Leader Quick Reference Card

Audio and Speaking Controls

To speak during a session:

1. Select and hold down the **Control (Ctrl)** key on your keyboard

OR

- Select and hold down

OR

- Select the **Lock to Talk** button to speak for an extended time.

NOTE: When you are speaking, a yellow highlight appears around your microphone. To stop your audio, release the key or button you are using to speak.

Sending Text Chat

Text Chat

1. Select the **Text Chat** button
2. Use the **To:** drop-down menu to determine who you want to send the message
3. Type a message in the **Message** text box
4. Select the **Send** button to send your message to the intended recipient(s)

Promoting a Participant to a Co-presenter

1. Right-click on a Participant's name in the Participants Panel.
2. Select **Promote to Co-Presenter** from the menu.

Demoting a Co-presenter to a Participant

1. Right-click on a Co-presenter's name in the Leader and Co-presenter Panel.
2. Select **Demote to Participant** from the menu.

Sharing an Application

Appshare

1. Launch the application to host.
2. Click the **Appshare** button.
3. Select the application(s) to host, and select the **OK** button.
4. Interact with the application or use the Appshare markup tools.
5. Select a different Agenda item or toolbar button/menu bar item to stop Appshare.

Record/End
Select to stop and start the Recorder.

Pause
Select to pause the Recorder.

Step Out/Return
Select to temporarily step out of the session.

Appshare
Select to launch the Appshare tool.

Agenda
Select to return to the Agenda after using one of the tools.

Survey
Select to create or display a survey question.

Web Safari
Select to launch the Web Safari tool.

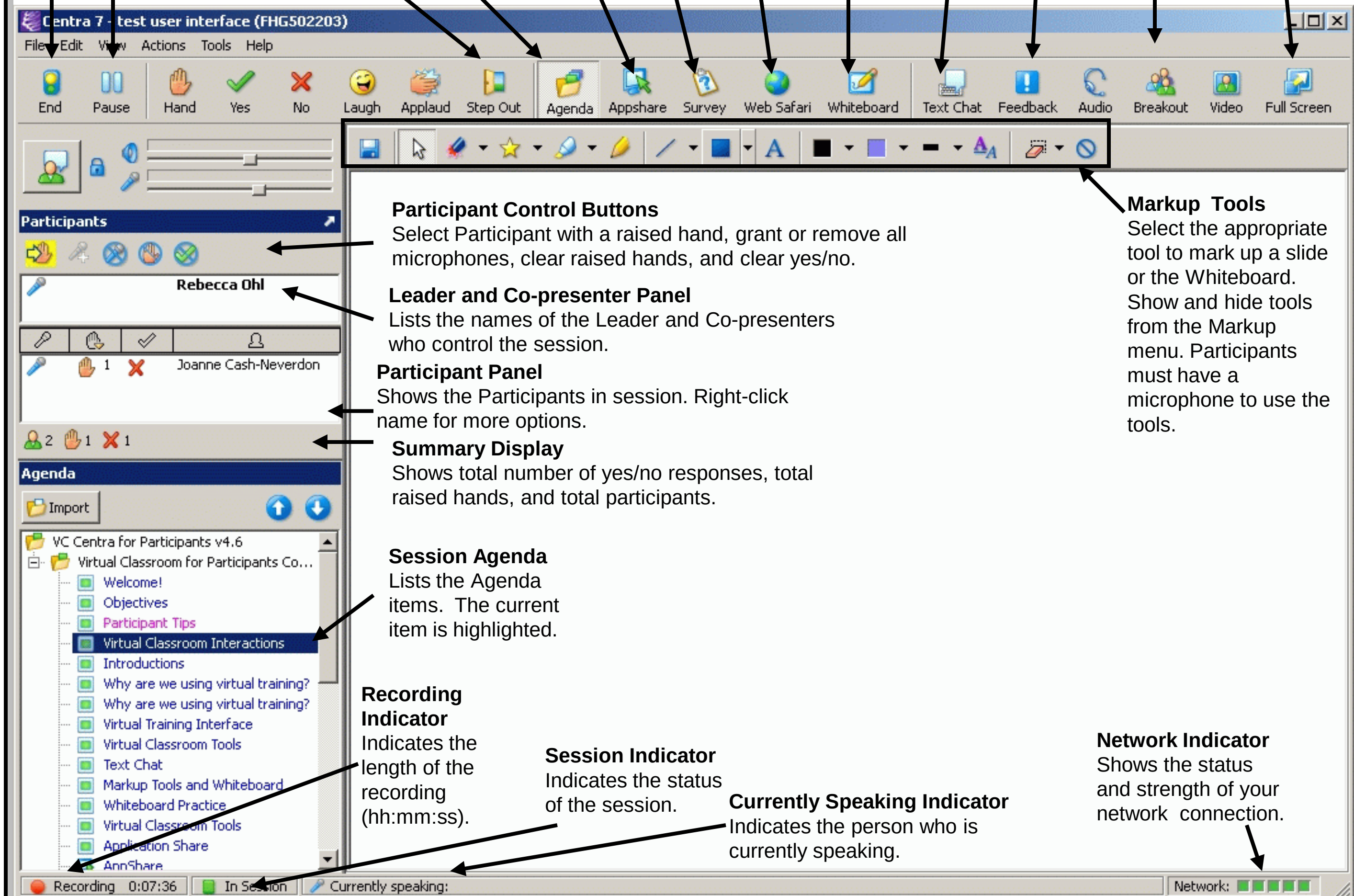
Whiteboard
Select to launch the Whiteboard tool.

