

**Workshops on vRoom A Distant Communication Tool
By Interactive Measurement Group at
University of Nevada, Las Vegas**

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Lesson 1: Getting the Software

Purpose

In this lesson you will learn how to obtain the Elluminate software program vRoom. Having this software program will allow you to communicate with other people via Internet, wherever they may be.

Prerequisites

There are no prerequisites needed for this workshop.

Minimum equipment:

Windows

Windows 2000, Windows XP, or Windows Vista
Pentium III 500 Mhz processor or newer
256 MB RAM
20 MB free disk space
18.8 kbps Intern connection or faster

Macintosh

Mac OSX 10.2.8, Mac OS X 10.3.9, or Mac OS X 10.4
G3, G4, G5, or Intel processor
256 MB RAM
20 MB free disk Space
28.8 kbps Internet connection or Faster

Suggested Equipment

Microphone
Webcam

Part 1: Downloading the Software

Downloading the software

1. Open up the web browser of your choice.
2. Go to <http://www.illuminate.com/vroom/>
3. Click on the yellow “Get Your vRoom!” button
4. Fill out the required information
5. When you have finished filling out the information click on the blue “submit” button.
6. A screen will then appear that tells you to check your email.
7. Check your email inbox. If it isn’t in your inbox, check your spam folder, it may have been picked out by your spam filter.
8. In the email click on the “Click here to join my vRoom” link, or you can copy and paste the full link text into the address bar of your browser.
9. A window should pop up with the heading “opening dropin.jnlp.”
10. Click on Open with.
11. Click on Ok.
12. A Java program will begin to run, allow the software to download completely.
13. When the software is downloaded a Session Participant Agreement window will pop up. Read through the terms of service asking whether you agree or disagree with the terms.
14. In the same window click Ok.
15. Click on the internet speed drop down menu. Choose the appropriate speed for the Internet connection that you have.
16. Once you have picked your speed, click Ok. This will open up your vRoom. Now you’re ready to get started.

Lesson 2: Getting to know your vRoom

Purpose

The purpose of this lesson is to show you the very basic capabilities of your vRoom. We will show you how to use the whiteboard, chat window, and the participants window.

Prerequisites

You must have successfully completed lesson one, Downloading the Software.

Part 1: Getting Your vRoom Ready

Clearing the Whiteboard

Since we are using the free Elluminate software, our vRoom will open with three demo slides on our white board. We will begin by removing them and opening a fresh white board.

1. Right click anywhere on the whiteboard area.
2. Hold the curser over Current Screen, and a dropdown menu should appear.
3. Then bring the curser over to Delete Screen. This will delete the current screen.

Repeat steps 1 through 3 until all 3 of the demo screens are gone.

Opening a fresh Whiteboard Screen

Now that all our demo screens are gone, it's time to open up fresh ones for us to work on.

1. right click where the Whiteboard Screen should be.
2. Hold the curser over Current Screen and another dropdown menu should appear.
3. Hold the curser over Paste Screen and yet another drop down menu should appear.
4. Finally pick where you want the new screen to appear in relation to your current screen. Since we are opening a brand new screen any option will open a new screen.

Setting Up Your Welcome Screen

Before you invite anyone to your vRoom, lets get a welcome screen set up for them to see.

1. Click on the button that is a blue A with black lines next to it in the white square. This button is found on the top left corner of our whiteboard. This text option allows you, or anyone else in the vRoom to edit the content, size, color, and type of the text.
2. Then using the mouse, click the left mouse button once. This will open up a text box that we can type in our welcome message.
3. After you've typed in your message you can edit the text by using the text color, type, and size options at the bottom of the whiteboard screen.

If at any point you want to edit this text all you have to do is double click on the text and it will bring you back to the editing box.

Getting to know your Whiteboard

Here are short descriptions on all the whiteboard buttons starting at the top left:

Selection Tool: This is what you hit at anytime to get your curser back in order to select objects.

Eraser Tool: This is what you use to erase any or all the objects. As the moderator you will be able to select all of your objects or all the objects of another participant.

Pen: You can use this to free hand draw or write anything you want.

1. Click on the Pen Tool.
2. Select what color and line thickness that you want to use.
3. Put the curser on the Whiteboard where you want to draw. You'll notice the curser changes into the shape of the pen.
4. Press and Hold the left mouse button as you move the cursor to draw.
5. Release the left mouse button to stop drawing.

Highlighter: This is the same as the pen, but with a different opacity so you can bring attention to certain text or objects without obscuring them.

1. Click on the Highlighter tool.
2. Select what color and line thickness you want to use.
3. Put the cursor on the Whiteboard where you want to draw. You'll notice that the cursor changes into the shape of the highlighter.
4. Press and hold the left mouse button as you move the cursor to draw.
5. Release the left mouse button to stop drawing.

Simple Text Tool: Use this tool to enter single lines of text. You won't be able to further edit its content after you move on to the next tool.

1. Click on the Simple Text Tool.
2. Select the font name, color, size, and any other formatting options that you want to customize.
3. Click on the Whiteboard where you wish to place your text.
4. Press enter when you're done typing your text.

Text Editor Tool: Use this tool to enter multiple lines of text that you want to be able to further edit. This text option will also allow you to scroll as you enter large pieces of text.

1. Click on the Text Editor Tool.
2. Single-click on the whiteboard where you want to place your text to get a default sized text box. Or you can click and hold the left mouse button as you move the cursor to get to the text box of your desired size. Finally, let go of the mouse button.
3. Select the font name, color, size, and any other formatting options that you want to customize.
4. Type your text as if you were using any regular word processing program.

Ellipse Tool: Use this tool to draw circles around other objects without obscuring the object.

