

Theme: Getting started with Elluminate

Fronter 82

This document has been produced by Fronter as – www.fronter.com
It may only be copied or distributed electronically by contract or agreement with



What's new in this guide:

- This is a new guide that describes new functions in Fronter

Theme: Getting started with Elluminate	1
Preface	2
General overview.....	2
Before you start	3
Administration settings.....	4
Meeting – how to connect.....	6
Liveroom – how to connect.....	10
Basic information about the Elluminate window.....	12
Audio settings	12
Video (additional function) setting.....	14
Layout.....	14
Participants.....	18
Indicators	20
Icons	22
Chat.....	23
Whiteboard	25
Application sharing (additional function)	26
Version control.....	26

Preface

This guide looks at the Elluminate tool in Fronter. Elluminate can be used to hold virtual meetings or lessons, applications can be shared, the whiteboard and chat functions can be used.

Fronter is continually being developed and improved. As a result, this may produce discrepancies between the documentation and application. This guide has been written for Fronter 82.

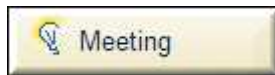
Oslo, August 2008
Steinar Hov/Ingun Vaglid

General overview

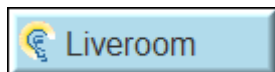
Elluminate is an external system that is integrated in Fronter.



Fronter can provide you with the following access to Elluminate:



Meeting can accommodate up to 3 persons at the same time. You can invite up to 2 others where you act as "owner" (moderator) of an internet dialogue. You can access this tool from your personal room.



Liveroom is used to hold dialogues with larger groups, e.g. a lecture. You can access this tool from rooms.

Both these tools can be upgraded to include more participants in a meeting at the same time, and to have more functionality.

Meeting: Personal conference system for 3 participants

Meeting is a personal teamwork and web conference tool in real time. The tool can be accessed from your personal room, where you can invite up to 2 other participants to join the meeting. Participants can either be Fronter users or external participants. External participants receive an email inviting them to participate.

Available functions:

- Audio
- Interactive whiteboard
- Chat
- Application sharing
- Desktop sharing
- Notes

- Video
- File sharing

You can upgrade **Meeting** to **vOffice** which will give you the opportunity to record (the meeting is recorded and made available for playback via a link) Additionally, you can increase the number of participants in each meeting.

Liveroom – Virtual classroom with no limit on the number of participants

The Liveroom tool can be accessed from rooms in Fronter. The teacher can arrange a lesson where all those present in the room can participate.

Available:

- Unlimited number of participants
- Audio
- Sharing of whiteboard
- Interactive chat
- Advanced moderator tools

You can upgrade **Liveroom** to **Live!** (Academic version).

Additional functions:

- File sharing
- Interactive whiteboard
- Transfer of files and notes
- Video
- Group rooms
- Application sharing
- Desktop sharing
- Recording of lessons

A complete comparison can be found [here on Elluminate's website.](#)

Before you start

A range of user manuals are available on Elluminate's website. This applies to both basic training as well as how the product can be used in different situations. This guide therefore only addresses basic use of Elluminate in addition to the administrative settings in Fronter.

We recommend that you use the links below to go through the basic tests and settings that you should complete.

Resources from Elluminate can be found here:

<http://www.lluminate.com/support/index.jsp>

<http://www.lluminate.com/support/training/index.jsp>

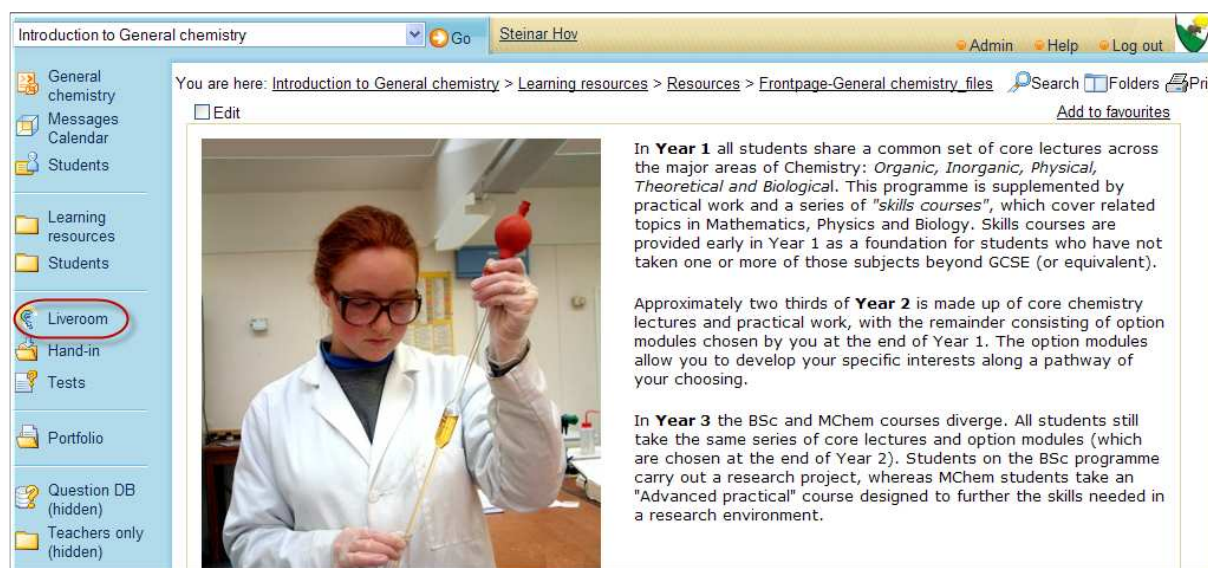
Administration settings

Illuminate must be activated by Fronter before the tool becomes available via personal tools or as a tool in the rooms – contact Fronter support in order to activate the tool.

After activation Elluminate can then be added as a personal tool:



or as a tool in the rooms:



Introduction to General chemistry

Steinar Hov

Admin Help Log out

You are here: Introduction to General chemistry > Learning resources > Resources > Frontpage-General chemistry_files

Search Folders Print

Edit

Add to favourites

General chemistry
Messages
Calendar
Students

Learning resources
Students

Liveroom

Hand-in
Tests

Portfolio

Question DB (hidden)
Teachers only (hidden)

In **Year 1** all students share a common set of core lectures across the major areas of Chemistry: *Organic, Inorganic, Physical, Theoretical and Biological*. This programme is supplemented by practical work and a series of "skills courses", which cover related topics in Mathematics, Physics and Biology. Skills courses are provided early in Year 1 as a foundation for students who have not taken one or more of those subjects beyond GCSE (or equivalent).

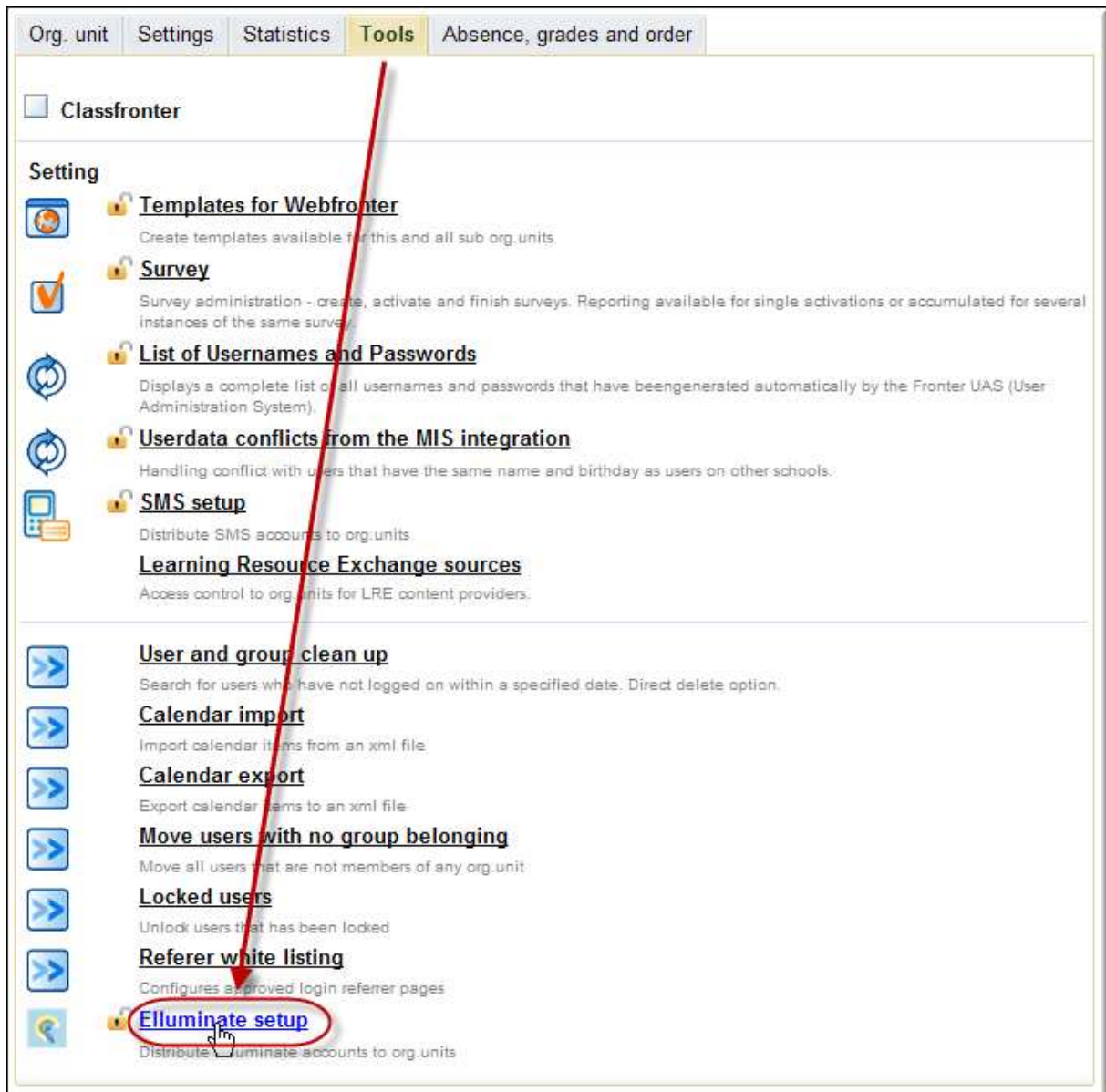
Approximately two thirds of **Year 2** is made up of core chemistry lectures and practical work, with the remainder consisting of option modules chosen by you at the end of Year 1. The option modules allow you to develop your specific interests along a pathway of your choosing.

In **Year 3** the BSc and MChem courses diverge. All students still take the same series of core lectures and option modules (which are chosen at the end of Year 2). Students on the BSc programme carry out a research project, whereas MChem students take an "Advanced practical" course designed to further the skills needed in a research environment.

