

iLinc Attendee Overview



iLinc Attendee Overview

- Show attendees all of the tools available to them
 - How to Register for an event
 - How to set up their computer in advance
 - Audio Settings and use of headset to speak
 - Hide picture to see more attendees
 - Raise Hand
 - Public Chat
 - Private Chat
 - Undock window and other ways to configure screen
 - Presenter will know if their attention is diverted



How to Register for an event

- To register for an event go to <http://snipurl.com/apcugwebinar>
- https://apcug.ilinc.com/perl/ilinc/lms/event.pl?div_view=reg&event_user_id=
- You will see this; put a checkmark in the event you want to attend and click Register button (not tab)

Public Sessions

To register, check the item(s) to register for and then click the "Register" button below the list of items.

Register Join

<input checked="" type="checkbox"/>	TYPE	SESSION NAME	▼ DATE/TIME (EASTERN TIME)	STATUS	SEATS	ACTIONS
<input checked="" type="checkbox"/>		Google Calendar for SEMCO	10/09/2011 02:15 PM		1496	

Page 1 of 1 1 of 1 selected Results 1-1 of 1 | Show 10

Register

How to Register for an event

- You will see this. Fill in First and Last Name and email address, and press Submit

Public Sessions

You are registering for:

NAME	DATE/TIME (EASTERN TIME)
Google Calendar for SEMCO	10/09/2011 02:15 PM (1 hr 30 mins)

Enter the information and then click the "Submit" button.

(* required)

* First Name:

* Last Name:

* E-mail Address:

You will receive an email

From: Don Singleton
Date: Thursday, September 29, 2011 8:49 AM
To: norman thudpucker
Subject: iLinc Webinar Invitation: Quick test by DJS

Hi norman,

Here is the login information for your iLinc webinar.

Webinar Details:

Add this webinar to your calendar: <https://apcug.ilinc.com/calendar/ppppvkm/zykkymc>

Title: Quick test by DJS

Date & Time: 09/29/2011 at 10:00 AM Eastern Time

Duration: 1 hour(s)

Leader: Don Singleton

Join this webinar:

Your Personal Join Link: <https://apcug.ilinc.com/join/ppppvkm/zykkymc> (do not forward to others)

Want to prepare your system ahead of time? <https://apcug.ilinc.com/systest/ppppvkm>

Need assistance? Click [here](#).

Learn More about iLinc Web Conferencing at www.ilinc.com

- Click the link in the red area to set up computer

When it is time, click the link to join the meeting

You can usually join 20 minutes early

From: Don Singleton
Date: Thursday, September 29, 2011 8:49 AM
To: norman thudpucker
Subject: iLinc Webinar Invitation: Quick test by DJS

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Need assistance? Click [here](#).

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You may be asked to enter your email address. If so be sure to use the one the invitation was sent to, so the system will know to associate you with the invitation

Join Session

Enter the information and then click the "Submit" button.

QUICK TEST BY DJS

(* required)

* First Name:

* Last Name:

* E-mail Address:

Remember me on this computer

It will open a new browser window

Joining Session

You are being connected to the iLinc session...

Need assistance? Click [here](#).

- Once you get the next screen, and are then in the session, you can close this browser window

This will appear while it is
opening the iLinc session

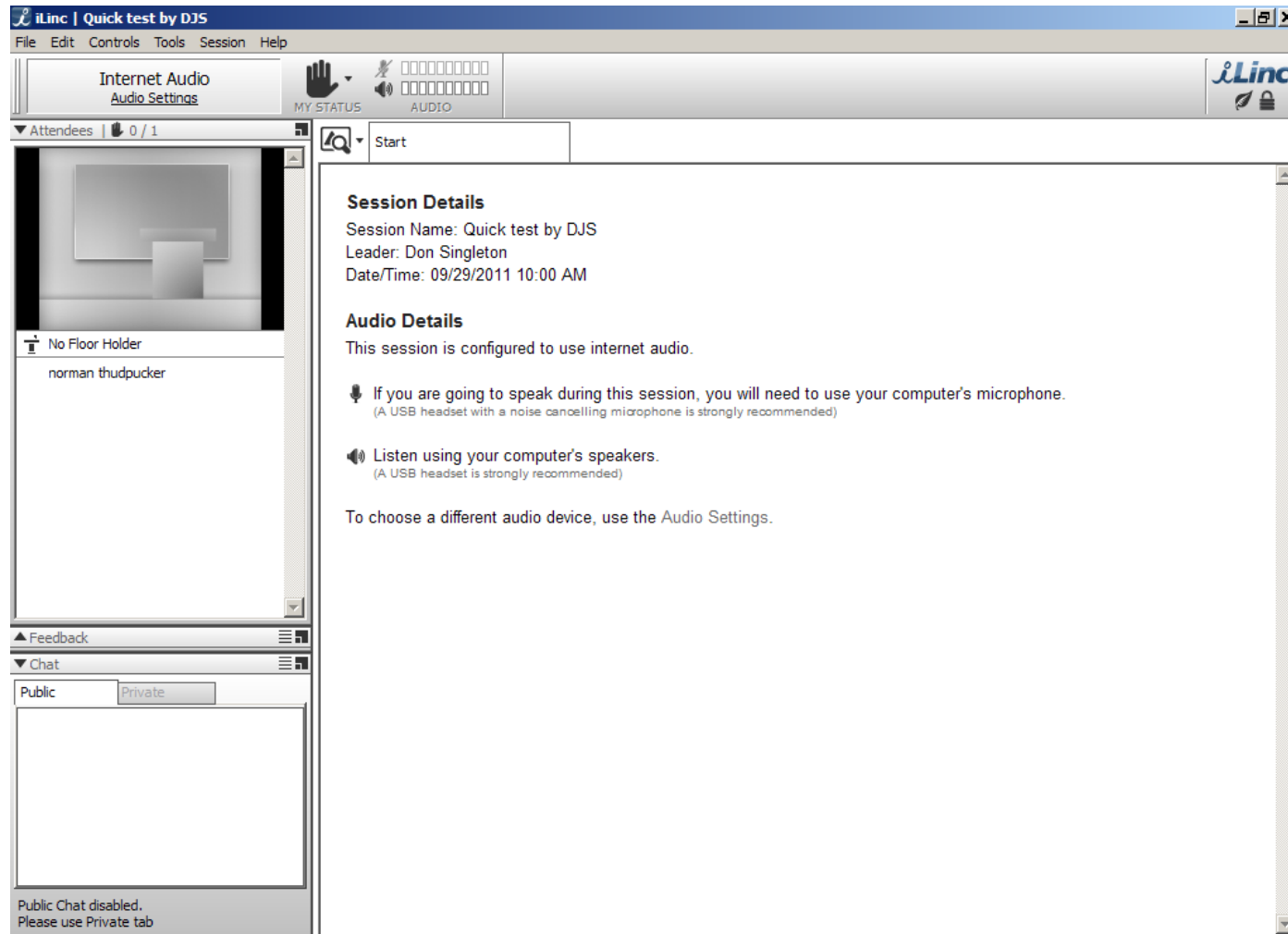
Validating Log In...
Version 11.1.1.2637

