



Using the Activity Window

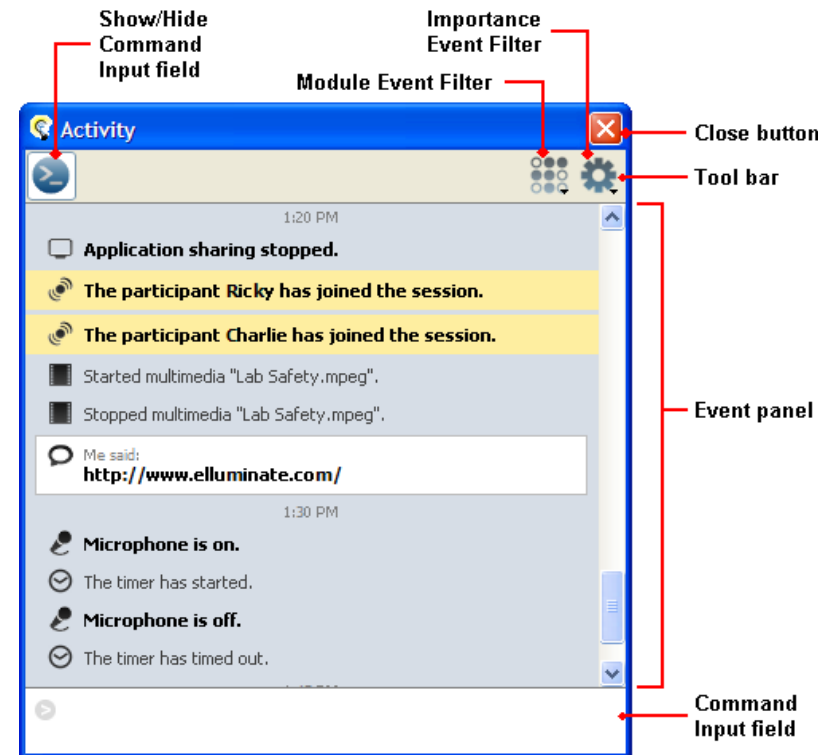
Quick Reference Guide for Moderators

The Activity Window is a stand-alone window in Elluminate *Live!* that reports various events that take place in Elluminate *Live!* through the life of a session. The window has a simple design so you can use a screen reader to navigate through the user interface and read about the events as they occur. The Activity Window also enables you to perform simple functions through a command line interface.

Understanding the Activity Window

Three primary components:

- The **Tool Bar** contains the Show/Hide Command Input Field button, the Module Event Filter and the Importance Event Filter.
- The **Event Panel** reports the events that have occurred in the session.
- The **Command Input Field** enables you to type commands to perform some basic tasks in Elluminate *Live!*



Opening and Closing the Activity Window

Opening and closing the Activity Window is simple so you can access it without your attention being diverted from the session in progress. You also can move, resize or close the Activity Window so it is not obtrusive.

To open or activate (bring into focus) the Activity Window, do one of the following:

- Enter the Accelerator key Ctrl+W
- Select Window > Activity

To close the Activity Window, do one of the following:

- Enter the Accelerator key Ctrl+W

Displaying Events

Notable events that occur in an Elluminate *Live!* session are displayed in the Event panel of the Activity Window. By default, events of all Elluminate *Live!* modules are displayed and the approximate time each event occurred is noted. Moderators can see all events and Participants can see only a subset of events.

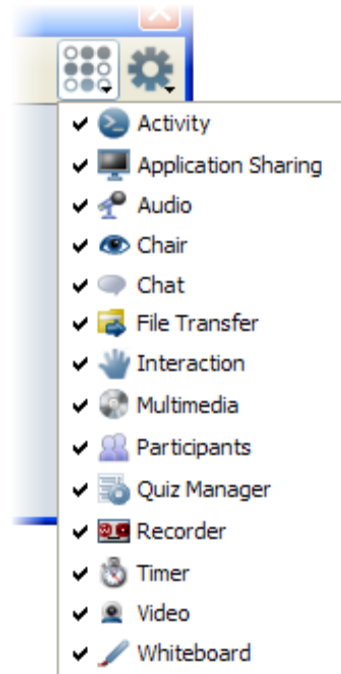
When a new event is reported, keyboard focus stays at the last place you had it (the last cursor position is maintained and the window will not scroll to the new message at the bottom). You need to manually move focus to the new event using your arrow keys or scroll bar so you can read the new text.

Filtering Events for Display

You can select which events you want displayed in the Event panel through the button menus in the Activity Window or through the Event Filtering preferences panel.

The filtering options set in the Event Filtering Preferences panel *always* override the filtering set in the Activity Window menus.

The Activity Window has two button menus you can use to select the events that you want to be displayed: the Module Event Filter and the Importance Event Filter.



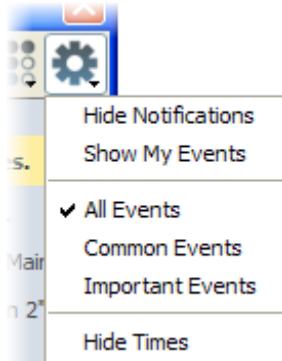
Module Event Filter

The Module Event Filter is used to include or exclude all events associated with a particular Elluminate *Live!* module. By default, all modules are included. To open the Module Event Filter menu, click on the **Module Event Filter** button in the tool bar. To exclude events of a module, de-select the module name from the menu: Activity, Application Sharing, Audio, Chair, Chat, File Transfer, Interaction, Multimedia, Participants, Quiz Manager, Recorder, Timer, Video and Whiteboard.

To turn display of a module's events back on, select the module name again.

Importance Event Filter

The Importance Event Filter is a menu that enables you to filter events based on what is important or relevant. It also has an option to turn off/on the time stamps that appear in the Event panel. To open the Importance Event Filter menu, click on the **Importance Event Filter** button in the tool bar. The menu has the following options:



Hide/Show Notifications – Notifications are system messages sent by Elluminate *Live!* to alert users when certain events occur: Participant joined the session, Chair privileges granted and Chat announcement sent or received.

By default, notifications **will** be displayed in the Event panel. If you don't want Notifications displayed in the Event panel, select *Hide Notifications*. The menu item will change to *Show Notifications*; select this to turn display of Notifications back on.

Show My Events – By default, the events that you triggered (e.g., raise your hand or turn on your microphone) **will not** be displayed in the Event panel. If you want to display these events in the Event panel, select *Show My Events*. The menu item will change to *Hide My Events*; select this to turn display of your events back off.

All Events – By default, all events are displayed in the Event panel. If you don't want to see all events, select either *Common Events* or *Important Events*.

Common Events – Select this option to display all events except the interaction events: Raise Hand/Lower Hand, Stepped Away/Came Back buttons and the emoticons Laughter, Applause, Confusion and Disapproval.

Important Events – Select this option to display only a small subset of events, such as when a user has joined a session or when you have received a Chat message.

Hide Times – Select this option to turn off/on the time stamps that appear in the Event panel.

Event Filtering Preferences Panel

If you want to filter events at a greater level of granularity than is offered by the Module Event Filter, you can do so in the Event Filtering Preferences panel.

Open the Preferences dialog:

1. From the Tools menu, select Preferences (PC) or Elluminate *Live!* select Preferences (Mac)
2. In the left pane of the Preferences dialog, select Activity > Event Filtering. The Event Filtering preferences panel appears. The events are listed according to the module to which they belong.

Select the desired option for each of the events listed under the module names. *Normally* is the default option.

