



Elluminate vRoom

Moderator Quick Reference Guide

Elluminate vRoom is a free, 3-person meeting room with full Elluminate *Live!* functionality, except recording and integrated teleconferencing. 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), exchange text messages, display live video, share whiteboards, multimedia files, and applications—all in one intuitive, graphical interface.

Unlike the Internet, Elluminate *Live!* is built specifically for live, multimedia 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

Tips on Conducting aVroom Sessions

Preparation

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

In-Session Tips

- Greet participants as they join your session.
- Remind your participants to use the Audio Setup Wizard 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 hands 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.

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The screenshot shows the 'Illuminate Live! - AMANDA'S ROOM' interface. The top menu bar includes File, Session, View, Tools, Window, and Help. The Tools toolbar contains icons for various functions: Save, Print, Change Layout, Polling Tools, Presentation Mode, Application Sharing, Multi-media, Quiz Manager, File Transfer, Video, Web Tour, Timer, In Session, Invite, Notes, Whiteboard Navigation Arrows, Whiteboard Tools, View Whiteboard Screens, and Visit the Elluminate Website.

On the left side, the 'Participant List and Permissions' panel shows a list of participants (Amanda, Mike, Mary) with icons for assigning permissions, stepping away, raising hands, and emotion indicators. Below this is the 'Chat' panel with a 'Filter Messages' dropdown, a message history, and a 'Supervised Private Chat' section. At the bottom left are 'Microphone and Speaker Controls' and a 'Talk Button' (Ctrl+F2).

The main area is a 'Whiteboard - Main Room (Scaled 70%)' displaying a diagram titled 'unified learning & collaboration'. The diagram features a central text 'unified learning & collaboration' surrounded by icons for 'social networking', 'web', 'audio', and 'video', connected by blue arrows in a circular flow. The whiteboard also includes navigation arrows, a slide indicator (2/43 Slide2), and checkboxes for 'Follow Moderator' and 'Roam'.

At the bottom right, a status bar indicates 'In session for 15 minutes.' and 'Whiteboard Synchronization' is noted on the right side.

Labels and Callouts:

- Change Layout
- Print
- Save
- Polling Tools
- Presentation Mode
- Application Sharing
- Multi-media
- Quiz Manager
- File Transfer
- Video
- Web Tour
- Timer
- In Session
- Invite
- Notes
- Whiteboard Navigation Arrows
- Whiteboard Tools
- View Whiteboard Screens
- Visit the Elluminate Website
- Click to Assign Permissions to All
- Participant List and Permissions
- Stepped Away
- Raise Hand
- Emotion Indicators
- Filter Messages
- Date/Time Stamp
- Supervised Private Chat
- Announcements
- Chat
- Microphone and Speaker Controls
- Talk Button
- Connection and Security Status Indicators
- Whiteboard Synchronization