Novice

Faculty Development Workshop

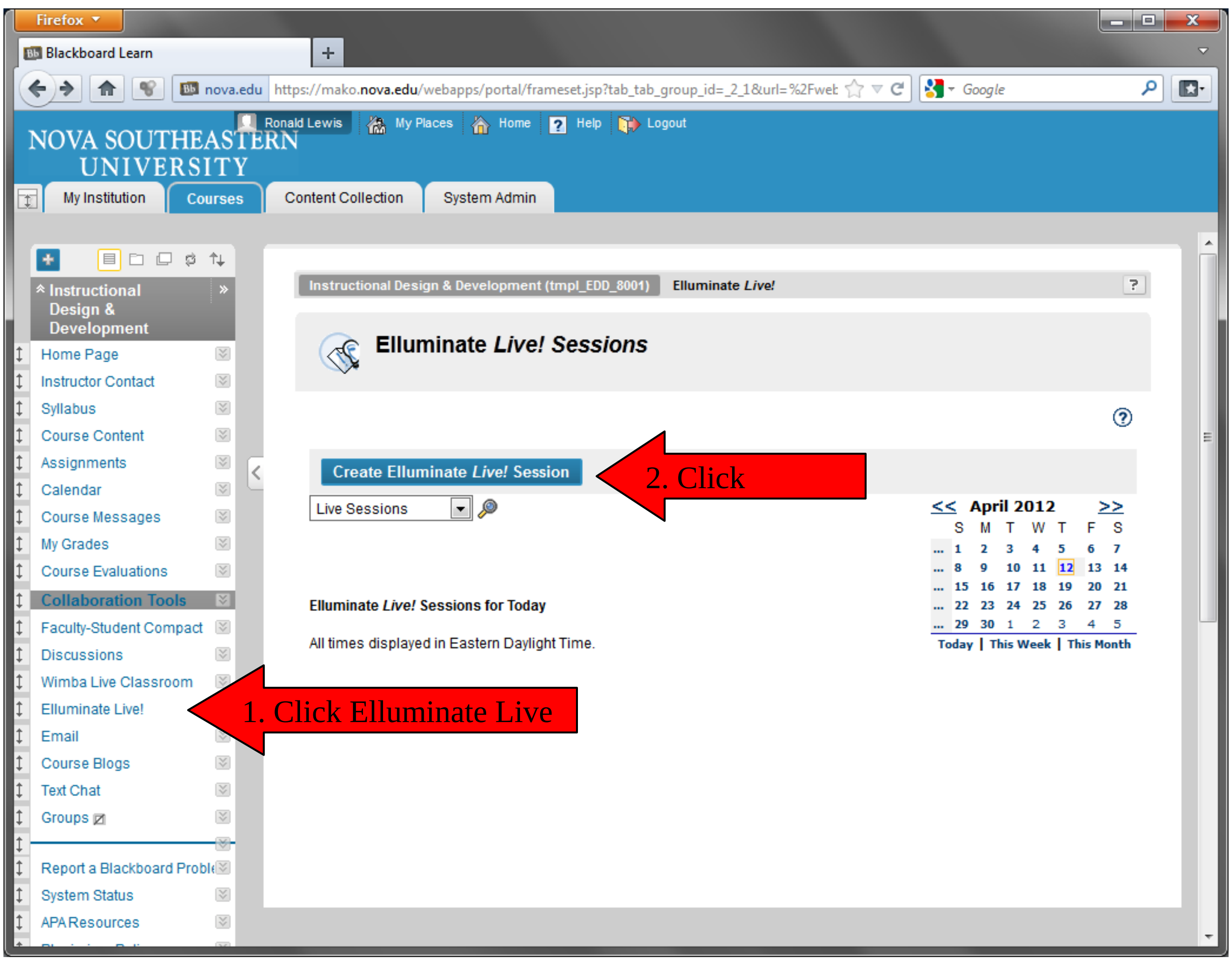
FSE Faculty retreat

April 18, 2012

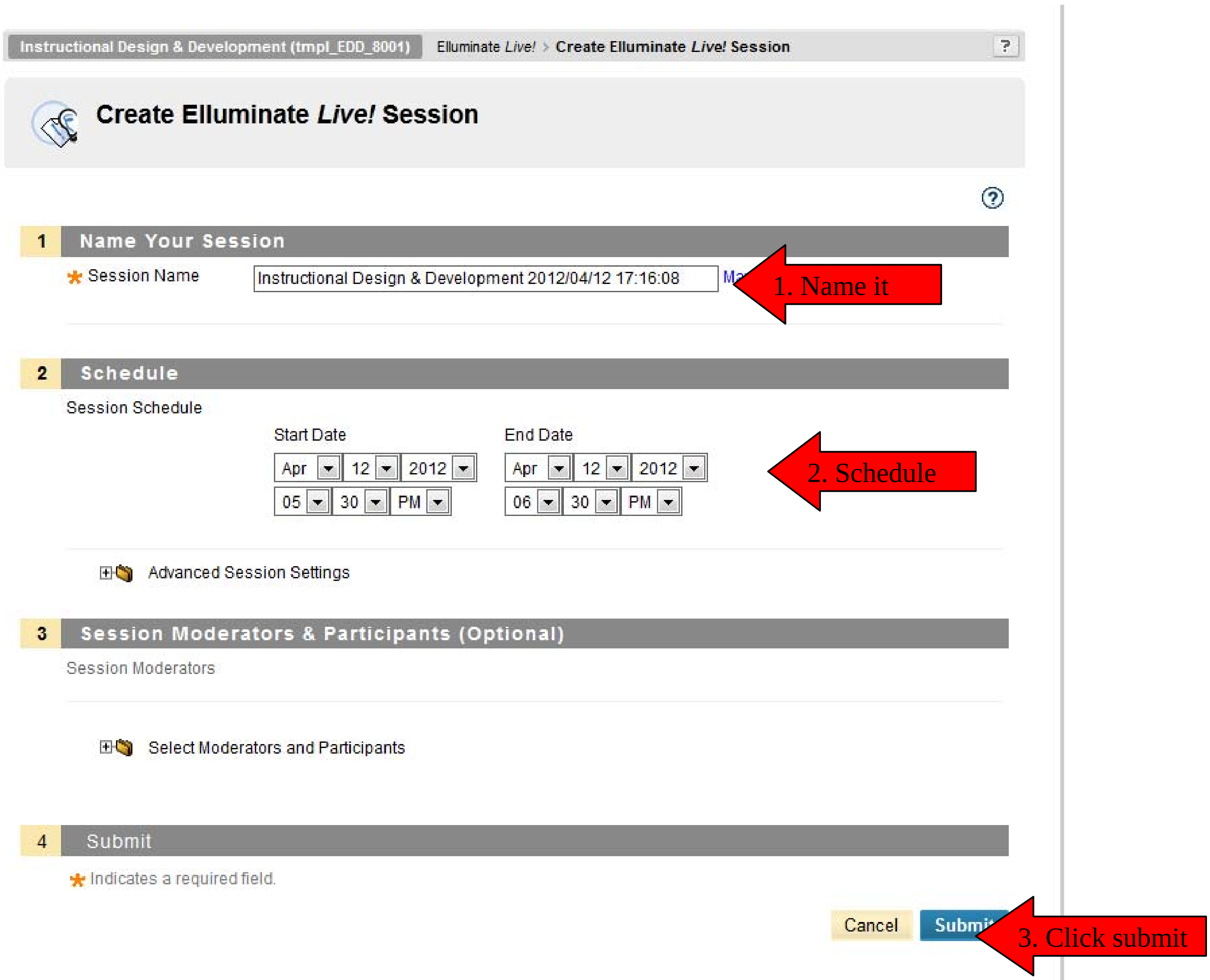
Creating an Elluminate Session within your Blackboard Course

Under the "Collaboration Tools" Menu - Click on "Elluminate Live"

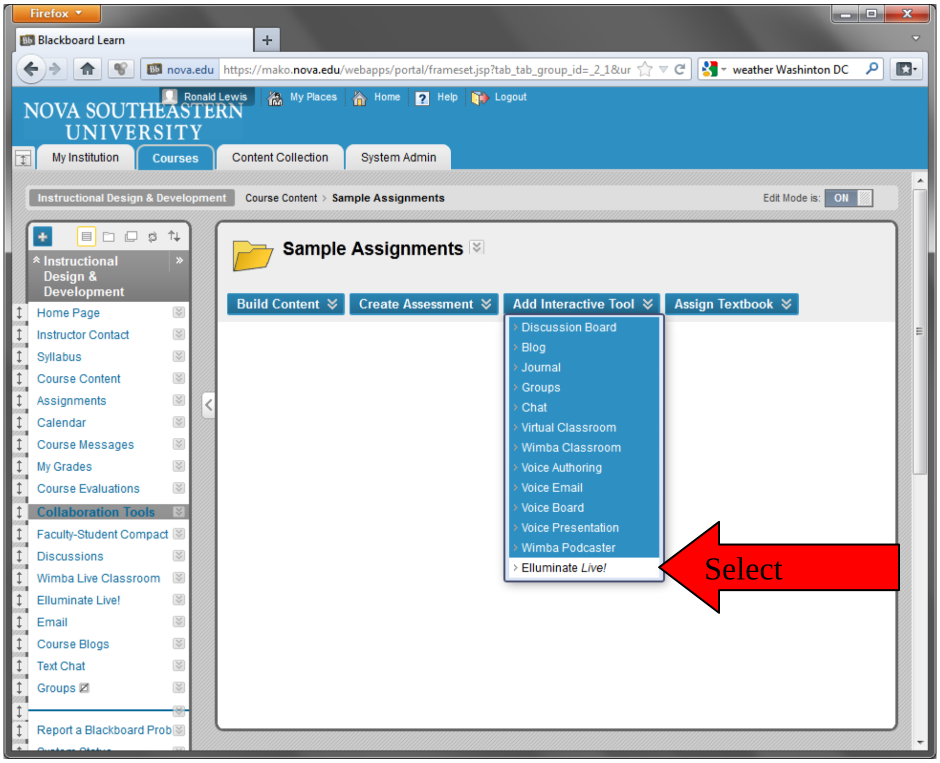
Click "Create Elluminate Live Session"



