

# iLinc Presenter Overview



# iLinc Presenter Overview

- The purpose of this presentation is to help train presenters showing the many tools available in the product
- We will assume you are already familiar with the material in
  - iLinc General Overview
  - iLinc Attendee Overview
- PPTs for both of those presentations, plus this one are available if you need them

# Additional Resources

- <http://product.ilinc.com/help/ilinc/>
- <http://www.ilinc.com/services/training/user-guides>
- <http://www.ilinc.com/services/training/session-participants>
- <http://www.ilinc.com/services/training/session-leaders>
- <http://www.ilinc.com/services/support/kb>

# Plan Ahead

## Proper Planning Promotes Premium Presentations

- Identify what content (PPTs, websites, polls, media files you plan to use)
  - You can provide them to Don, Hewie, or Jim to upload when your webinar is scheduled
  - If you use the same content frequently you can identify them to us, and we can store them in a special library, and you can just request we select them from the library when scheduling your webinar
  - You can connect to your session right after it is scheduled and upload content, prepare polls, etc
    - For Media available on the net you can specify it by URL, but if you have it in file format, we will have to upload it for you

# Plan Ahead

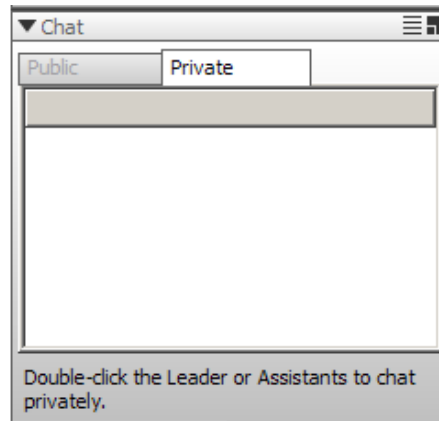
part two

- You can connect to your session right after it is scheduled and set up tabs as you want them
  - If you have multiple PPTs for example, you may want
    - For each to have its own tab, so you can jump from one to the other
    - Or you may just want to have your initial PPT on a tab, and have the others available by dropdown on the present icon and create a tab as you need it
    - Experiment with both options and see what works best for you

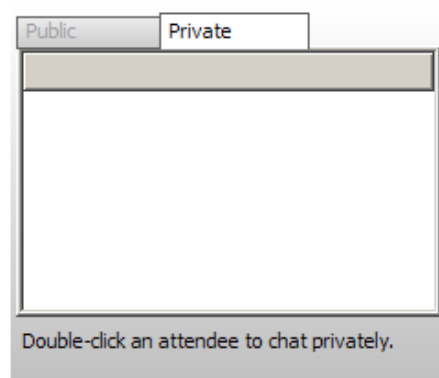
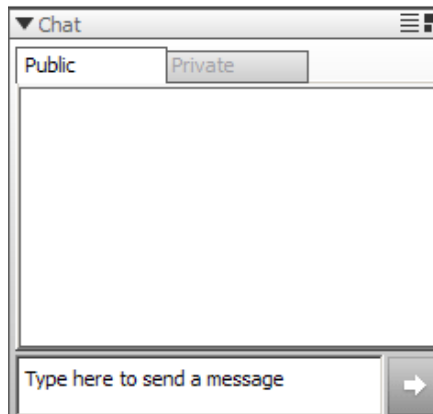
# Configuration

- Don Singleton, Hewie Poplock, and Jim Evans are the three Administrators for iLinc. We have the ability to configure meetings and webinars to meet your needs. There is a default configuration that we normally set up, unless you indicate you want a special configuration, but in this presentation we will show you what options you can ask us to enable or disable for your presentations. For example the following slide was in the iLinc Attendee Overview:

# Chat



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



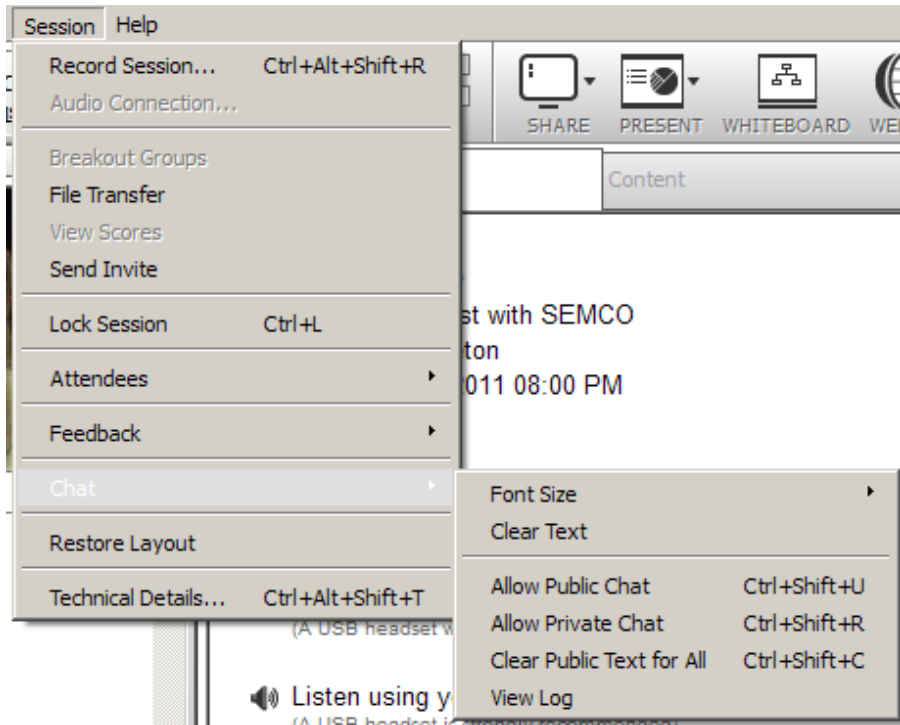
- There is a chat area with tabs for public and private chat
- It is up to the speaker to request (in advance) should public chat be allowed, or just private chat, and on private chat should it be just to leader or his assistants, or to anyone in attendance

# Chat Options

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

- In the default set up we allow Public Chat (where participants can chat something everyone can see, or they can chat privately between themselves)
- But we can turn off either or both of those, and if both are off they can just chat privately with Leaders or Assistants

# However you have some control during the presentation

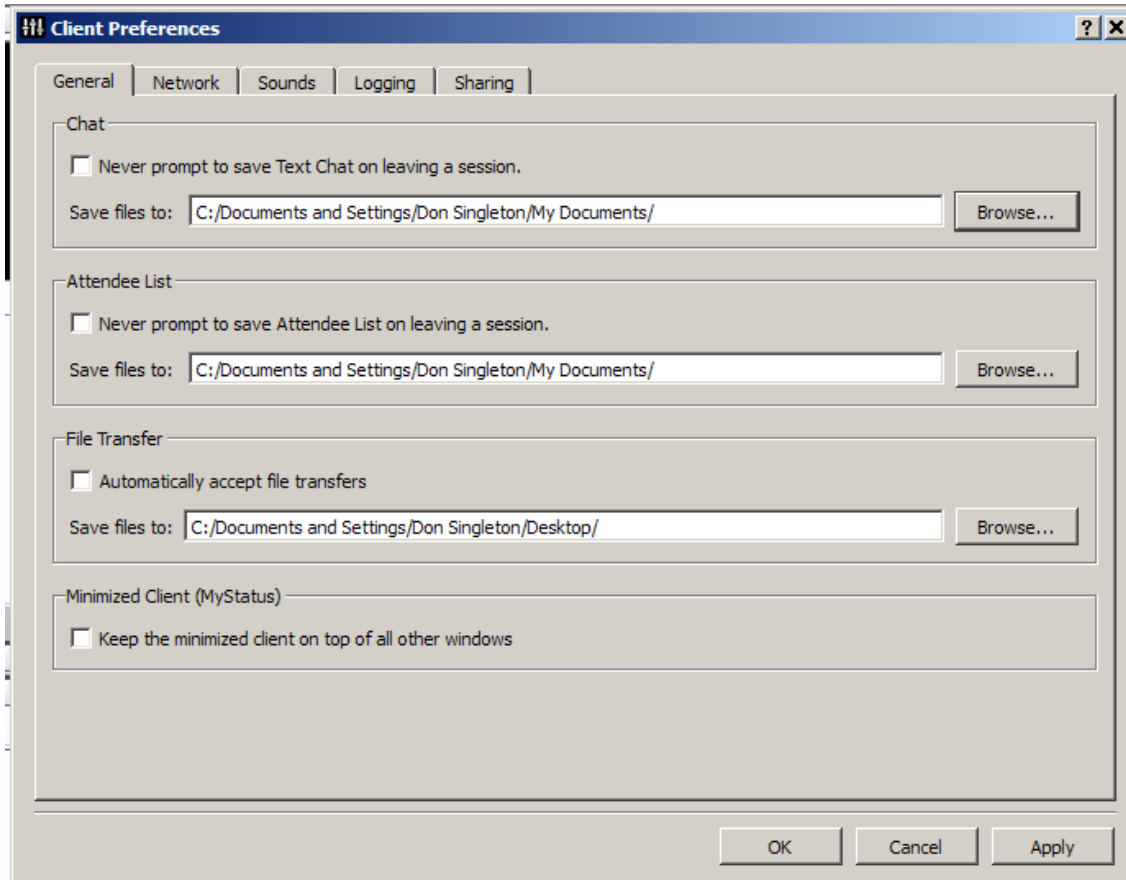


- You can go to Session, then Chat, and you can enable Public Chat, if it is off, or enable Private Chat, if it is off
- You can't turn it off, so if you are not sure you can have us set it up disabled
- You can erase everything in public chat, if necessary

# Menus

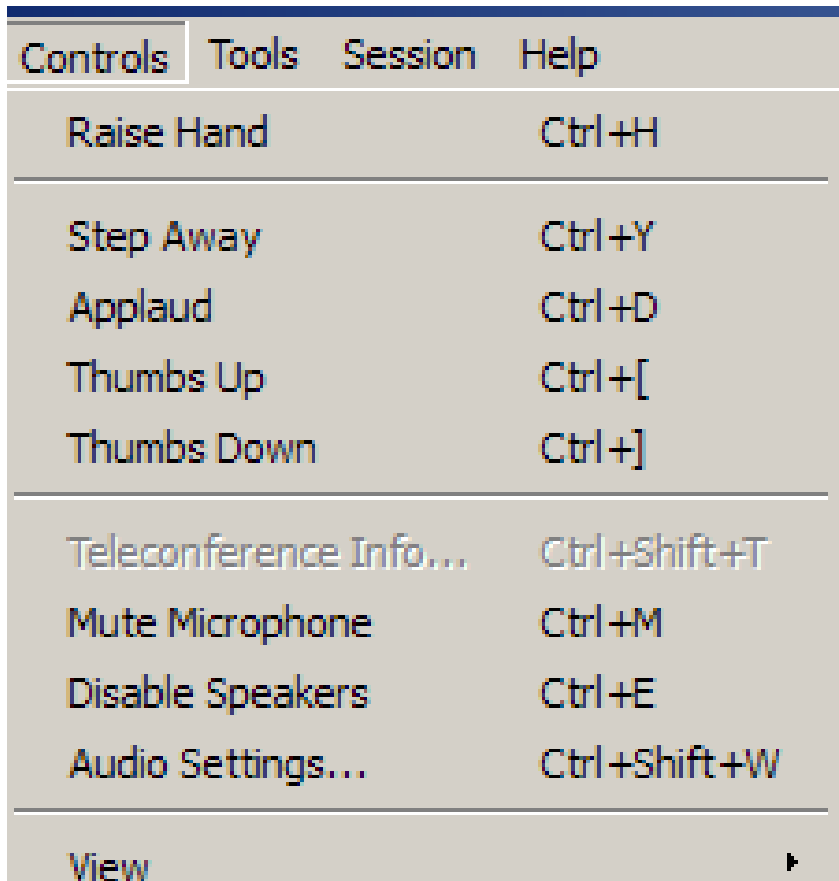
- With the Files menu you can save Attendee and Chat logs (but unless you have turned them off in Edit /Preferences, you will be given a chance to save them when you close a session)
- For Edit, Controls, Tools, and Session see the following slides
- Help offers you immediate (in session) access to some tutorials

