise
  - Encourage creativity
  - Let it get messy!
  - Involve everyone
  - Play games
- Use the Screen Explorer to manage all whiteboard screens on the whiteboard. The explorer window provides an easy way to load, edit, delete, save, print, and navigate through whiteboard screens.
- As you load content on to the whiteboard, pay attention to the red and orange activity indicators next to each participant's whiteboard privilege as these indicate if participants can see your current screen or if they are still receiving slides from the server.
- Check **Follow Moderator** to keep your participants locked on the same screen from which you are presenting. De-select **Follow Moderator** when you want your participants to work on different whiteboard screens or in their own private work area.

- Use the Object Explorer to manage all objects on the whiteboard. Since all objects on the whiteboard are dynamic, this feature provides an easy method to select objects and change their properties. Also, the explorer allows you to view who has placed each object on the whiteboard.

- When a presentation is loaded onto the whiteboard all the slides are converted into static images. This means that all transitions, animations, and links will be lost. Animated GIFs may be inserted onto the Whiteboard.

- When Follow Moderator is deselected, you can view what slides a participant or participants are viewing by selecting a participant(s) in the Participants window. Then right click. A contextual menu appears with the option **Whiteboard → Show Participant Screen Names**. In the Screens Viewed by Students dialog box, each of the participants will be listed and will show the name of the screen that they are viewing.

- If you would like to incorporate a PowerPoint presentation with slide transitions and animations in Elluminate *Live!*, or run a timed presentation during which slides change at certain intervals, consider Application Sharing your PowerPoint presentation in "Slide Show" mode. You may also wish to put your participants into Presentation Mode. We recommended that you view the slide show in an individual window rather than full screen so that you can still interact with the Elluminate *Live!* environment. Prior to application sharing the presentation as a slide show, you will need to:

    1. Open PowerPoint
    2. Load the presentation you would like to show
    3. Select Set Up Show from the Slide Show menu
    4. Select 'Browsed by an individual (window)'
    5. Click OK
    6. Click F5 to start the presentation and resize the window to suit

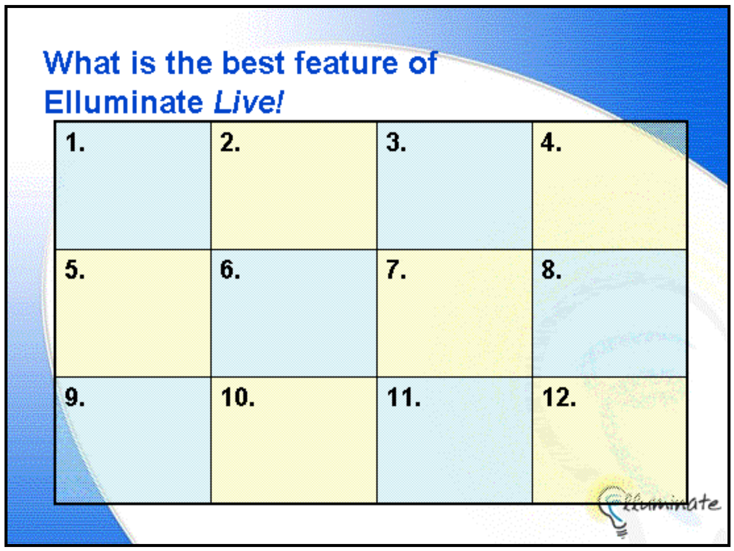
- There are two ways you can incorporate builds into your presentation.

    - You can create individual slides where you build one bullet point at a time. This way, when you advance to the next slide, the next bullet will appear.

    - With your original presentation, once you load it onto the whiteboard cover all of the points on the slide with a filled rectangle (ideally the filled rectangle should be the same color as the background). Since the whiteboard is object oriented, you can then move the rectangle to reveal one bullet at a time as you are going through your presentation.

- Increase interactivity by allowing participants to load pictures of themselves onto the whiteboard. This adds a "human touch" to the session.

- Create activities for participants to work on in the whiteboard area such as games and icebreakers. For example, create a slide as shown below (varies depending upon the number of participants). Assign a cell to each participant and ask him or her to respond to a question by typing their response in their assigned cell.