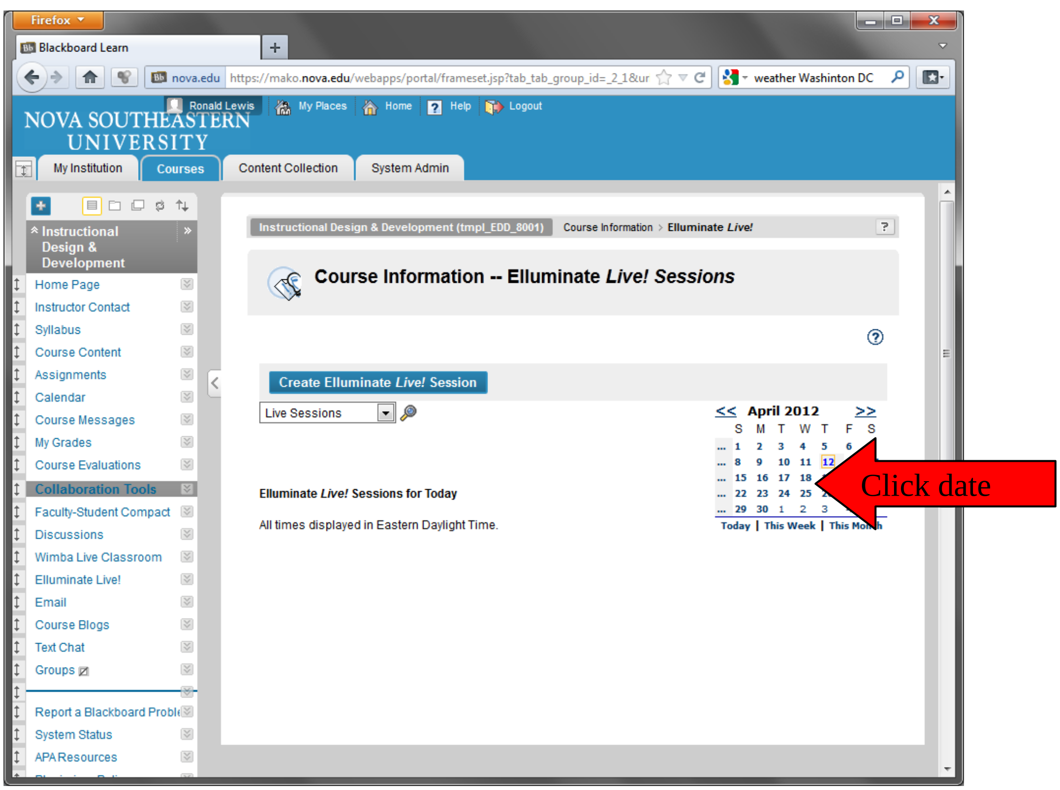
Add the appropriate criteria



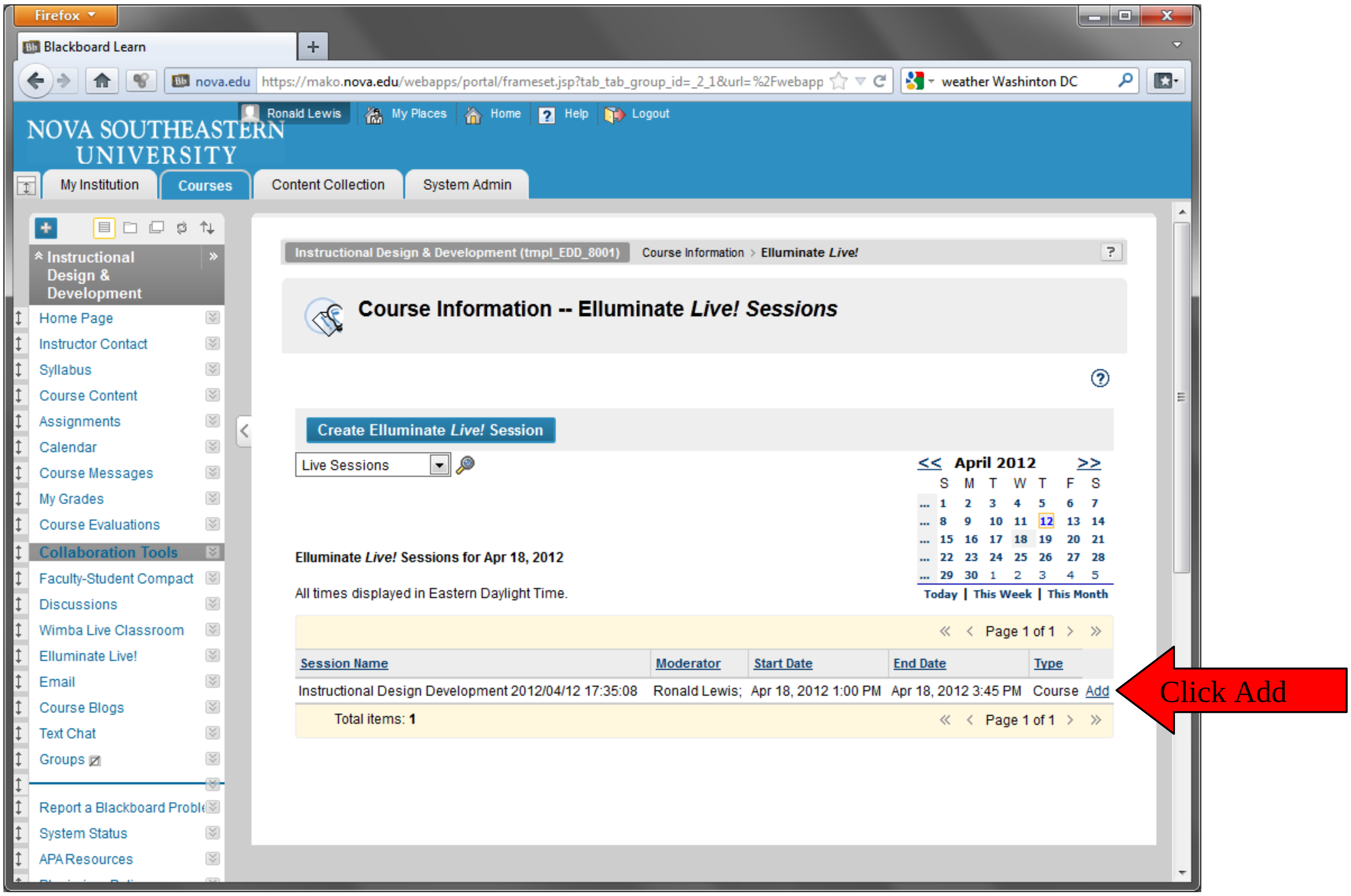
Now that you have scheduled it… The next step is to make it available to students. In the content area of your choice, slect Add Interactive Tool > Elluminate Live



Click the date of the Elluminate session



And Finally click "Add"



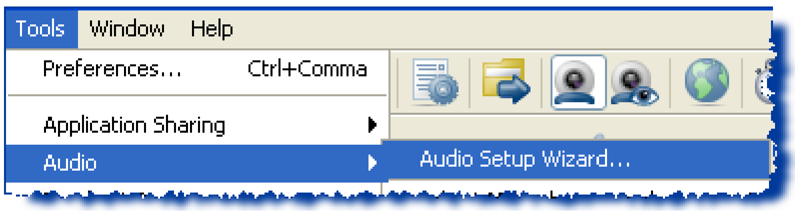
Audio Setup Wizard

Quick Reference Guide

Prior to participating in a session you should ensure that your audio is configured correctly. Basic audio settings can be configured using the Audio Setup Wizard.