# Edit / Preferences



- Say where you want to save text chat and attendees list when exiting a session, or tell it not to ask you
- Where to save File Transfers

# Controls Menu

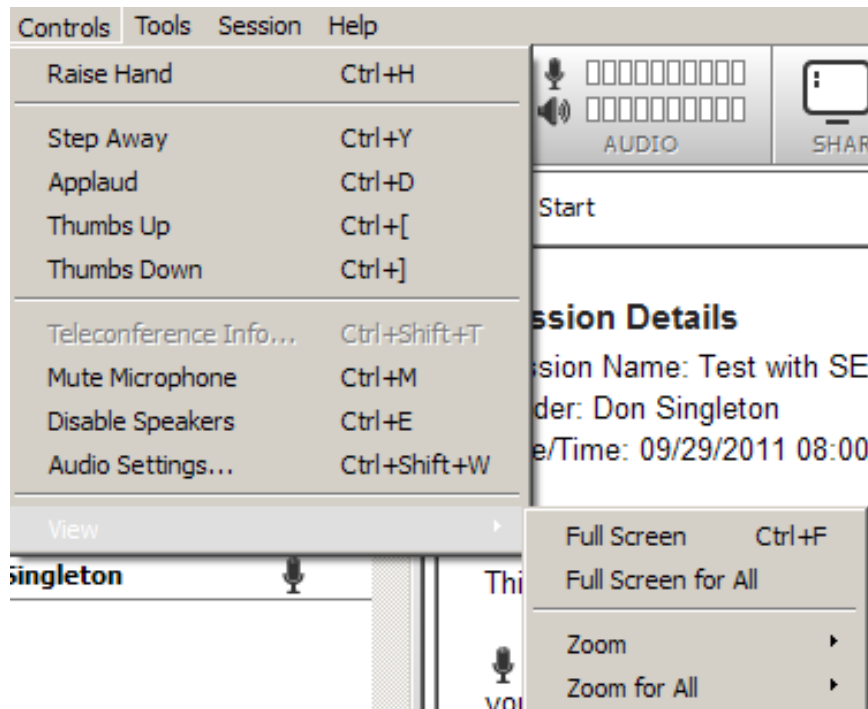


The image shows a screenshot of a software menu titled 'Controls Menu'. The menu is divided into several sections. The top section contains four menu items: 'Controls' (highlighted), 'Tools', 'Session', and 'Help'. Below this, there is a list of actions with their corresponding keyboard shortcuts. The actions are: 'Raise Hand' (Ctrl+H), 'Step Away' (Ctrl+Y), 'Applaud' (Ctrl+D), 'Thumbs Up' (Ctrl+[), and 'Thumbs Down' (Ctrl+]). A horizontal line separates this group from another group of actions: 'Teleconference Info...' (Ctrl+Shift+T), 'Mute Microphone' (Ctrl+M), 'Disable Speakers' (Ctrl+E), and 'Audio Settings...' (Ctrl+Shift+W). At the bottom of the menu, there is a 'View' option with a right-pointing arrow.

Menu Item	Keyboard Shortcut
Raise Hand	Ctrl+H
Step Away	Ctrl+Y
Applaud	Ctrl+D
Thumbs Up	Ctrl+[
Thumbs Down	Ctrl+]
Teleconference Info...	Ctrl+Shift+T
Mute Microphone	Ctrl+M
Disable Speakers	Ctrl+E
Audio Settings...	Ctrl+Shift+W
View	

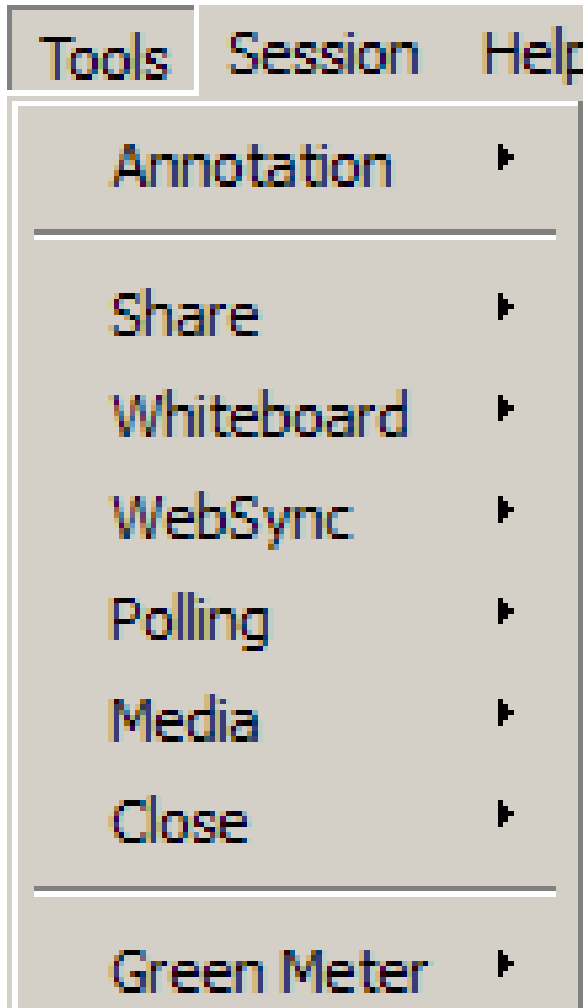
- Is fairly self-explanatory
- It gives you a menu to do things you can also do by clicking on icons
- View is a little unique

# Controls / View



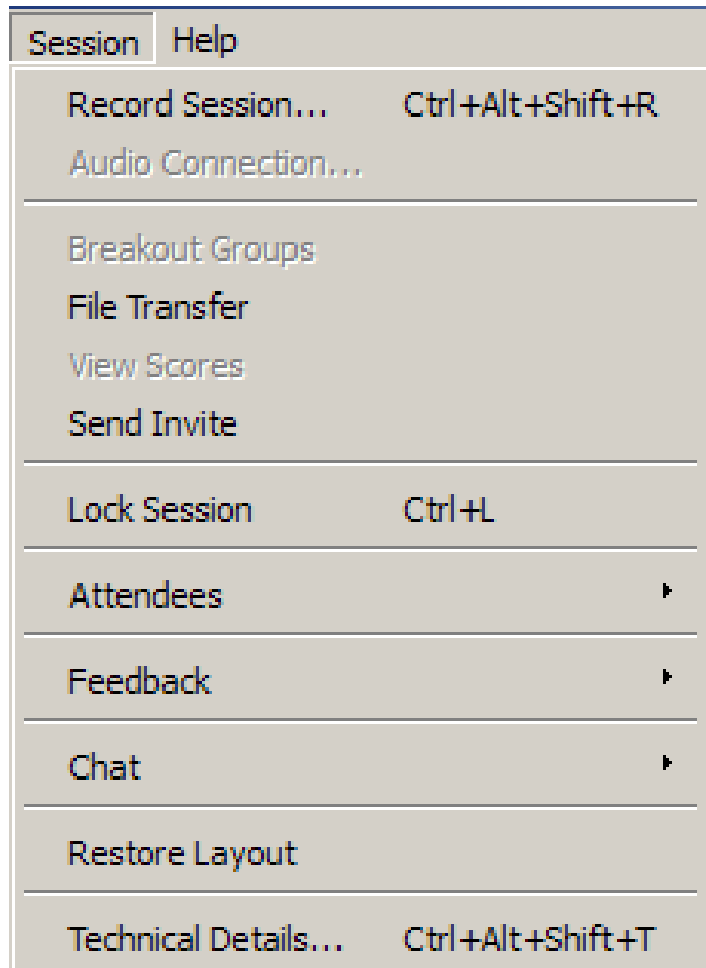
- Allows you to go for yourself, or for everyone
- Zoom lets you go from 50% to 200%, but it was greyed out on everything I tried, but if it works you can do it for yourself, or for everyone

# Tools Menu



- The Tools Menu gives you access to the same things you see on the top bar over the stage area
  - For example Annotation lets you select the tools that are also on the top of Whiteboard
  - And Whiteboard lets you Save a Whiteboard or Open a saved one
  - Close lets you close tabs, which you can also do by clicking the black dot on a tab

# Here is what you can do with the Session Menu



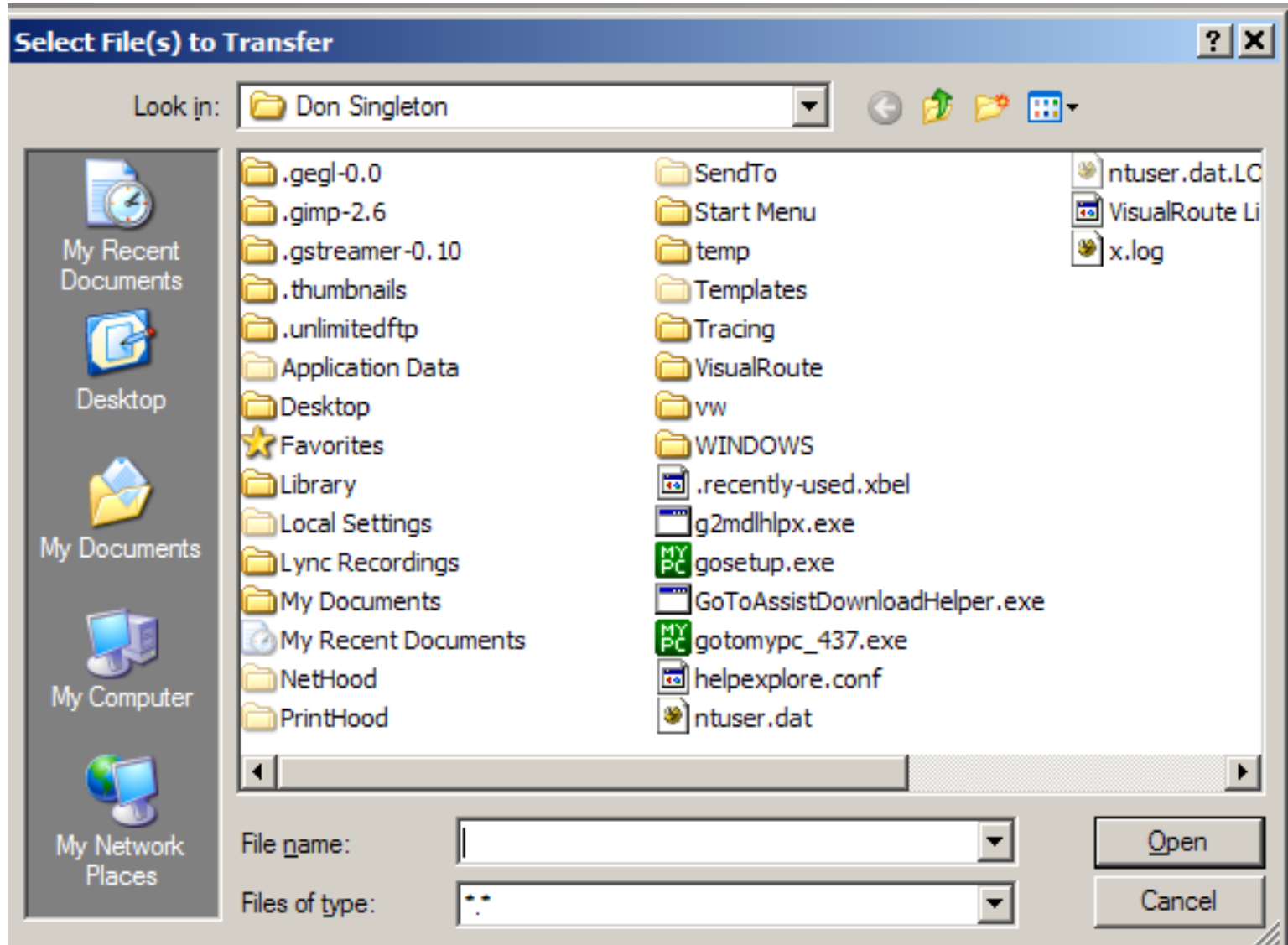
- Many are self explanatory
- We just showed you Chat
- We will now cover

