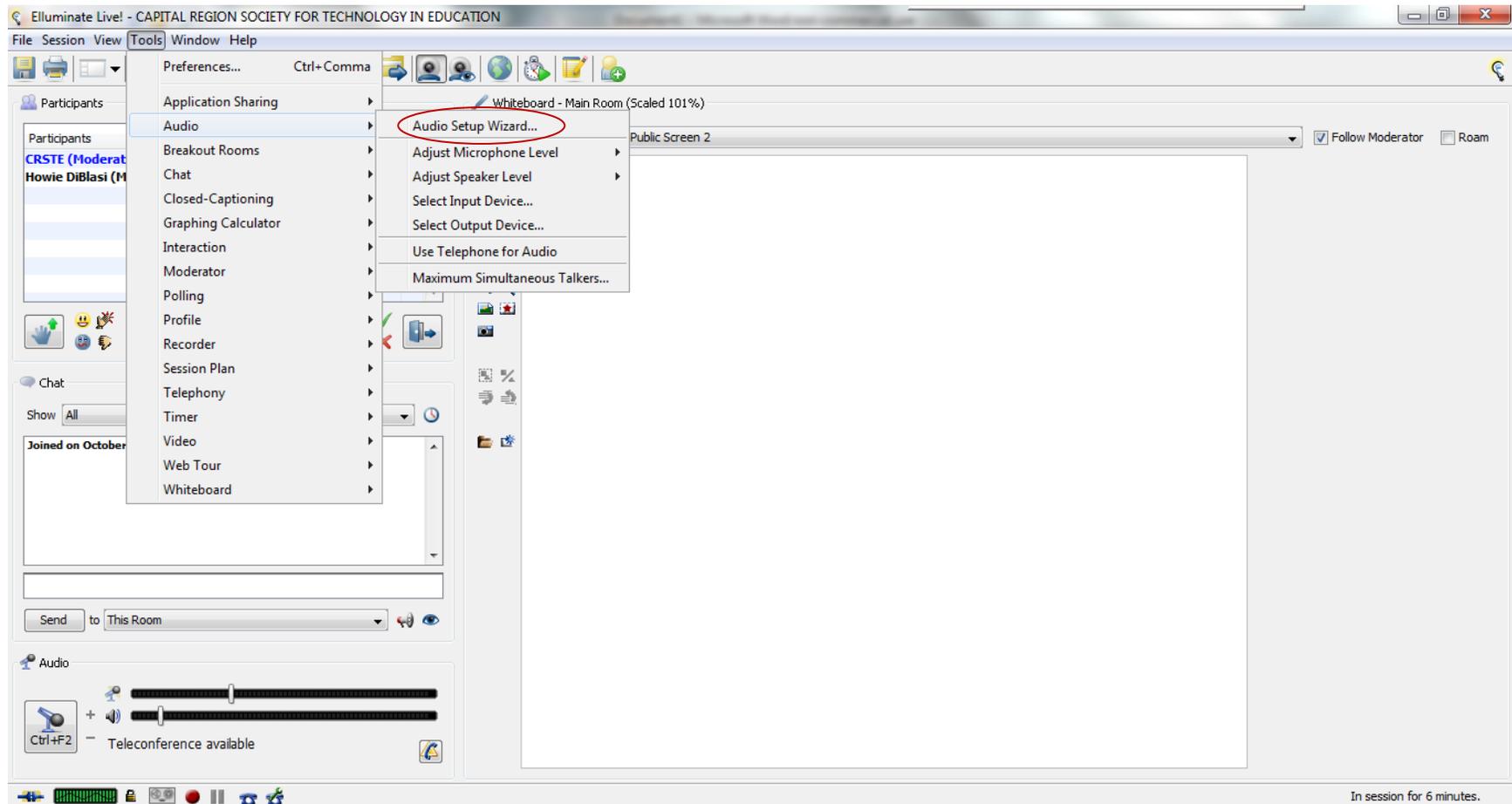