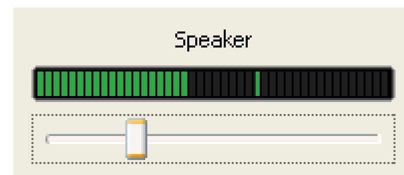
Using the Audio Setup Wizard

1. Click **Tools > Audio > Audio Setup Wizard**…



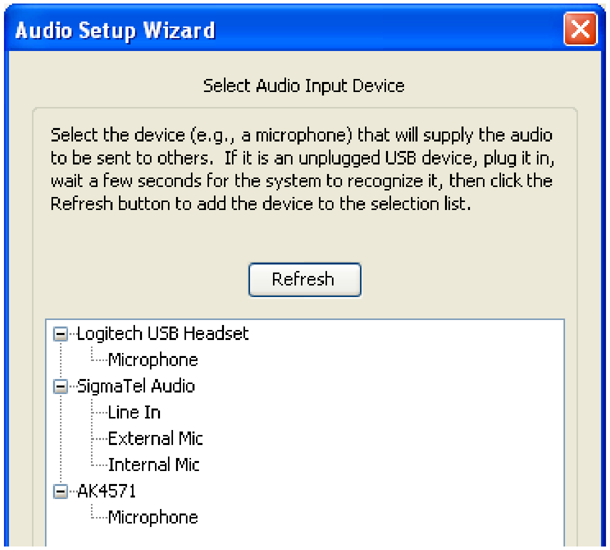
2. Select the **Audio Output Device**. The choices will depend on your particular operating system. If you are using a USB device, plug it in and then wait a few seconds for the system to recognize it. Then click the **Refresh** button and select the device. Then click **Okay**.

3. Listen to the prerecorded audio message by clicking the Play button. Adjust your audio to a comfortable listening level by moving the speaker slider bar.



4. Confirm you were able to hear the audio by clicking the Yes button.

5. Select your **Audio Input Device**. This is the microphone you use to send your audio to others during the session. If you are using a USB microphone, plug it in, wait a few seconds, and then click the **Refresh** button. Select the device and click **OK**.



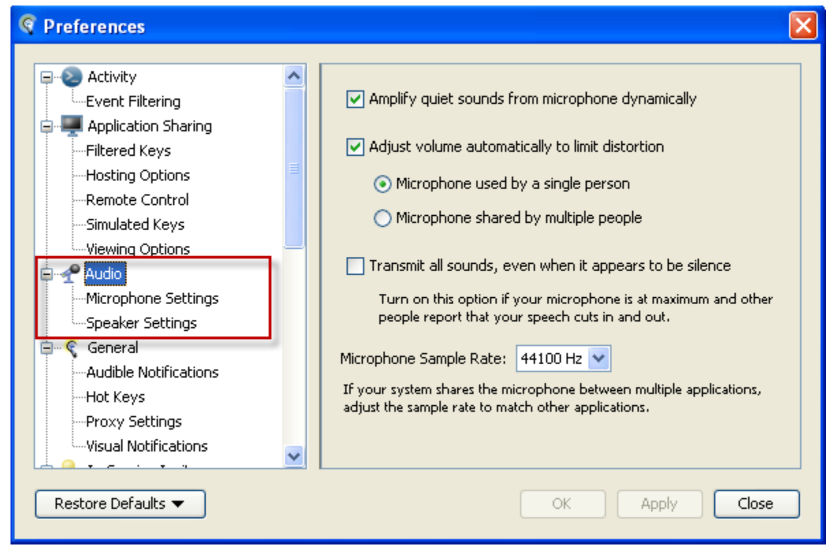
6. Test your microphone by click the  button and speak into the microphone with your normal speaking voice. Adjust the microphone slider bar so that it displays green bars with an occasional yellow bar. Red indicates that your audio is too loud or your microphone is too close to your mouth.

7. Click the  button to listen to your recorded voice.

8. Confirm you were able to hear your recorded voice. Click Ok.

Additional Audio Settings

Additional audio settings are available from Tools> Preferences>Audio (Mac users: Elluminate *Live!*>Preferences>Audio)



Tips:

1. Use the Audio Setup Wizard before each session begins.
2. Use a headset to achieve consistent good quality audio.
3. Always use a headset if you are using simultaneous talkers.

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Loading Presentations

Quick Reference Guide for Moderators

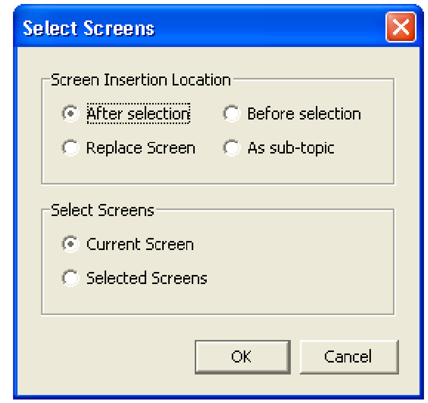
Moderators can import PowerPoint presentations (*.ppt, *pptx), and OpenOffice presentations as well as the following image file formats *.bmp, *.gif, *.jpg, *.jpeg, *.png, *.pict (Mac only) and *.tif to the Whiteboard. Protected Whiteboard files (*.wbp) and Whiteboard files (*.wbd) can also be loaded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

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

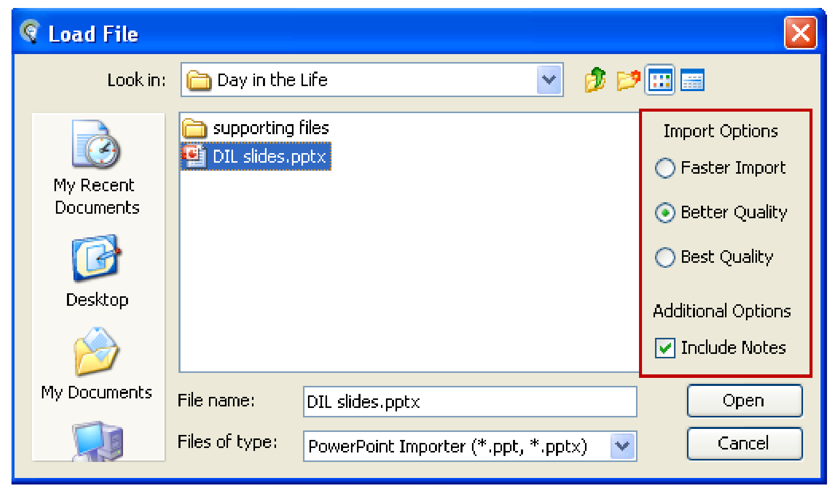
Loading a File

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.



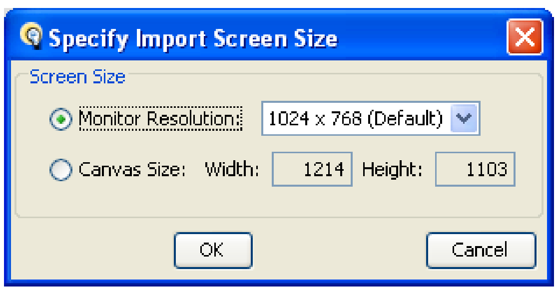
3. Click **OK**. The **Load File** dialog box appears.



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 Elluminate *Live!* Notes window.
9. Select the import screen size from the **Specify Import Screen Size** window. The default is 1024 x 768. Click **OK**.

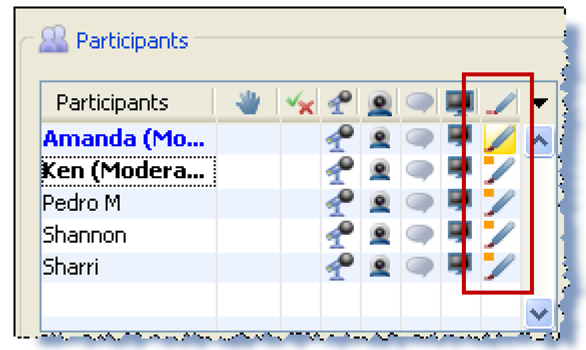


10. Each slide in the presentation is loaded onto a separate whiteboard screen as an image.

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

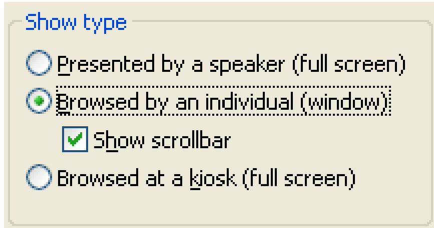
- Red: A red light next to a participant's name indicates that he or she has not received the content on their current screen. This light disappears once the participant has received the screen content from the server.
- Orange: An orange light next to a participant's name indicates that he or she is 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 Elluminate *Live!* whiteboard, you can save the slides in the presentation as individual images and then load the images onto the Elluminate *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.

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Recordings

Quick Reference Guide

As a Moderator, you can record an Elluminate session. The recording will be saved to the Elluminate server and accessible for playback from URL (link). The link can be distributed to those who missed the session or to those who attended but would like to review the session. Sessions may also be created purely for archival purposes.

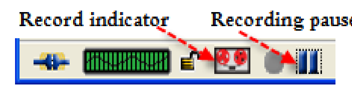
All activity that occurs in the main room of the session will be recorded, except for private Chat messages, the Timer and Notes. As the recording progresses, Elluminate *Live!* will insert index entries to mark significant events within the session. Anyone viewing the recording can navigate through the recording to points marked with index entries. The moderator can also choose to manually insert index entries during the live session thereby marking specific session activities.

You can start or pause recording at any time during the session. The recording can be erased at any time during the session by the moderator. However, some sessions, when created, may have been set to record automatically. If this is the case, you cannot start, stop or erase the recording.

Starting and Resuming a Recording

The session moderator will be presented with a recording reminder at the beginning of the session. The reminder will also appear if the recording is paused at anytime during the session. Additionally, all participants will here a verbal cue when the recording is started and paused.