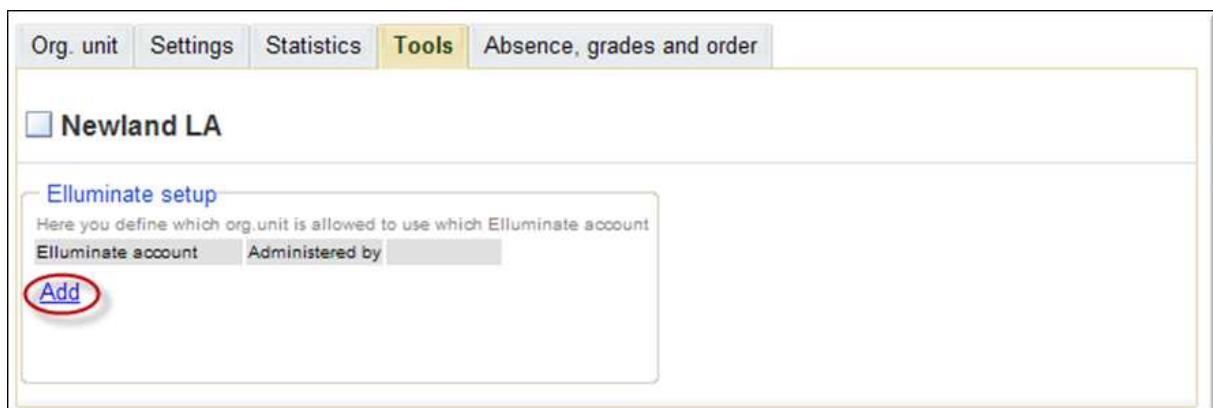
In the admin module the administrator must define which groups and corridors shall have access to the individual Elluminate account.

First select the relevant node/group – for example the school node if the entire school wants to use Elluminate, and then select *Tools*:

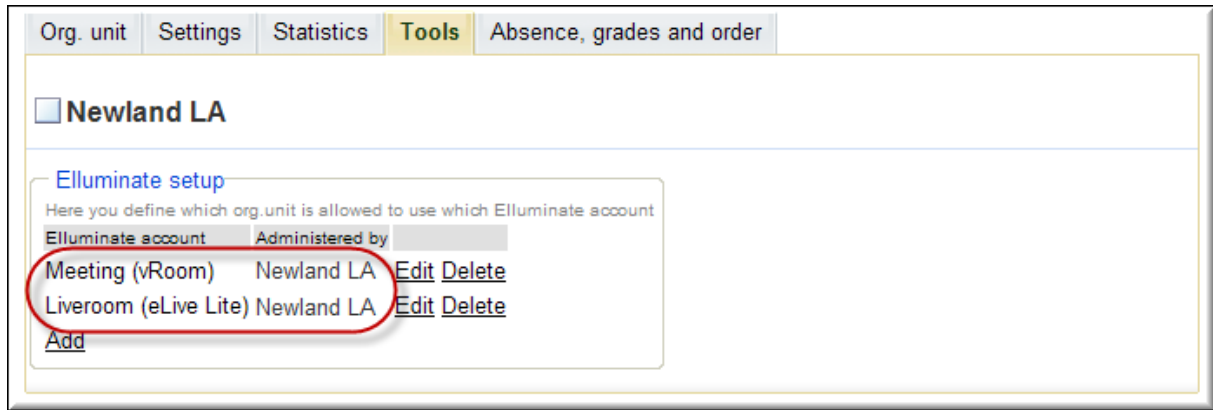
PS: it might be a good idea to administer all the accounts at the school level as this provides you with a better overview.



From the tool *Elluminate setup* select *Add*:



Select Meeting and Liveroom (standard packages). Thereafter select how and to whom Elluminate shall be accessible:



In this case all participants and all rooms from the node Newland LA and downwards would have access to Elluminate.

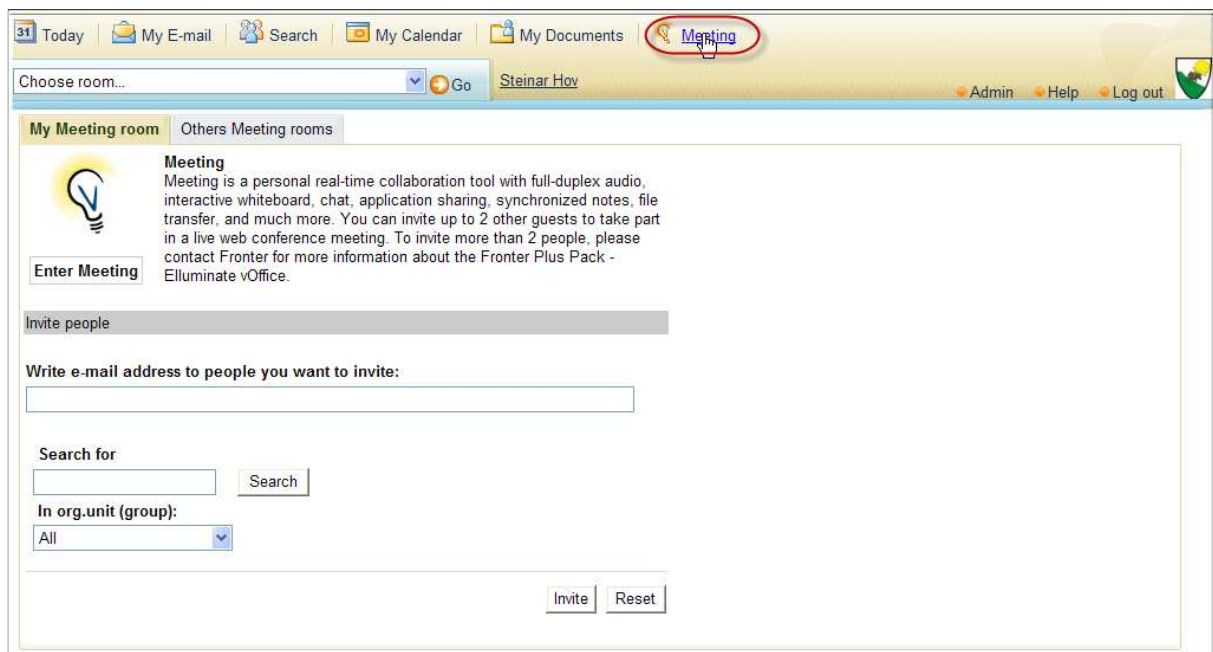
For extended versions (PlusPack):

Proceed in the same manner as described above. When the vOffice version is added (PlusPack for Meeting), select the group that is to have access to the upgraded version. When members of this group select Meeting in their personal rooms they will obtain access to a more advanced version.

If the Live! version is to be added (PlusPack for Liveroom), select the corridor that is to have access to the upgraded version. When the tool Liveroom is added to the room within this corridor, Live! will become available:

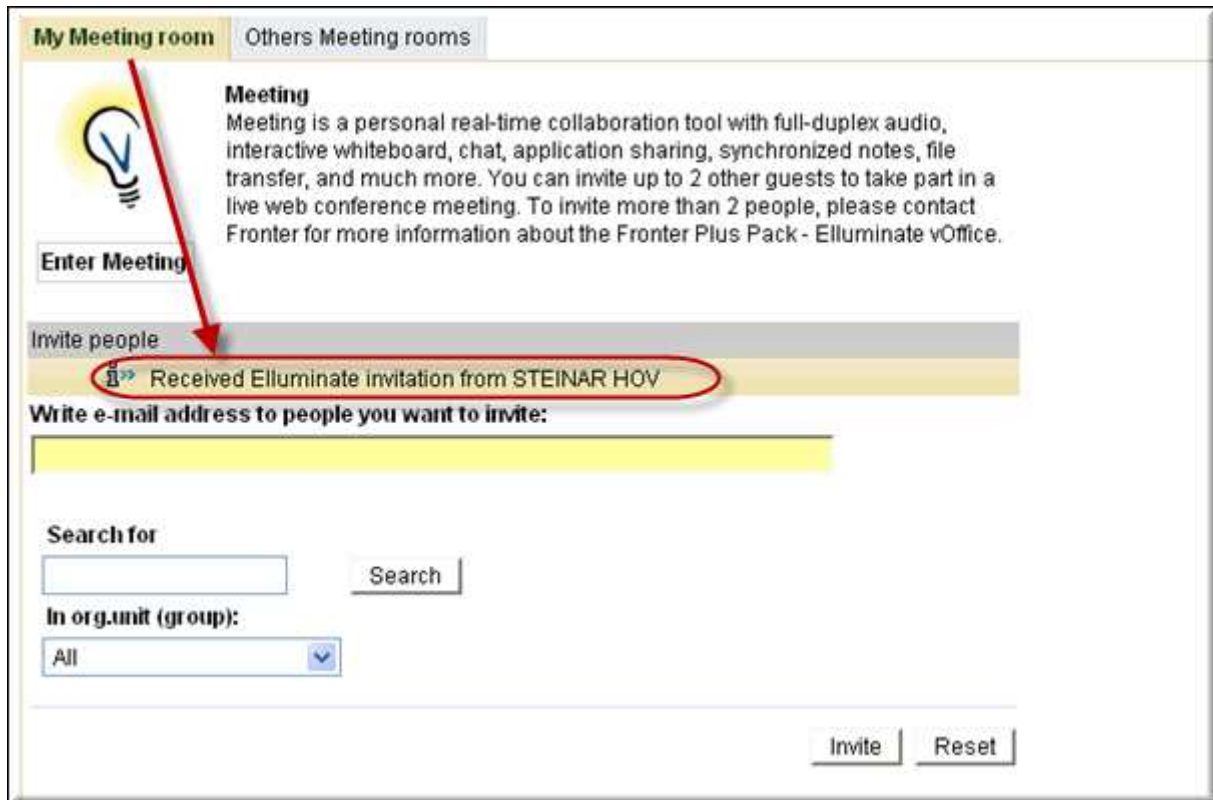
Meeting – how to connect

Each user that has been granted access to *Meeting* will have access to the tool from their personal room:

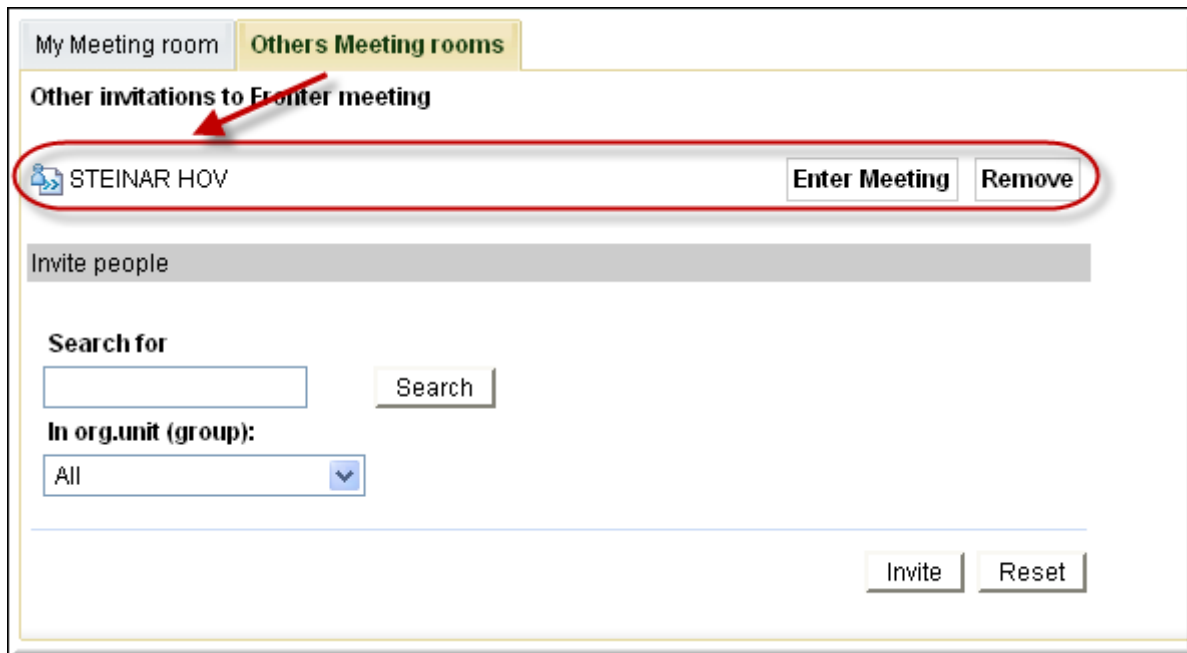


Here you can type in email addresses in the field (to, for example, invite external participants) or search for up to 2 people that have access to your Fronter installation. These people will receive an email with a link to the Elluminate meeting.