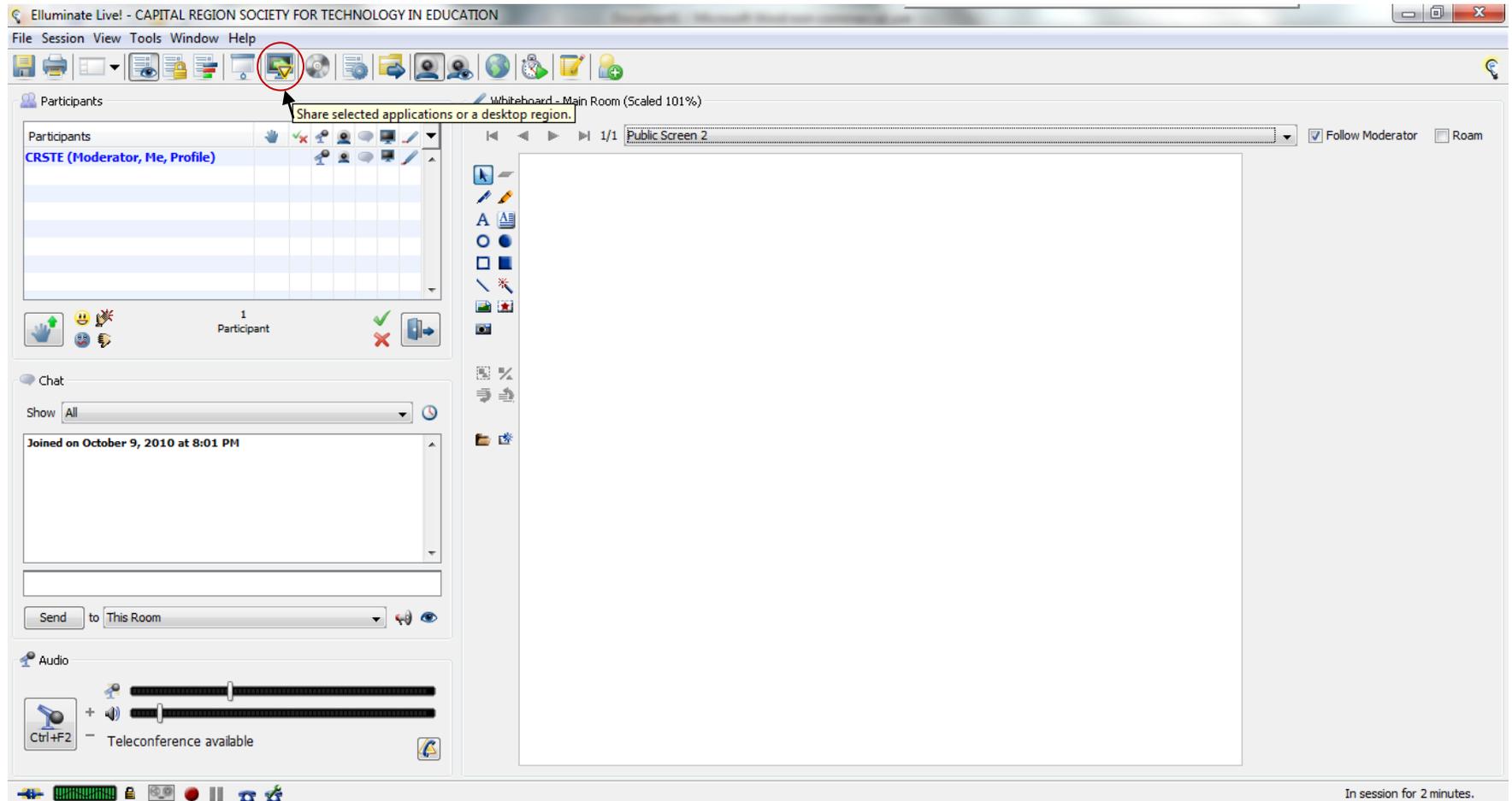