The recording controls are at the bottom-left corner of the Elluminate *Live!* interface in the status bar:



To begin recording your session, or to resume the recording if you've paused it:

- Click on the Record button.

When the recorder starts, the Recording icon in the status bar is displayed in red indicating to everyone in the session that it is being recorded.

Stopping and Pausing a Recording

At any time during your session, you can stop or pause the recording by:

- Clicking on the Pause button.

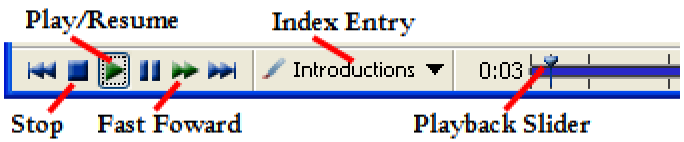
Erasing a Recording

You can erase the content of the recording at any time during the session.

- From the Tools menu select Recorder > Erase Recording.

Playing a Recording

Recordings are typically played by clicking on a recording link. An Elluminate *Live!* window will open. The Playback Controller panel is at the bottom-left corner of the window in the status bar:



To begin playing the recording:

- Click on the Play/Resume button to begin playing the recording at normal speed.

To stop playing the recording, do one of the following:

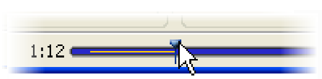
- Click on the Pause button to stop playing the recording and maintain your current place in the recording.
- Click on the Stop button to stop playing the recording and return to the beginning of the recording.

Navigating Within a Recording

When you play a recording, you are not required to play it from start to finish. You can skip ahead or move back to areas of particular interest by navigating through a list of index entries.

There are several ways to navigate within a recording:

1. Click, grab and drag the playback slider



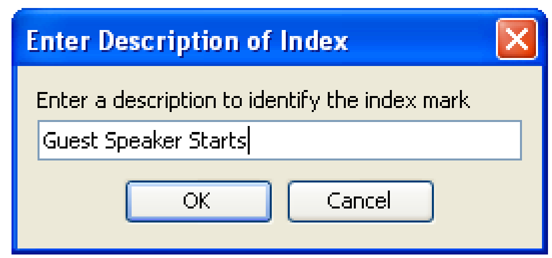
2. Click on the Previous or Next Index Entry to jump to an index point.

Manually Adding an Index Entry

As a recording progresses, Elluminate *Live!* inserts index entries to mark significant events within the session. If the automatic indexing does not mark a spot in your session that you want to be able to reference later when you play the recording (such as when you begin a discussion or take a break), you can manually add an index mark.

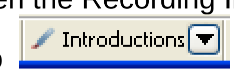
To manually add an index entry:

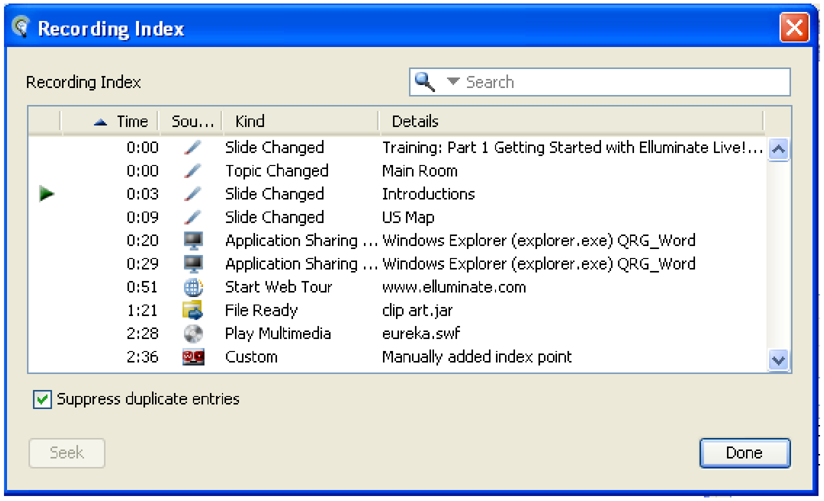
1. From the Tools menu select Recorder > Add Index Entry.
2. Enter a description for your index entry.



3. Click on OK to add the index entry or Cancel to close the dialog without saving an index entry.

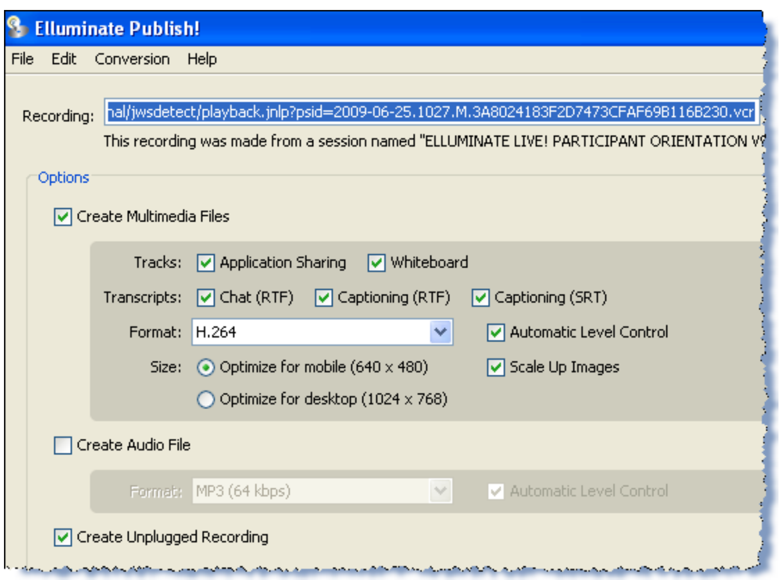
Using the Recording Index

The Recording Index window displays a complete list of all index entries in your recording. You can navigate to any index entry in the list. To open the Recording Index window, click on the drop down arrow to  select the Show Recording Index.



Extending Recordings using Elluminate *Publish!*

To play Elluminate *Live!* recordings while away from your computer, convert them to audio or video podcasts and listen to them on your iPod or other MP3 player. To play full (audio and video) Elluminate *Live!* recordings while not connected to the Internet, create Elluminate *Unplugged!* standalone recordings and play them on your desktop computer or laptop.



- **Format**
  - o H.264 – default setting which is MPEG-4 video with compression.
  - o AVI – Audio Video Interleave – best format if you intend to edit the file using a third party tool.
  - o FLV – Flash Video
  - o MOV - QuickTime
  - o MP4 – MPEG-4 Video
  - o WMV – Windows Media Video

Accessing Recordings

You need to supply Elluminate *Publish!* with either a .vcr file name, a .jnlp file name or a URL of the recording you with to convert.

If you are using the **Session Administration System (SAS),** access the recording URL in the one of the following ways:

- Get the URL from the session creator or a SAS administrator
- Get the URL from the email that was sent to you after the recorded session was completed or when you created the session
- Log in to the SAS and retrieve the URL. See *Retrieving Recording Links in the SAS Quick Reference Guide* for step by step instructions (http://www.elluminate.com/support/docs/sas/administrator.jsp)

If you are using the **Elluminate Live! Manager (ELM)**, save the .jnlp file of the recording to you local computer. This is done by changing a setting in Windows Explorer.

- *Windows Explorer > Folder Options > Tools > File Types*. Find the JNLP file type and click the *Advanced* button. Select *Confirm open after download*. Launch the desired recording and save the JNLP file. See the ***Elluminate Publish!* User Guide** for more information.

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Presentation Mode

Quick Reference Guide for Moderators

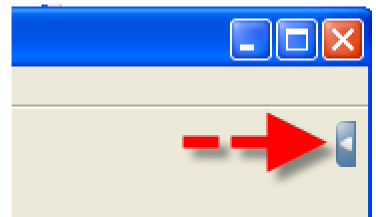
As a Moderator, you can change the view of the Whiteboard or an Application Sharing window so it fills the entire Elluminate *Live!* window. This is called Presentation Mode. When you use Presentation Mode, everyone in the session automatically will have the same full-window view – until either they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

Displaying Whiteboard Content in Presentation Mode

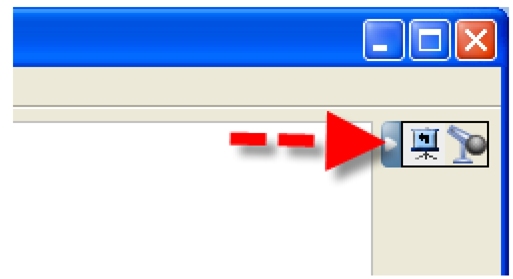
1. Open the Present Content dialog box by clicking the Present Content button.
2. Select Whiteboard. If you wish your own view of the Whiteboard to be in Presentation Mode, select **Present to Self**.

3. Click on the Present button.
4. To stop Presentation Mode, click the terminate button.

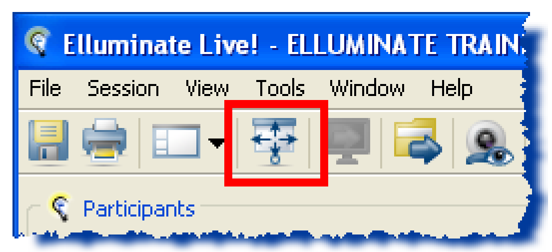
Presentation Mode View



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.