*iLinc*TM

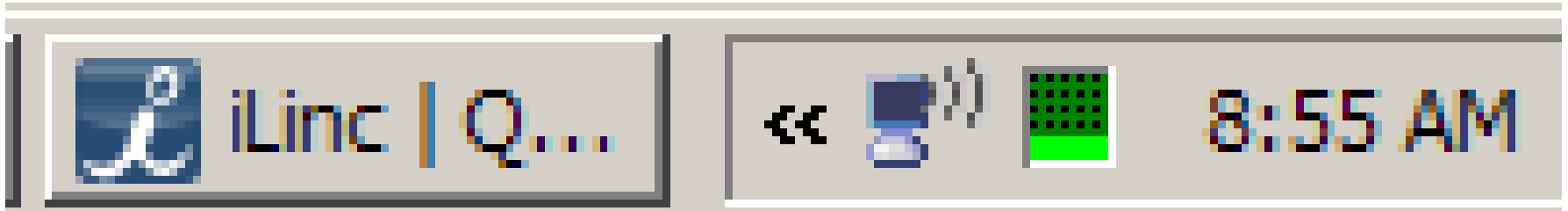
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When you are in the session, you will see this. You can now close the browser window if you wish.



Taskbar Icon



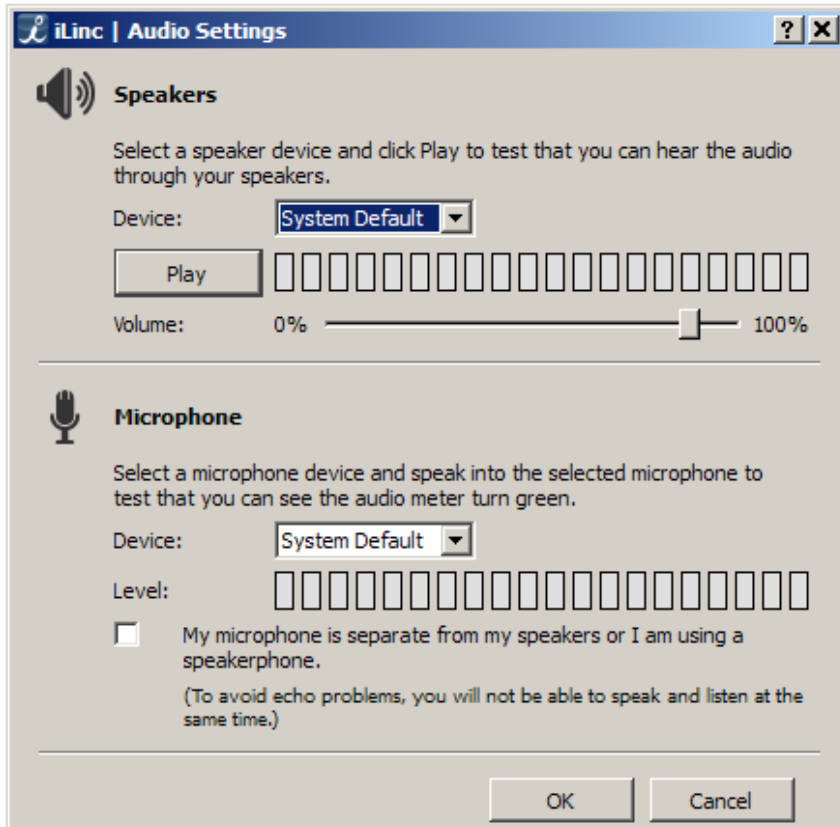
- The entry on the left is the Taskbar Icon for iLinc
- If you ever switch to another window (to check email, etc) click this Icon to get back to iLinc

