



## Elluminate *Live!* Version 6.5

### Moderator 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 (with full, 2-way audio), chat online, share video, whiteboards, multimedia files and share applications—all in one intuitive, graphical interface. Whether the environment is hosted by Elluminate or is 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, multi-media 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.



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For more information visit: [www.illuminate.com](http://www.illuminate.com)

### Tips on Conducting Elluminate *Live!* Sessions

#### *Preparation*

- Design sessions to include interactivity and include variety 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 comfortable place with no distractions to deliver the session.

#### *In-Session Tips*

- Greet participants as they join your session and assign them privileges.
- Remind your participants to use the Audio Setup utility 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.
- Animate your delivery.
- Look at the whole screen, not just the whiteboard area.
- Encourage participants to respond and to raise their hand 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.
- Remember to record your session if needed.

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Polling responses  
 Graphing calculator  
 Quiz Manager  
 Whiteboard navigation arrows  
 Whiteboard tools  
 View Whiteboard screens  
 Visit the Elluminate website  
 Hide/Show polling responses  
 Application Sharing  
 Multi-media  
 Video  
 Default window layouts  
 Click to assign privileges en masse  
 Participant list and privileges  
 Stepped away  
 Emotion indicators  
 Click to raise your hand  
 Filter messages  
 Message date/time stamps  
 Direct Messaging textbox  
 Public and private messages  
 Talk button  
 Mic and Speaker gauges  
 Connection and security status indicators  
 Recording indicator and controls

**Note:**

- Use the **TOOLS** menu to:
  - Create Breakout Rooms
  - Access the Audio Setup utility
  - Use advanced Whiteboard features
  - Select a new poll
- Some features may not be available depending on your version of Elluminate Live! and configuration