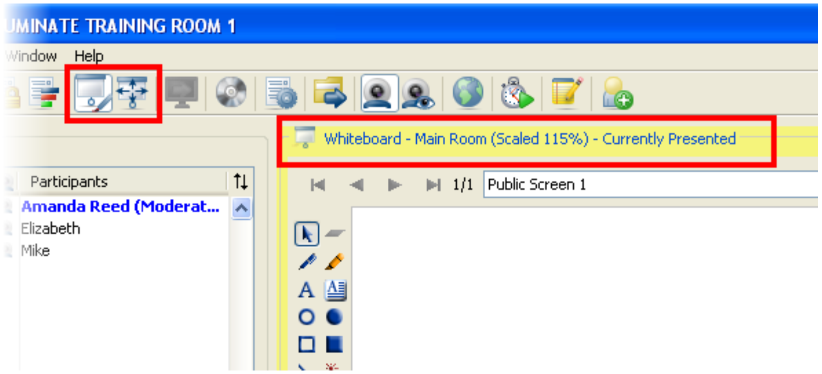


Click the button to exit Presentation Mode and to "Return to non-presented layout." The Participant can return to Presentation Mode by clicking the return button.



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

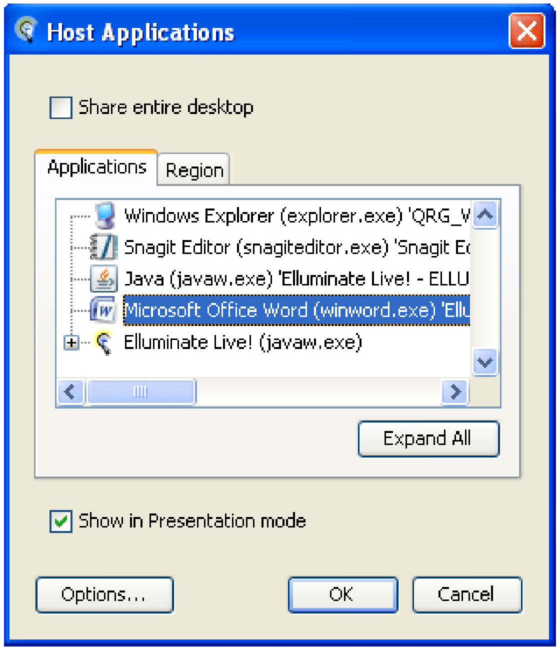
You can put your Application Sharing window into Presentation Mode either through the Present Content dialog box or through the Host Applications dialog box. Application Sharing will appear in the Present Content dialog box only if an Application Sharing session has already been started.

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 Presentation Mode button .
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.

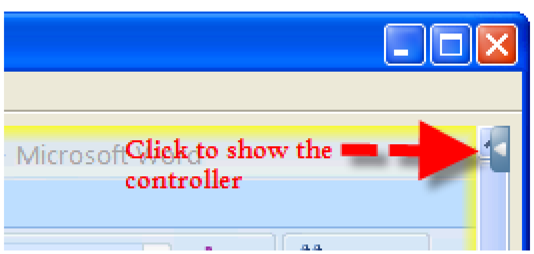


4. Click on the OK button.

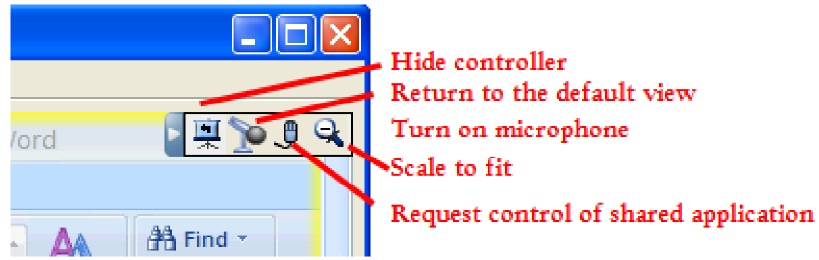
5. To stop Presentation Mode but to continue Application Sharing click the  button. To stop Application Sharing click the  button.

Displaying Application Sharing Session in Presentation Mode

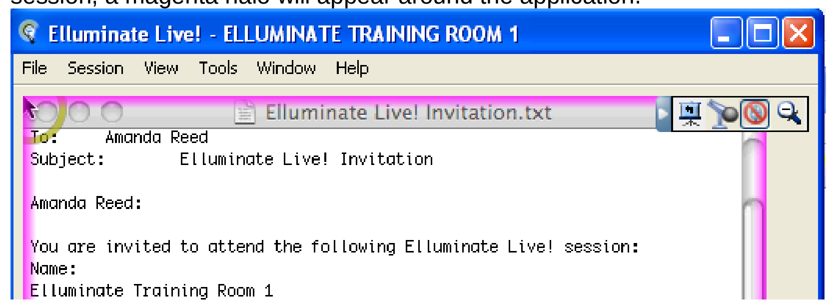
Viewers of an application sharing session in Presentation Mode will see the controller in the top right corner of the Presentation Mode window.



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.

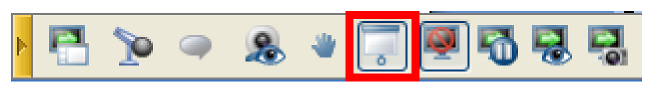


If you requested (and were granted) control of the application sharing session, a magenta halo will appear around the application.



Mini-Controller

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



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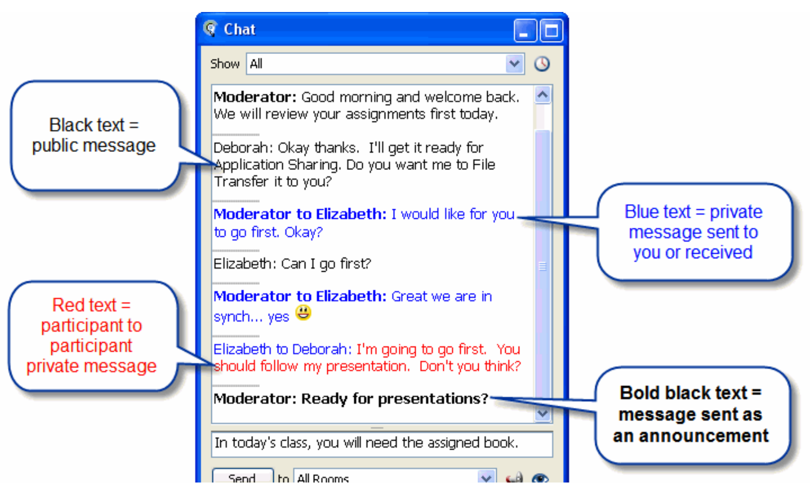
Using Chat

Quick Reference Guide for Moderators

Text-based communication is available in Elluminate *Live!* using the Chat tool. Use the Chat window to send a text messages to everyone, to selected participants, or to a single participant in the session. Depending on your session configuration, the moderator may be able to monitor all messages sent between participants, including private messages. The icon indicates that the moderator can see the private chat messages.

Understanding the Chat messages



- Black = public message that everyone in the session sees
- Blue = private message send by you or received by you
- Red = private participant to participant chat as seen by moderator
- Bold = message sent as an announcement by the moderator

Chat Permission

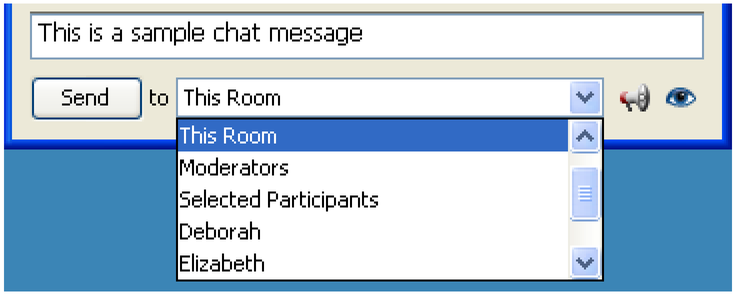
- If a participant has the Chat permission - - he or she will be able to send a text message to everyone, to selected participants, or to one participant in the session.
- Participants can always send a text message to the moderator even if they do not have the Chat permission. The message will appear in the discussion region as a private message (in blue) to all moderators.
- The moderator can grant and remove the Chat permission by clicking on the icon or space in the Chat permission column of the participant window next to the participant name.

Sending Chat Messages

You can send chat message to everyone in **This Room**, to **All Rooms** (Breakout Rooms) to **Moderators** only, to a specific participant, or to **Selected Participants**.

To This Room, All Rooms, Moderators, or a Single Participant

1. Click in the textbox area and type your message.
2. Click the **Send to**: drop-down menu and select This Room, All Rooms, Moderators, or the participant to whom you would like to send your message.