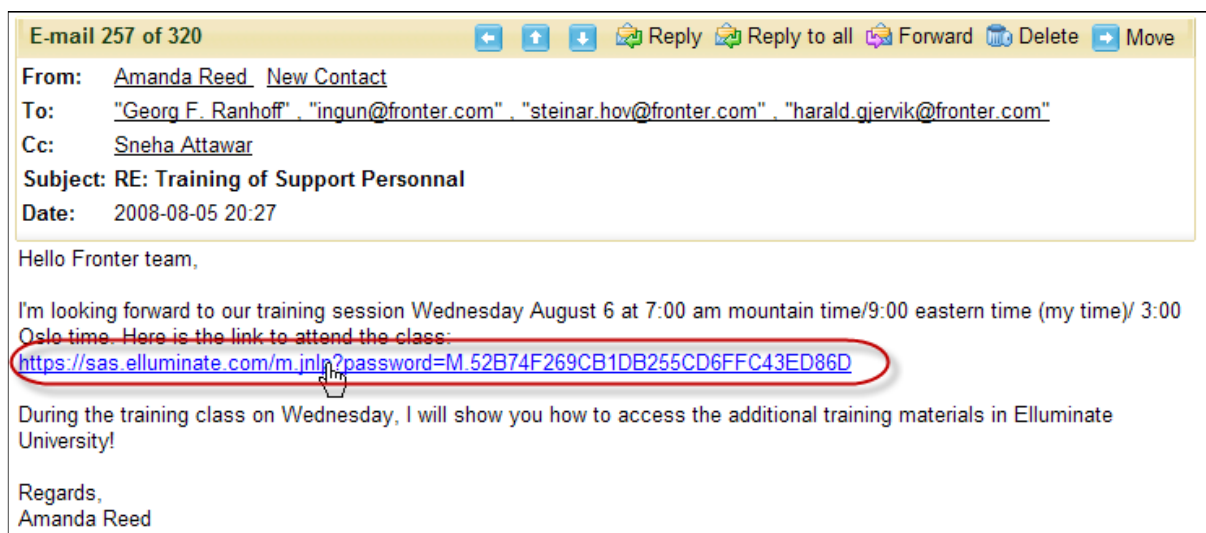
In addition, those that already have access to the Fronter installation via *Meeting* in the personal tool list:



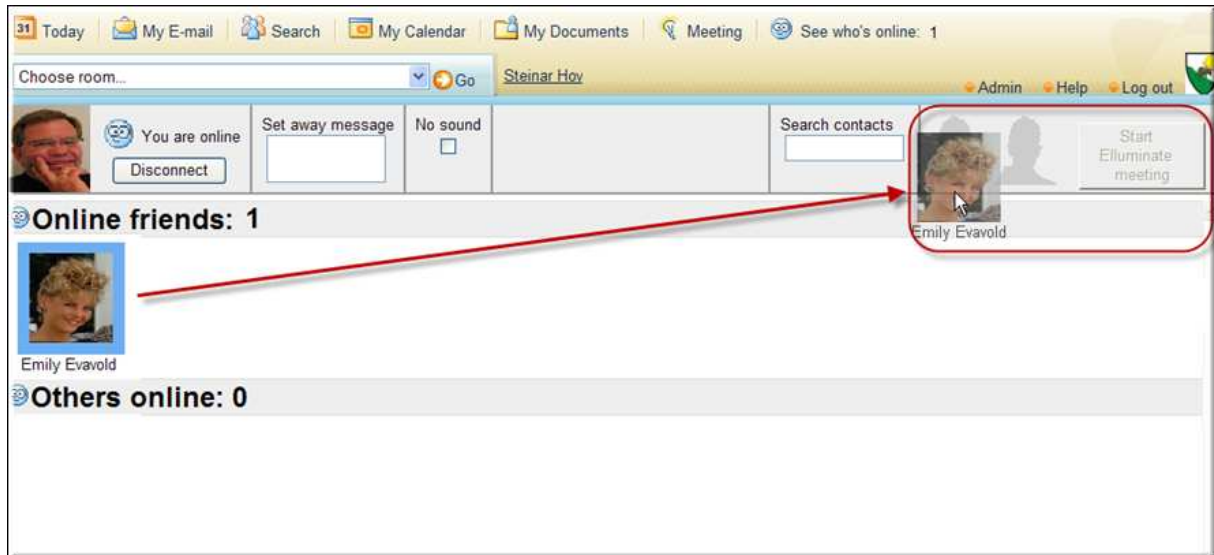
Here we see that Steinar Hov has sent out an invitation to a meeting using an animated information bar. By selecting the tab *Others' meeting room*, the invitation appears and this is where access is obtained:



An email invitation will look like this:



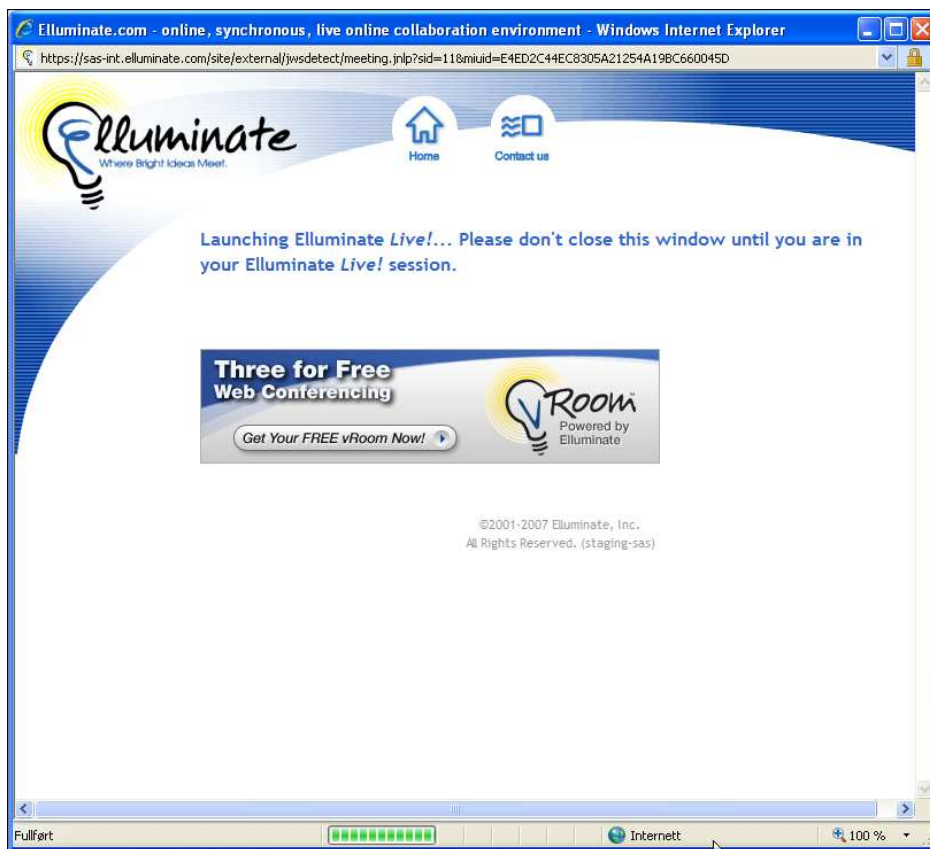
Another way to invite to a meeting is to use the FIM by simply clicking and dragging up to 2 people into the field in the upper right corner.



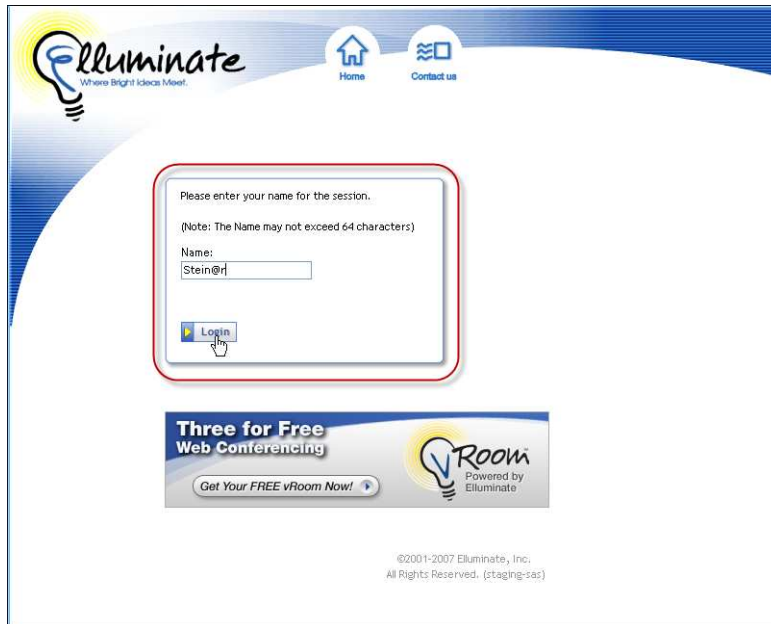
Those invited will get a message in FIM as follows:



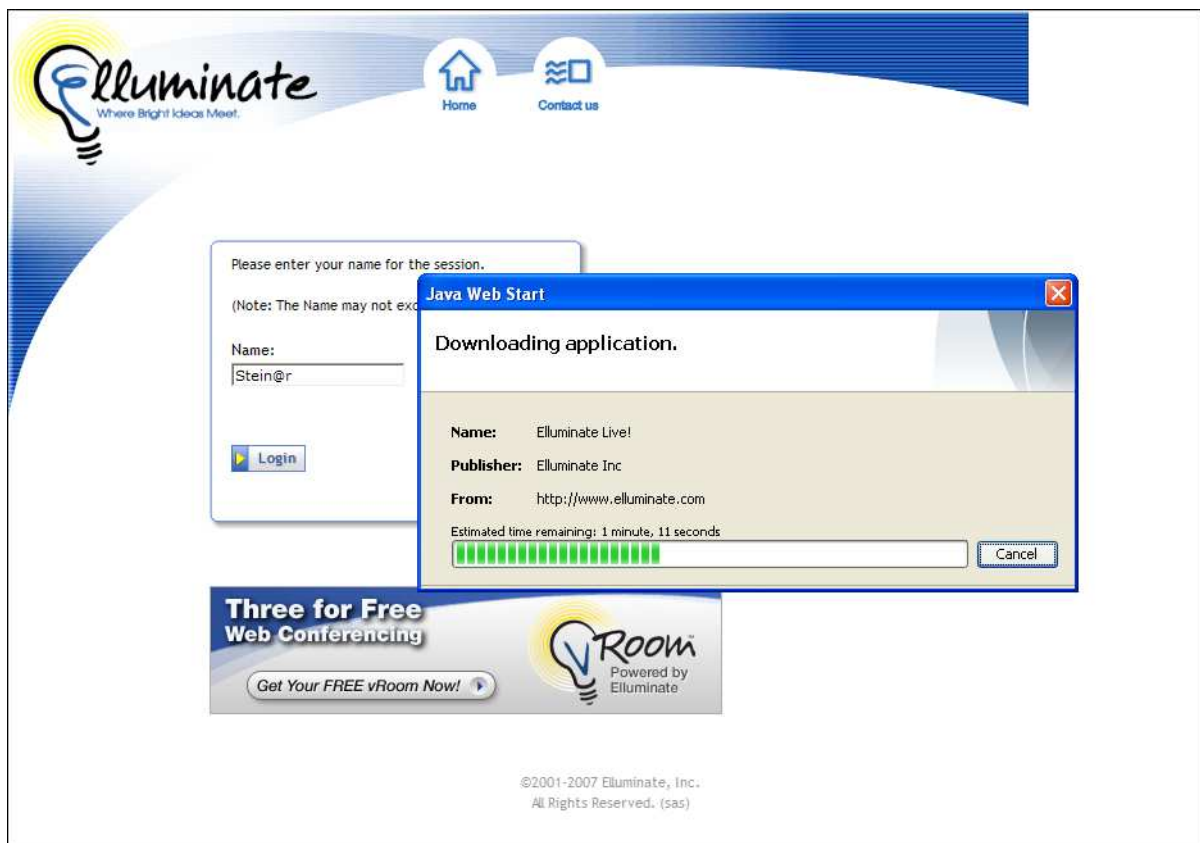
The following screen appears for the person sending the invitation:



You will be asked to provide the name you want to appear as in the meeting:

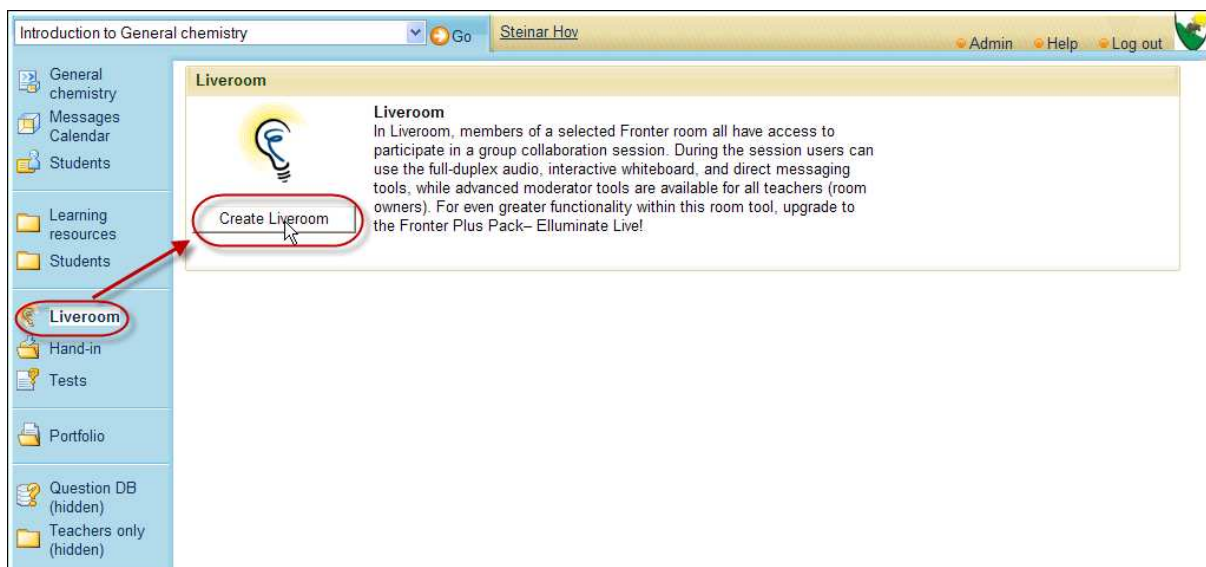


After selecting *Login* the access will be initiated:

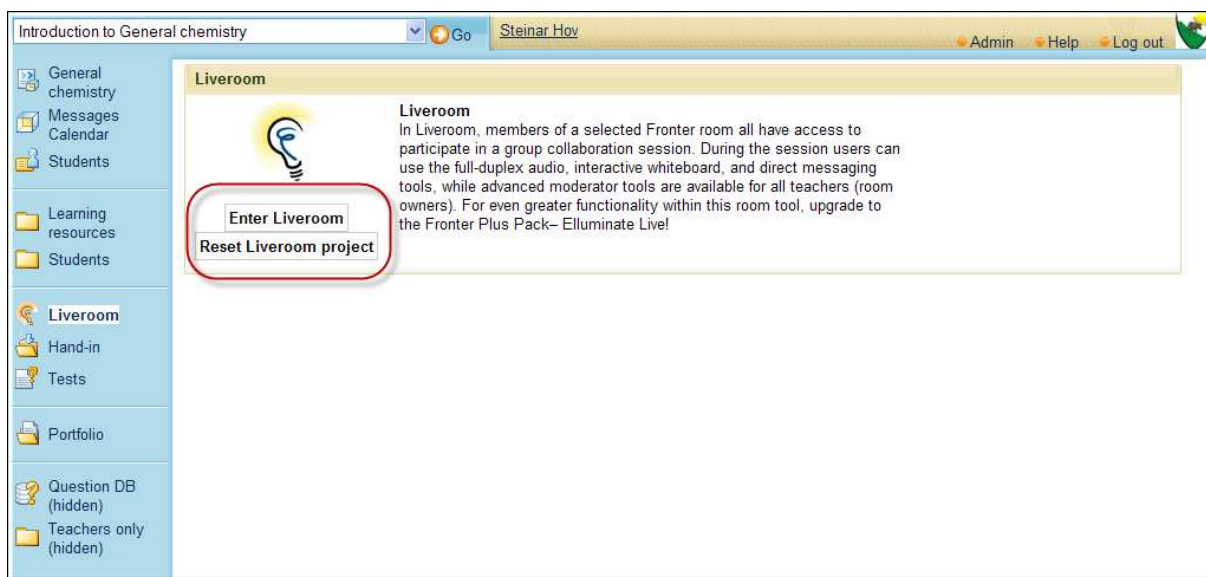


Liveroom – how to connect

We presume that the tool is already added in a relevant room and that all the correct access rights have been granted. The person with teacher rights (room owner) will have the option *Create liveroom*:



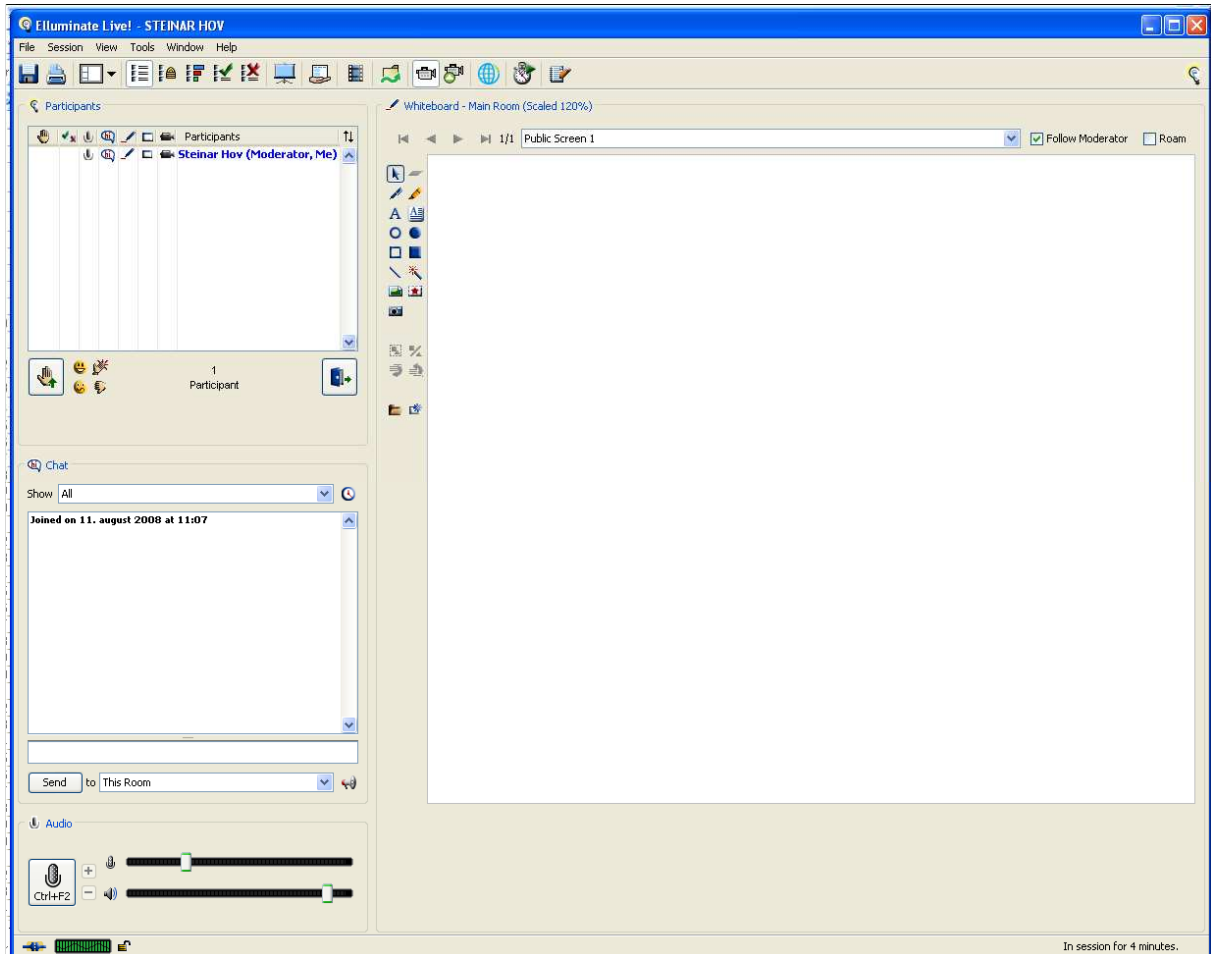
When a Liveroom is created, those that have access to the room can start the session by selecting *Start Liveroom*. The teacher/room owner can also delete rooms already created:



Remember that a *Liveroom* will be valid for one year (default) if it is not deleted manually.