Checking your audio settings from the menu bar: Tools > Audio > Audio Setup Wizard



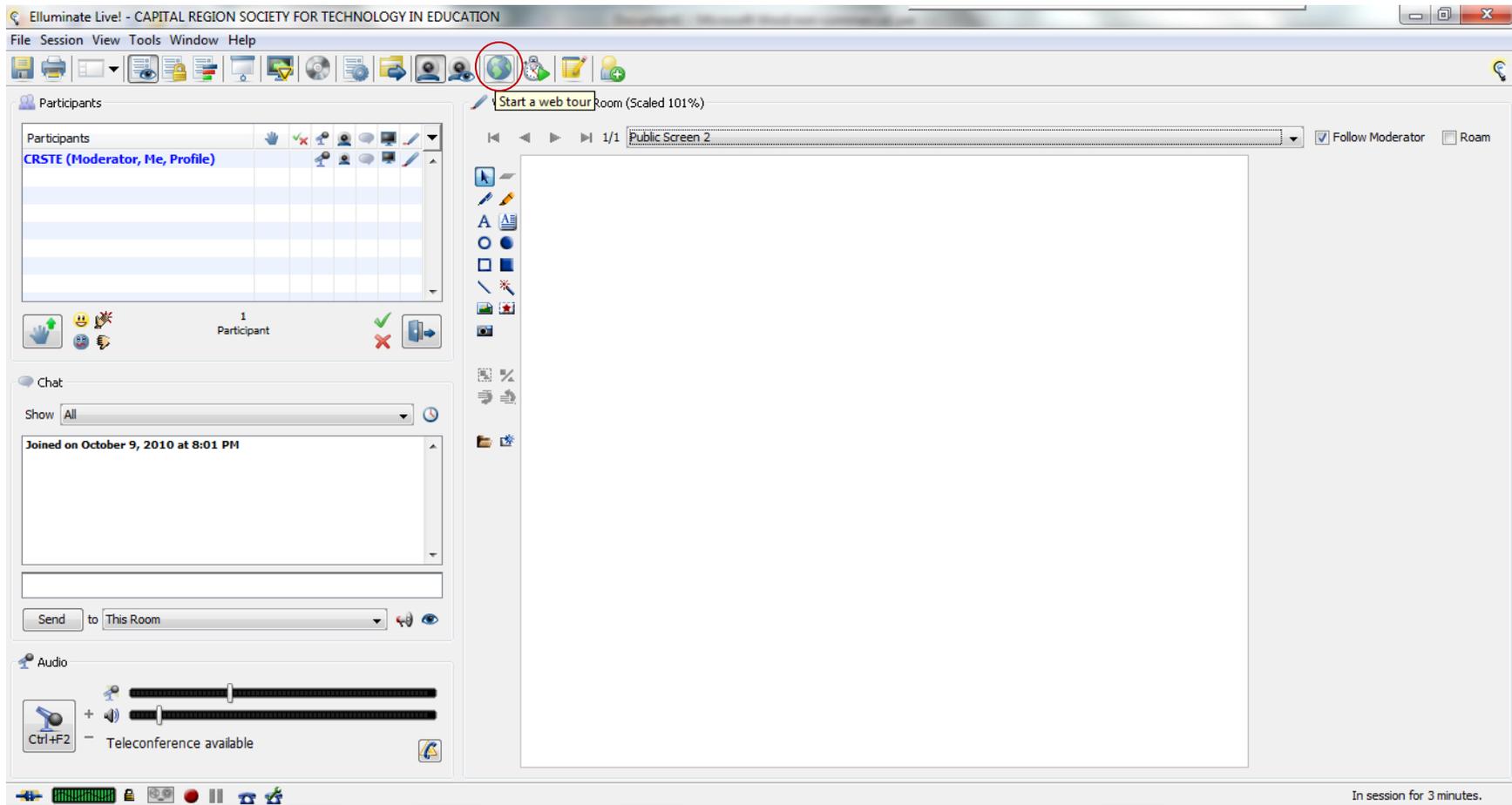
Be sure to have you microphone and headphones or speakers turned on before you run the audio setup wizard.