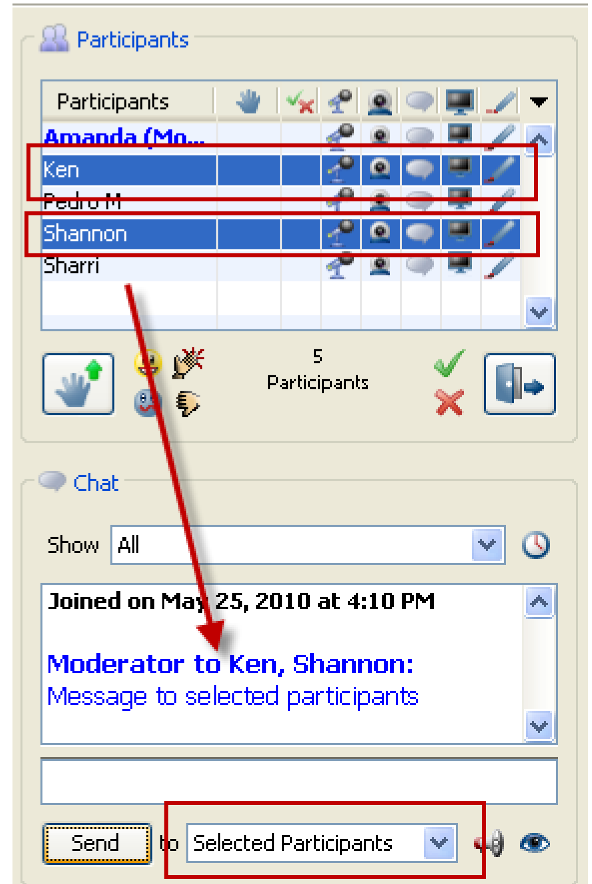


3. Click **Send**, or press **Enter**.
4. The message appears in the conversation area.

To Selected Participants

To select specific participants to receive your message:

1. Hold down the Shift or Ctrl key and click on the names of the participants in the Participants window. The participants' names are highlighted when selected.
2. Click in the textbox area and type your message.
3. Click the **Send to**: drop-down menu and select the option **Selected Participants.**
4. Click **Send** or press **Enter**.



Filtering Direct Messages

During the session, you may wish to view only certain text messages. Use the **Show** drop-down menu and select an option. Now only those messages matching your filter will appear in the discussion region. You may change your selection at any time.

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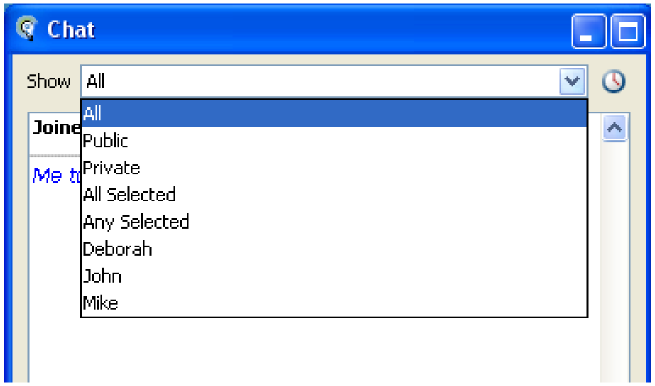
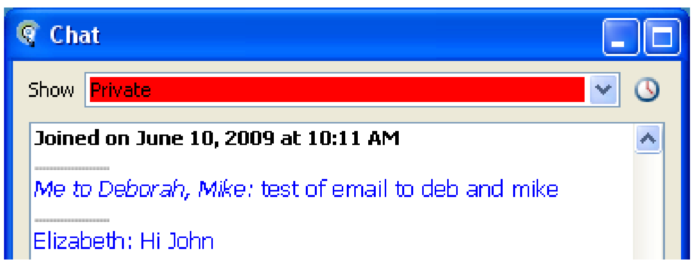


New Message Indicator

When you are filtering messages, you will be notified when there is a new message. The **Show** drop-down menu will be highlighted in red if there is a new message you have not seen. To view the new message, revert to **All** in the filter.



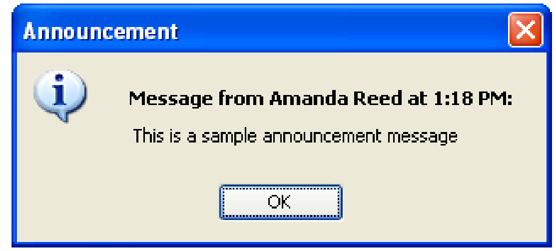
Resizing Chat Messages

You can resize the text messages in the conversation area and in the message text field by right-clicking in either field. This will give you access to the menu options or you may access them from **Tools** > **Chat** and then select **Conversation Area** or **Message Text Field.**

Send Message as Announcement

You may send a message as an Announcement if you want to ensure your message will be clearly visible to all.

1. Click on the  Announcement button.
2. From the Send to option menu, select to whom you want to send the message.
3. Type your message. Then click Send.
4. The message will appear to the recipient in both their conversation area and in a pop-up message dialog.



Adding External Links to your Message

You can include links in your Chat messages. Recipients of your messages will be able to click on links to access an Internet site or send an email.

Link Type	Syntax	Example
HTTP web site	http://	http://www.elluminate.com
Secure HTTP web site	https://	https://addons.mozilla.org/
FTP site	ftp://	ftp://ftp.linuxfocus.org/
Email message	mailto:	mailto:docs@elluminate.com

Saving Chat Messages to a File

You can save the Chat discussion region to a text file to review later.

1. From the File menu select Save and then choose Chat Conversation.
2. Choose a file name and location. Then click **Save**.

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Breakout Rooms

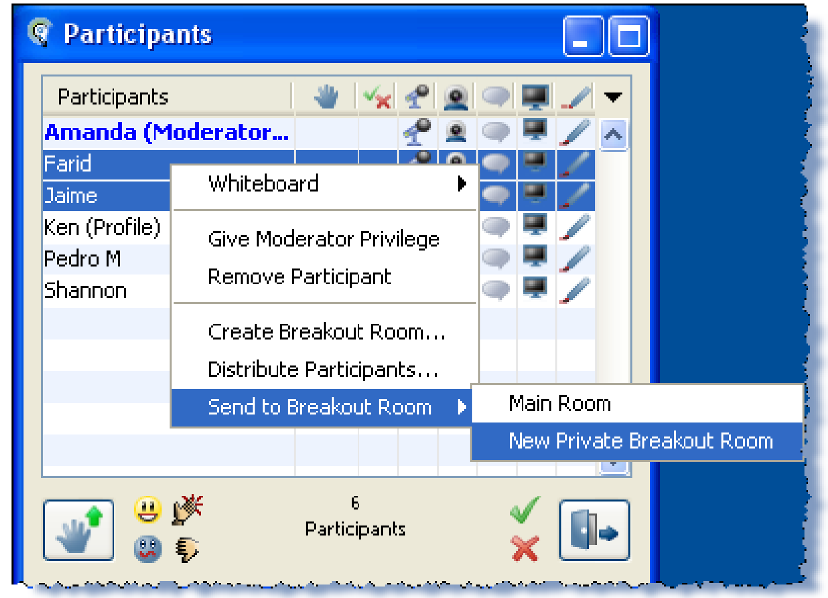
Quick Reference Guide for Moderators

Moderators can create Breakout Rooms in Elluminate *Live!*. A Breakout Room has the same features as the main room and can be used to facilitate small group activities or private meetings. Each Breakout Room has its own audio, whiteboard, application sharing, video, etc. Communication or activity in breakout rooms is not captured in the recording. Moderators can create any number of breakout rooms at any time during a session. Moderators can then move participants and content into and between breakout rooms and the main room.

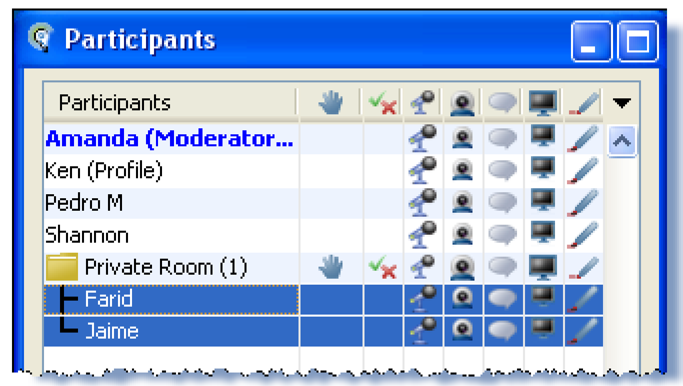
Creating On-the-Fly Breakout Rooms

You can select one or more participants and send them to an on-the-fly breakout room which is created automatically.

1. In the Participants window, click on the name(s) of the participant(s) you wish to move to a breakout room. Hold down your Shift or Ctrl key to select multiple participants.
2. Right mouse click (Mac users hold down your control key and mouse then click) and select **Send to Breakout Room** and then select **New Private Breakout Room** from the menu.



3. The Participants window will be updated to include the name(s) of the breakout room(s).



When the last participant is moved out of the breakout room, it automatically closes and any content is lost. To retain the whiteboard content, you must either save the whiteboard screens to a file or copy the screens into the main room prior to moving the last participant out of the breakout room.

Creating Formal Breakout Rooms

You can create formal breakout rooms where you can load or even pre-load content onto the whiteboard screens.