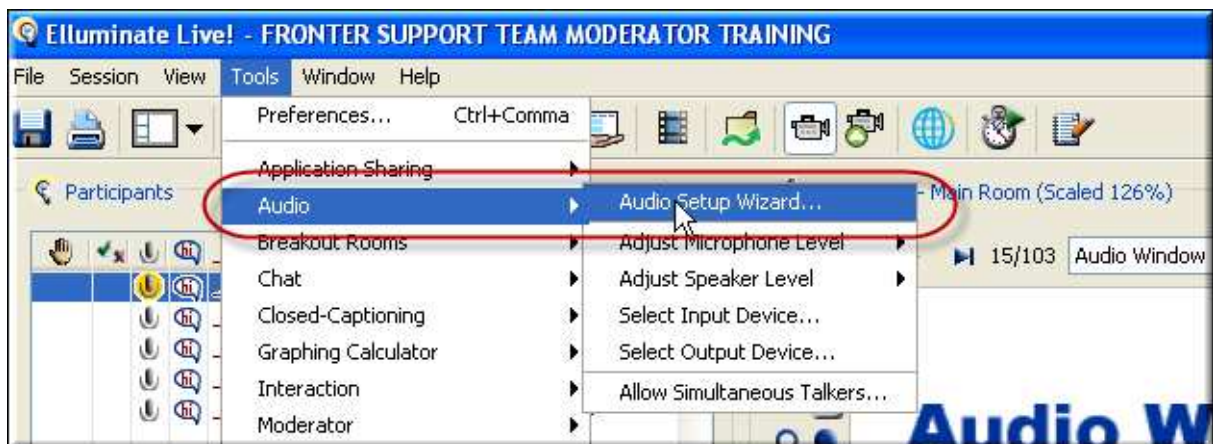
Basic information about the Elluminate window

After connecting to Elluminate the following window appears:



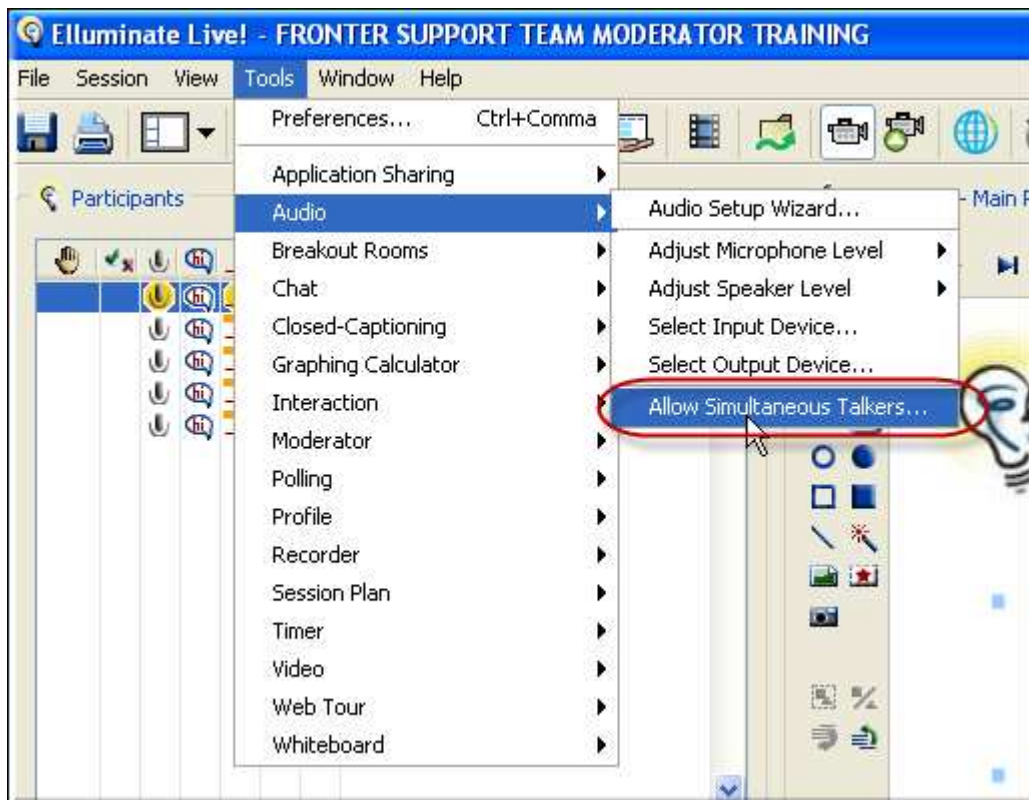
Audio settings

We recommend that you go through the audio setup on your PC before starting to use Elluminate:

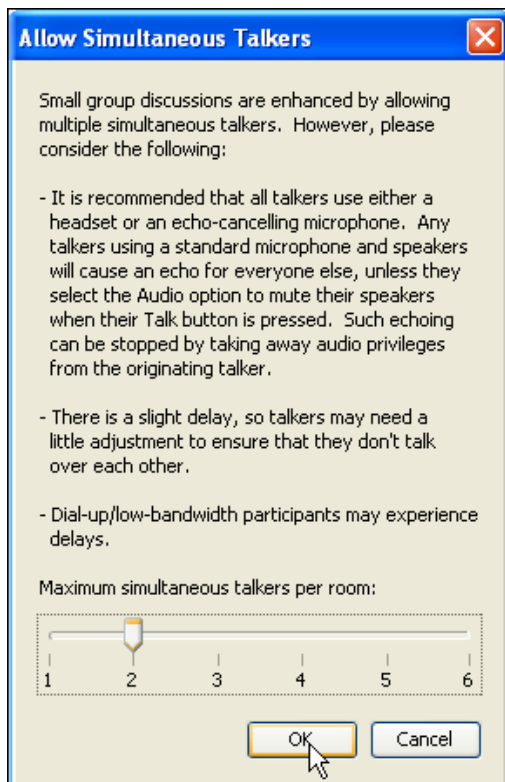


Follow the wizard that comes up in the menu options!

The moderator must also state how many will be using the microphone at the same time:



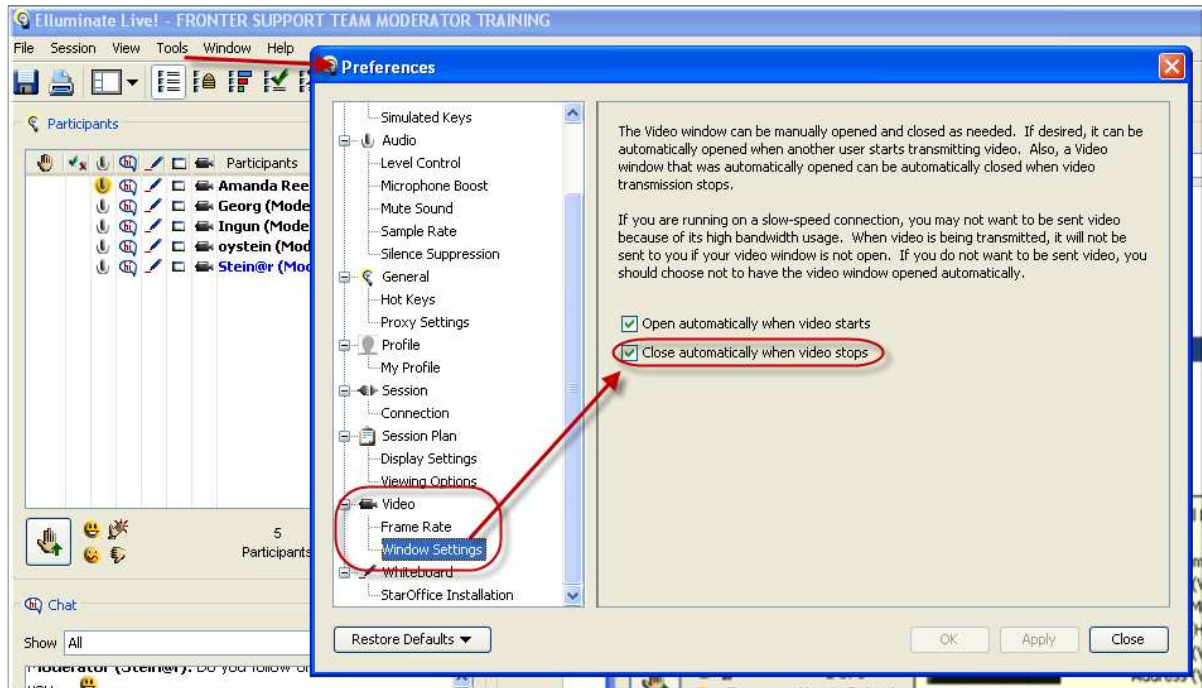
Select how many simultaneous talkers you want to have in the session:



The participants must use a headset for optimal sound quality, and to avoid echoes and other noise interference.

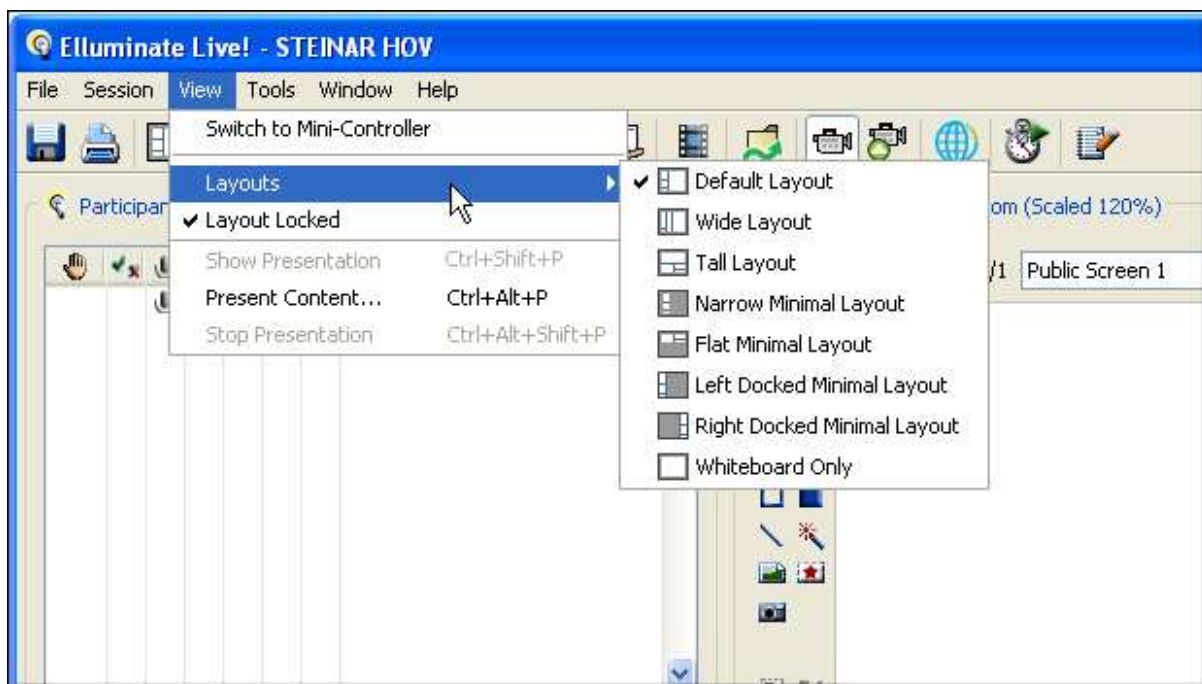
Video (additional function) setting

It might also be practical for videos to be shown and hidden automatically:

