



Steps for Creating a Plan File Quick Reference Guide

Preparing for and conducting an Elluminate *Live!* session involves a number of tasks such as creating whiteboard screens and quizzes, gathering multimedia and other files to be presented or shared, loading whiteboards and multimedia files into the session, preparing an outline of topics, writing presenter notes and creating a list to remind you to perform specific actions (e.g., start recording, move to the next screen, create breakout rooms, load and present a quiz, play a multimedia file, etc.). Elluminate *Plan!* is a standalone desktop application that enables you to prepare the content of an Elluminate *Live!* session ahead of time and then automate the actions within a session.


Steps for Creating a Plan File

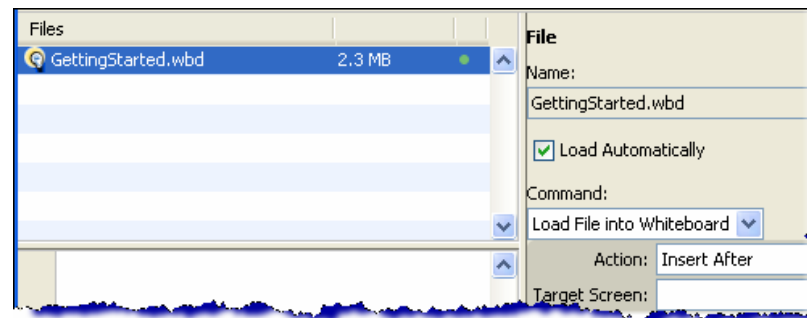
Plan! is a desktop application that can be used by anyone who wants to organize their content and plan for activities and interactions that will take place in an Elluminate *Live!* session. Here are the basic steps for creating a plan.

1. Open Elluminate *Plan!*
2. Load or embed content files into the library
3. Move content into the outline
4. Add Presenter Notes and Suggested Duration
5. Add Actions to the content
6. Organize content using Topics and Sub topics
7. Add Actions to the outline
8. Add Text Notes

9. Save the .elp file

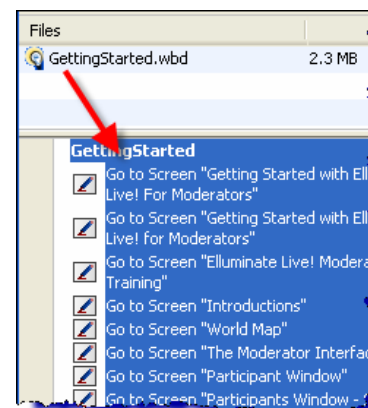
Loading or Embedding Content

1. Click the  button and select the file you want to load.
2. **Load Automatically** will be selected by default. Change if desired.
3. Select a **Command** and **Action**.



Move Content to the Plan Outline

1. Drag the content, in this example the Whiteboard (.wbd) file, below to the Outline window.




2. If desired, add **Presenter Notes** and **Suggested Duration**.

Organize with Topics


Use topics and sub-topics to organize content.

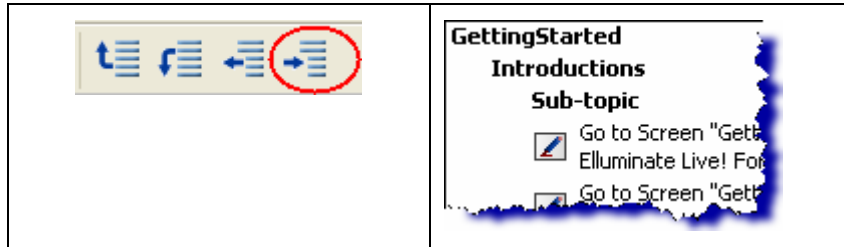
1. Select the location in the outline where you would like to add a topic.

2. Click  button. The topic will be inserted below the selection point.

3. Name the topic.

Topic
Name:
Introductions


4. Use the  button to make the topic a sub-topic



5. Use the other move buttons to organize content in the outline.

Add Actions

Actions include a description and a command (with its parameters) that are triggered in Elluminate *Live!*

1. Click the  button.
2. Select the desired action. For example, if you want to distribute participants to various breakout rooms. You would select **Breakout Room Action > Distribute Participants**.



3. Complete the Actions section of the screen. In this case, identify the number of rooms you want to create.

Action

Description:
Distribute Participants

Command:
Distribute Participants


Room Count: 4

Base Room Name: Room

Include Moderators

Insert Text

A Text Item contains a simple text string. Optionally, it may contain a suggested duration. Long Text Items will wrap in the Plan Outline.

1. Click the  button to add text to the outline.
2. Enter notes in the Text field. The text will appear in the outline.

Text

Any desired text can be added here... notes, instructions

Save the File

1. File > Save
2. Plan files are saved in an .elp format. This is the file you will load into your Elluminate *Live!* session.

File name: Basics of Grammar

Files of type: Session Plan Files (*.elp)