Saving Whiteboard Files

- You can save the whiteboard screens in four formats:

Whiteboard file (.wbd) Protected Whiteboard file (.wbp)	Saved as one file and can only be imported and viewed in Elluminate *Live!* The advantage of saving as a .wbd or a .wbp file is that the file can be re-used during another session.
PDF file (.pdf	Saved as one file and can be reviewed outside of Elluminate *Live!*
Image file (.png)	Saved as separate images that can be loaded individually onto the whiteboard or viewed in any other image processing application.

- Save the whiteboard screens to a file anytime during your session for archival purposes or to send to any participants who may have missed your session.

Recording a Session

- Depending on the configuration of your Elluminate *Live!* session, the recorder may start automatically or you may start or stop the recorder manually during a session.
- The recorder captures all activity in the main room including audio, text messages, whiteboard screens, quizzes, video, multimedia, web tours, and application sharing.
- Private text chat messages and all activity in breakout rooms are not recorded.
- Record a session so that you can:
    - Provide the recording to participants who may have missed the session.
    - Create a series of recorded sessions and make them available to your participants as resource materials.
    - Review your own sessions to evaluate and improve your teaching and moderating style.

Web Tour

- The Web Tour feature allows you to review a website and have participants interact individually – for example, with online surveys.
- For users whose default Web browser is Internet Explorer, Safari or Firefox, a new window within the Elluminate *Live!* interface appears over the whiteboard displaying the Web page the moderator has selected. For other browsers, the Web Tour window appears in a separate window, outside the Elluminate *Live!* interface.
- Ask one moderator to be the "Tour Guide". All moderators can be the tour guide but only one moderator can be the guide at a given time.
- Participants can navigate individually in the browser. However, each time the "Tour Guide" visits a new page or site, the participant's browser will be redirected to that site.
- For websites that require users to log in, ensure that everyone has a username and password. Alternatively, you can use Application Sharing to allow participants to see your view of the website.
- Have all the website URLs that you plan to use during your session ready to copy and paste from a text document.
- Play music during a session or while people wait for the session to begin using the Web Tour feature. Use an existing Website or set up your own Web page on which the music you would like to share plays automatically. Using Web Tour, enter the URL. This will open everyone's browser and automatically play the music placed there. Participants who join late will also hear the music as Web Tour is active the moment they login!
- To distribute the URL to all participants so they may save it click the 

 button. This will publish the URL to the Chat window.

Application Sharing

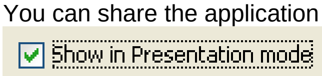
- Share an application, a region, or your entire desktop using Application Sharing. As you navigate through the application(s), all participants will see your mouse move and the changes as they are being made.

  For example, during a meeting, you can collaborate with colleagues on documents and spreadsheets. In a training session, you can train participants on a new application or product. In an academic setting, students can share their work/assignments with you and you can make comments and changes directly on the document.
- Share a region or your entire desktop in order to share multiple applications simultaneously.

- Use the Application Sharing preview window for visual feedback of what is being shared with the participants. A thumbnail view of the hosted application sharing session will appear in an extended panel.

- To quickly share your entire desktop, use **Tools → Application Sharing → Share Entire Desktop**

- You can start sharing an application immediately by going to **Tools → Application Sharing → Share Application**. Then select the running application you want to share. Sharing begins immediately. Whatever Hosting Options have been defined will apply; the Hosting Options dialog box is bypassed. You can share only one application when you use this method.

- You can share the application is in full screen mode by selecting 

from the Host Applications dialogue box. This will display the application full screen for all participants.

- Depending on the application(s) that you are sharing, you may optimize Application Sharing for highest speed or best quality from the Hosting Options window.

- As you are sharing the application(s), pay attention to the red and orange activity indicators next to your name and each participant's name as these indicate delays in sending information to and receiving information from the server.

- When sharing by application (as opposed to by region), do not cover the application with another window. If this occurs, the covered portion of the application that you are sharing will be grayed for the participants.

- To give hosting privileges to a participant, click next to the participant's name in the Participants window and under the Application Sharing column. The icon will appear, indicating that permission has been activated.

- Do not give hosting permissions to all participants simultaneously; grant permissions as needed.

- Try not to move your mouse when a participant is controlling your application.

- To use the audio when a participant is controlling your application, use the audio hot key of Ctrl + F2 activate and release the TALK button rather than using the mouse to click the TALK button.

- If the application that is being shared is larger than the Application Sharing window, participants can scale it down so that it fits the Application Sharing window. The percentage that the application is scaled from the original image will be indicated at the top of the Application Sharing window.