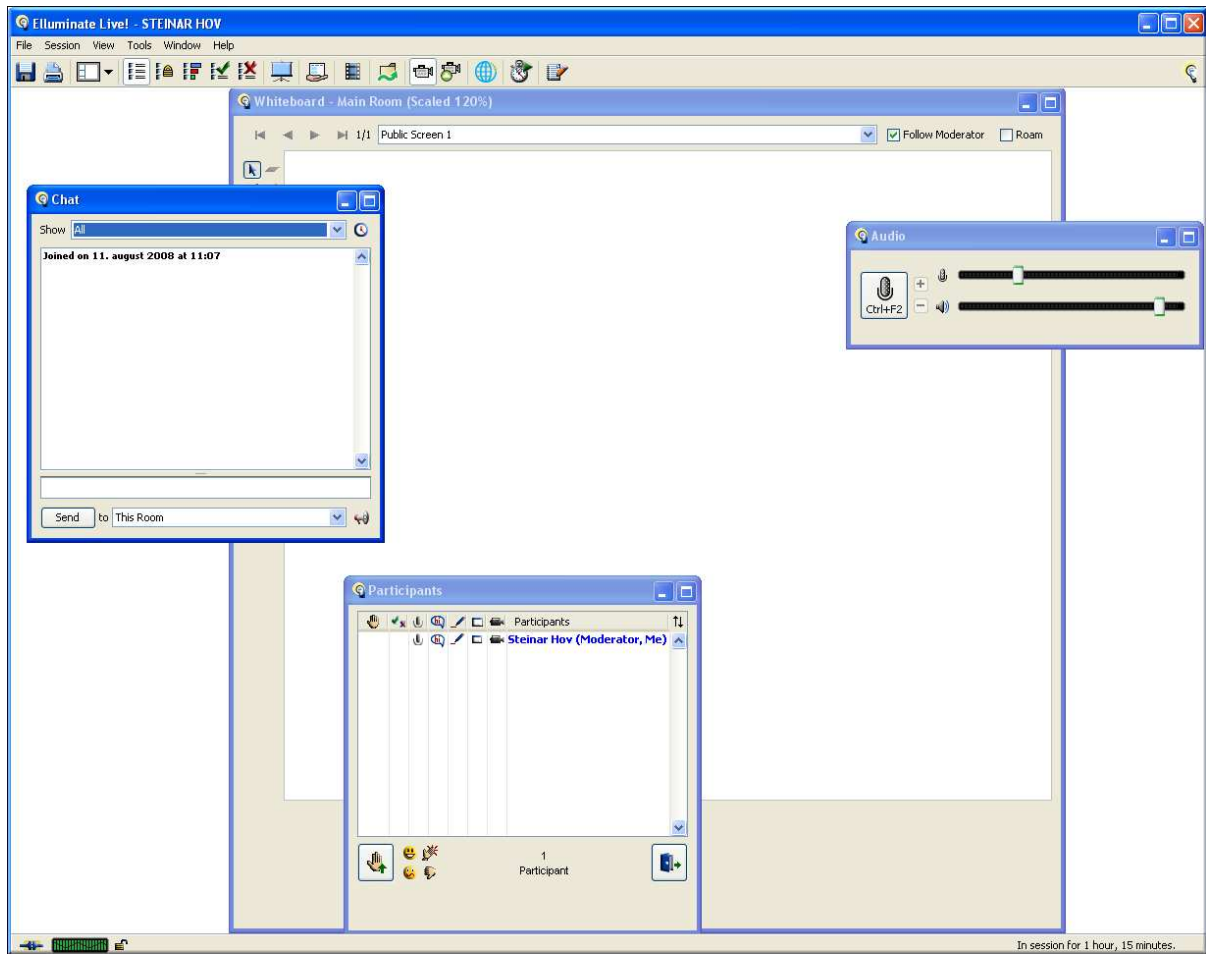


Layout

The toolbar with the camera icon will be placed to the left or on the top depending on the view selected. You can change this via the menu option *View/Layouts*:

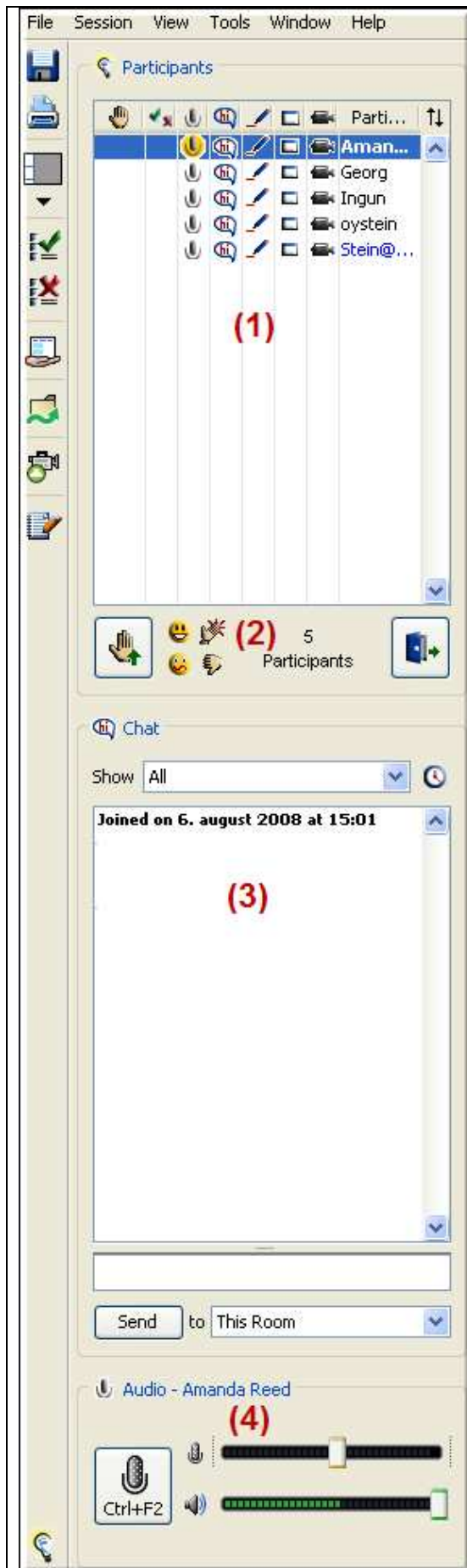


Note the option *Layout Locked*: by removing the tick you can freely move the small windows on the left (chat, audio, etc.) around the screen:



By selecting the tick again they will automatically be moved back to the default position.

We shall now go through the most important elements that make up the Elluminate window.



To the left we see who is connected, what role they are assigned, which tools they are using, etc.

In this case there are 5 participants in the same session (1) and it is Amanda (topmost) that is assigned as *moderator*. This means that she manages everything and has all rights. Those that are assigned this role will see their names highlighted followed by the word '**Moderator**'.

We also see that right at this moment Amanda is talking – the microphone icon is yellow which indicates activity.

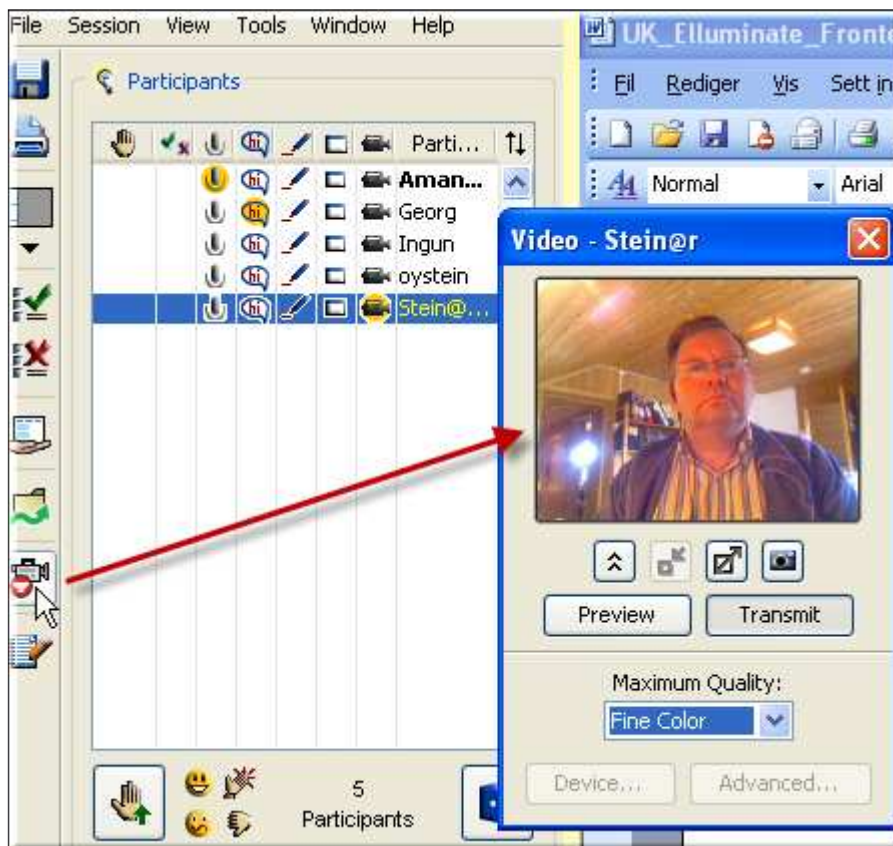
In the centre there are icons that can be used to get attention (2) and a little further down there is a chat window (3).

Right at the bottom we have settings and information concerning the microphone and speaker (4).



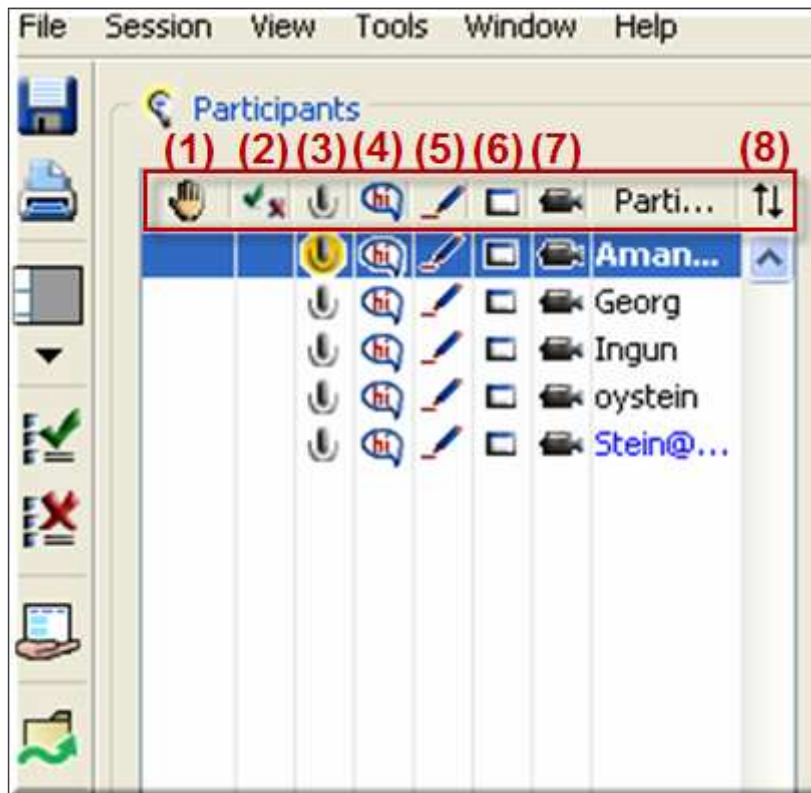
In the event of the moderator wanting to record a session, an icon resembling a tape recorder will appear right at the bottom (additional function).

