



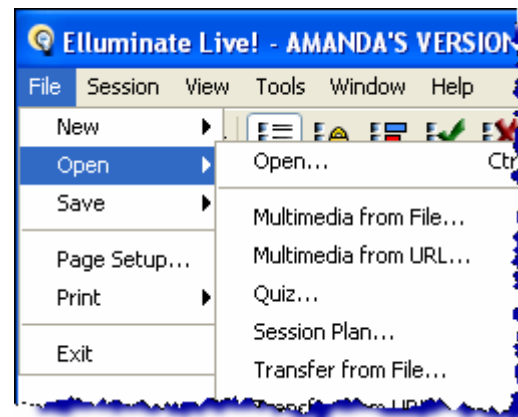
## Running a Plan File in Elluminate *Live!* Quick Reference Guide

After a session plan has been created in Elluminate *Plan!*, it can be used to conduct your Elluminate *Live!* session. Only someone with Moderator privileges can control the plan and only one Moderator at a time can control the session plan.

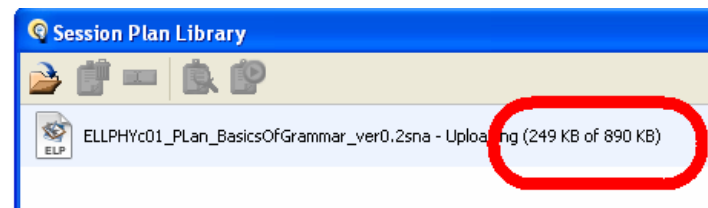
To run a session plan, it first must be loaded into the Session Plan Library in Elluminate *Live!* and then activated. Activation loads the session plan's embedded files<sup>1</sup> into the session and displays the session plan to other Moderators (and, optionally, to Participants). You may have a number of session plans loaded into the Session Plan Library for any one Elluminate *Live!* session but only one can be active at any one time.

### Loading a Plan file in an Elluminate *Live!* session

1. Start your Elluminate *Live!* session
2. Select **File > Open > Session Plan...**

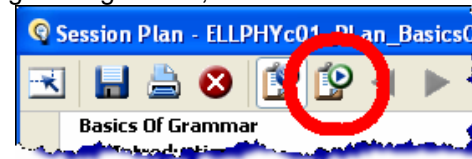


3. Find the desired .elp file and click **Open**.
4. Wait for the file to load



### Activating the Plan

1. To begin using the file, click on the **Activate** button.



2. Now the navigation buttons **Next** and **Back** will become available.




<sup>1</sup> Only those marked for auto-loading.

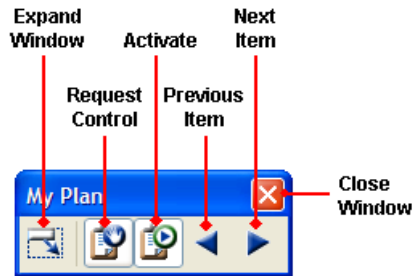
## Navigating the Plan

- The Plan can be navigated by clicking the **Next** and **Back** buttons.
- Or by clicking any item in the outline.
- Content can be skipped it may also be displayed more than once.

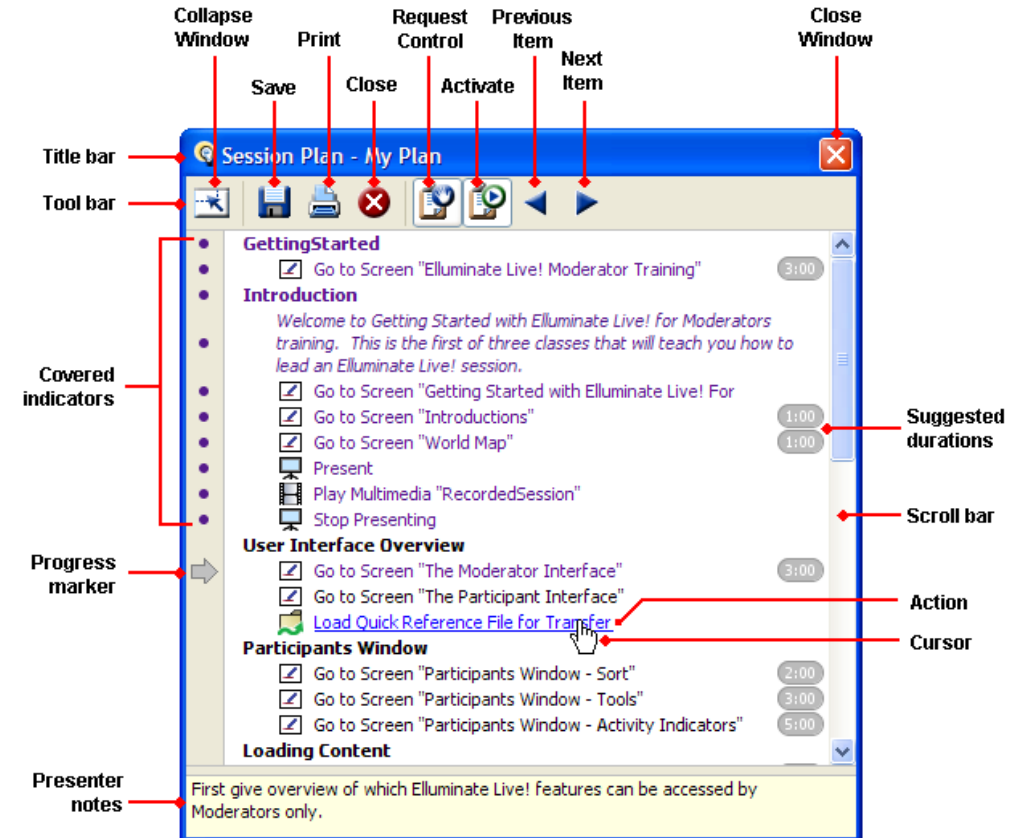
## Switching to the Minimal Toolbar

The Plan library can be minimized and relocated anywhere on the screen.

1. Click the  button.
2. The Plan library will collapse to only display the navigation buttons, the activation/deactivation button and the button that allows a moderator to pass control to another moderator and the button that will restore the library to the default view.



## Moderator View of the Plan



## Tips

1. Session plans cannot be edited within *Elluminate Live!* – you must do that in *Elluminate Plan!* For details, see **Error! Reference source not found.**
2. Only Moderators can access the Session Plan Library.
3. When you save a session plan in its native (.elp) file format, the contents of the Plan Outline and all embedded files are saved, along with all properties and preferences.