At the top of the screen



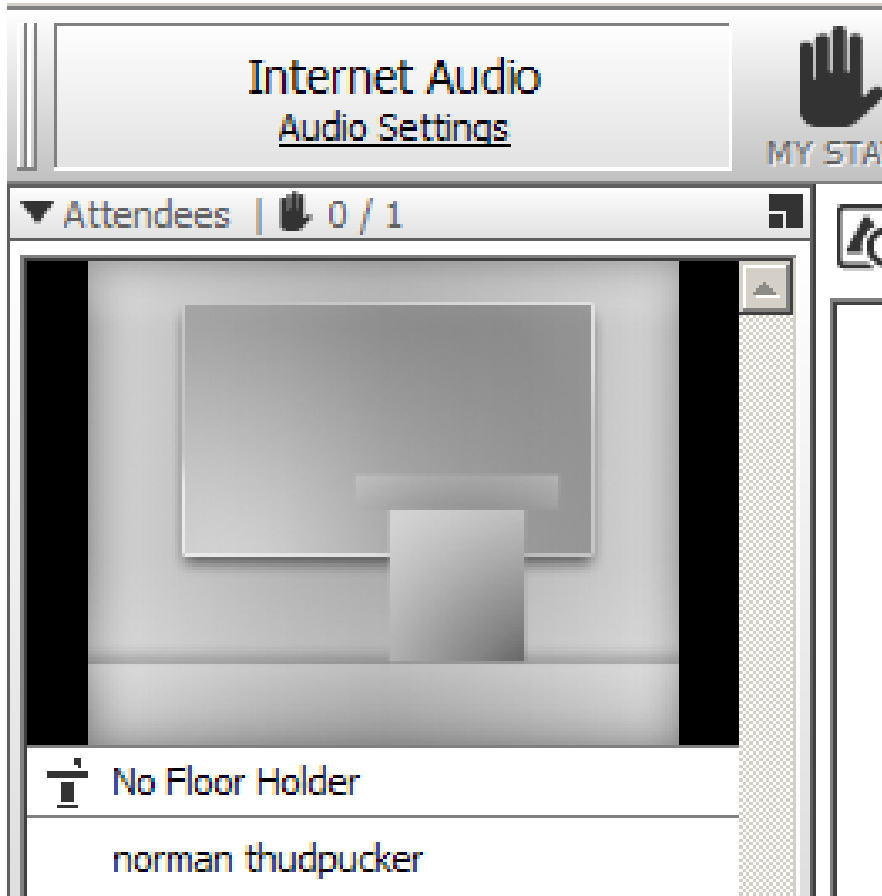
- It shows we are using Internet Audio, and you can click to check and change your audio settings
- The presenter may have requested all microphones be muted, in which case you may need to raise your hand to speak, and have him unmute your mike.

Audio Settings



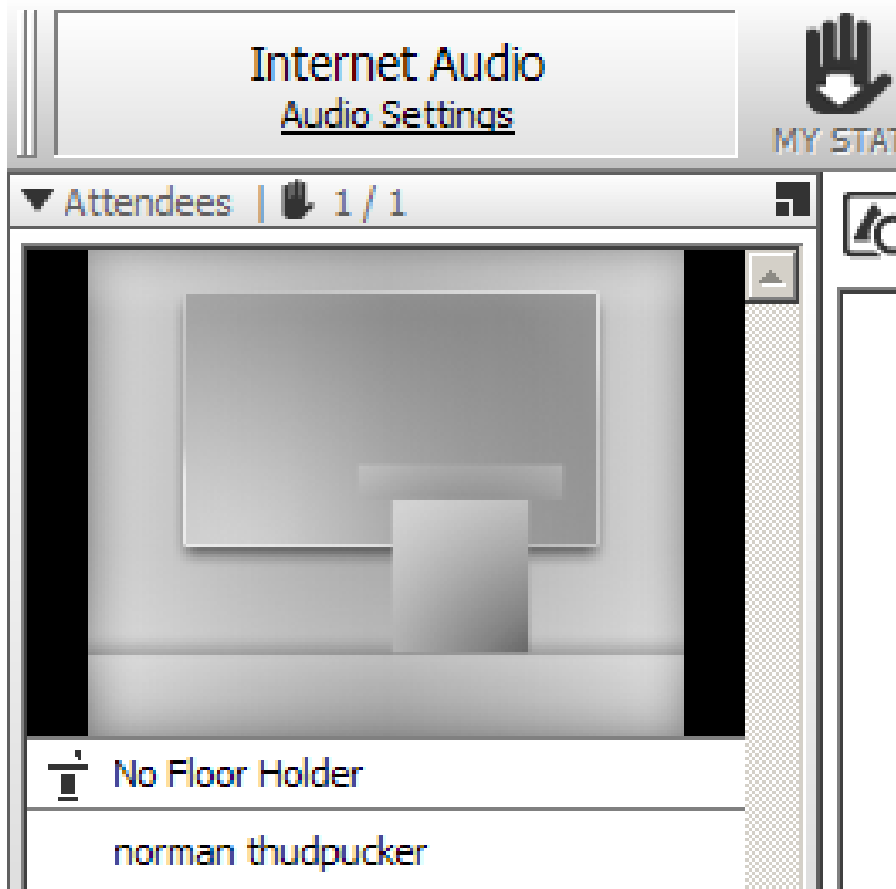
- Use the top dropdown box to select which speakers to use, and you can hit play and adjust slider to control volume
- If you have a microphone you can use bottom dropdown box to select, and check the level to see if it works.
- Click OK to go back to iLinc session

Raise you hand



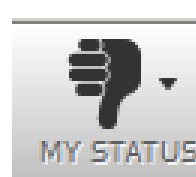
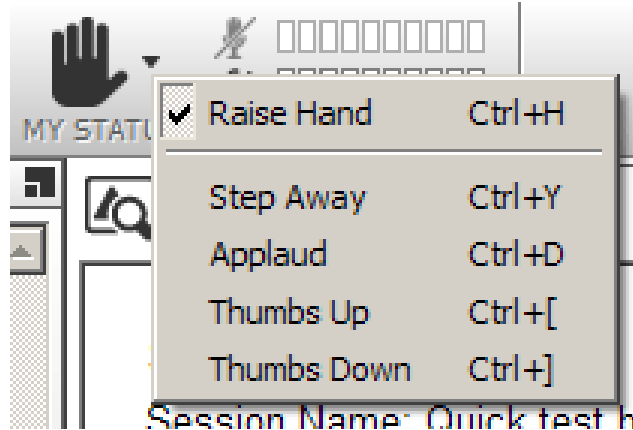
- Click the hand icon to request permission to speak, or if the speaker asks everyone in favor of something to indicate by raising their hands
- Note under Internet Audio the 0/1. That says that of the 1 people in attendance, 0 have their hands up.

Lower your hand



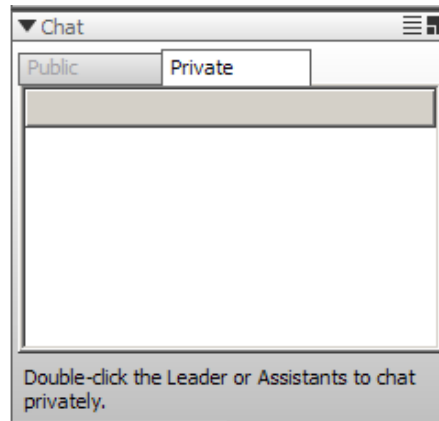
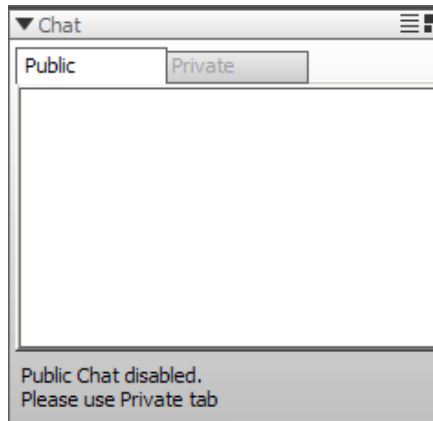
- Notice the hand icon has a white arrow on it indicating your hand is up, and the indicator under Internet Audio is now 1/1 indicating one has his hand up.
- **Click hand icon to lower**
- Note next to your name you will not see an indicator that your hand is up, but on the speakers display it will show whose hand is raised.

Hands

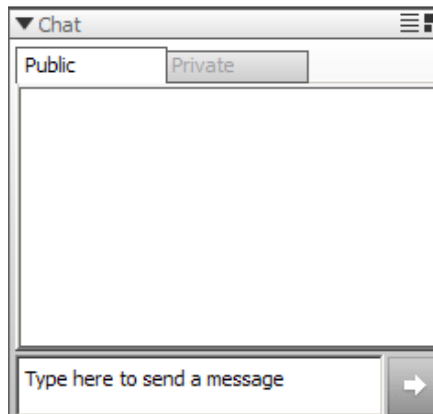


- On the dropdown arrow next to hands you can select:
 - Step away, to show you have left temporarily (like to get a cup of coffee)
 - Indicate applause (and stop)
 - Indicate voting for or against something

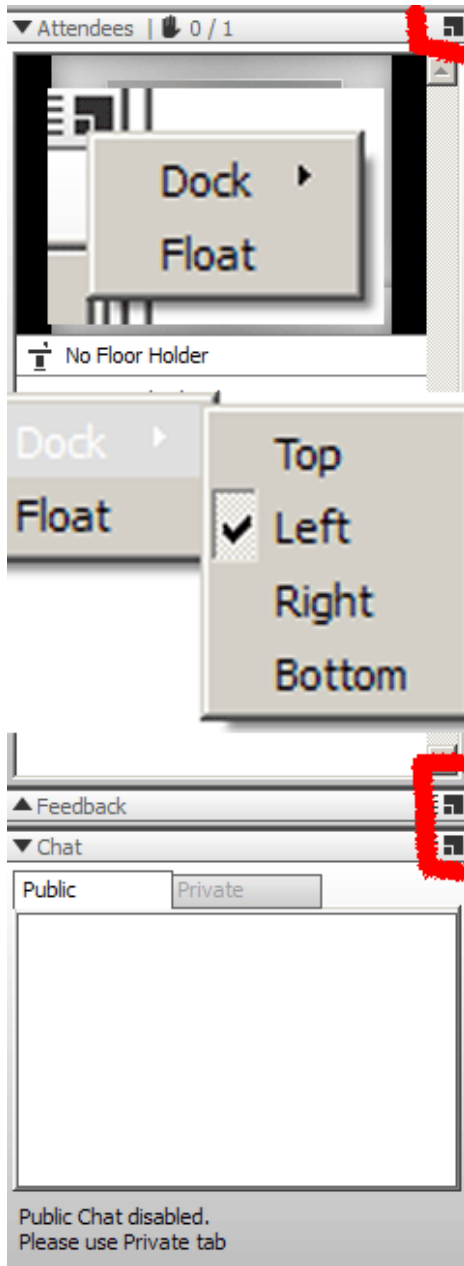
Chat



- Allow Public Chat for Participants
- Allow Private Chat between Participants



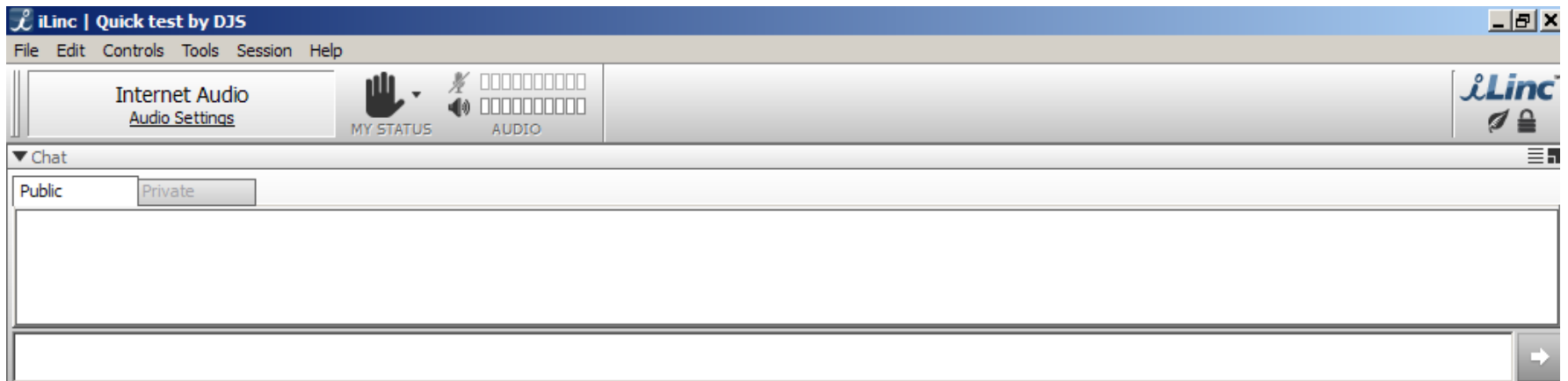
- There is a chat area with tabs for public and private chat
- It is up to the speaker to request (in advance) should public chat be allowed, or just private chat, and on private chat should it be just to leader or his assistants, or to anyone in attendance



Dock / Float

- The Attendee, Feedback, and Chat windows can be Floated, or Docked, and if Docked they can be on the Top, Left, Right, or Bottom.
- The default configuration is docked on the left, but the following slides show the alternate positions for the chat window, if desired.

Chat on Top



Chat on right

The screenshot displays the iLinc web interface for a session titled "Quick test by DJS". The interface is divided into several sections:

- Header:** Includes the iLinc logo, a menu (File, Edit, Controls, Tools, Session, Help), and a status bar with "MY STATUS" and "AUDIO" indicators.
- Attendees:** A sidebar on the left shows "0 / 1" attendees. A video thumbnail is present but labeled "No Floor Holder". Below it, the name "norman thudpucker" is listed.
- Main Content Area:** Contains "Session Details" (Session Name: Quick test by DJS, Leader: Don Singleton, Date/Time: 09/29/2011 10:00 AM) and "Audio Details" (This session is configured to use internet audio. Instructions for speaking and listening are provided, along with a note to use Audio Settings for device changes).
- Chat Window:** Located on the right, it is currently set to "Public" and is empty.
- Footer:** Features the "aptug" logo and a feedback button.

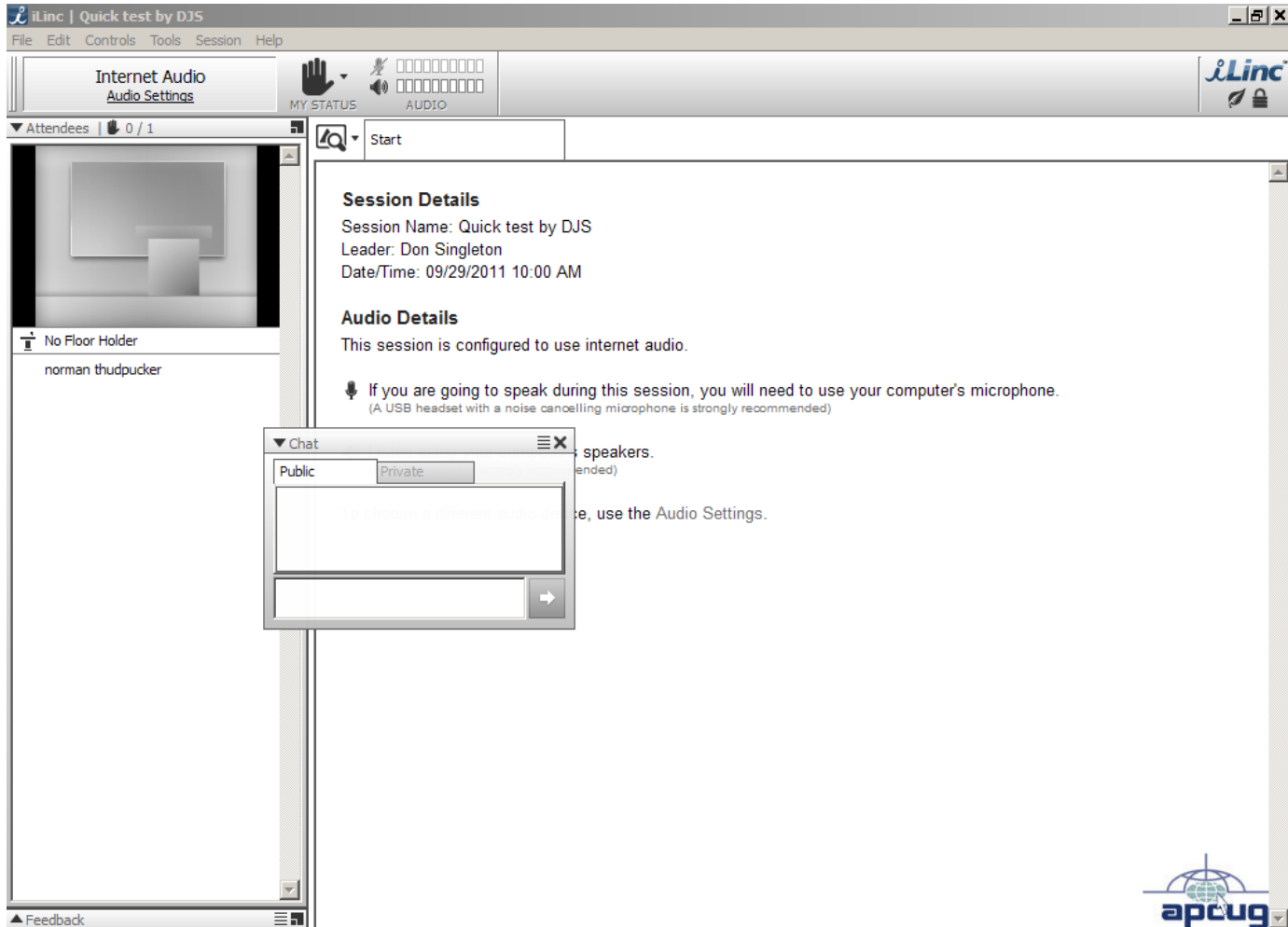
Chat on bottom

The screenshot displays the iLinc web interface for a session titled "Quick test by DJS". The interface includes a top navigation bar with "File", "Edit", "Controls", "Tools", "Session", and "Help" menus. Below this is a toolbar with "Internet Audio" and "Audio Settings" buttons, along with "MY STATUS" and "AUDIO" indicators. The main content area is divided into several sections:

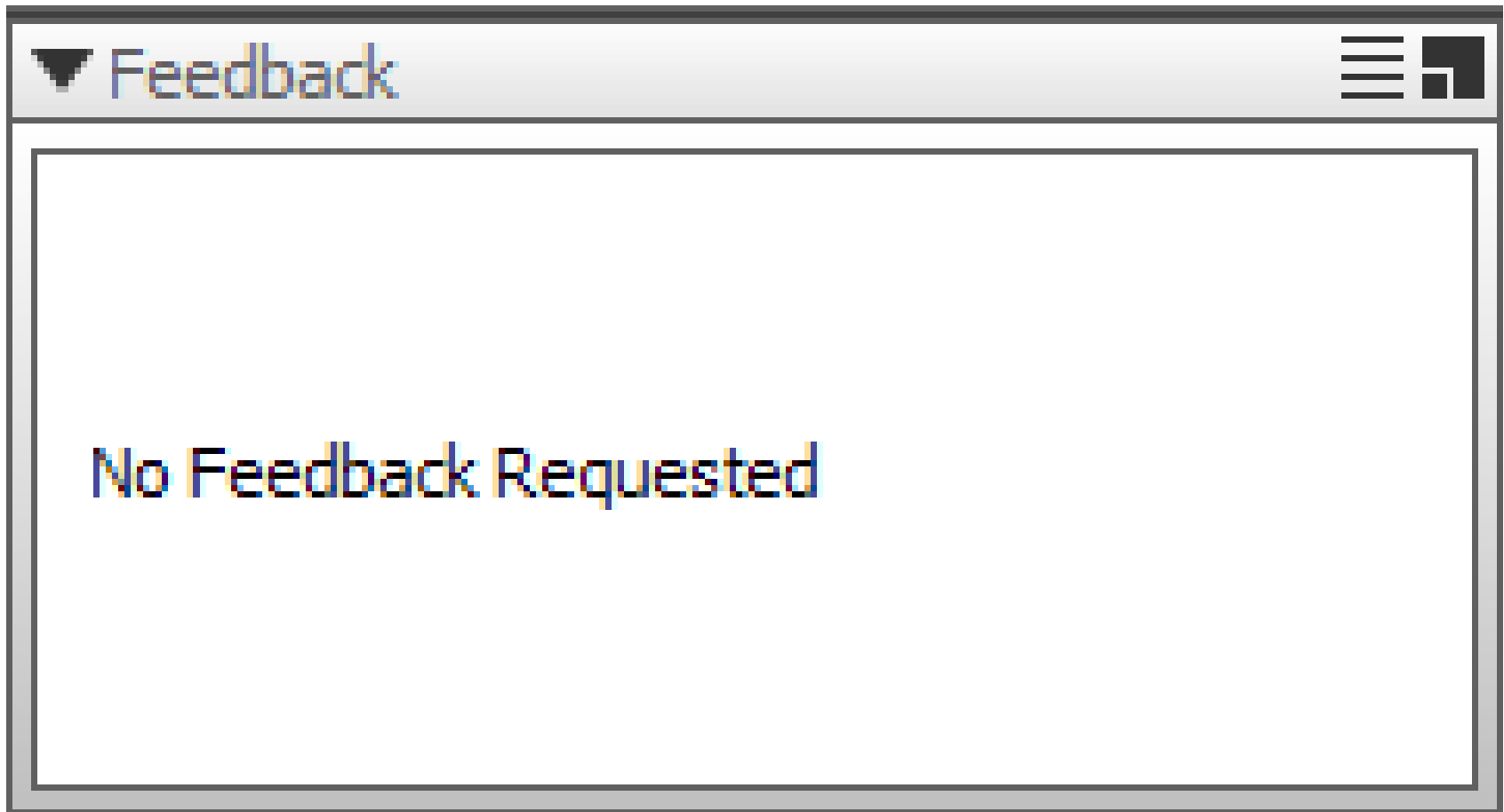
- Attendees:** Shows 0/1 attendees. A video thumbnail is present, but the name "norman thudpucker" is listed below it.
- Session Details:**
 - Session Name: Quick test by DJS
 - Leader: Don Singleton
 - Date/Time: 09/29/2011 10:00 AM
- Audio Details:**
 - This session is configured to use internet audio.
 - If you are going to speak during this session, you will need to use your computer's microphone. (A USB headset with a noise cancelling microphone is strongly recommended)
 - Listen using your computer's speakers. (A USB headset is strongly recommended)
 - To choose a different audio device, use the Audio Settings.

At the bottom of the interface, there is a "Chat" section with "Public" and "Private" tabs and a text input field. The APCUG logo is visible in the bottom right corner.

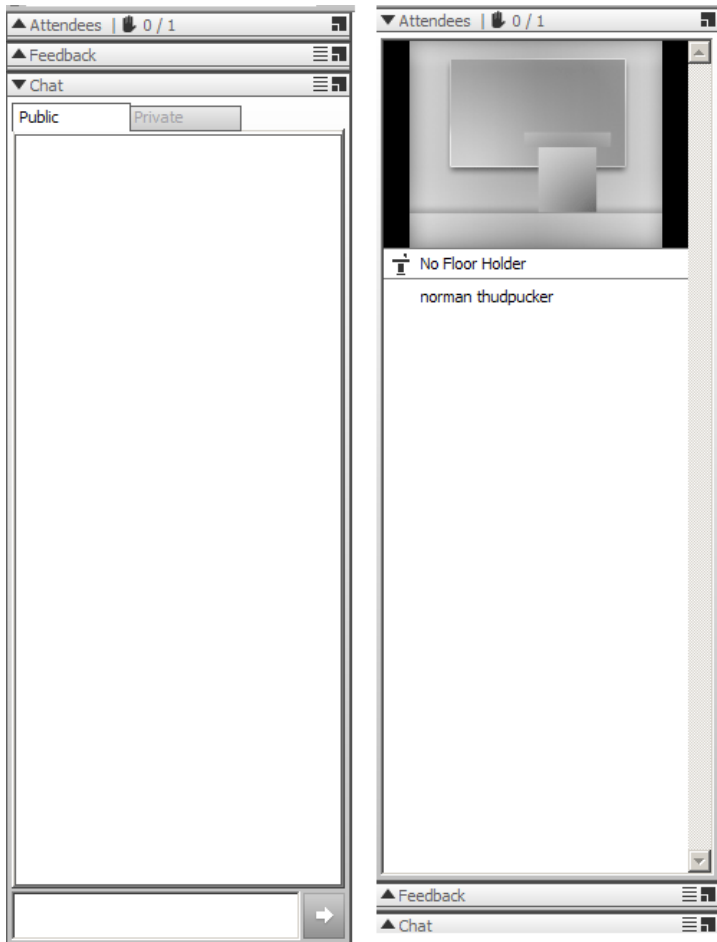
Chat floating



There is a feedback window that can be activated by the speaker

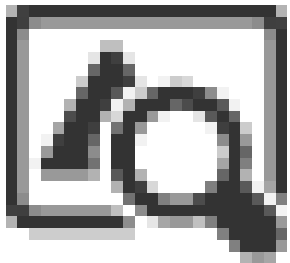


Attendee / Feedback / Chat



- Each window has a triangle that if in the up position shrinks it to a single line, so that the another window can have the whole column, such as just Chat, or just Attendee.

Click the magnifying glass
to go full screen



Start

Display Full Screen

Briefly it will go full screen with a bar on top, then the bar is gone

The screenshot shows a software interface with a top navigation bar and a main content area. The top bar contains several buttons: 'Internet Audio Audio Settings', 'MY STATUS' (with a hand icon), 'AUDIO' (with a speaker icon and two level indicators), 'CONTAINERS' (with a square icon), and 'EXIT FULLSCREEN' (with a square and X icon). Below the bar is a search box with a magnifying glass icon and the text 'Start'. The main content area is titled 'Date/Time: 09/29/2011 10:00 AM' and is split into two columns. The left column has a section titled 'Audio Details' with the text 'This session is configured to use internet audio'. It contains two items: a microphone icon with the text 'If you are going to speak during this session, you will need to use your computer's microphone. (A USB headset with a noise cancelling microphone is strongly recommended)' and a speaker icon with the text 'Listen using your computer's speakers. (A USB headset is strongly recommended)'. Below this is the text 'To choose a different audio device, use the'. The right column has a section titled 'Session Details' with the text 'Session Name: Quick test by DJS', 'Leader: Don Singleton', and 'Date/Time: 09/29/2011 10:00 AM'. Below this is another 'Audio Details' section with the text 'This session is configured to use internet audio.' and two items: a microphone icon with the text 'If you are going to speak during this session, you will need to use your computer's microphone. (A USB headset with a noise cancelling microphone is strongly recommended)' and a speaker icon with the text 'Listen using your computer's speakers. (A USB headset is strongly recommended)'. Below this is the text 'To choose a different audio device, use the Audio Settings.' The bottom right corner of the interface features the 'apcug' logo.

Internet Audio
Audio Settings

MY STATUS AUDIO CONTAINERS EXIT FULLSCREEN

Start

Date/Time: 09/29/2011 10:00 AM

Audio Details

This session is configured to use internet audio.

- 🎤 If you are going to speak during this session, you will need to use your computer's microphone. (A USB headset with a noise cancelling microphone is strongly recommended)
- 🔊 Listen using your computer's speakers. (A USB headset is strongly recommended)

To choose a different audio device, use the

Session Details

Session Name: Quick test by DJS
Leader: Don Singleton
Date/Time: 09/29/2011 10:00 AM

Audio Details

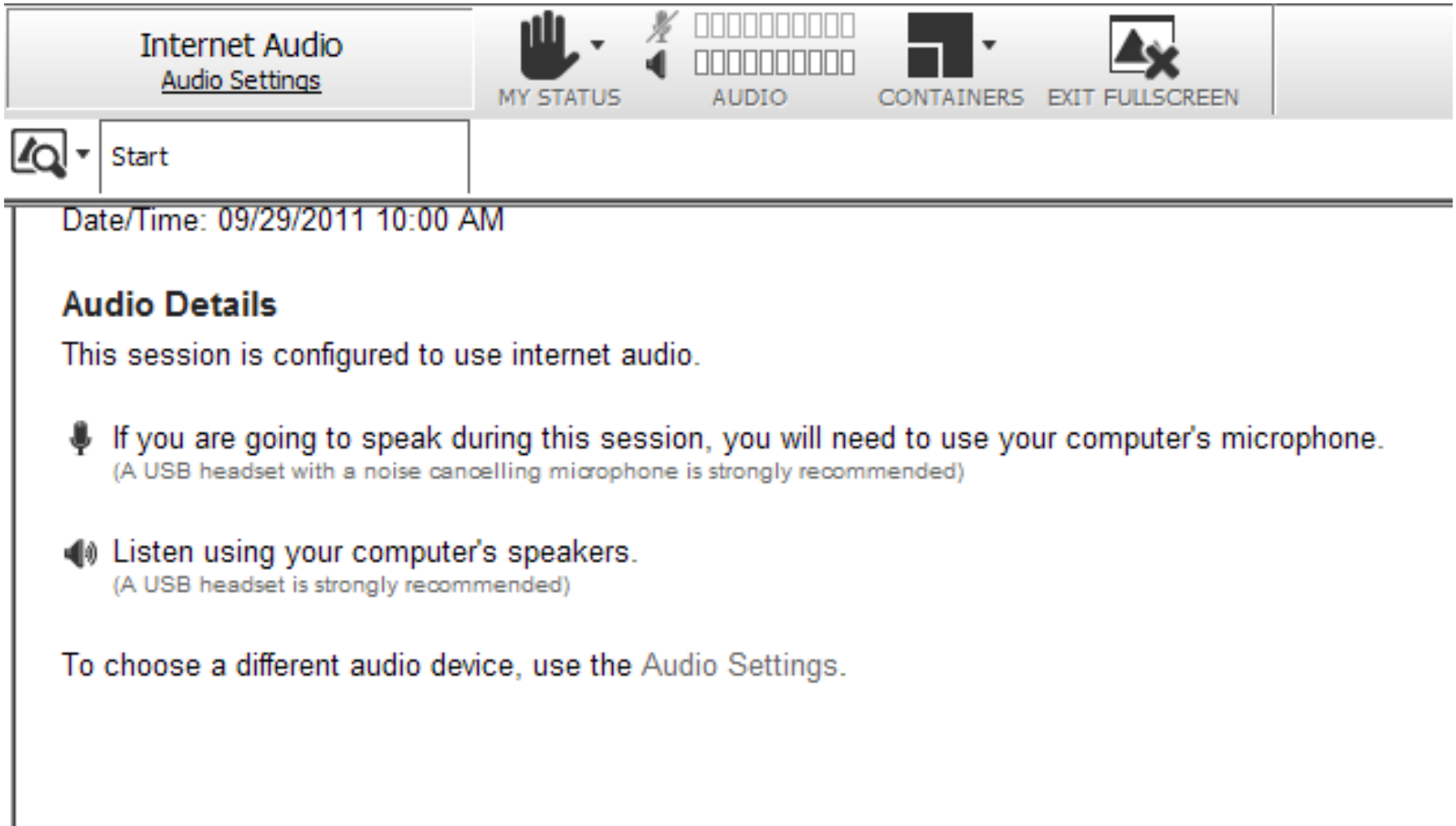
This session is configured to use internet audio.

- 🎤 If you are going to speak during this session, you will need to use your computer's microphone. (A USB headset with a noise cancelling microphone is strongly recommended)
- 🔊 Listen using your computer's speakers. (A USB headset is strongly recommended)

To choose a different audio device, use the Audio Settings.

apcug

If you move your mouse past the top of the screen, the bar reappears



The screenshot shows a meeting interface. At the top, a grey bar contains several icons and labels: 'Internet Audio Audio Settings', 'MY STATUS' (with a hand icon), 'AUDIO' (with a speaker icon and two volume level indicators), 'CONTAINERS' (with a square icon), and 'EXIT FULLSCREEN' (with a square and X icon). Below this bar is a search box with a magnifying glass icon and the word 'Start'. The main content area displays the date and time '09/29/2011 10:00 AM' and a section titled 'Audio Details'. The text in this section states: 'This session is configured to use internet audio.' followed by two bullet points: 'If you are going to speak during this session, you will need to use your computer's microphone. (A USB headset with a noise cancelling microphone is strongly recommended)' and 'Listen using your computer's speakers. (A USB headset is strongly recommended)'. At the bottom, it says 'To choose a different audio device, use the Audio Settings.'

Internet Audio
[Audio Settings](#)

MY STATUS AUDIO CONTAINERS EXIT FULLSCREEN

Start

Date/Time: 09/29/2011 10:00 AM

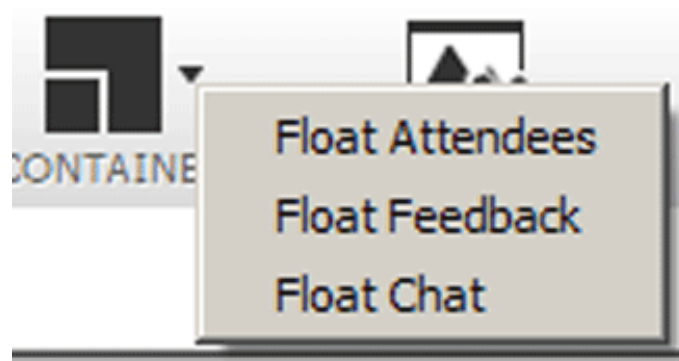
Audio Details

This session is configured to use internet audio.

- 🎤 If you are going to speak during this session, you will need to use your computer's microphone.
(A USB headset with a noise cancelling microphone is strongly recommended)
- 🔊 Listen using your computer's speakers.
(A USB headset is strongly recommended)

To choose a different audio device, use the [Audio Settings](#).

With the bar you can



- Raise your hand
- Unmute your mike
- Float Attendees, Feedback, or Chat
- And the most important, Exit FullScreen

Similarly



- **IF** the presenter ever offers to give you, as an attendee, “**The Floor**”, you would have the ability to share your screen with everyone. This would switch you to a full screen, with no apparent access to any controls
- But if you move your mouse past the top of the screen, the above bar will come down, and you can click the **Stop Sign** to Stop Sharing

Partially Engaged



- The presenter will know if you switch to another window to check your email or something else, and thus if your attention is diverted, because on his screen a little box with a red area at the bottom comes up showing you are Partially Engaged.

For more information

- Watch one of the training videos at <http://www.ilinc.com/services/training/session-participants>
- Watch our PowerPoint on Presenter Overview
- Watch one of the training videos at <http://www.ilinc.com/services/training/session-leaders>