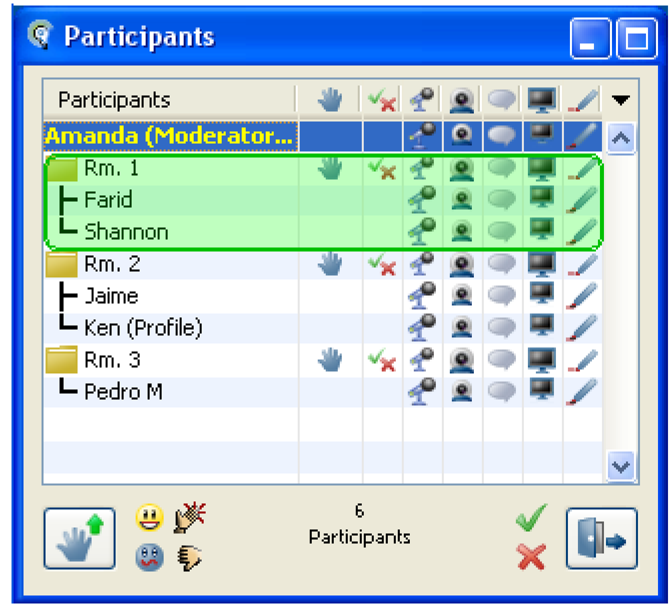
1. In the Participants window, right click and select **Create Breakout Room…**
2. Enter a name for the breakout room in the dialog box that appears.

3. The Participants window will be updated to display the name of the breakout room.
4. Repeat these steps to create additional breakout rooms.

When the last participant is moved out of the room, the room and the whiteboard content remain. You can save or copy the content before you close the room.

Moving Participants into Formal Breakout Rooms

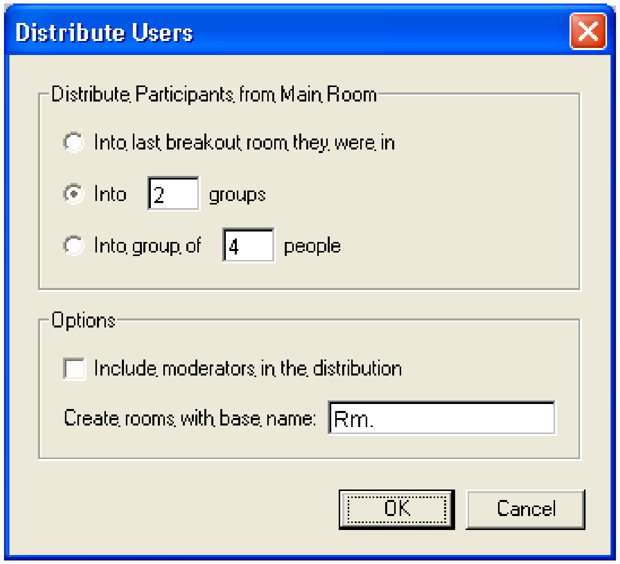
1. In the Participants window, click on the name(s) of the participant(s) you wish to move to a breakout room. Hold down your Shift or Ctrl key to select multiple participants.



2. With the name(s) selected, drag the participant to the desired room. The room will have a green highlight (as shown above) when the cursor reaches the room. Release the mouse and the participant(s) will be moved to that room.

Randomizing the Number of Rooms or Number of Participants Per Room

You can quickly create and populate breakout rooms by right mouse clicking in the Participants window and selecting **Distribute Participants**.



Select the number of rooms or the number of people per room and click **OK.** Participants will automatically move to the rooms.

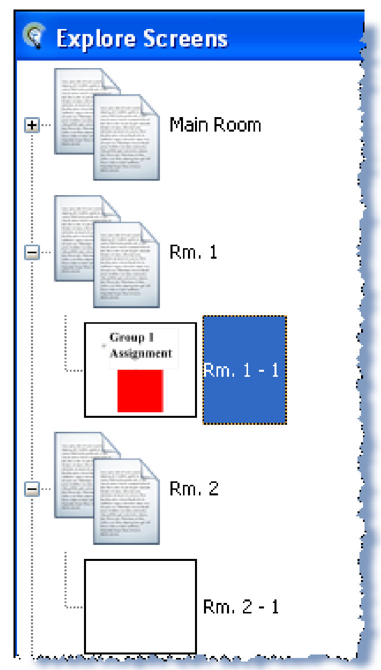
Closing a Breakout Room

In the Participants window, right click on the breakout room (Mac users hold down your control key and mouse click) and select **Close Breakout Room** from the context menu. All participants will be moved back to the main room. Remember to save or print the whiteboard slides as all content is deleted when the room is closed.

Moderator Controls in Breakout Rooms

- **Moving between breakout rooms:** Move into any breakout room by selecting your name in the Participants window and drag yourself to the desired room or right click on your name and choose **Send to Breakout Room**.
- **Following moderator:** When a breakout room is created, Follow Moderator on the Whiteboard is de-selected thereby giving each participant in the room the ability to work independently on their own whiteboard. To select Follow Moderator, join the breakout room and then check Follow Moderator. This will synchronize the whiteboard for the room.
- **Managing Participants:** Even if there is no moderator in the breakout room, participants can still collaborate. Participants have the same set of permissions they had in the main room. When participants raise their hands or send you a private text message while in a breakout room, you will be notified even if you are not in the same room.
- **Viewing content:** As participants collaborate in breakout rooms, you can view their progress without actually joining their room using Explore Screens.

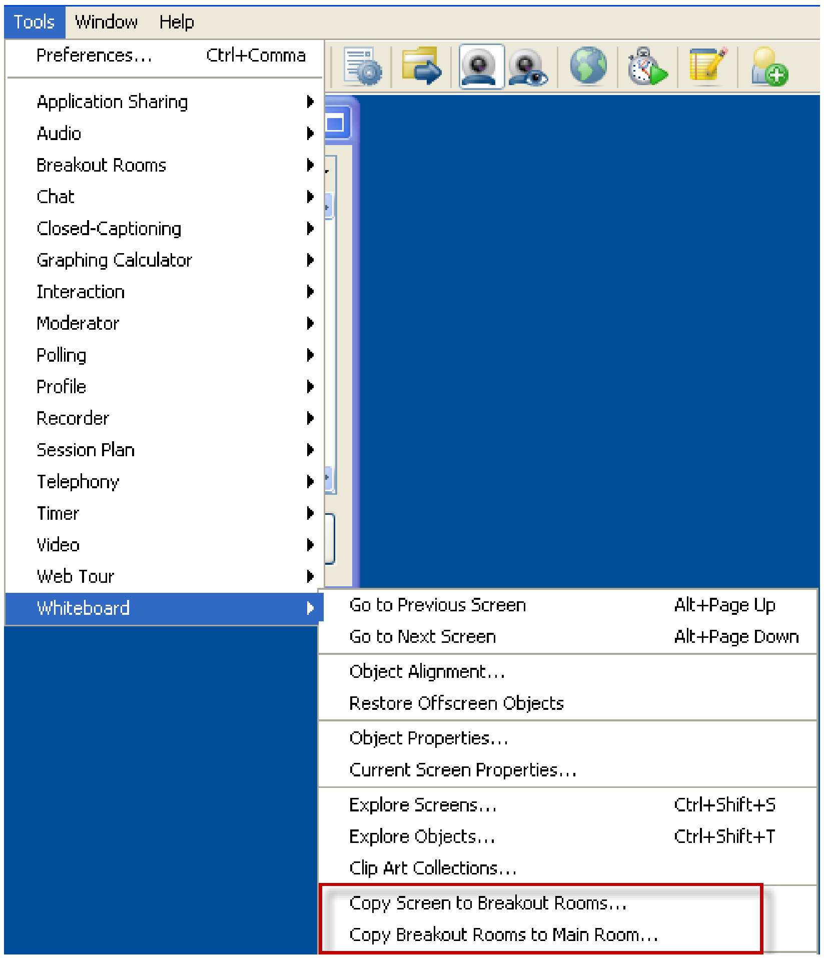
1. Select Tools > Whiteboard > Explore Screens
2. View the thumbnails or double click to see the full whiteboard screen. For example, in the screen shot above if you double click on Rm.1-1 in Room 1, you would be able to see the full size whiteboard. Participants will not know you are viewing their whiteboard.



Managing Content

Whiteboards can be moved into and out of the Breakout Rooms using

- Tools > Whiteboard > Copy Screen to Breakout Rooms…
- Tools > Whiteboard > Copy Breakout Rooms to Main Room..



Best Practices

- Use breakout rooms for brainstorming activities, tutoring, or small group activities and collaboration.
- To capture information created in the breakout rooms in a recording, move the content and participants into the main room and have participants summarize their discussion.
- Before 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 private text messages if they have questions while in breakout rooms.
- Rename a breakout room by right clicking on the breakout room name in the Participants window and selecting **Rename Breakout Room…**

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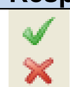
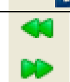
Polling

Quick Reference Guide for Moderators

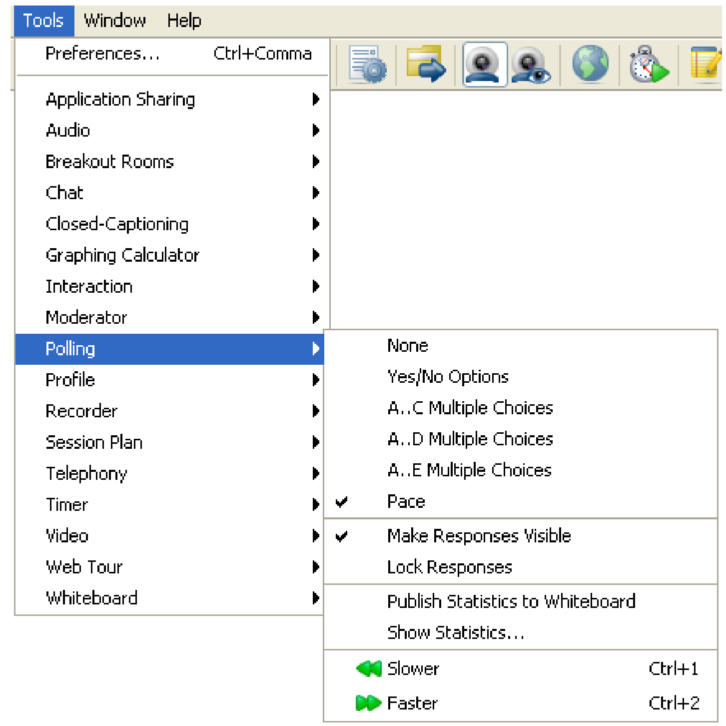
Elluminate *Live!* provides a Polling feature. This feature allows you to poll your participants at any time using one of five different types of polls: Yes/No, Multiple-Choice (A-C, A-D or A-E), and Class Pace. You can use Polling to obtain quick responses to verbal or written questions.