Sharing your desktop



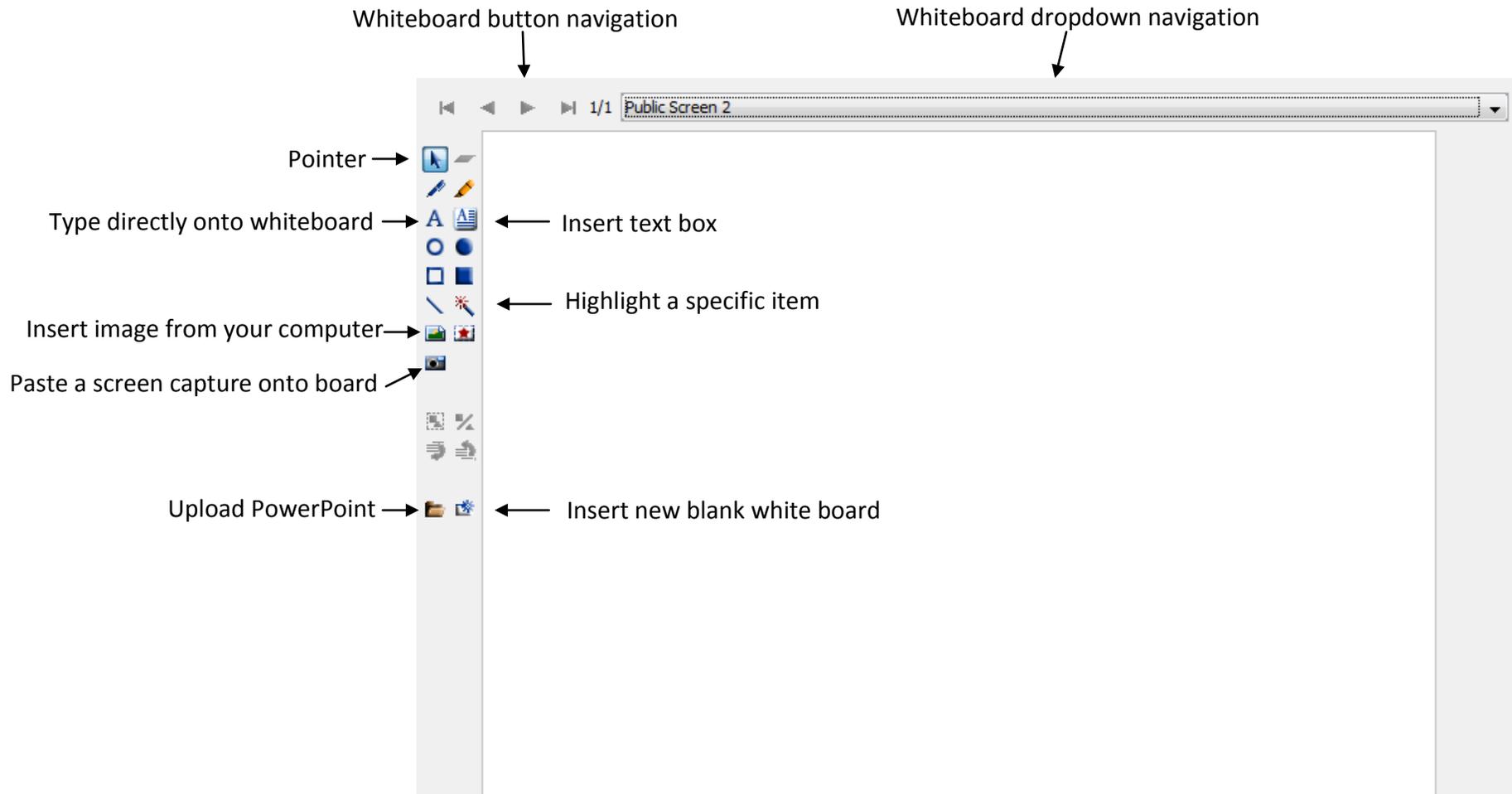
When this button is selected  your desktop and any applications you open on your desktop will be visible to your audience in the CRSTE Elluminate room. On some computer systems this function will make your Elluminate room look different, placing the toolbar down the left side of the screen. You must de-select this button to allow your audience to see the white board again.

Share a website using web tour



When you select this button  a small dialogue pops up on the screen for you to enter the desired URL. Once you submit the URL it is spawned in your browser window and simultaneously in the browser on each attendee's computer. They will follow your navigation as long as the "follow moderator" box remains checked to the right of the white board. When you close your browser view of the selected URL, it also closes on participants' screens. This is the best way to share audio and video files in Elluminate, by having them posted on third party sites and knowing the correct URL to access them. Helpful hint: copying and pasting URLs avoids getting error messages when you start a web tour.

Key presenter white board buttons:



Each of these buttons is selected followed by a mouse click on the whiteboard screen indicating the location where you would like the effect to appear. To move an item after it has been placed on the white board, use the pointer tool.

Elluminate presenter tools:

Emoticons for audience to use:
Raise hand, smile, confused,
applause, thumbs down

Microphone on/off toggle button:
When selected it has a yellow
highlight:



It must be deselected when you are
not speaking to eliminate echo and
reverberation when others speak:



The screenshot shows the Elluminate interface with three main sections: Participants, Chat, and Audio. The Participants section at the top has a scrollable list with one participant, 'CRSTE (Moderator, Me, Profile)'. Below the list are icons for raising a hand, smiling, being confused, and clapping, along with a thumbs down icon. A '1 Participant' label is centered below these icons. To the right of the participant list are icons for a green checkmark, a red X, and a blue arrow pointing right. The Chat section in the middle shows a 'Show All' dropdown, a timestamp 'Joined on October 9, 2010 at 8:01 PM', and a 'Send to This Room' button. The Audio section at the bottom features a microphone icon with a yellow highlight and 'Ctrl+F2' text, a speaker icon with a plus sign, and two volume sliders. A 'Teleconference available' button is at the bottom right of the audio section.

← Scrollable list of participants
Listed alphabetically

← Away from keyboard icon (not an exit
button) Indicates person is AFK on list of
participants

← Voting icons - ask audience to click the
green check to answer yes to your
question or the red x to answer no

← Chat window
Audience can post questions and conduct
Backchannel chat during your presentation

← Audio controls for Voice over IP
Raise and lower speaker volume
Raise and lower speaker volume