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

- The Remote Desktop Share window allows you to request control of another user's desktop. If the user grants you control, you will be able to see the user's entire desktop and make changes as you wish. This feature is useful for helpdesk applications and troubleshooting.

Multimedia

- Use the multimedia feature to incorporate MPEG, MPEG4, QuickTime, and Flash media files.
- Before the session begins, load the media files you wish to show into the Multimedia Library in Elluminate *Live!*. Multiple media files can be loaded into the library and these will be sent to all of the participants during the session using spare bandwidth. We recommend that you load only the files you wish to show during your session.
- A Progress bar for each user indicates how much of the file has been downloaded to that user's machine. Each section of the bar represents a participant, with the first section reserved for the moderator. There are five download status reporting levels: Red: 0% – 50%, Orange: 51% – 75%, Yellow: 76% - 95%, Cyan: 96% – 99% and Green is 100% complete.
- It is a good idea to wait until the progress bar is green for all of the users before initiating playback of the media file. This way, all attendees will view the media file at approximately the same rate.
- The media file will play in the attendee's default media player. However the user will need the appropriate plug-ins to view the media file.

Closed Captioning

- The moderator determines which users can provide closed captions.
- This availability of multiple streams of closed captioning enables the use of multiple languages. Also privileges can be given to all students, allowing them to "blog" the session live.
- To save the closed-captioning text, click on the  button.
- During the recording, the viewer can select their source for closed captions similar to the live session. The closed caption text is displayed as it was entered during the live session.

Notes

- Encourage participants to use the Notes to for personal note taking during the session.

- The Moderator or any participant can share notes with other participants. Simply, export your notes in .eln format and send it to another participant. That participant can then import your notes.
- Notes are synchronized to recordings.

File Transfer

- You can transfer any type of file to participants. The file(s) will be uploaded to the server and shared with everyone in the session. Uploaded files are pushed out to every user in the session and must be explicitly saved by the receiving users.
- The transfer privilege can also be given to participants
- Users are prompted with an option to save when the file is transferred.
- Files are also transferred during the recoding playback.

Breakout Rooms

- A breakout room has the same features as the main room and can be used to facilitate small group activities or private meetings. The participants in a breakout room can only hear the audio in that room.
- You can create breakout rooms any time during the session and move participants between rooms. There are several types of rooms that can be created:
  - **Private**: Select one or more participants and send them to private breakout room. A new room will automatically be created for the participants to collaborate in. When the last participant is moved out of the breakout room, the room will automatically close. If you wish to retain any of the whiteboard screens from the breakout room, you must save the screens to a file or copy the screens into the main room prior to moving the last participant out of the room.
  - **Formal**: Create formal breakout rooms and load content on the whiteboard screens. Then, when you move the participants into the room, they can collaborate on the content. When the participants are moved back into the main room, the content and participant work still remains in the breakout room. The whiteboard screens can be saved to a file or copied and pasted into the main room at any time.

- **Randomized**: Have Elluminate *Live!* automatically create and assign participants to breakout rooms. You can randomize by number of rooms or number of participants per room. Participants can also be distributed into the last breakout room that they were in. In addition, the moderator has the option of specifying where the additional moderator(s) in the main room should be distributed.

- Even if there is no moderator in the breakout room, participants can still collaborate. However, you may want to assign a moderator to each room or give moderator privileges to one of the participants in each room to lead group discussions and manage whiteboard screens and content.

- When a breakout room is created, **Follow Moderator** is deselected in the breakout room by default. This allows participants to navigate through all of the screens that you may have loaded. To change the setting, join the breakout room and check **Follow Moderator**.

- Prior to sending participants into breakout rooms, provide specific instructions and inform them how much time they have to work on the activity.

- Remind participants to raise their hands or send you private text messages if they have questions while in a breakout room. You will be notified and see all private text messages even if you are not in the same room.

- Leave a message on the current whiteboard screen in the main room informing participants who join the session late to raise their hand or send you a private text message to contact you.

- As the participants collaborate in a breakout room, you can view their progress without actually joining their room by selecting the name of the breakout room in the Whiteboard Screen drop-down menu. Once in the breakout room screen group, use the navigation arrows to view all the screens. This will not affect any of the participants in the main room or the breakout room. Alternately, you may join the room and navigate through the screens.