Text Chat
Select to open the text chat window.

Feedback
Select to read Participant feedback.

Breakout
Select to set up for breakout room sessions

View Screen
Select to view the Media Window in a full screen. Select again to return Media Window to default size.



Markup Tools
Select the appropriate tool to mark up a slide or the Whiteboard. Show and hide tools from the Markup menu. Participants must have a microphone to use the tools.

Participant Control Buttons
Select Participant with a raised hand, grant or remove all microphones, clear raised hands, and clear yes/no.

Leader and Co-presenter Panel
Lists the names of the Leader and Co-presenters who control the session.

Participant Panel
Shows the Participants in session. Right-click name for more options.

Summary Display
Shows total number of yes/no responses, total raised hands, and total participants.

Session Agenda
Lists the Agenda items. The current item is highlighted.

Recording Indicator
Indicates the length of the recording (hh:mm:ss).

Session Indicator
Indicates the status of the session.

Currently Speaking Indicator
Indicates the person who is currently speaking.

Network Indicator
Shows the status and strength of your network connection.

Leader Quick Reference Card

As a Leader in the virtual classroom, you use the features and tools available to work with Participants in real-time, online sessions. Use the Leader Quick Reference Card to view tool and tip information at a glance. You may want to keep this reference card nearby to reference.

AGILE Help Desk

301-227-8400

DSN 312-287-8400

Best Practices Include:

Before you begin the session

- Become familiar with the session content.
- Determine assignments if working with a Co-presenter.
- Notify your colleagues that you are attending a recorded online session.
- Place a **Do Not Disturb** sign outside your work area.
- Sit in a quiet area without distractions.
- Close other computer applications including email.
- Attend the synchronous session at least 30 minutes prior to the start time.
- Run the Audio Wizard to configure your speakers and microphone 30 minutes prior to the start time. To run the Audio Wizard, select the **Tools** menu bar option and **Audio Wizard** from the drop-down menu.

During the session

- Make sure you can hear Participants at all times. Run the Audio Wizard if you encounter problems.
- Make sure Participants can hear you, and Co-presenters, and each other clearly.
- Open your text chat to converse with Co-presenters and Participants.
- Close you session and log in again if you experience technical problems such as your interface freezing, difficulty with your network connection, or audio.
- Speak clearly and with animation to engage the Participants.
- Give explicit directions to Participants.
- Connect with your audience as often as possible by prompting a form of interaction every 3 to 5 minutes (e.g., raising hands, talking, text chatting, asynchronous exercises).
- Encourage participants to interact with each other and view each other as resources.
- Keep your interactions varied by using the different interaction tools provided.
- Clear Yes, No, and Raise Hand icons once they are no longer needed.
- Take a ten to fifteen minute break at least every ninety minutes of the session.
- Remind Participants to select the **Step Out** button if necessary. Tell Participants to reselect the **Step Out** button to join the session.
- Ask for pacing and comprehension feedback as needed.

Recording Reminder

Coordinate the logistics of the recording with the Co-presenters. Determine who will begin, pause, stop, and publish the recording.

After the session

- Play back the recording of the session to review the presentation and identify ways to continue to enhance your synchronous training presentation skills. Select the **Past** tab on your **My Schedule** page, find the event to play back, and select the **Playback** link.