–File Transfer

–Attendees and

–Feedback

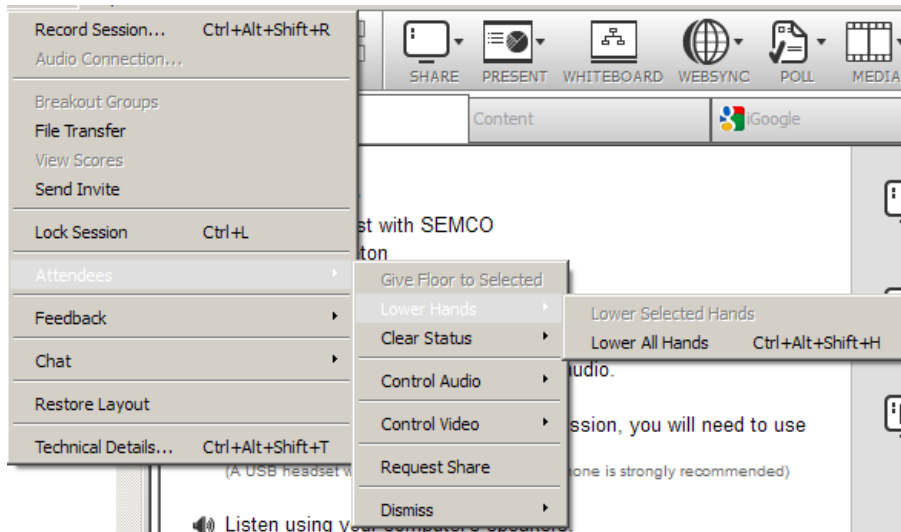
# File Transfer will first ask which file(s)





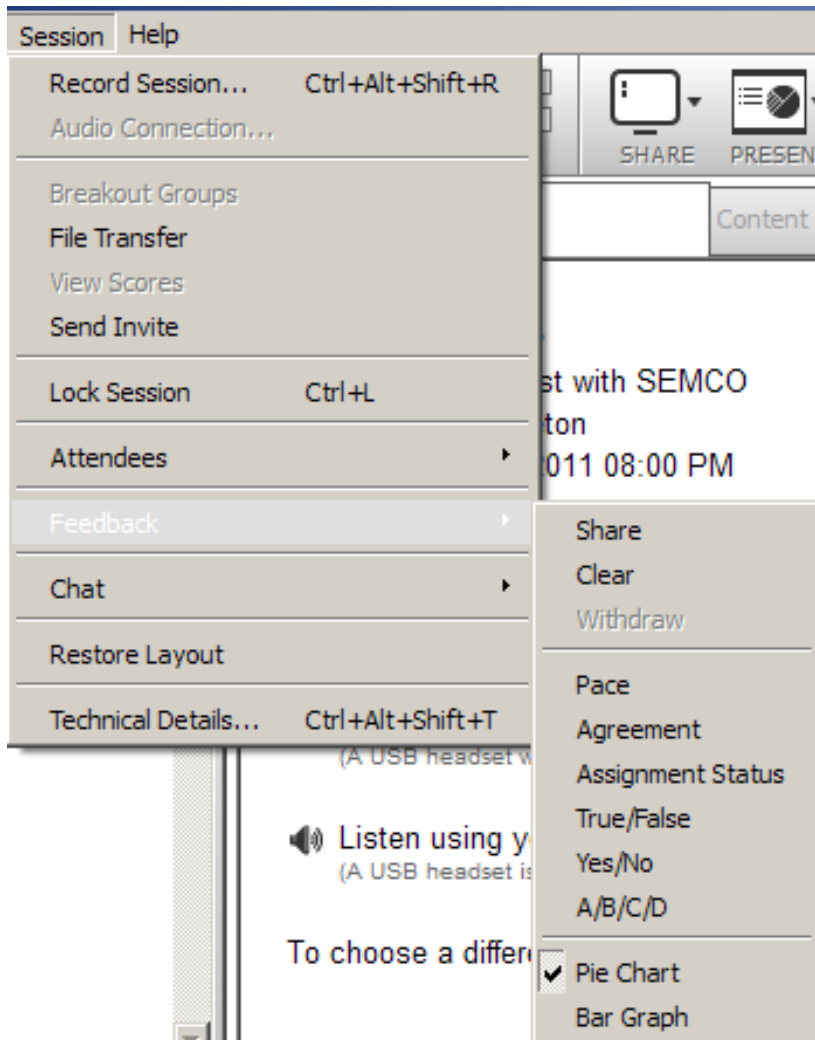
# In Attendees you can

- Lower everyone's hands or just a specific attendee hand
- In Control Audio you can Mute or Unmute all attendees or a specific attendee
- In Control Video you can Hide or Show all video or specific video



# In Feedback you can

- Set up something similar to a Poll to request feedback from the audience



# Compare Feedback with Poll

The image shows a two-part interface for creating and displaying a poll. The top part is the question editor, and the bottom part is the results display. A large black arrow points from the question editor to the results display.

**Question Editor (Top):**

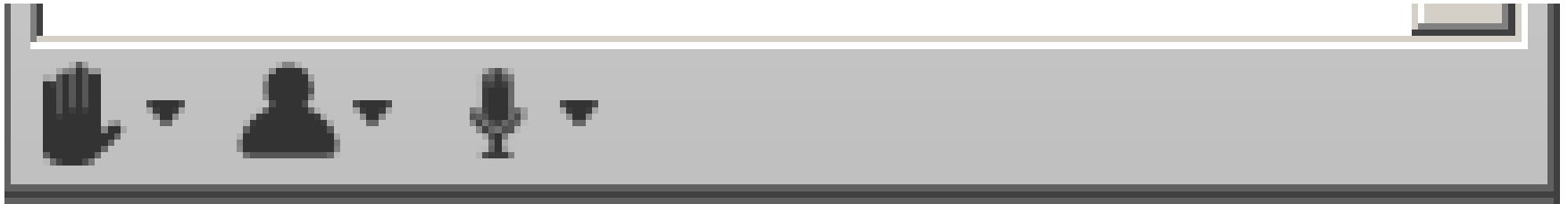
- Buttons: [+ Add a Question](#), [▶ Ask All Questions](#), [Download File](#), [Save to Content List](#)
- Display Results as: [Percent](#) | [Total](#)
- Question text: 1. [✕](#) [✎](#) Question text goes here.
- Answer A: [✕](#) [✎](#) A. Answer text goes here.
- Answer B: [✕](#) [✎](#) B. Answer text goes here.
- Buttons: [+ Add an Answer](#), [▶ Ask Question](#)
- Navigation: [🔍](#) Start | Content | [📄 Polling](#) ✕

**Results Display (Bottom):**

- Buttons: [+ Add a Question](#), [▶ Ask All Questions](#), [Download File](#), [Save to Content List](#)
- Display Results as: [Percent](#) | [Total](#)
- Question: 1. **What do you think so far**
- Answers:
  - 33% A. Wonderful (Bob Peters)
  - 33% B. OK (Hewie Poplock)
  - 0% C. I've seen better
- Buttons: [👤 Hide Participants](#), [📊 Withdraw Results](#), [🚫 Withdraw Question](#)

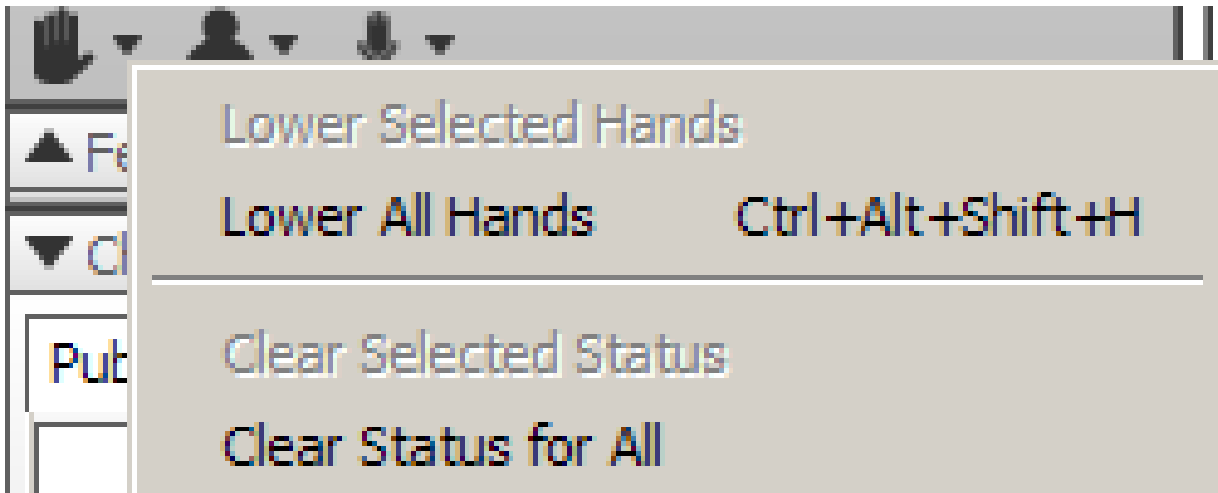
**Comparison:** The results display on the left shows the question and answers with participant names and percentages. The results display on the right shows the same question and answers but with radio buttons for selection, indicating a different view or state of the poll.

# At the bottom of Attendees Window



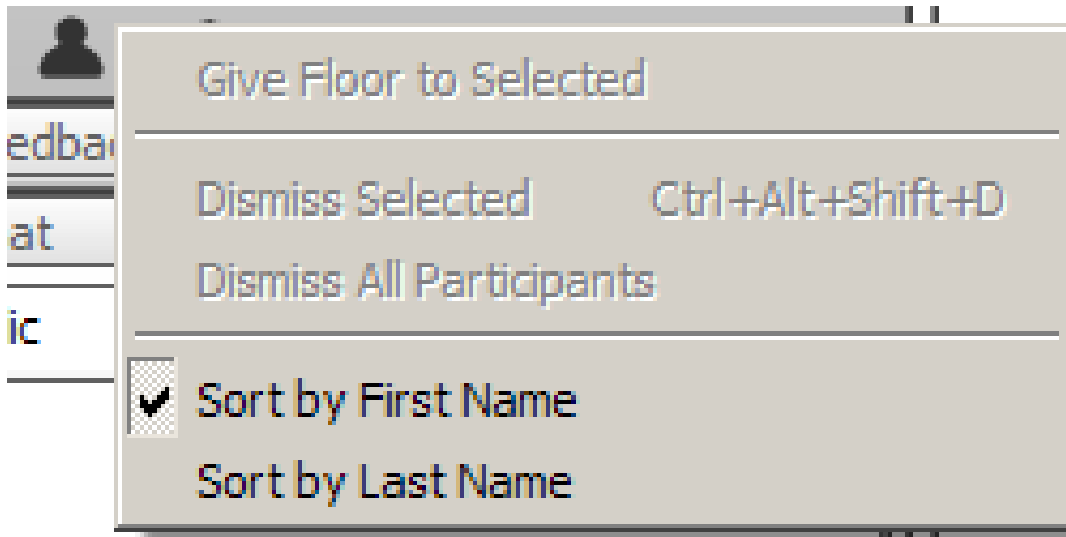
- We have three dropdown arrows
  - Hands
  - People
  - Microphones
- The next three slides explain them

# Attendees / Hands



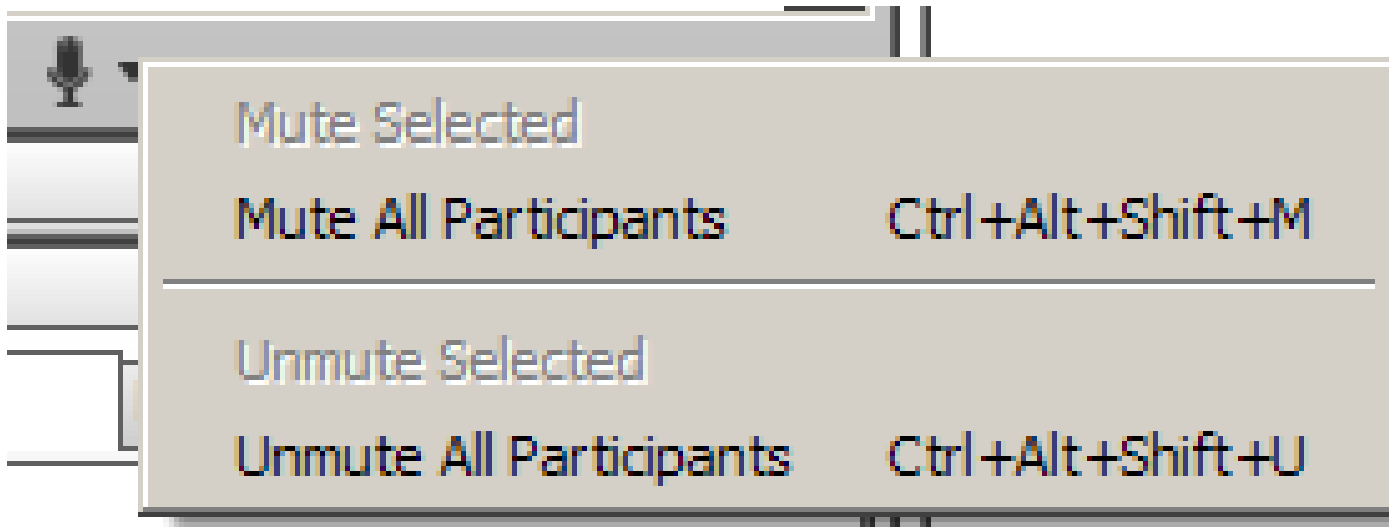
- Lower selected hands or all hands
- I am not sure what Clear Status does

# Attendees / People



- Give Floor
- Remove trouble maker or Dismiss All Participants
- Sort by first or last name

# Attendees / Microphones



- Mute selected or all participants
- Unmute selected or all participants

# An Attendee Just Sees



- Audio type, with the ability to check audio settings
- Ability to raise hand, and with drop down ability to indicate other things like thumbs up/down
- Microphone, which is muted; click to unmute
- Speaker; click to mute
- Both mike and speaker have indicator of volume level when active

# Give Floor



- But the Leader OR an assistant can right click on any attendee's name and select Give Floor, or double click the name, for the same result.

# A Floor holder Then Sees



- Ability to share their desktop (or region or application)
- Ability to present previously uploaded content
- Open a whiteboard
- Open a website
- Create and display a poll
- Display media (enter URL or previously uploaded)

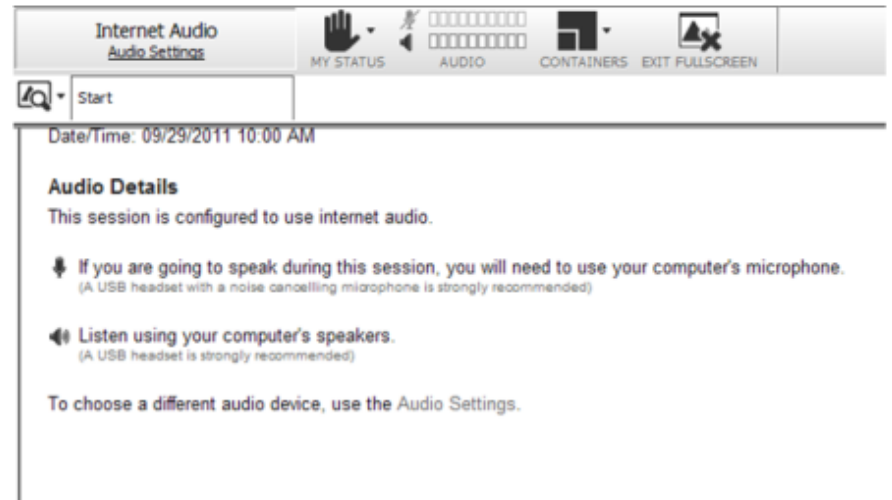
# Share Screen

- Before we talk about how to Share
  - Desktop
  - Region or
  - Application
- We need to talk about how to Stop Sharing (since once you do any of the three, you will be in full screen mode, and all of the controls will not be visible)

# Past the Top of the Screen

- In the iLinc Attendee PPT we had a slide related to Full Screen telling them that if they moved their mouse past the top of the screen a bar would appear letting them exit from Full Screen

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



# Past the Top of the Screen – Part 2

- We also showed them this slide, telling them how if they were ever given the opportunity to Share Their Screen, they could also move their mouse past the top of the screen and press the Stop Sign to Stop Sharing

## Similarly



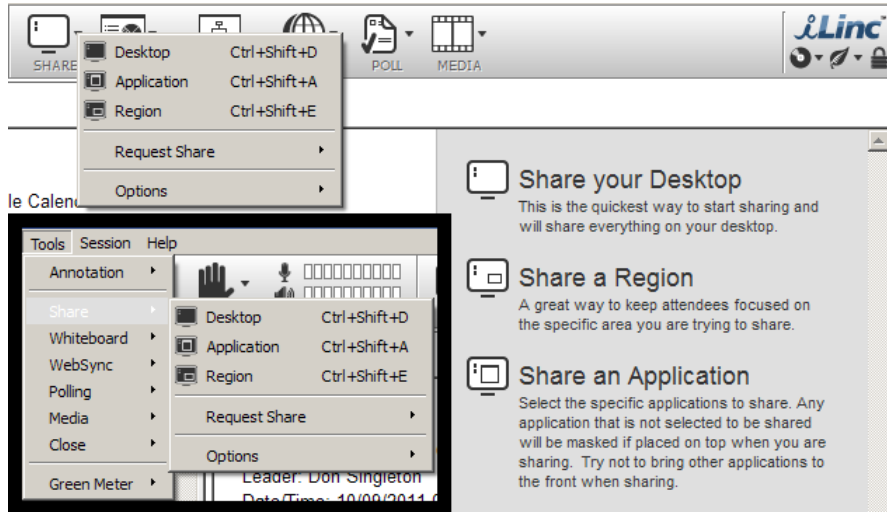
- **IF** the presenter ever offers to give you, as an attendee, “**The Floor**”, you would have the ability to share your screen with everyone. This would switch you to a full screen, with no apparent access to any controls
- But if you move your mouse past the top of the screen, the above bar will come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

# Be sure they understand that



- If you promote someone to Floor Holder, they are going to have the ability to Share Their Screen (Desktop, Region, or Application), and because it sounds like fun, they are likely to do it.
- So before giving someone The Floor, and thus enabling them to share their screen, make sure they understand how to get out of it.
- And if they are confused, you can move your mouse past the top of the screen and do it for them.

# Floor Holder / Assistant Start Tab

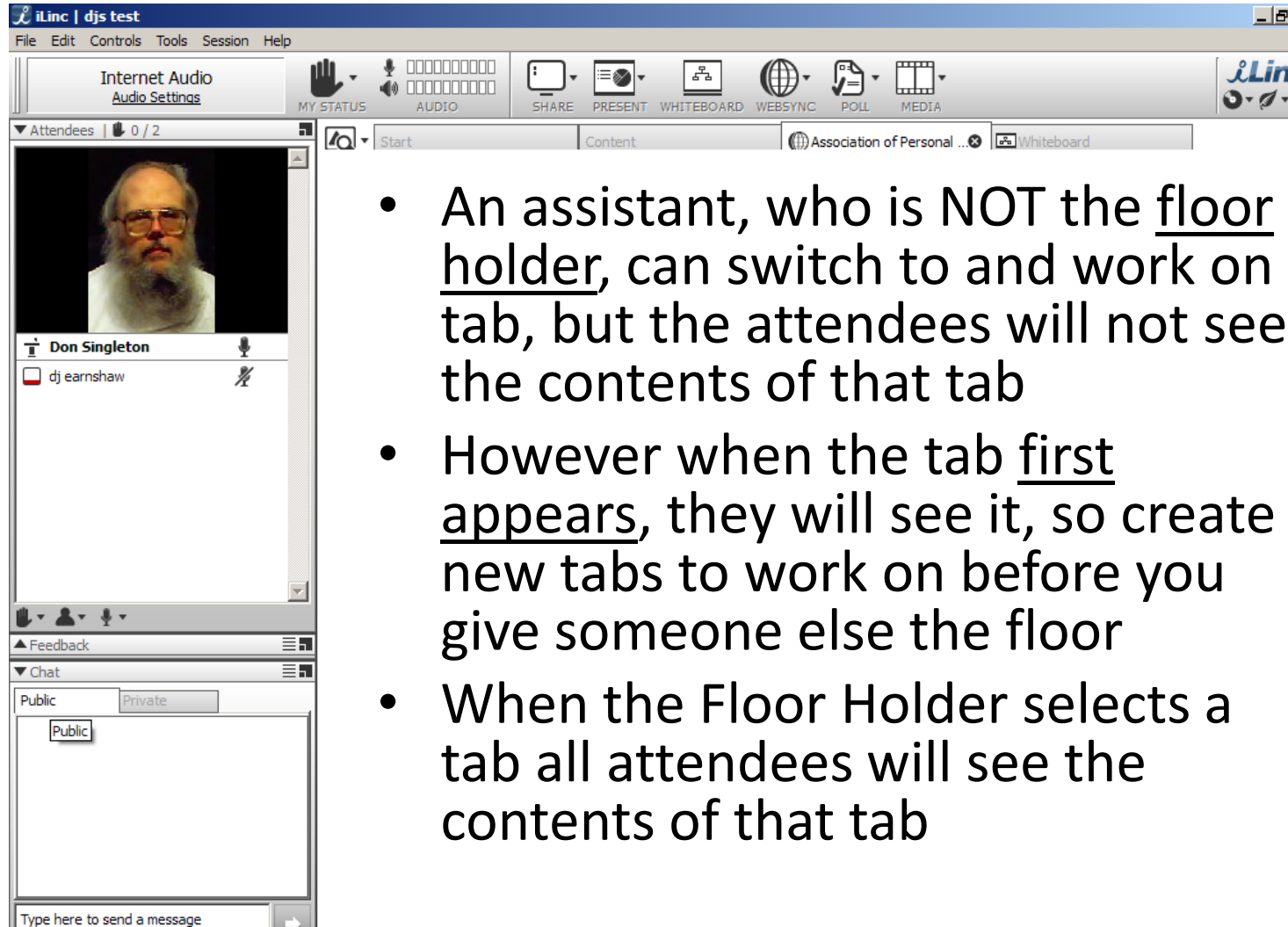


- Now that we know how to stop sharing, note that the Leader, Assistant, and Floor Holder have three ways to share their screen
  - On the Start Tab (right side)
  - Tools Menu / Share option
  - And the drop down triangle next to Share on the top bar

# Share

- It does not matter which of the three ways you select
  - When you share your desktop everyone sees your screen, whichever task you select
  - When you select a region, they see that part of your screen, whichever tab you select (more info at [https://lms-10.ilinc.com/perl/ilinc/lms/media\\_player.pl?topic=SESSION\\_REGION|session](https://lms-10.ilinc.com/perl/ilinc/lms/media_player.pl?topic=SESSION_REGION|session))
  - When you share an application they just see that task on your computer

# Tabs



The screenshot shows the iLinc software interface. The title bar reads "iLinc | djs test". The menu bar includes "File", "Edit", "Controls", "Tools", "Session", and "Help". The toolbar contains icons for "MY STATUS", "AUDIO", "SHARE", "PRESENT", "WHITEBOARD", "WEBSYNC", "POLL", and "MEDIA". The main window displays a meeting with two attendees: "Don Singleton" (with a video feed) and "dj earnshaw". The chat area is visible at the bottom, showing a "Public" chat window with a message input field.

- An assistant, who is NOT the floor holder, can switch to and work on a tab, but the attendees will not see the contents of that tab
- However when the tab first appears, they will see it, so create new tabs to work on before you give someone else the floor
- When the Floor Holder selects a tab all attendees will see the contents of that tab

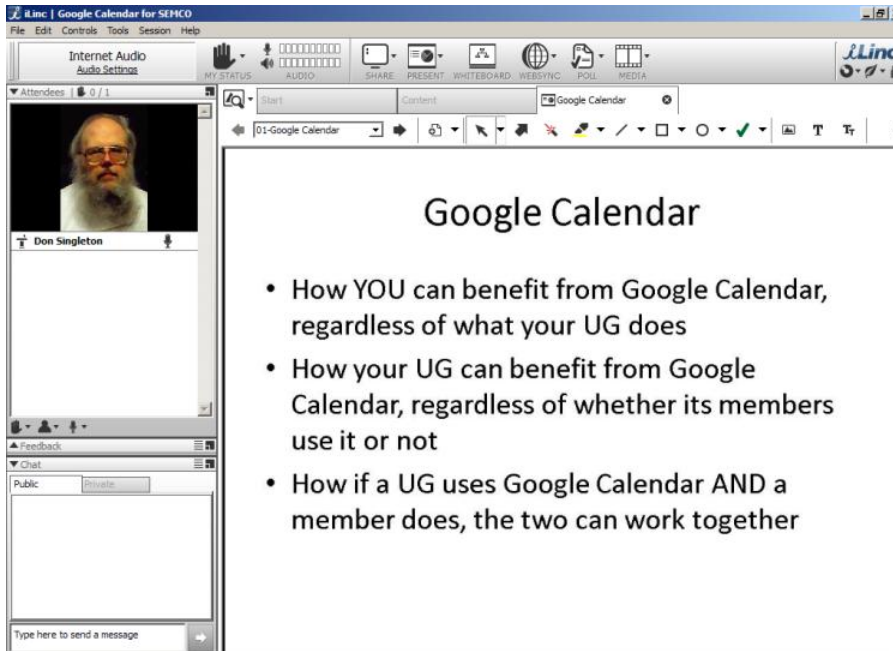
# Present

The screenshot shows the iLinc Present interface. At the top, there is a toolbar with icons for STATUS, AUDIO, SHARE, PRESEN, and MEDIA. The PRESEN icon is highlighted, and a context menu is open, showing 'Upload' (Ctrl+U) and a list of content items: 'Google Calendar' and 'iLinc Attendee Overview'. Below the toolbar is a search bar with 'Start' and 'Content' tabs. A 'Add Content' button is visible. Below that is a table of content items.

/	Name	Date Created	Type	Size
01	<b>Polling - What do you think of iLinc so far</b>	10/2/2011 8:54:00 AM	Polling	0 KB
02	<b>frim hd</b>	10/2/2011 9:49:00 AM	Polling	0 KB
03	<b>Google Calendar</b>	10/3/2011 10:32:00 AM	PowerPoint Presentation	183 KB
04	<b>iLinc Attendee Overview</b>	10/3/2011 10:33:00 AM	PowerPoint Presentation	0 KB

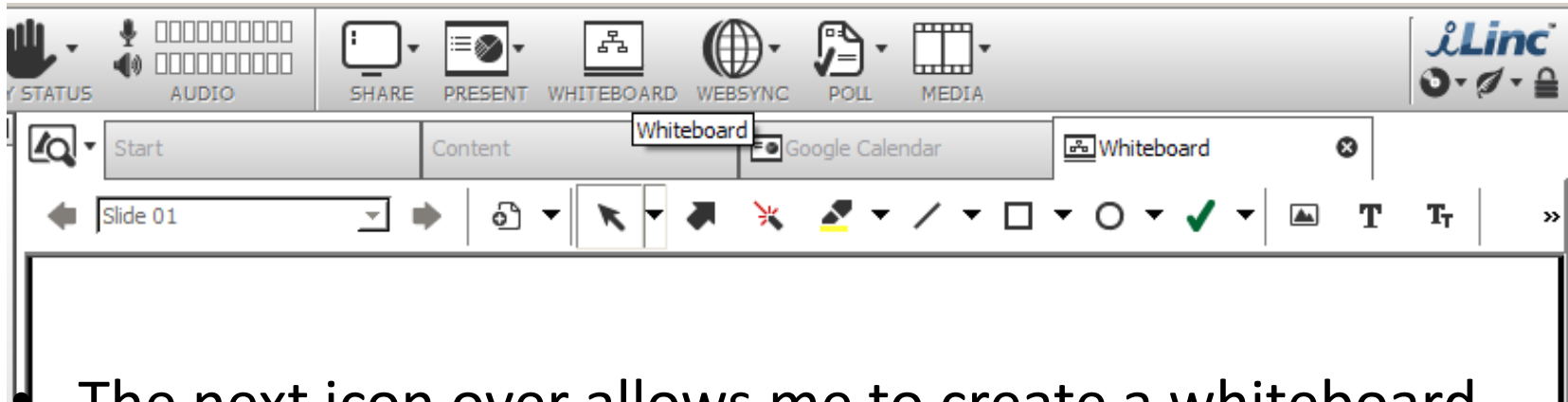
- From the Present icon you can either upload a PPT, or select from one already uploaded
- You can also go to the Content tab to select a PPT

# PowerPoint Presentation



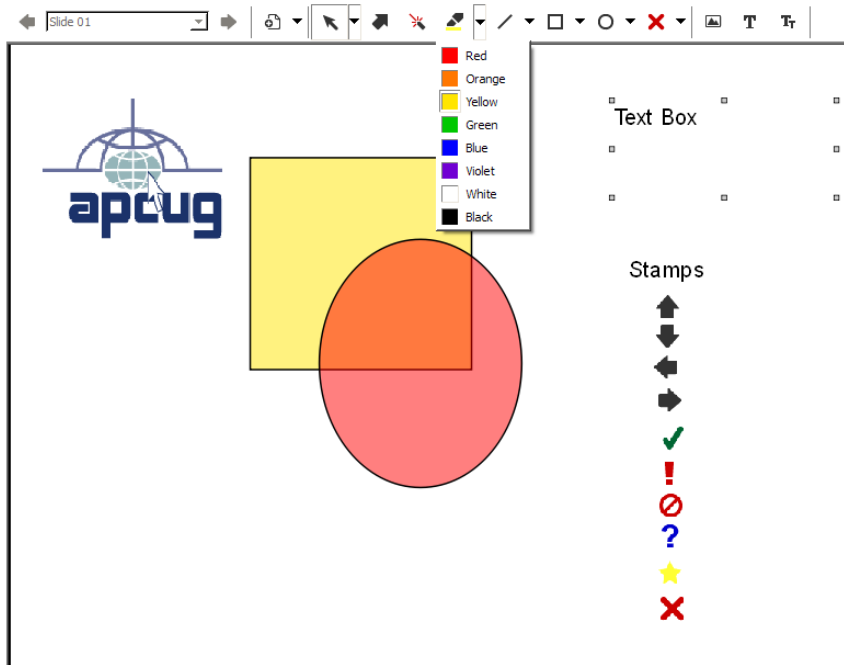
- Here I am showing a Power Point Presentation
- I can go to the next slide by
  - Pressing right arrow on my keyboard
  - Clicking right arrow in the bar just above my slide
  - Clicking the dropdown (to the left of the right arrow) and selecting the slide I want
  - I also have all of the annotation tools I can use with my slide (highlight, pointer, draw on it like a white board, etc)

# Whiteboard



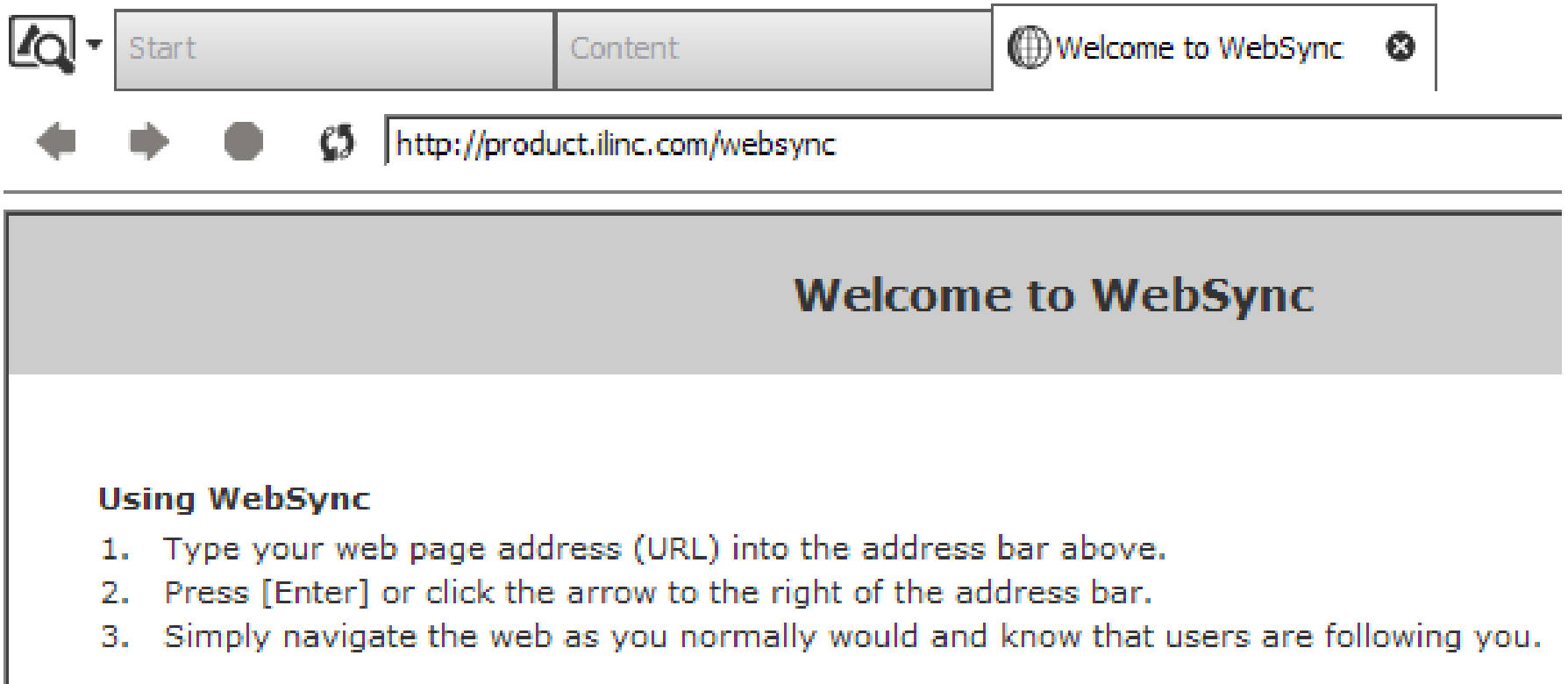
- The next icon over allows me to create a whiteboard
- It is like an empty PPT slide. I have the same annotation tools I had with a PPT slide, but just starting with a white piece of paper
- You can even save a Whiteboard (Powerboard)
- **More info** [https://lms-10.ilinc.com/perl/ilinc/lms/media\\_player.pl?topic=SESSION\\_POWERBOARD|session](https://lms-10.ilinc.com/perl/ilinc/lms/media_player.pl?topic=SESSION_POWERBOARD|session)

# Whiteboard Example

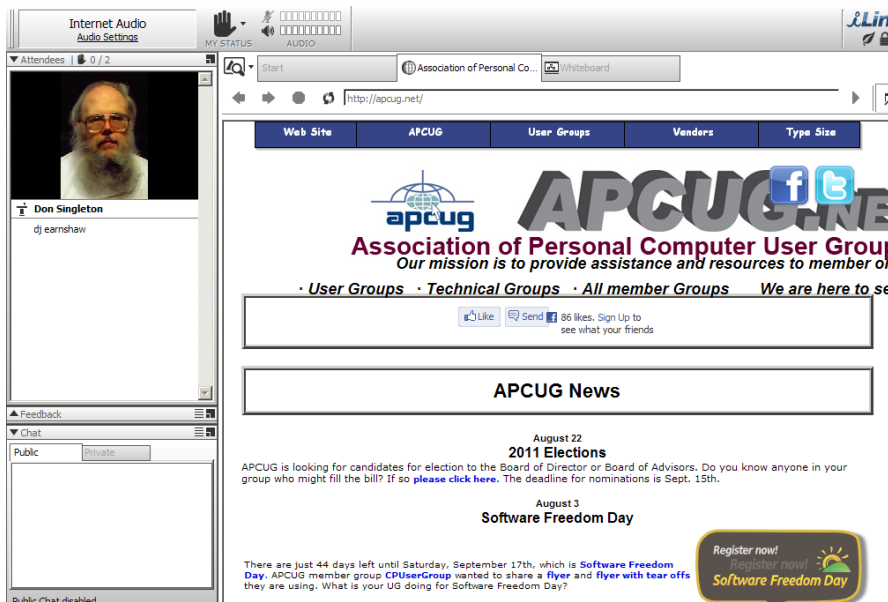


- Image
- Square (any color)
- Circle (any color)
- (solid fill, transparent, or no fill)
- Highlighter colors
- Text box (any font size)
- Stamps

# Websync



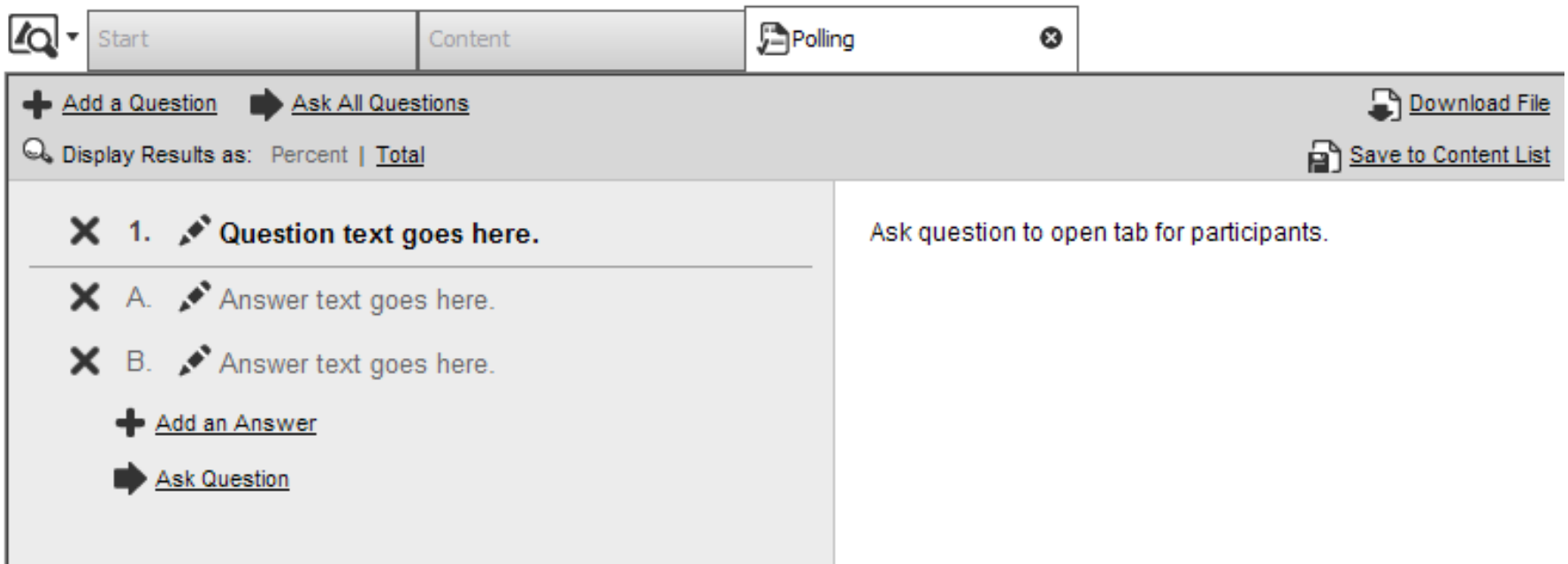
# Here we are on APCUG.NET



- You brought people to the site, and you can click a link, and they will see the new page
- But you are controlling a browser on their computer, and they can also click on a link, and only they will see the new page
- But when you click on another link, they will see that page, and not the one they went to.

# Poll

Click and it will set up a sample poll with one question and two answers



The screenshot shows a web interface for creating a poll. At the top, there are three tabs: 'Start', 'Content', and 'Polling' (which is active and has a close button). Below the tabs is a toolbar with the following elements from left to right: a plus icon and 'Add a Question', a right arrow icon and 'Ask All Questions', a magnifying glass icon and 'Display Results as: Percent | Total', a download icon and 'Download File', and a save icon and 'Save to Content List'. The main area is divided into two panels. The left panel contains a list of items, each with a close 'X' icon and a pencil edit icon: '1. Question text goes here.', 'A. Answer text goes here.', and 'B. Answer text goes here.'. Below these items are two buttons: '+ Add an Answer' and a right arrow icon followed by 'Ask Question'. The right panel contains the text 'Ask question to open tab for participants.'

# Modify this sample poll

+ Add a Question   ➔ Ask All Questions

🔍 Display Results as: Percent | Total

✕ 1. ✎ Question text goes here.

---

✕ A. ✎ Answer text goes here.

✕ B. ✎ Answer text goes here.

+ Add an Answer

➔ Ask Question

- Click the question, and you will be able to change the Question Text

+ Add a Question   ➔ Ask All Questions

🔍 Display Results as: Percent | Total

▼ ▲  Save Cancel

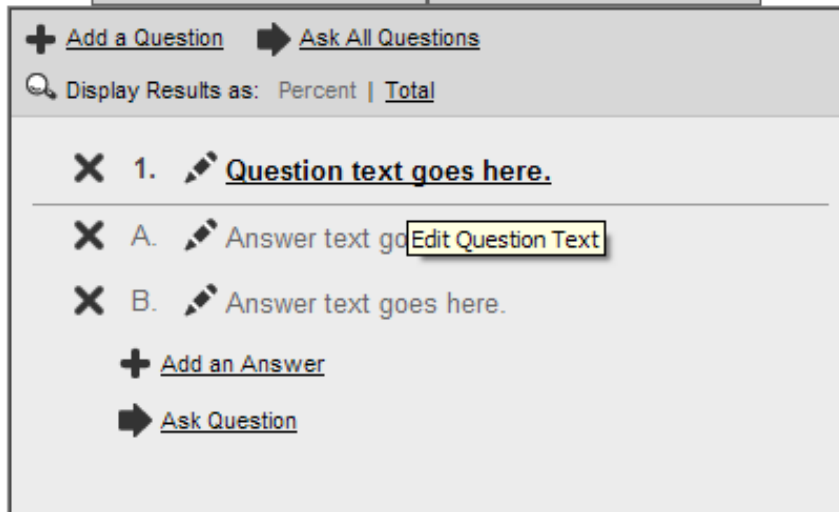
✕ A. ✎ Answer text goes here.

✕ B. ✎ Answer text goes here.

+ Add an Answer

➔ Ask Question

# Modify this sample poll



+

[Add a Question](#)   [Ask All Questions](#)

🔍 Display Results as: Percent | Total

✕ 1. ✎ Question text goes here.

---

✕ A. ✎ Answer text goes here.

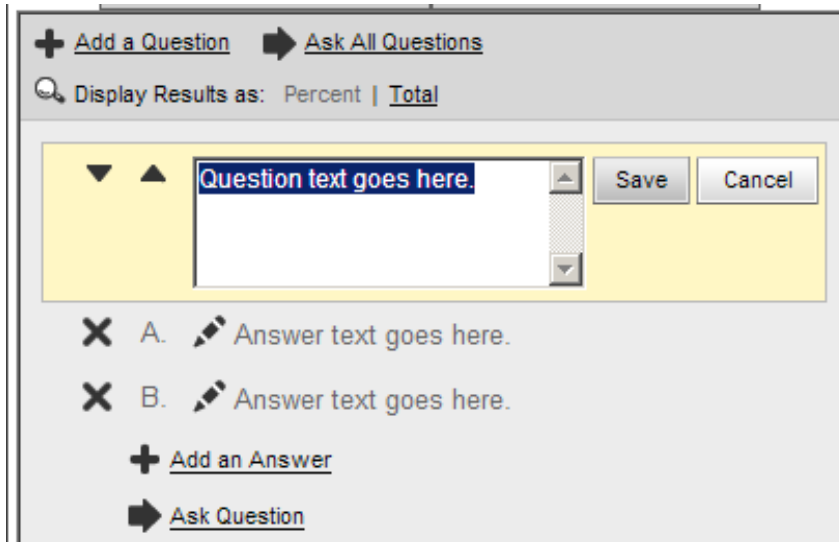
✕ B. ✎ Answer text goes here.

+

[Add an Answer](#)

➔ [Ask Question](#)

- Click the question, and you will be able to change the Question Text



+

[Add a Question](#)   [Ask All Questions](#)

🔍 Display Results as: Percent | Total

▼ ▲

✕ A. ✎ Answer text goes here.

✕ B. ✎ Answer text goes here.

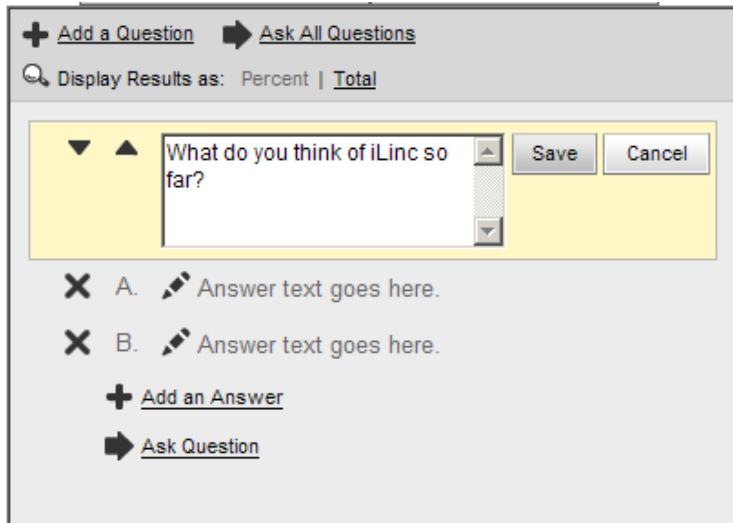
+

[Add an Answer](#)

➔ [Ask Question](#)

- And here I am, able to change it

# Modify sample poll – Slide 2



+

[Add a Question](#)   [Ask All Questions](#)

Display Results as: [Percent](#) | [Total](#)

▼ ▲ What do you think of iLinc so far? Save Cancel

✕ A. ✎ Answer text goes here.

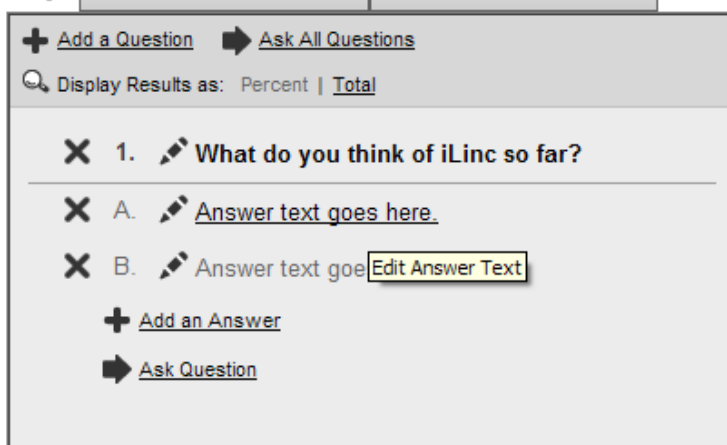
✕ B. ✎ Answer text goes here.

+

[Add an Answer](#)

➔ [Ask Question](#)

- I typed in a new question



+

[Add a Question](#)   [Ask All Questions](#)

Display Results as: [Percent](#) | [Total](#)

✕ 1. ✎ What do you think of iLinc so far?

---

✕ A. ✎ [Answer text goes here.](#)

✕ B. ✎ Answer text goes [Edit Answer Text](#)

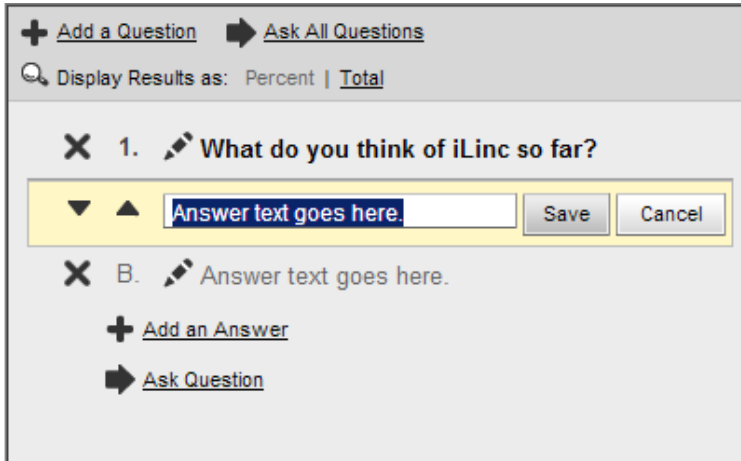
+

[Add an Answer](#)

➔ [Ask Question](#)

- And here is the question
- Let us change the first answer

# Modify sample poll – Slide 3



+

[Add a Question](#)   [Ask All Questions](#)

Display Results as: [Percent](#) | [Total](#)

✕ 1. ✎ What do you think of iLinc so far?

▼ ▲  [Save](#) [Cancel](#)

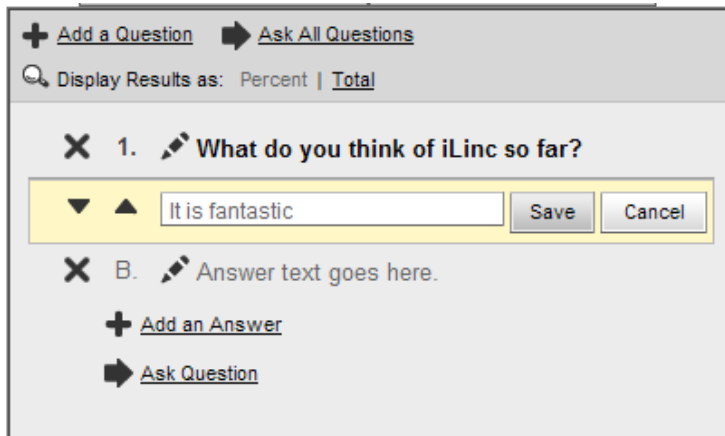
✕ B. ✎ Answer text goes here.

+

[Add an Answer](#)

➡ [Ask Question](#)

- I can change the answer



+

[Add a Question](#)   [Ask All Questions](#)

Display Results as: [Percent](#) | [Total](#)

✕ 1. ✎ What do you think of iLinc so far?

▼ ▲  [Save](#) [Cancel](#)

✕ B. ✎ Answer text goes here.

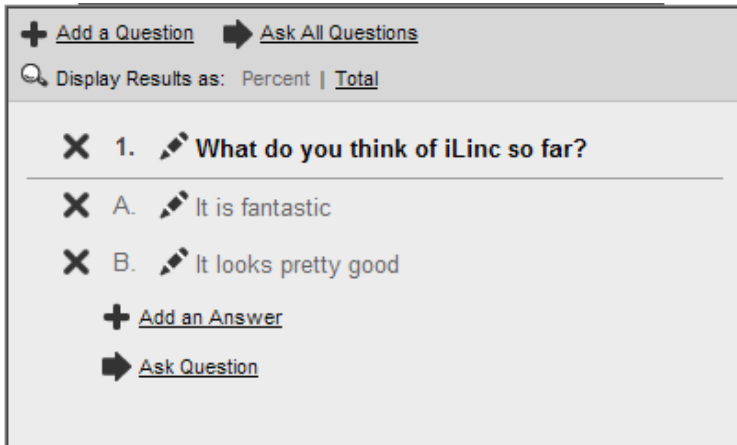
+

[Add an Answer](#)

➡ [Ask Question](#)

- I changed it to this

# Modify sample poll – Slide 4



+ Add a Question   ➔ Ask All Questions

🔍 Display Results as: Percent | Total

✕ 1. ✎ What do you think of iLinc so far?

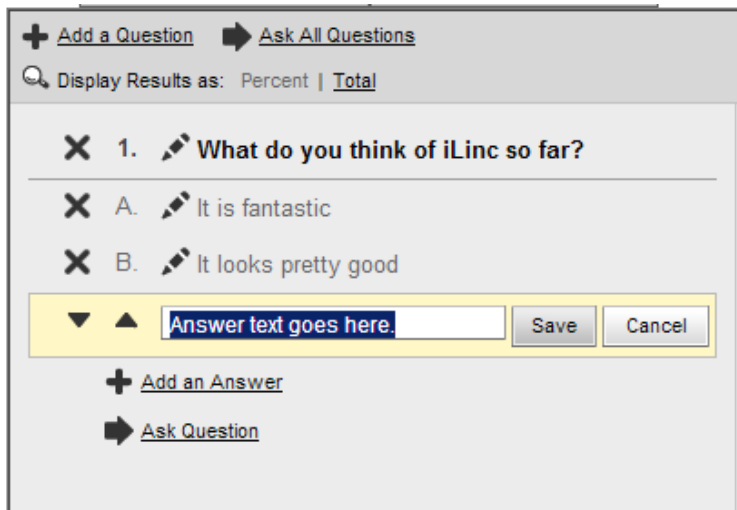
---

✕ A. ✎ It is fantastic

✕ B. ✎ It looks pretty good

+ Add an Answer

➔ Ask Question



+ Add a Question   ➔ Ask All Questions

🔍 Display Results as: Percent | Total

✕ 1. ✎ What do you think of iLinc so far?

---

✕ A. ✎ It is fantastic

✕ B. ✎ It looks pretty good

▼ ▲  Save Cancel

+ Add an Answer

➔ Ask Question

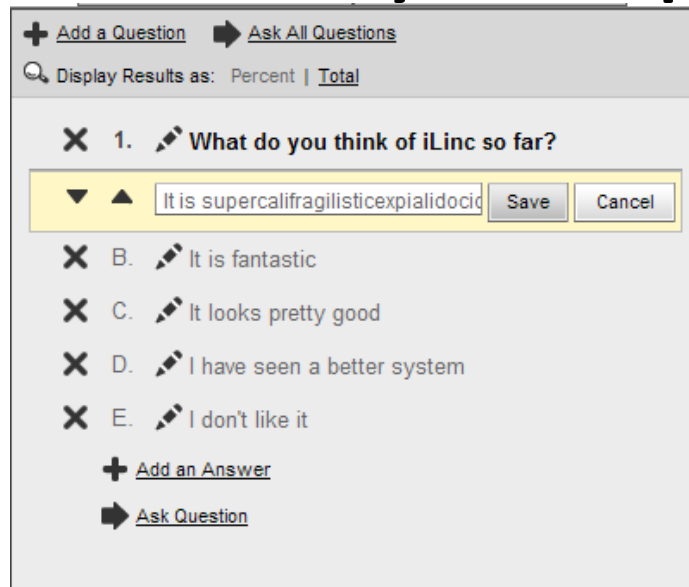
- And I see it got changed, and I changed the next one the same way
- But I want a third answer, so I click Add an Answer
- And I can type it in

# Modify sample poll – Slide 5

The image shows two screenshots of a poll interface. The top screenshot shows a poll with five answers: 'What do you think of iLinc so far?', 'It is fantastic', 'It looks pretty good', 'I have seen a better system', and 'It is supercalifragilisticexpialidocious'. The bottom screenshot shows the same poll, but with a dialog box open for the last answer. The dialog box has a dropdown arrow on the left, a text input field containing 'It is supercalifragilisticexpialidocious', and 'Save' and 'Cancel' buttons. This indicates the user is in the process of reordering the answers.

- I now have five answers, but the last one is out of place
- I click on it, and click several times on the up triangle, and can move it up to the top of the answers

# Modify sample poll – Slide 6



+ Add a Question   ➔ Ask All Questions

🔍 Display Results as: Percent | Total

✕ 1. 🖋️ What do you think of iLinc so far?

▼ ▲ It is supercalifragilisticexpialidociu Save Cancel

✕ B. 🖋️ It is fantastic

✕ C. 🖋️ It looks pretty good

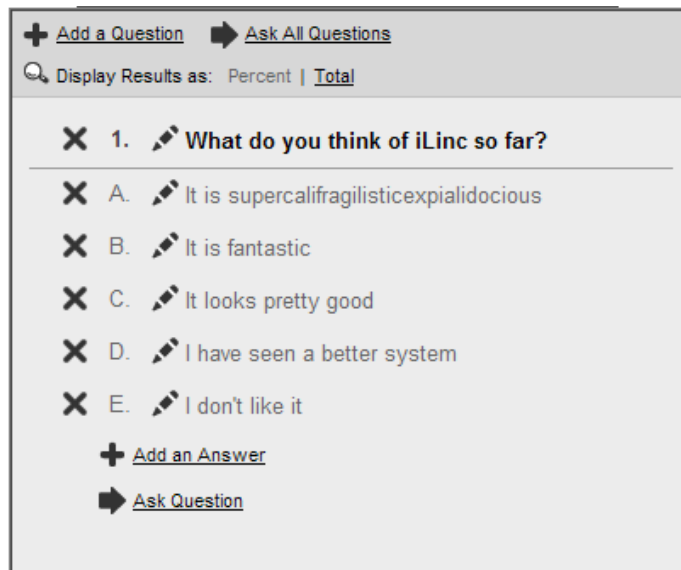
✕ D. 🖋️ I have seen a better system

✕ E. 🖋️ I don't like it

+ Add an Answer

➔ Ask Question

- It is now at the top, where it belongs, and I click save



+ Add a Question   ➔ Ask All Questions

🔍 Display Results as: Percent | Total

✕ 1. 🖋️ What do you think of iLinc so far?

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✕ A. 🖋️ It is supercalifragilisticexpialidocious

✕ B. 🖋️ It is fantastic

✕ C. 🖋️ It looks pretty good

✕ D. 🖋️ I have seen a better system

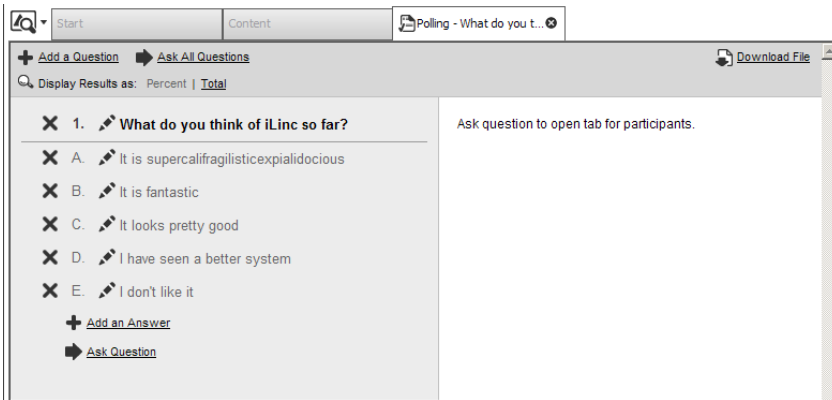
✕ E. 🖋️ I don't like it

+ Add an Answer

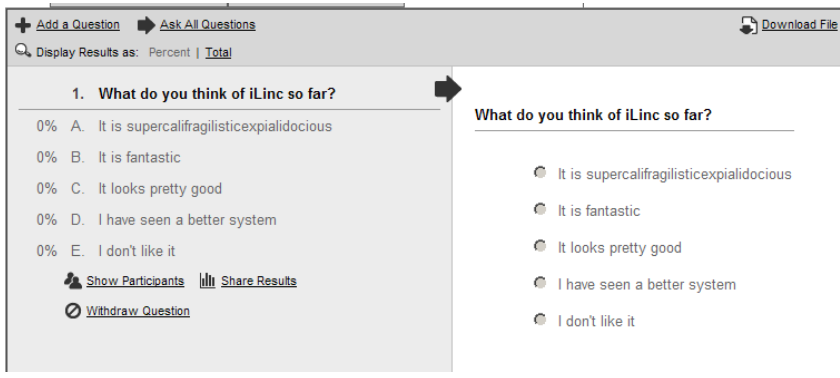
➔ Ask Question

- And now the poll is the way I want it

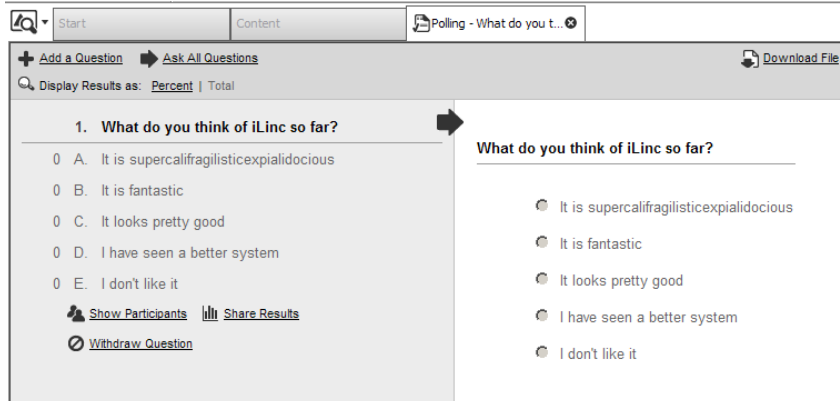
# Modify sample poll – Slide 7



- Here is my poll, in a tab, but the attendees don't see it yet



- I click Ask Question and they see it and can vote
- I can't vote in my poll, so it is greyed out for me
- I can switch from percent to total and can Share Results when I wish



- Select Show Participants to see who voted for each choice

# Modify sample poll – Slide 8

The screenshot shows a software interface for creating a poll. At the top, there are buttons for '+ Add a Question', 'Ask All Questions', 'Download File', and 'Save to Content List'. Below these, it says 'Display Results as: Percent | Total'. The main area contains a list of questions and answers:

- 1. What do you think of iLinc so far?
- A. It is supercalifragilisticexpialidocious
- B. It is fantastic
- C. It looks pretty good
- D. I have seen a better system
- E. I don't like it

Below the list are buttons for '+ Add an Answer' and 'Ask Question'. An 'Explorer User Prompt' dialog box is open in the foreground, with the following text:

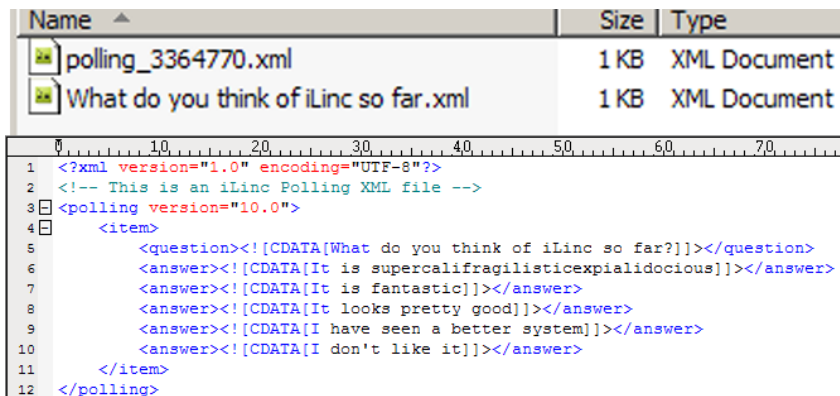
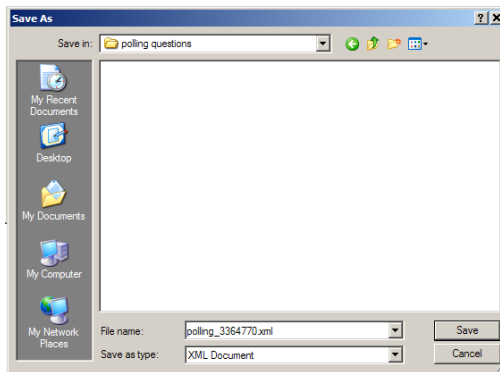
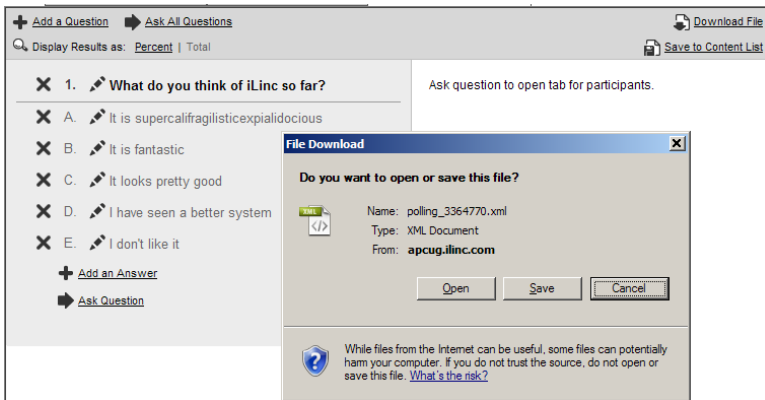
Script Prompt: [OK]

Enter a title for the Polling item: [Cancel]

Polling - What do you think of iLinc so far

- If you have come in to your session ahead of time you can prepare a poll and Save to Contact List, and name it.
- It will not immediately be visible, but the next time you join your session it will be there

# Modify sample poll – Slide 9



- I am not sure why you would want to do it, but you can also click download file and then save
- You will get a Save As box where you can name the file.
- You will get an XML file on your HD, which you could edit, but you don't have the ability to upload it, so you would have to give it to Don, Hewie, or Jim to upload when scheduling your webinar.

# Media

Please type the full URL to the media file you would like to play. For example:

- <http://www.myURL.com/media/mymovie.mpg>
- <http://www.myURL.com/media/myaudio.mp3>
- <http://www.youtube.com/watch?v=a1B2c3D4>

- Enter the full URL of the media file to play
  - mpg, mp3, wmv
- May include a YouTube file
- If you need a file uploaded you can provide it to Don, Hewie, or Jim to upload when your presentation is scheduled.

# If you need any help contact

- Don Singleton
  - [donsingleton@cox.net](mailto:donsingleton@cox.net) OR [dsingleton@apcug.org](mailto:dsingleton@apcug.org)
  - 918-622-3417
- Hewie Poplock
- Jim Evans