1. Click on the Ellipse Tool.
2. Select the color and line thickness that you want to use.
3. Position the cursor on the whiteboard where you want to start your ellipse.
4. Press and hold down the left mouse button as you move the cursor to where you want to end the ellipse.
5. When it's the shape you want, release the left mouse button to finish your ellipse.

Filled Ellipse Tool: Use this tool to draw a circle that is filled in with a particular color.

1. Click on the filled Ellipse Tool.
2. Select the color that you want to use.
3. Position the cursor on the whiteboard where you want to start your ellipse.
4. Press and hold down the left mouse button as you move the cursor to where you want to end the ellipse.
5. When it's the shape you want, release the left mouse button to finish your ellipse.

Rectangle Tool: Use this tool to draw a rectangle around other objects without obscuring the object.

1. Click on the Rectangle Tool.
2. Select the color and line thickness that you want to use.
3. Position the cursor on the whiteboard where you want to start your rectangle.
4. Press and hold down the left mouse button as you move the cursor to where you want to end the rectangle.
5. When it's the shape you want, release the left mouse button to finish your ellipse.

Filled Rectangle Tool: Use this tool to draw a rectangle that is filled in a particular color.

1. Click on the filled Rectangle Tool.
2. Select the color that you want to use.
3. Position the cursor on the whiteboard where you want to start your rectangle.
4. Press and hold down the left mouse button as you move the cursor to where you want to end the rectangle.
5. When it's the shape you want, release the left mouse button to finish your ellipse.

Line: This is how you can draw a perfectly straight line, any color or size you choose.

1. Click on the line tool.
2. Select the color and line thickness that you want to use.
3. Put the cursor on the whiteboard where you want to begin your line.
4. Press and hold down the left mouse button as you move the cursor to where you want your line to end.
5. Release the left mouse button to complete your line.

Laser Pointer: This is how you can draw attention to specific parts of your presentation while you talk about them. Just one click will put a bursting sun, or any of the clip art pieces you choose, right where you clicked on the whiteboard for everyone to see.

1. Click on the Laser Pointer Tool.
2. Select an image to use as your pointer. Note: the sunburst and the light bulb are animated.
3. Click on the whiteboard where you want the laser pointer.

Note: The laser pointer image will only be visible until you choose another tool or navigate away from that screen.

Insert Image: This will bring up the screen to upload any picture off the computer you are using and place it onto the whiteboard.

1. Click on the Insert Image Button.
2. Navigate to the folder containing the image file you want to use.
3. Select the image file.
4. Click Load to put the image on the Whiteboard.
5. Position the image on the whiteboard by moving the cursor until the image is where you want it. Click when the picture is where you want it.

Insert Clipart: This will allow you to place basic clipart into your presentation.

1. Click on the Insert Clip Art Button.
2. Select the clip art picture that you wish to insert into the whiteboard.
3. Click Place to place the image on the whiteboard.
4. Position the image on the whiteboard by moving the cursor until the image is where you want it. Click when the picture is where you want it.

Insert Screen Capture: This is a tool that allows you to take snapshots of what you see on your desktop and place them on your whiteboard for everyone to see.

1. Click on the insert Screen Capture button.
2. In the window pick the area that you would like to capture.
 - a. Entire Desktop: will capture everything currently on your desktop
 - b. Entire Desktop with Delay: will capture everything on your desktop in 10 seconds giving you time to make any final adjustments.
 - c. Selected Area: will allow you to pick a small area of your choice to capture and share.
3. Choose whether you want to save the image as a JPEG or PNG and choose which compression you wish to use.
4. Click on capture.
5. If you picked Selected Area: A square will pop up with buttons in the middle, click and drag on the frame to pick the area you want to capture. If the square doesn't show you what is currently on your screen, click the refresh button. When you frame what you want click on the Snap button.
6. Move the image to place it where you want on the whiteboard by moving the mouse. When it is in the desired location click the left mouse button to place the image.

Using these tools make your welcome screen inviting and informational. Also make sure that you set up the rest of your presentation materials before you invite anyone to your vRoom.

Part 2: Using Your vRoom

How to Invite People to Your vRoom

This is one of the easiest ways to invite up to two other people to your room for free. For more people you must upgrade to one of the paid packages.

1. Go to the Internet page that you clicked on to open your vRoom. The web address will be <http://elluminate.com/live/md.html?rk=> followed by a distinct series of numbers and letters that are associated to your personal account.
2. Scroll down the page until you see the heading Invite Others Into Your Room and fill out the required information. This will send an email to the person you wish to invite.
3. You will see their name appear in the Participants Window when they have successfully joined your vRoom.

You can return to this blue page to access your vRoom and invite others at anytime by going to your initial email from Elluminate.

Participants Window & Desktop Control

As the moderator of the vRoom, you have certain privileges that no one else in the room has. One of which is the ability to request control of any of your participants' desktops. That means you can take control of another individual's computer and run it as if you were sitting in the room with them. This can be handy if you're trying to help trouble shoot a problem, or to help write or edit a paper as if you were in the room with them.

How to take control

1. Click on the name of the person that you would like to request Remote Desktop Control.
2. Right click on the name of the person and a menu should drop down.
3. Click on Request Desktop Control. This will pop up a series of windows on their computer. The first will ask for them to agree. The next will tell them how to terminate the link at anytime, holding the control key while pressing the space bar.
4. Now you will have full control of their desktop.

Chat

Most people are familiar with some form of chat, or instant message, software. Many of us have used AIM, YahooChat, or other similar programs, the chat in the vRoom is no different. You simply type in the single empty line below the dialog box and hit send. What you typed will then appear in the dialog box for everyone in your vRoom to see. This is a great function to utilize when you don't have microphones or speakers to take advantage of.