



# Setting Up an On-Line Course

Participant Guide



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# Welcome

We're excited you have decided to join us today for this exciting course. By the time we have finished, you will be ready to go out and set up and run your own course or meeting on-line.

There's nothing to be afraid of with this technology. It's so easy to use you're going to be amazed.

Before the day of the course, make sure you run the Wizard that was mentioned in your pre-class materials and that your computer is all ready to go. If you haven't attended a HorizonLive demonstration yet, you really should do that before attending this course.

I'll see you on-line!



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# Learning Objectives

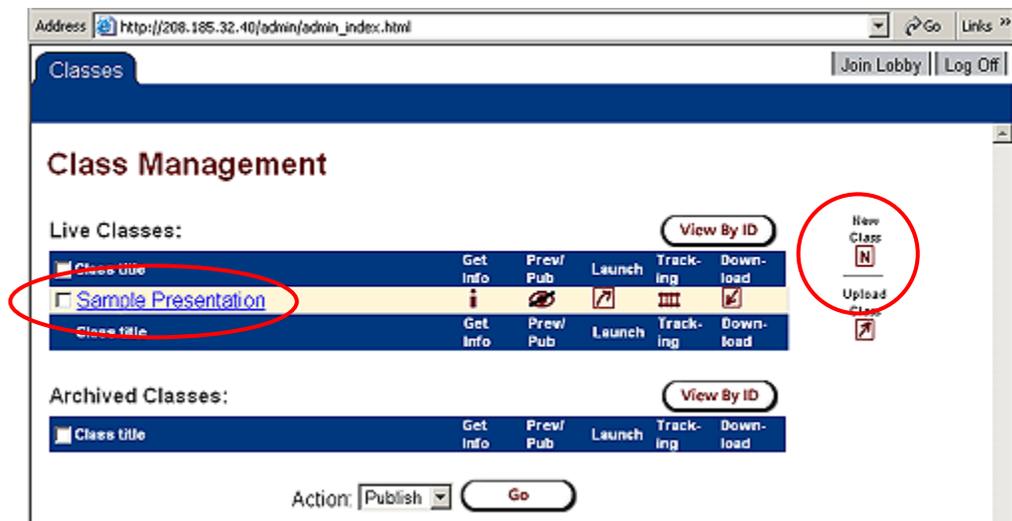
Upon completion of this course you will be able to:

1. Set up an on-line course or meeting
2. Administer a course or meeting on-line

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# Class Creator

1. Log-in to the following URL: <http://fws.horizonlive.com/admin>



With Class Creator access, you have the ability to modify your content and create a new class. In the diagram above, you can click the link for 'Sample Presentation' to modify the class, or click the button for 'New Class' to create new content.

2. Fill in the fields and click 'Create' to initiate your class

### Create a New Class

New Class ID:	sample002
Title:	This is a sample presentation
Description:	
Presenter Email:	help@horizonlive.com <small>This field is optional; filling it out will allow viewers of archives created from this class to send email to the presenter.</small>

**Create**

- Class ID = reference tag; name in carousel
- Title = name that appears in the lobby
- Description = for your own reference
- