



Intermediate/Advanced

Faculty Development Workshop

FSE Faculty retreat

April 18, 2012



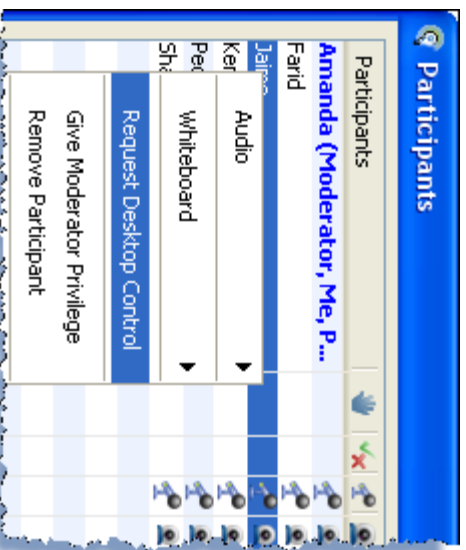
Remote Desktop Sharing

Quick Reference Guide for Moderators

The Moderator or a Participant may request control of another participant's desktop at anytime during a session. Both the person requesting control and the person being requested must have application sharing permission.

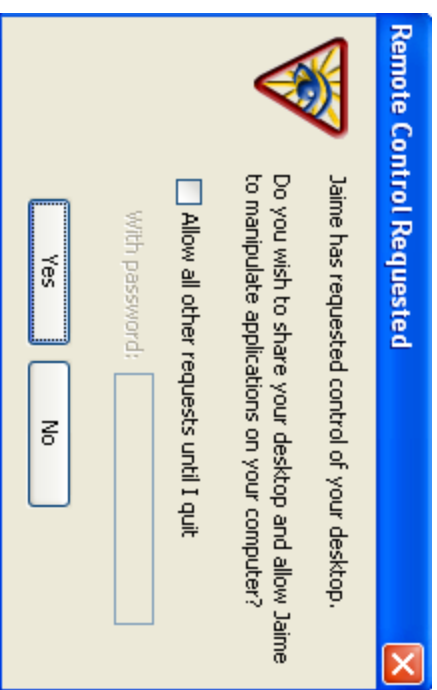
To Request Control of a Participant's Desktop

1. In the Participants' window, select the participant from whom you wish to request desktop control.
2. Right-click (Control-click for Mac users) on the participant's name and select Request Desktop Control from the context menu.



3. The Participant will receive a message indicating someone has requested control. The participant can:

- a. Accept by clicking **Yes**
- b. Refuse by clicking **No**
- c. Select **Allow all other requests until I quit** and then click **Yes**
- d. Add a **Password** and then click **Yes**



4. You will now have control of the Participant's desktop. Confirmation that you are remotely controlling the Application Sharing session is the presence of a magenta border in the Application Sharing window. This border is displayed to you (the remote controller) only and the red arrow will display on top of the Application Sharing privilege.



Return Control of a Participant's Desktop

The participant can take control back by selecting the Ctrl key plus the Space bar or by clicking the  button located in the tool bar. The participant controlling the application can give control back by clicking the  button.

Request Control of Shared Applications

If you give control of the shared application back to the participant and later wish to gain control again:

1. Select the participant in the Participants' window.
2. Right-click and select **Request Control of Shared Applications**



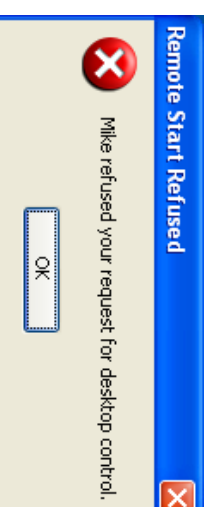
Terminate Remote Desktop Sharing


There are two ways to stop Remote Desktop Sharing:

1. Select the Participant's name, right-click and select Terminate Remote Desktop Sharing.
2. The Participant may also choose to stop the application sharing session by clicking the  button.

Tips


- A Participant can always refuse to give control over their desktop. The Moderator will receive a message saying **Remote Start Refused**.



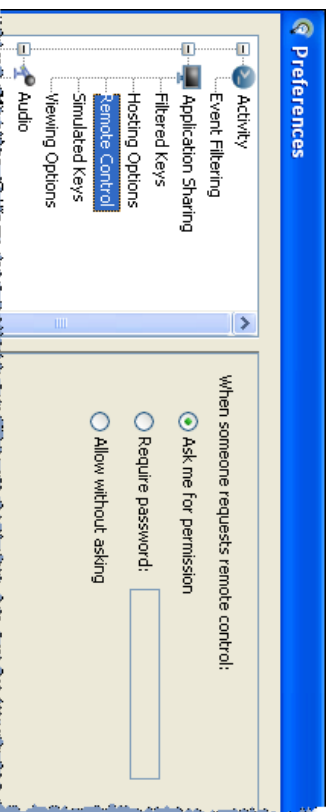
- Simulated keystrokes can be sent using by select the  button. The simulated keystrokes will be sent to the host machine and interpreted appropriately. For example, sending Ctrl+Escape to a Windows platform will result in the Start menu popping up. The host machine will accept these keystrokes as long as they are not in the Filtered Keystrokes list.

- If a Participant requests control of a shared application while someone else is controlling the application, they will receive the **Remote Control Failed** message.



- Remember you must have the Application Sharing permission () to be able to request control and to give control.
- In the Preferences dialog box, you are able to define your preferred prompt for Remote Desktop Sharing to ensure the level of security you wish. There are three options available from Tools > Preferences (or Illuminate Live! > Preferences on a Mac).

- You can always be prompted to allow someone to take control of your desktop
- You can set a password so that the user requesting control has to enter a password before control is given
- You can allow users to take control automatically



Ideas for using Remote Desktop Sharing

- Help Desk staff are able to use Remote Desktop Sharing to take over a caller's desktop. In this way the help desk can immediately diagnose the problem and fix it for the caller.
- Conduct real-time virtual lab sessions. Virtual lab applications make it possible to view and fully-interact with all of the applications on one computer from any other computer. Conduct hands-on training session just as you would in a physical lab.
- Sometimes in an instructional setting it is easier for the teacher to take control of a student's computer and to fix the problem for the student rather than describing how to fix the problem. Use Remote Desktop Sharing in this type of situation.

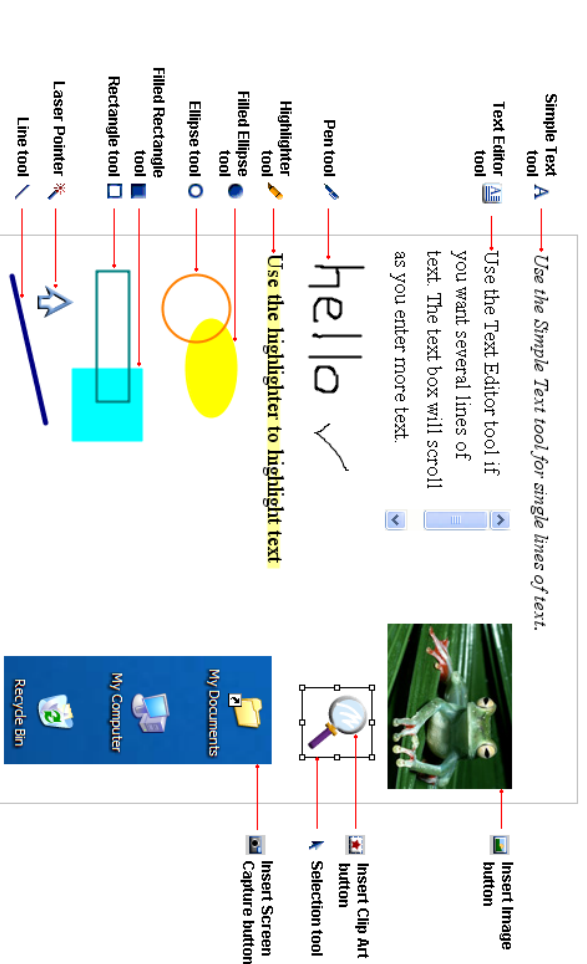
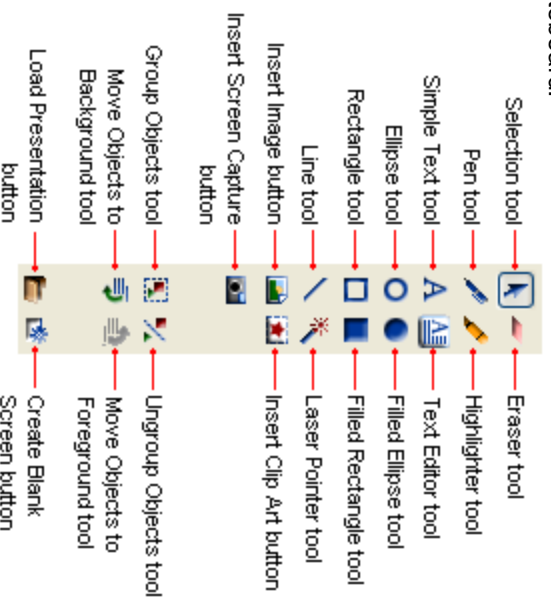


Whiteboard Tools Quick Reference Guide

Elluminate Live! provides powerful and versatile whiteboard tools that allow all users to draw or write on the whiteboard. Multiple users can interact on the whiteboard simultaneously. Moreover, the whiteboard is object oriented meaning that all objects placed on the whiteboard can be edited. The moderator controls access to the whiteboard.

Available Whiteboard Tools

The whiteboard tools are located on the left-hand side of the whiteboard.



Attributes Panel

The attributes panel is displayed along the bottom of the Whiteboard window and is available when you select a whiteboard tool. Some attributes are common to all objects, and some are dependent upon which tool has been selected. These attributes allow you to edit your object. Examples are color, line thickness, font, bold/italics, etc.




Pen Tool

To use the Pen tool, click on the pen () and select the color and line thickness from the attributes panel. Press and hold down your mouse button and drag the cursor to where you want to end your line.


Highlighter Tool

To use the highlighter click on the Highlighter () and select the color and line thickness from the attributes panel. Press and hold down the mouse button and drag the cursor to where you want to end the highlighter stroke.


Line Tool

To draw a straight line, click the Line tool () and select the color and line thickness from the attributes panel. Press and hold down the mouse button and drag the cursor to where you want to end the line. You can draw a horizontal, vertical or 45 degree angle by holding down your Shift key while drawing the line.




Text Tool

To enter text, click the Text tool () and select the color, size, bold and/or italics from the attributes panel. Click the whiteboard to place an insertion point, and then type your text. Press the <Enter> key when you are done typing each line of text.


Text Editor

To enter multiple lines of editable text, click the Text tool () and select the color, size, bold and/or italics from the attributes panel. Click the whiteboard to place an insertion point, and then type your text. Press the <Enter> key when you are done typing each line of text.

Ellipse or Rectangle Tools

To draw either an ellipse or rectangle click on either of the tools (, , ) and select the color and if applicable the line thickness from the attributes panel. Press and hold down the mouse button and drag your cursor until the shape is the desired size. You can draw a perfect circle or rectangle by holding down the Shift key while drawing either an ellipse or rectangle.

Laser Pointer

To use the laser pointer, click the Laser Pointer () and select an image from the attributes panel to use as your pointer. As you hold down your mouse and move the pointer on the whiteboard, or single click anywhere on the whiteboard, the participants will see the movement or image.


Eraser Tool

To erase foreground objects, click on the Eraser tool (). You will be presented with a Confirm Erase dialogue box where you have three options:

- My Objects -- only erase foreground objects you created
- All Objects -- erase all foreground objects
- Cancel -- cancel the erase

The eraser tool is only available when there are objects in the foreground.

Loading Images

- To load an Image on the whiteboard click the Load Image tool (). You can load any JPEG, GIF, Animated GIF or PNG file.


Loading Clip Art

To load clip art to the whiteboard, click the Clip Art tool () and choose from the available clip art collections.

Loading a Screen Capture





Use the Screen Capture tool () to capture your desktop or selected area of your desktop to a JPEG or PNG file and load this file on the whiteboard.

Selection Tool

To select an object on the screen, click the Selection tool () and then click on the object. The selected object will appear with a border around it. You can select more than one object by using your Shift key while clicking on each object. To de-select the object, click on a blank space on the whiteboard, or click on the selection tool again.



Manipulating Objects


Grouping Objects

Click the selection tool () and hold down the Shift key while you select the objects you would like to group. Then click the Group button (). To ungroup objects, use the selection tool () to select the grouped objects and then click the ungroup () button.

Moving Objects to the Background/Foreground

Only the moderator can move objects into the background or foreground. Objects placed in the background cannot be deleted by

participants. Click the selection tool () and select the object you wish to send to the background. Click () to move the selected objects to the background.

To move objects in the background to the foreground, click the move all objects button (). This button is only available if there are objects in the background.

Cut/Copy/Paste/Delete Objects

Click on the selection tool () and select the object(s) you wish to manipulate. Then right mouse click anywhere on the whiteboard (for Mac users, hold down your Control or Command key and click on your mouse).

You will have the following abilities:

- Cut Object(s) - cut object on the whiteboard and place on clipboard
- Copy Object(s) - copy object from the whiteboard on to clipboard
- Paste Object(s) - paste a previously cut or copied object onto the whiteboard
- Delete Object(s) - delete object from the whiteboard

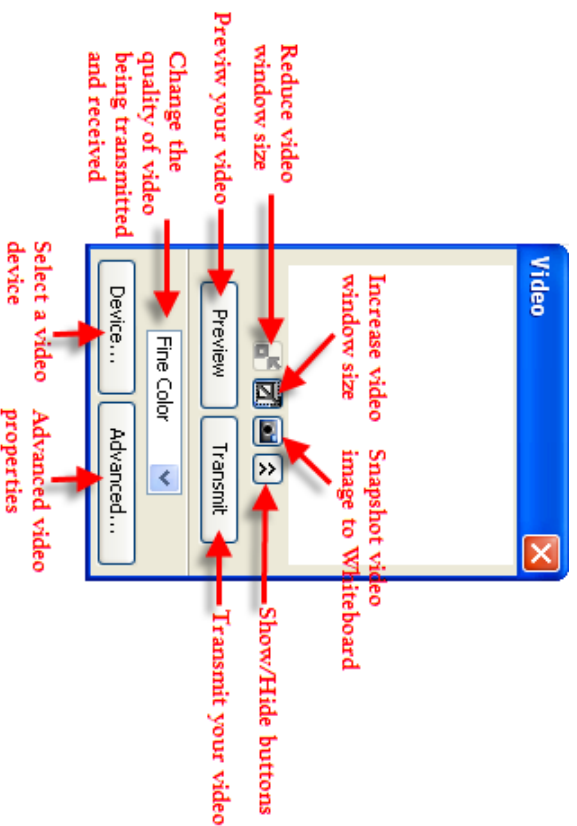


Using Live Video



Quick Reference Guide

The Video feature of Elluminate Live! enables you to transmit video broadcasts to others in a session. This is video you send live via a video camera (e.g., web cam) – not to be confused with a pre-recorded video (movie) that you can play using the Multimedia feature.



The Video window has the following components:






Steps for Using Live Video

1. Click on the  Enable Video button in the Toolbar.
2. Click on the  Show Video Window button in the Toolbar. To open the Video window.
3. Click on the **Preview** button to start your camera and display in your image. No one but you will see this video transmission.
4. Select the Image Quality you want to transmit. The options are Coarse Grays, Coarse Color, Medium Grays, Medium Color, Fine Grays and Fine Color.
5. Click on the **Transmit** button to send the video to others in the session.

Expanding

The Video window can be expanded to reveal the Video Control panel. To do so, click on the  Show Video Control Panel button. When you are done setting the controls, you can hide the panel by clicking on the  Hide Video Control Panel button.

Resizing

The Video pane has three different sizes: small (160 x 120 pixels), medium (320 x 240 pixels) and large (640 x 480 pixels). Toggle between the sizes   

Stopping Video Transmission

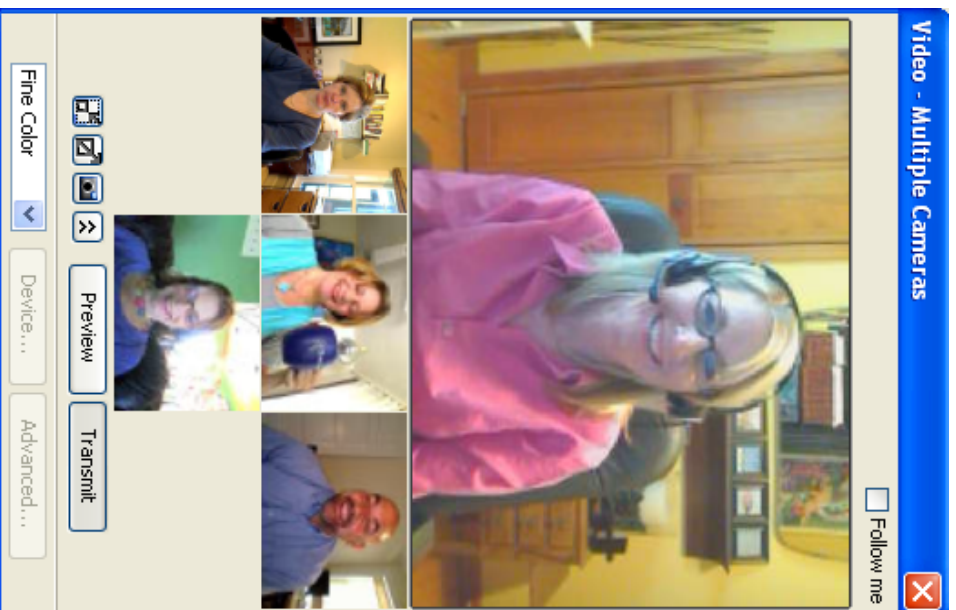
To stop transmitting video:

1. But keep the Video window open; release the Transmit button by clicking on it. No images will be transmitted.

2. To close the video window; Click the  Hide Video Window button in the toolbar.

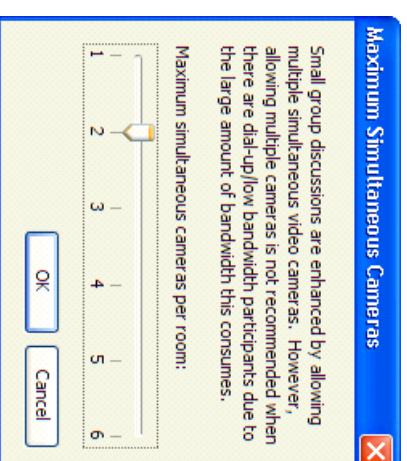
Viewing Video with Multiple Simultaneous Cameras

By default, only one session attendee at a time can transmit video in an Elluminate Live! room. Moderators, however, can override the default and configure Video to allow up to six cameras simultaneously.



To configure the number of simultaneous cameras, do the following:

1. From the Tools menu, select Video > Maximum Simultaneous Cameras. The Maximum Simultaneous Cameras dialog will open.



2. Select the number of simultaneous cameras you would like to permit in the room and click on **OK**. (The default is 1 simultaneous camera, unless otherwise configured by the session creator in the session scheduling server.)
3. Once the video transmission has been started, participants can click Transmit to activate their video. A thumbnail will appear for each participant (up to five) at the bottom of the video window.

Recording and Playback

If a session with multiple simultaneous cameras is recorded, the video from all cameras is saved and, when playing the recording, you can choose who to show in your main view pane. If Moderators used **Follow me** during the recording, their camera changes will also occur in the recording.



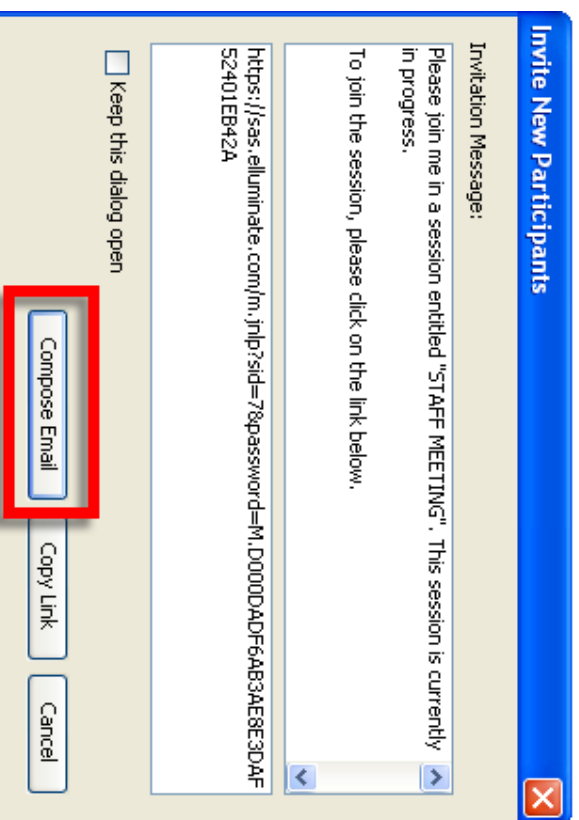
In-Session Invitation Quick Reference Guide for Moderators

The **In-Session Invitation** feature of Elluminate Live! enables Moderators, from within a live session, to invite people into the session by sending them email or instant messenger invitations. The invitations contain a link to join the session.

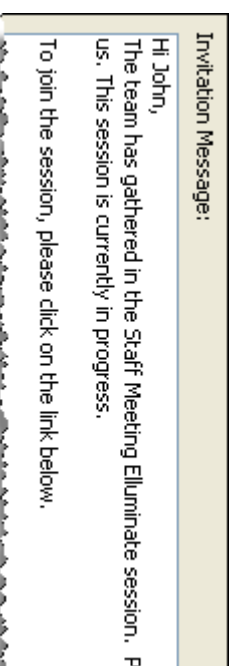
Sending an In-Session Invitation

To send an email invitation to a participant:

1. Open the **Invite New Participants** window by clicking the  button in the Moderator Toolbar.

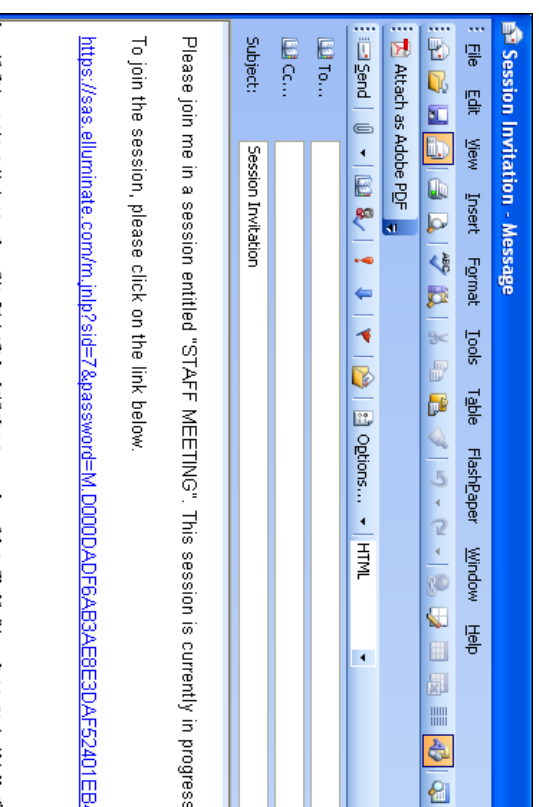
The "Invite New Participants" dialog box has a blue title bar. It contains an "Invitation Message:" section with the text: "Please join me in a session entitled 'STAFF MEETING'. This session is currently in progress. To join the session, please click on the link below." Below this is a text area containing the URL: "https://sas.lluminate.com/jm.jsp?sid=7&password=M.D000DADF6AB3AE8E3DAF52401EB42A". At the bottom, there is a checkbox labeled "Keep this dialog open", and three buttons: "Compose Email" (highlighted with a red rectangle), "Copy Link", and "Cancel".

2. (Optional) Edit the invitation text as desired.

A screenshot of the "Invitation Message:" text area. The text inside reads: "Hi John,
The team has gathered in the Staff Meeting Elluminate session. Please join us. This session is currently in progress.
To join the session, please click on the link below."


3. Click on the **Compose Email** button. A new message composition window for your default mail application will open. It will be populated with the information from the **Invite New Participants** dialog.

4. Enter the email address of all those to whom you wish to send the invitation and click on Send. The invitation will be emailed to guests immediately.

A screenshot of a "Session Invitation - Message" composition window. The "To:" field is empty. The "Subject:" field contains "Session Invitation". The main text area contains: "Please join me in a session entitled 'STAFF MEETING'. This session is currently in progress. To join the session, please click on the link below." followed by the URL "https://sas.lluminate.com/jm.jsp?sid=7&password=M.D000DADF6AB3AE8E3DAF52401EB42A". The window has a standard menu bar (File, Edit, View, Insert, Format, Tools, Table, FlashPaper, Window, Help) and a toolbar with icons for various actions like Send, Attach, and Options.

Copying the Session Link to an Application

To copy the session link so you can paste it into another application (such as an instant messaging application), follow the steps below:

1. Open the **Invite New Participants** window by clicking on the  In-Session Invite button.
2. Click on **Copy Link** button.
3. Open the other application such as Instant Messenger and paste the link. The recipient will be able to join your session. No username or password is required.

Tips

- If the Compose Email button does not open your email application, you may not have a mail application set as your default. If required, consult your system administrator for help setting a default email application.
- If your default mail application opens but the text is copied into the new message incorrectly, you have two courses of action:
 1. Try changing your Email Encoding Invitation Option under Preferences.
 2. Select Keep this dialog open in the Invite New Participants window, manually open your email application and copy and paste the text from the Invite New Participants dialog into a new message composition window in your email application.



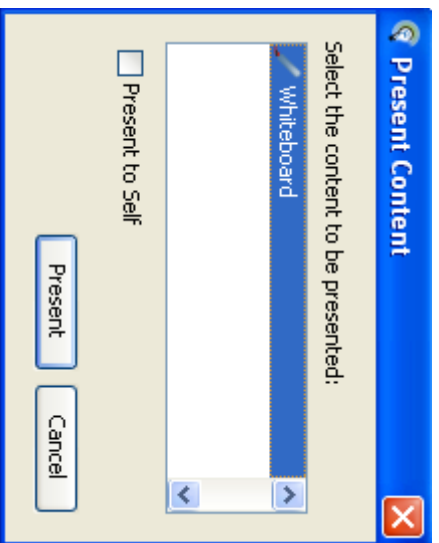
Presentation Mode

Quick Reference Guide for Moderators

As a Moderator, you can change the view of the Whiteboard or an Application Sharing window so it fills the entire Elluminate Live! window. This is called Presentation Mode. When you use Presentation Mode, everyone in the session automatically will have the same full-window view – until either they “opt out” or you end Presentation Mode and return the content to a normal view.

Displaying Whiteboard Content in Presentation Mode

1. Open the Present Content dialog box by clicking the  Present Content button.
2. Select Whiteboard. If you wish your own view of the Whiteboard to be in Presentation Mode, select **Present to Self**.



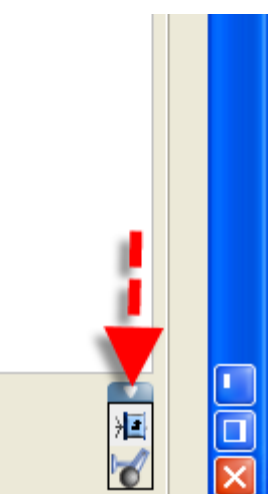
3. Click on the Present button.


4. To stop Presentation Mode, click the  terminate button.

Presentation Mode View



To return to the default view or to activate your audio without exiting the Presentation Mode view, click the Controller Tab, which will appear in the upper right hand portion of the window. It will expand to display two buttons.

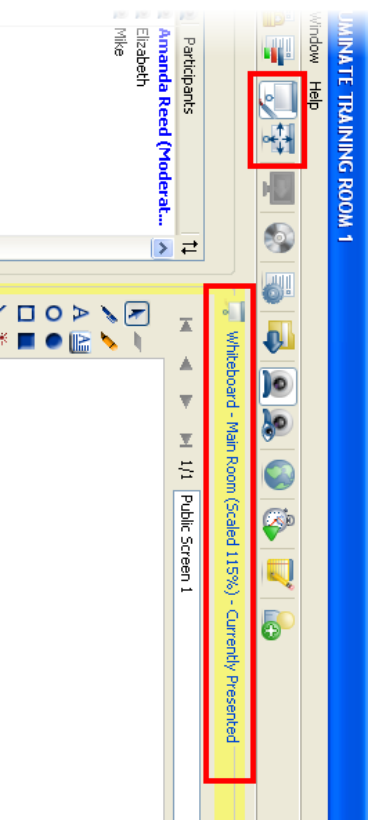


Click the  button to exit Presentation Mode and to “Return to non-presented layout.” The Participant can return to Presentation Mode by clicking the return button.



Click the  button to activate your microphone.

Moderator View



If the Moderator does not select **Present to Self** and has their windows locked, the Whiteboard window will be surrounded by a yellow border containing text to indicate that it has been placed in Presentation Mode. There will also be an indicator in the bottom right-hand side of the Moderator's screen to confirm the Whiteboard is being show to Participants in Presentation Mode.



The Moderator can switch to the presentation view at anytime by clicking the  button.

Displaying Application Sharing in Presentation Mode

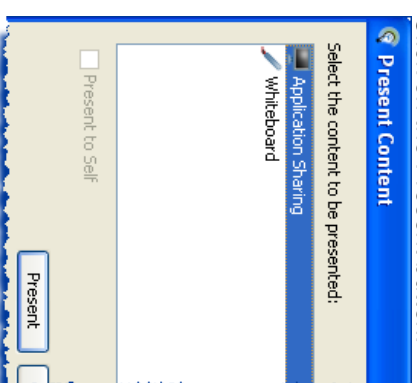
You can put your Application Sharing window into Presentation Mode either through the Present Content dialog box or through the Host Applications dialog box. Application Sharing will appear in the Present Content dialog box only if an Application Sharing session has already been started.

Using the Present Content Dialog

1. Share your application through the Application Sharing dialog box.

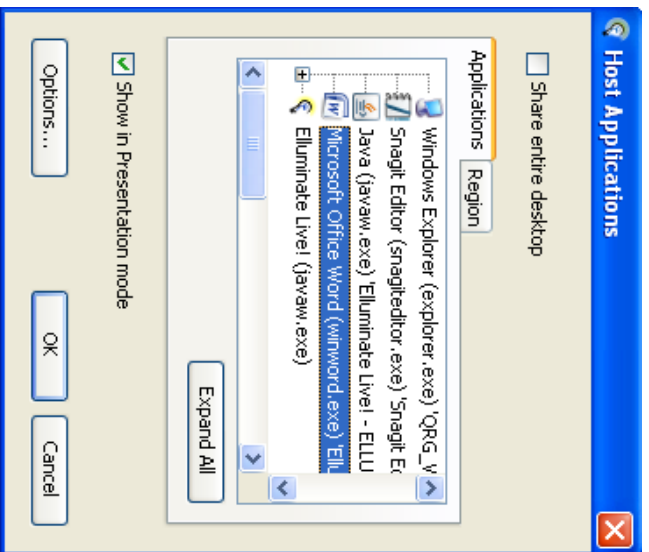
2. Open the Present Content dialog box by clicking the  .

3. Select Application Sharing.
4. Click on the Present button.





Using the Application Sharing Dialog

1. Open the Application Sharing dialog box.
2. Select the application or region you wish to share.
3. Select the **Show in Presentation mode** option.

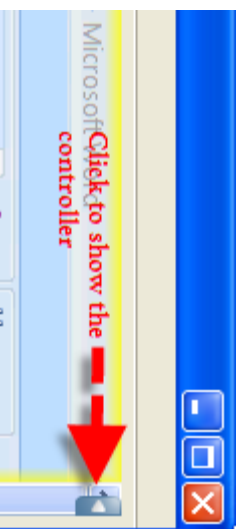


4. Click on the OK button.

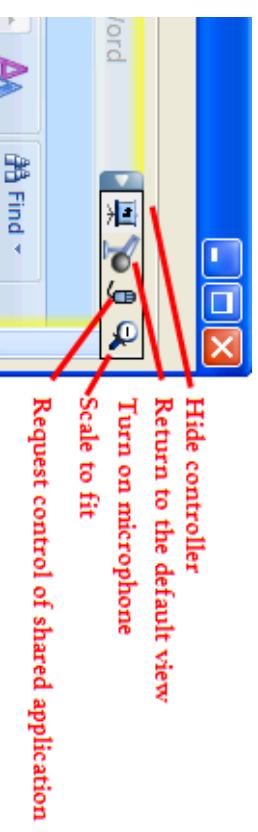
5. To stop Presentation Mode but to continue Application Sharing click the  button. To stop Application Sharing click the  button.

Displaying Application Sharing Session in Presentation Mode

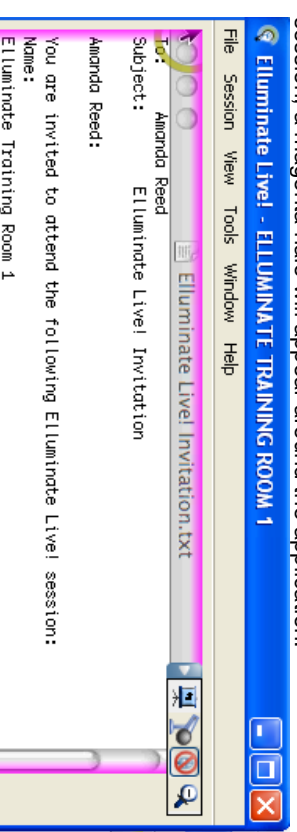
Viewers of an application sharing session in Presentation Mode will see the controller in the top right corner of the Presentation Mode window.



To show the controller, click on the  slider. The controller has buttons to let the viewer Talk, opt out of Presentation Mode, request remote control of the shared application and scale the window.



If you requested (and were granted) control of the application sharing session, a magenta halo will appear around the application.



Mini-Controller

Participants can be moved in and out of Presentation Mode from the Mini-Controller by clicking the Presentation Mode button.





Loading Presentations


Quick Reference Guide for Moderators

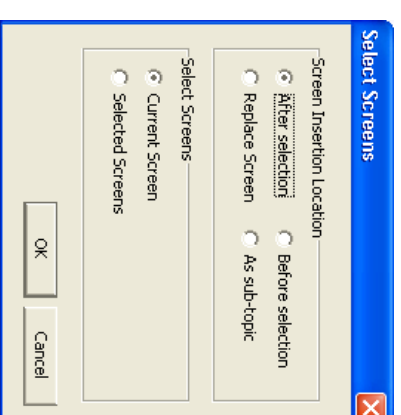
Moderators can import PowerPoint presentations (*.ppt, *.pptx), and OpenOffice presentations as well as the following image file formats *.bmp, *.gif, *.jpg, *.jpeg, *.png, *.pict (Mac only) and *.tif to the Whiteboard. Protected Whiteboard files (*.wbp) and Whiteboard files (*.wbd) can also be loaded to the Whiteboard.

Once imported, the presentation is available for all participants to see, and can be marked up using the Whiteboard drawing tools.

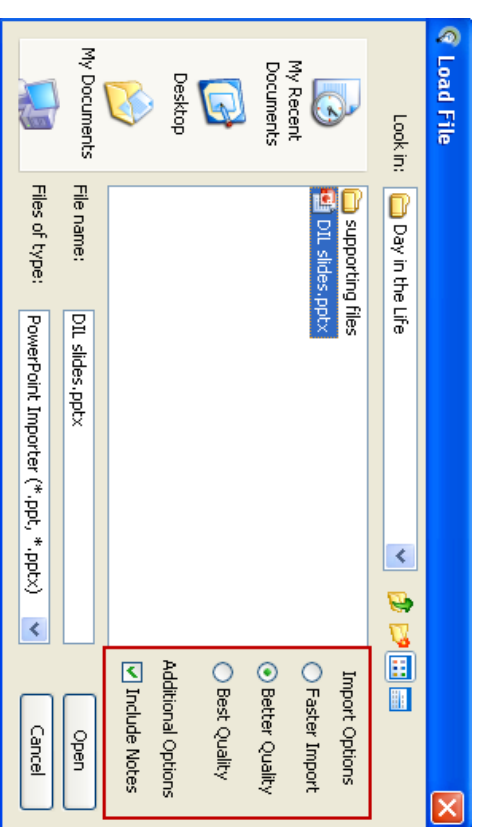
Loading a File

To load your presentation, you must have Moderator status.

1. Click on the "Load Presentation" tool  in the Whiteboard window.
2. In the Select Screens dialog box, determine where you want to insert the file in relation to the Current Screen or Selected Screens. The file can also replace a screen or become a sub-topic of a screen.

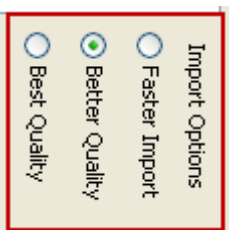


3. Click **OK**. The **Load File** dialog box appears.

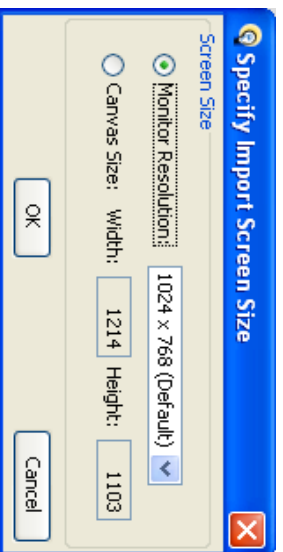


4. Navigate to the folder containing the file you want to load.
5. Select the file type you wish to load by scrolling through the **Files of type** drop-down menu. The options are
 - a. PowerPoint File (*.ppt, *.pptx)
 - b. Image Files
 - c. Protected Whiteboard Files (*.wbp)
 - d. Whiteboard Files (*.wbd)

6. Locate the file or image you want to import, and select it. The file name will appear in the **File name:** text box. Click **Open**.
7. Choose the Import Options – Faster Import, Better Quality, or Best Quality. In most cases Better Quality is recommended.



8. Select **Include Notes** from the **Accessibility Options** to copy the PowerPoint Notes to the Illuminate Live/ Notes window.
9. Select the import screen size from the **Specify Import Screen Size** window. The default is 1024 x 768. Click **OK**.



10. Each slide in the presentation is loaded onto a separate whiteboard screen as an image.

Activity Indicators

When you load a presentation, you may see red and orange activity indicators next to your name or a participant's name. These colored indicator lights represent if participants have received all of the content

- Red: A red light next to a participant's name indicates that he or she has not received the content on their current screen. This light disappears once the participant has received the screen content from the server.

- Orange: An orange light next to a participant's name indicates that he or she is still receiving the whiteboard screens from the server. This light disappears once the participant has received all of the whiteboard screens.



The whiteboard activity indicators are dynamic and are updated and visible to all moderators throughout the session.

Best Practices

- When you are loading PowerPoint you have three Import Options to select from: Faster Import, Better Quality, and Best Quality. Best Quality is recommended since each PowerPoint slide is being converted into an image file.
- When loading a presentation, each slide is converted to a static image and loaded onto the whiteboard. If you would like to include any transitions or animations, use Application Sharing. In PowerPoint, go to Slide Show > Set Up Slide Show > Browsed by an individual (window)




- Many users create content using other presentation software such as Keynote or Photoshop. Although you cannot import these presentations directly onto the Eluminate Live! whiteboard, you can save the slides in the presentation as individual images and then load the images onto the Eluminate Live! whiteboard.
- When you load a presentation during your session, keep an eye on the indicator lights next to each participant's name so that you know if any are delayed in receiving whiteboard content. In particular, note the red indicator light as this means the user does not see the current slide. These indicator lights allow you to adjust the pace of your session accordingly.

ARCHAEOLOGY OF ANCIENT EGYPT - ARCH201 - Blackboard Collaborate

File Edit View Tools Window Help

AUDIO & VIDEO



Professor Monroe

Talk Video

PARTICIPANTS

Professor Monroe
Moderator

MAIN ROOM (5)

Professor Monroe
Moderator (You)

Alexandra

David

Maria

Monique

CHAT

Good Morning everyone!

Maria 8:08 AM

Hello

Monique 8:08 AM

hi there

Alexandra 8:13 AM

Looking forward to the virtual field trip!

Professor Monroe 8:22 AM




Dr. Hassan from the Cairo Museum will be logging in shortly.

New Page Remove Page Fit Page

Archaeology of Ancient Egypt ARCH201 - F... 2/5

Archaeology of Ancient Egypt

ARCH201 – Fall Semester



Professor Monroe
Northwest Pacific University