- Each breakout room may have its own unique polling mode with its own results and statistics.

- Visit each breakout room often to let participants know that you are available.

- Monitor interactions in each room by viewing the activity indicators from the privilege icons in the Participants window.

- Use the Timer to let participants know how much time they have to work on an exercise.

- Use the Announcement tool to send chat messages to a particular room or all rooms.

- Create a breakout room summary sheet that will help you track the participants and content in each room. For example:

Breakout Room Name	Participants	Content	Comments

Scenario 1	Steve Tamara Ward	Using Elluminate *Live!* for Product Training	Discussing advantages Steve is moderator
Scenario 2	Linda Roger Zemina	Using Elluminate *Live!* for Meetings	Discussing advantages Linda is moderator
Scenario 3	Mike Deanna	Using Elluminate *Live!* for Online Instruction	Discussing advantages Mike is moderator

Graphing Calculator

- You and your participants can use the graphing calculator in either the private or shared mode to address certain concepts.
- If a participant has a question that requires the calculator, give the participant privileges to use the shared calculator. You can both use the shared calculator to work through the question.
- If you need all participants to view the shared calculator, set the calculator to **Follow Moderator**. This forces all participants to view the shared calculator display region. If you want participants to work on the shared calculator, be sure to give them calculator privileges.
- Use the Screen Image Capture tool to load an image of the display region of the graphing calculator onto the whiteboard. When the image is placed on the whiteboard, you can make notes on the image as you explain the graph.

Quiz Manager

- The Quiz Manager enables you to make your sessions more interactive and engaging and allows you to determine the participants knowledge and comprehension levels.
- Use several quizzes during the session rather than one large one at the end.
- Use the Quiz Manager to create quizzes consisting of multiple choice and short answer questions. The quiz can consist of any number of questions and can be presented to participants during the session.
- Quizzes can be created and saved prior to your session and then loaded into the library or they can be created on-the-fly at any time during your session.

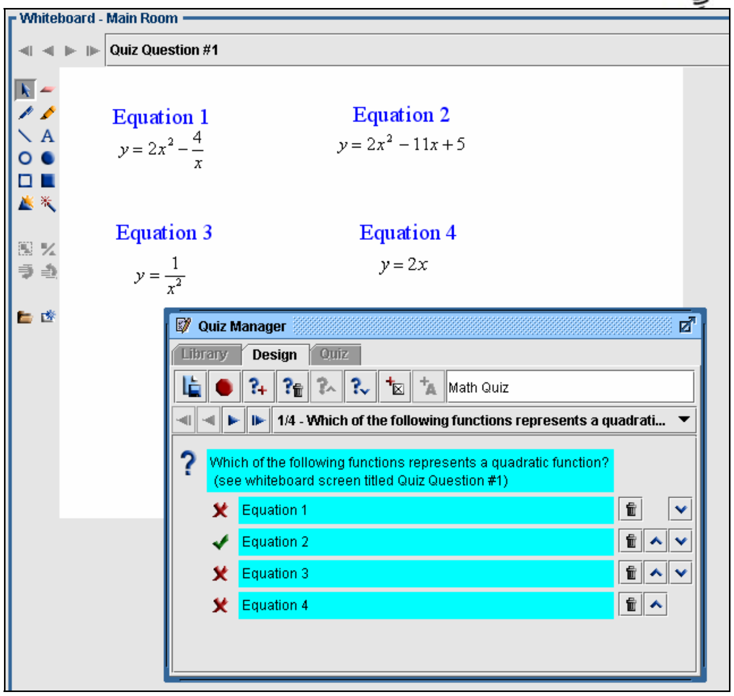
- You can set a time limit on the quiz prior to administering it. The quiz will automatically be scored once the time has elapsed.
- The questions and responses in the Quiz Manager can consist only of text.

- If you have images, graphs, or equations that you would like to incorporate in the quiz, you can:

    1. Load the graphics onto the whiteboard
    2. In your quiz question, specify that students should refer to the corresponding whiteboard containing the graphic.

  If you have multiple whiteboard screens with graphics that will be used in various questions, be sure to deselect “Follow Moderator” on the whiteboard so that students can navigate through the screens individually.

  See the image below for an example of equations on a whiteboard with quiz questions in the Quiz Manager:



- Quiz results are tabulated for your review and can be published for the participants to review.
- Quiz results can be saved to a file to view the results after your session.