Type of Poll	Response Buttons
Yes/No	
Multiple Choice	A B C
Multiple Choice	A B C D
Multiple Choice	A B C D E
Class Pace (Slow Down/Speed Up)	

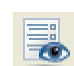
By default the Yes/No poll is available when you first join a session, and the corresponding response buttons are displayed in the Participants window. Also by default, the polling responses are shown to the participants. You can show or hide the polling responses at any time by clicking on the  button.

To Poll Participants

1. From the Tools menu, select Polling, and select the type of poll you wish to use. The default is Yes/No.



2. Determine if you wish to show or hide the polling responses from the participants. On the toolbar, the state of the polling column is readily visible:

 Hide responses from the participants

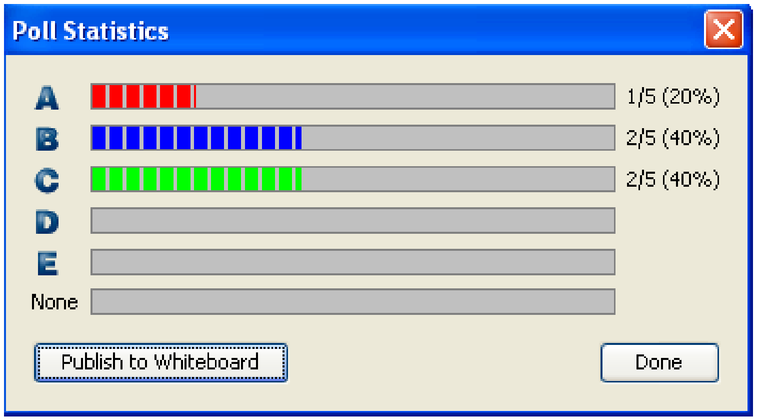
 Show responses to the participants

3. Ask your question and inform the participants to click on one of the response buttons.

4. If you chose to hide the responses, you may choose to reveal them by clicking on the Show button.

Viewing Polling Results

At any time that you are polling your participants you can view a summary of the results. From the Tools menu, Select Polling, and then select Show Statistics…

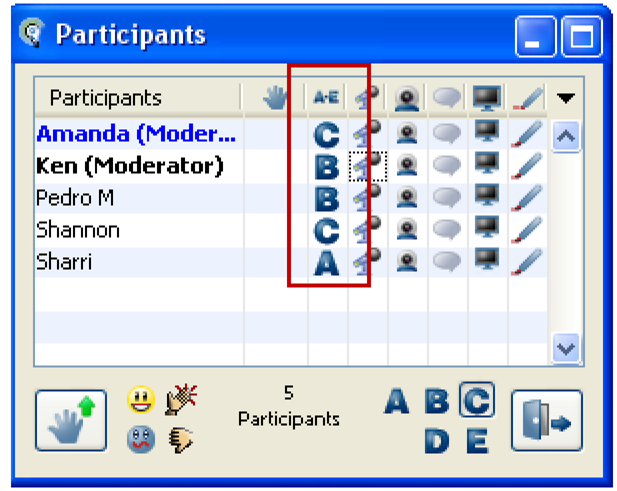


The summary results are only visible to a moderator. To share the Polling Statistics with the participants, click Publish to Whiteboard.

Clearing Results

To clear responses in the polling column either:

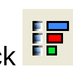
- Click the top of the polling column to clear all responses at once.
- Click on each response in the polling column one at a time.



Locking Responses

To lock polling responses, click  on the toolbar. Participants will not be able to change their responses to the poll.

Publishing Responses to the Whiteboard

To publish a copy of the polling statistics to the whiteboard click  on the toolbar. You can now mark up the statistics and save them.

Deactivating Polling

To de-activate the polling feature, select Polling from the Tools menu and choose None.

Best Practices

- Use polling to break up the session and engage participants.
- Use the whiteboard to present your polling question along with the responses.

- Hide the polling results from your participants until they have responded to ensure honest feedback. Reveal the results only after everyone has responded.
- 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 they will also be shown in the recording. Hidden results are not recorded.

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Web Tour

Quick Reference Guide

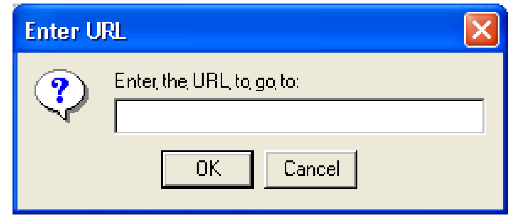
Web Tour allows moderators to take participants to a series of websites via an embedded browser window within the Elluminate *Live!* interface. Web Tour allows participants to interact independently with content in the window and allows moderators to redirect participants to any link.

Web Tour is a great way of taking users through a website (a synchronized Web surf) and then allowing them to interact on their own. For example, you can use Web Tour to take attendees to a website and then have them individually research a topic or complete a survey.

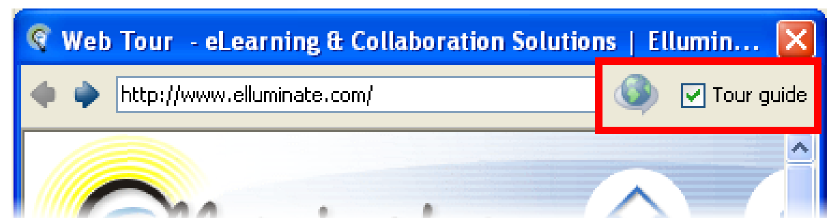
Using Web Tour

To use the Web Tour feature, users should have either Internet Explorer, Safari or Firefox as their default Web browser and have Java Web Start Version 1.4 or higher. If you do not have these defaults the website will open up outside of the Elluminate *Live!* interface and in the participant's default web browser – a Web Push.

1. Click on the "Start a web tour" button on your main toolbar or from the Tools menu, select Web Tour and then "Start a Web Tour…"
2. Enter the URL that you wish to tour and click OK.



3. A Web Tour window will open for each participant in the session. As the moderator navigates to different pages or to other websites, the participants will follow. If there are multiple moderators in the session, the "Tour Guide" checkbox allows one moderator to be the guide. Participants also have the ability to self-navigate in the window, but will be re-directed every time the tour guide makes a change.



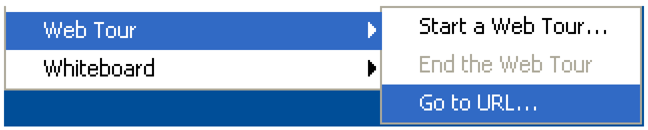
Within the Web Tour window, you can:

- Move within the Web site by clicking on the various links.
- Move within the website by using the page arrows.
- Move to another web site by entering the URL in the URL text box.
- Click the button to publish the URL to the Chat window.
- To close the Web Tour window, click on or click the Web Tour window's Close button.

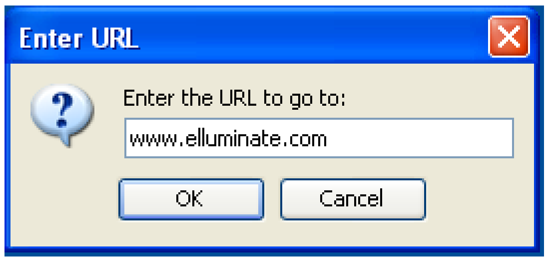
Using Web Push

Web Push is designed to open a website on each participant's computer in a browser window which is not embedded into Elluminate. This will give each participant the opportunity to bookmark or save the website address.

1. From the Tools menu, select Web Tour and then "Go to URL"



2. Enter the URL that you wish to tour and click OK.



3. The website will open in the participant's browser on top of Elluminate. Participants will then be able to self-navigate throughout the website. They will also be able to bookmark or save the website.

Best Practices

- The Web Tour feature is not available on Solaris and Linux systems. If you start a Web Tour, your Linux or Solaris users will receive a Web Push page to each page in your tour (i.e., the pages will be displayed in their default browser rather than in a Web Tour window).
- For websites that require users to log in, ensure that everyone has a username/password. Alternatively, you can use Application Sharing to allow participants to see your view of the website.
- When using Web Push, ask participants to use the emoticons or polling checkmark to indicate they have saved the pushed website and are ready to continue.
- List the website URLs that you plan to use during your session in a text document. Copy and paste the appropriate URL from this document.

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