By clicking the icon for camera those participants with a web camera can be transmitted:

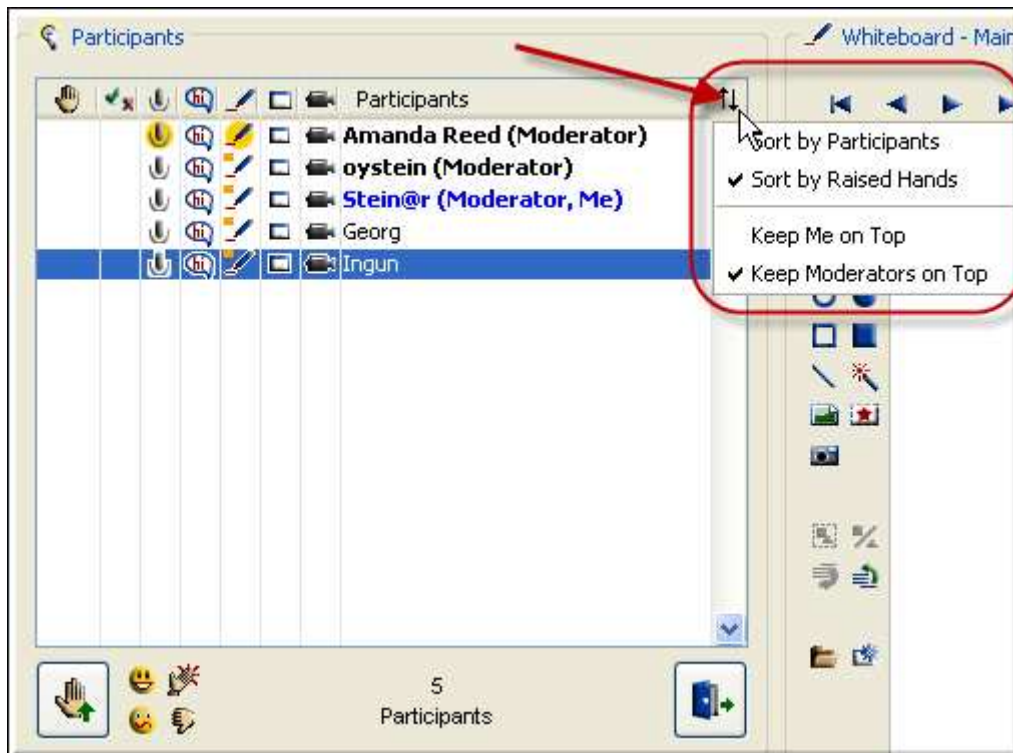


Participants

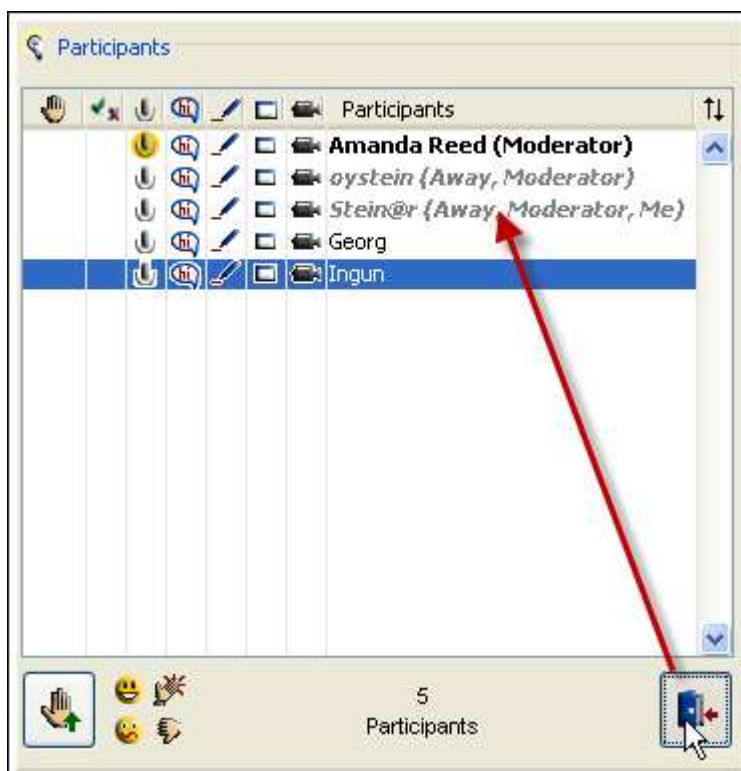
Participants are shown, as previously mentioned, to the left and there is a range of icons for different activities here:



- (1) The different icons activated by the participants are shown here. One possibility could be the *Raise hand* option, an icon for calling attention because a participant has a question or similar.
- (2) Trials, tests and assessments can be created and in this column the answers (icon) given by the individual participants is shown.
- (3) In this case the microphone icon is showing because Amanda is speaking (yellow). Whoever is assigned as moderator can deactivate the participant's microphone by clicking on the individual icons. Alternatively, all the microphones can be deactivated by clicking on the uppermost microphone (the moderator always retains his/hers).
- (4) This icon shows that the chat function is available for everyone.
- (5) There is a common Whiteboard in Elluminate where you can use various drawing tools, run a presentation, etc. The setting in this column determines who can use the Whiteboard.
- (6) It is also possible to share an application such as Fronter, Excel, etc. (*Application sharing*). This means that the moderator can demonstrate how a programme works by the other participants seeing what happens, hearing the moderator's voice, watching videos (additional function) etc.
- (7) This area shows who is allowed to show a video of themselves by using a web camera.
- (8) This is a sorting button:

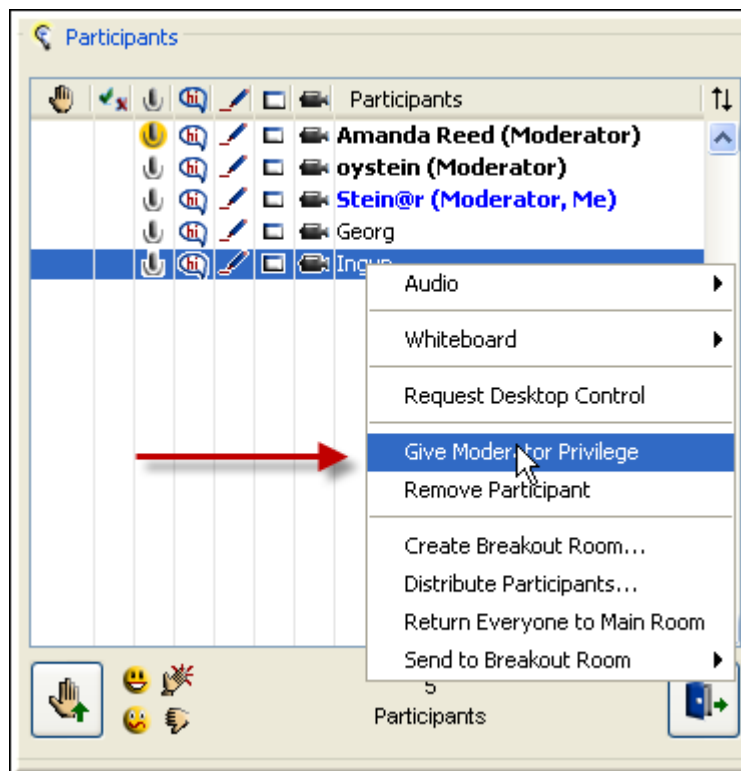


During a session the situation might arise where one or more of the participants need to take a break and this is shown by selecting the door icon:



These participants are shown as faded and the message *Away* appears after the name. Another click on the door icon will bring them online again.

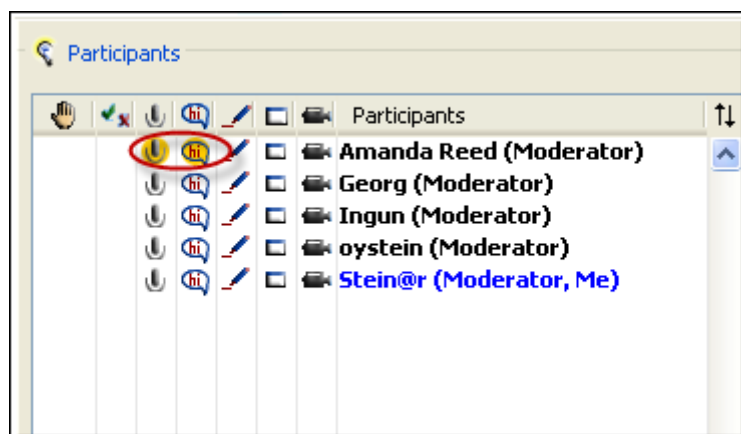
The moderator can invite several to the same role by first clicking on one participant's name. It is thereafter simple to select from the quick menu that is shown after right-clicking the mouse:



Indicators

It is important to follow what the participants are doing – particularly the yellow icons which show the activity.

Here we see that Amanda is talking at the same time as she is chatting in the chat window.



Audio

Dependant on how good the internet connection is the participants can experience delays in the sound. Icons linked to the microphone will appear, dependant on the degree of delays:



The colour codes are as follows:

orange:	delay of 3 – 8 seconds
red and orange:	delay of more than 8 seconds
red:	there is no transfer of sound

None of the participants lose the sound, this is buffered and played at an increased speed to come up to where the other participants are:

Whiteboard

Delays can also be experienced when using Whiteboard.



The colour codes are as follows:

orange:	The participants have received the applicable screen, but parts of it are missing.
red and orange:	The participants have not received the applicable screen from the moderator.

In order to synchronise this for the participants the applicable screen is shown first (e.g. slide 17 of a presentation) and remaining slides are loaded thereafter.

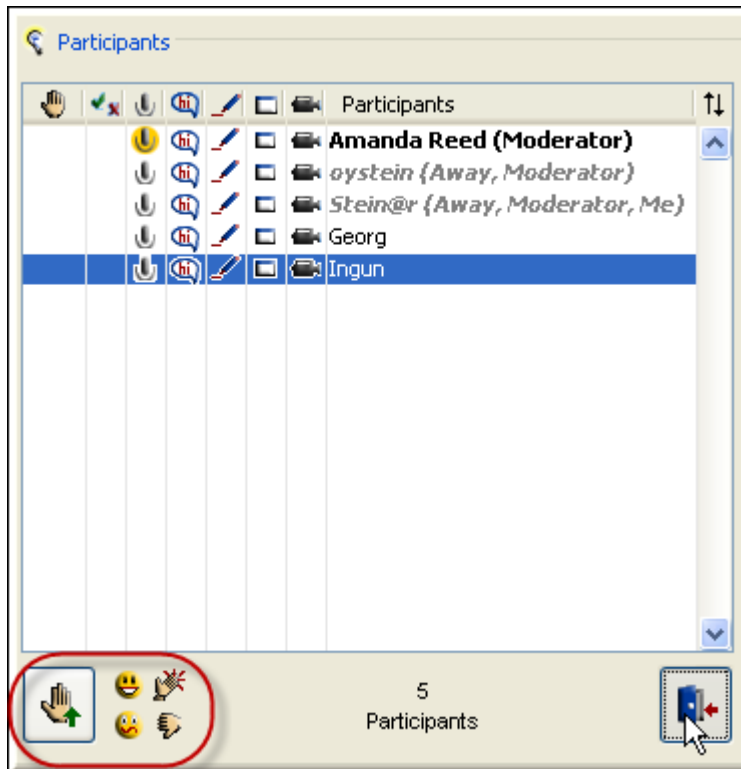
Application sharing (additional function)

The person managing the application sharing will have this indicator:



Icons

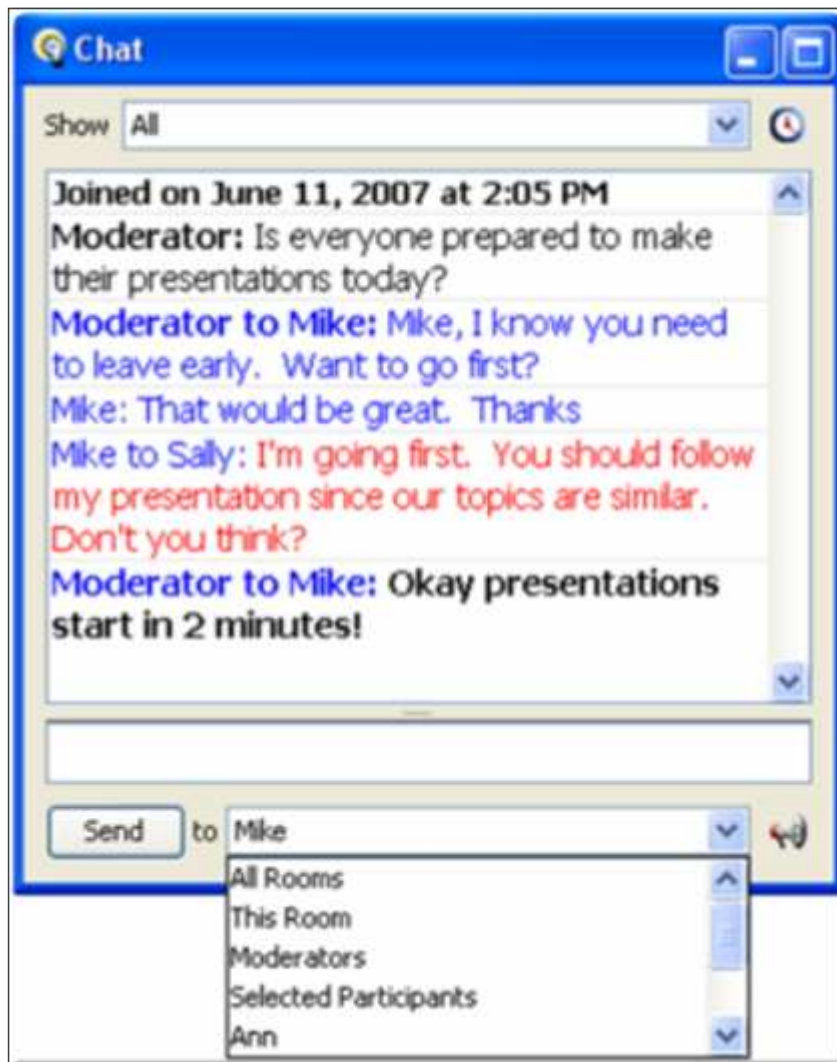
We have access to some icons to give feedback or call attention:



We should make special mention of the *Raise hand* which is often used for the participant to get attention, e.g., in the form of a message in a chat window.

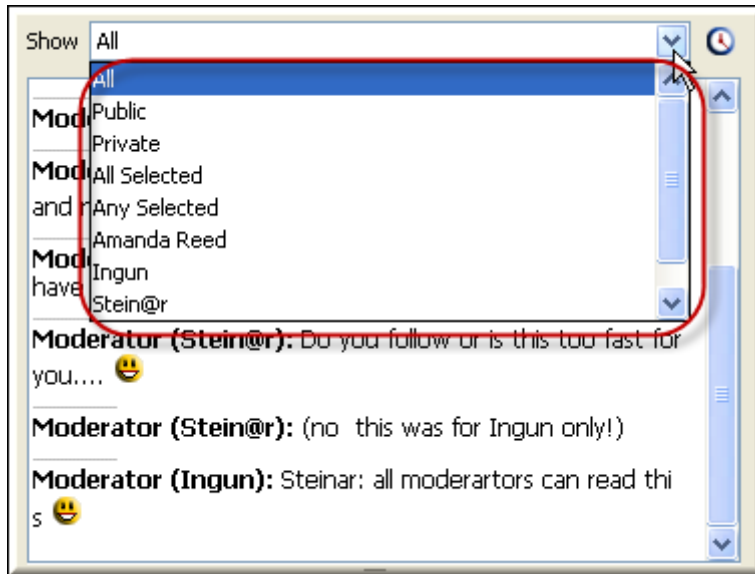
Chat

In the Chat window it is possible to communicate with everyone at the same time, but also one-to-one. The different colours indicate what has been selected:

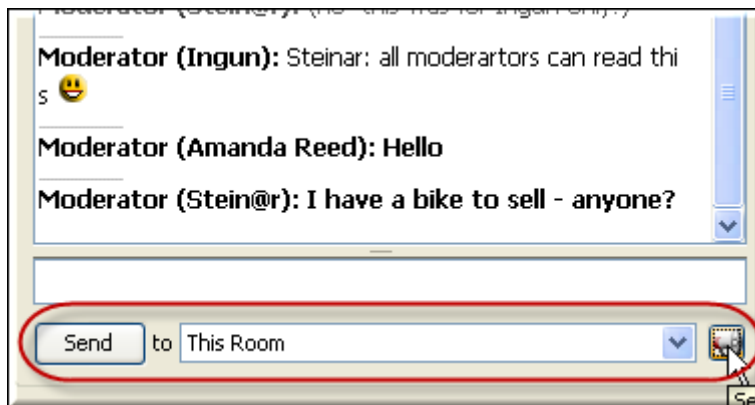


- black: public – visible to all
- blue: private – message is sent to or from you
- red: private – message between to other parties (the Moderator sees all messages)
- bold: enquiry – a dialogue window with a message appears

You can filter messages from the drop down menu (chat):

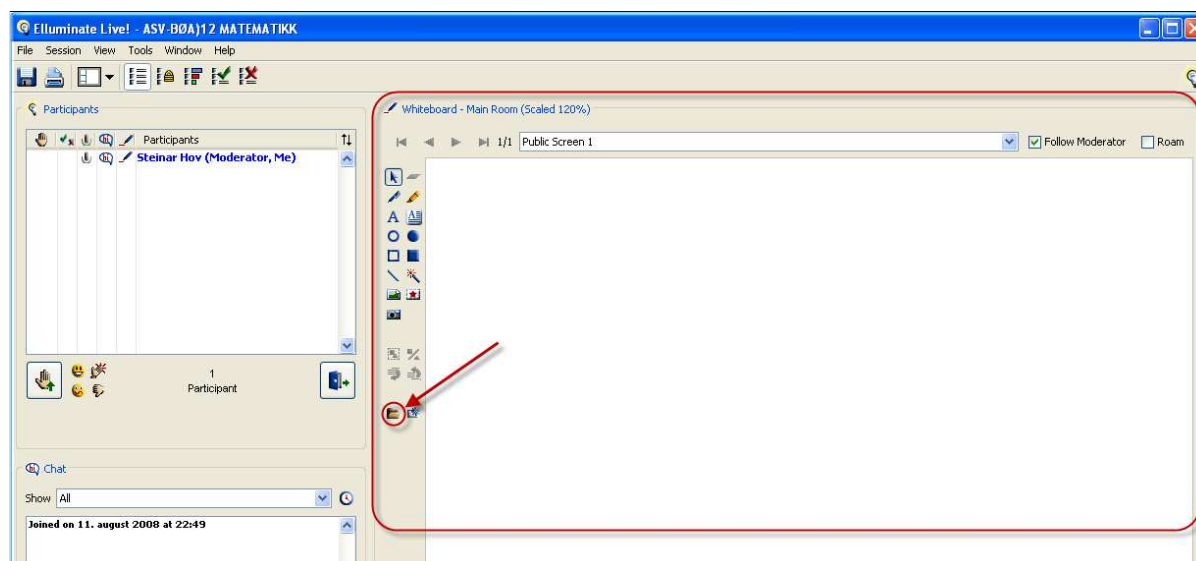


By clicking on the little icon to the right the chat will become an enquiry that everyone can see in the middle of their screens:



Whiteboard

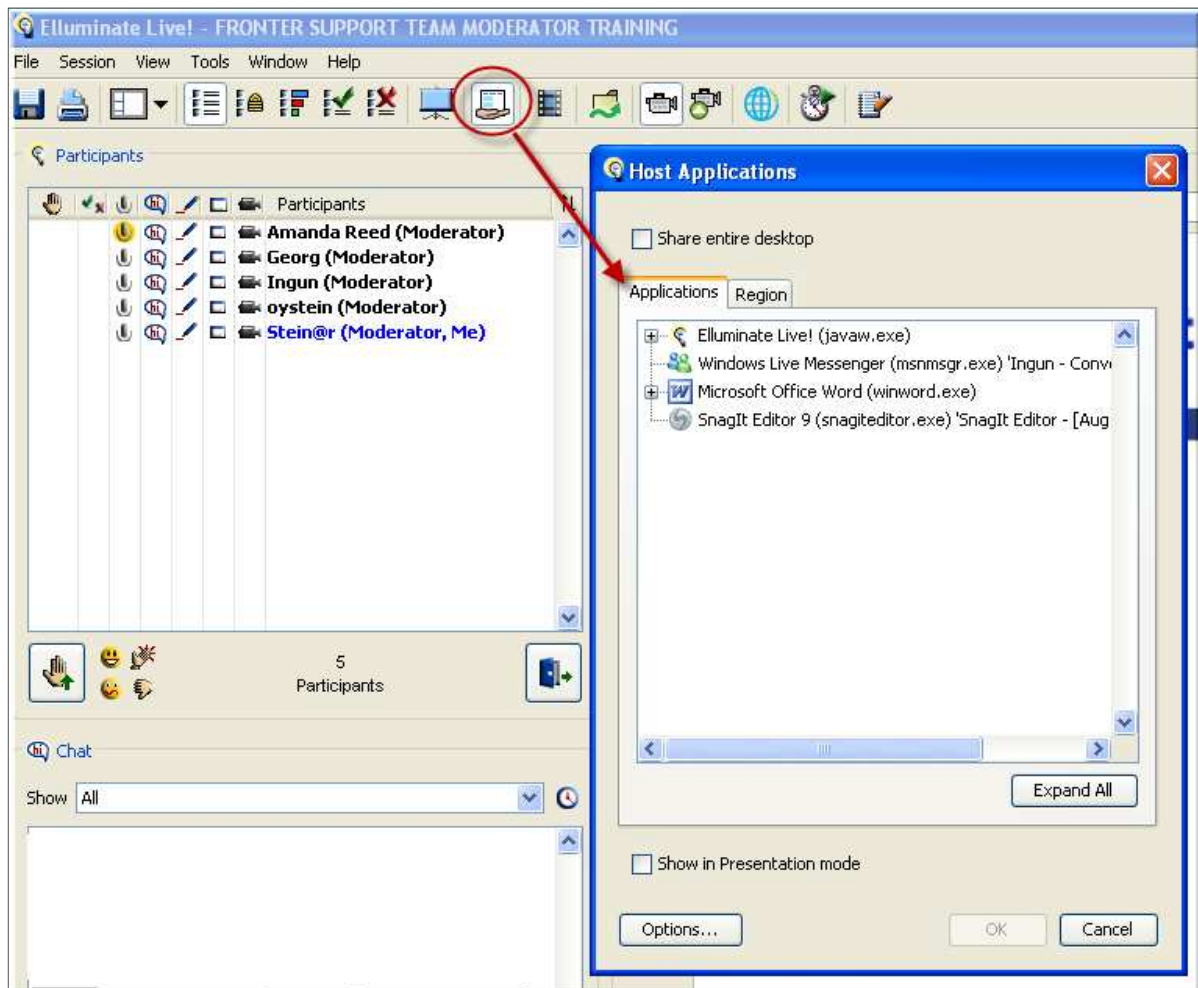
The right side of the window in the Whiteboard area together with the tools:



You will find well-known icons here, but one should be specially mentioned: You can, for example, open a PowerPoint file to be run in the whiteboard area. Please note that animations and transition effects will not be shown here.

Application sharing (additional function)

You can also share an application with participants, the application that must be opened beforehand. This can not be minimised:



You can also allow a participant to take control of your application by first selecting the participant and then right clicking. You will find the option *Give control of Shared Applications*

Version control

Version	Date	Description	Person responsible
82.1	31.08.08	Production of new documentation	Steinar Hov

QA Review

Date	Approved by	Comments
31.08.08	Ingun Vaglid	Reviewed and corrected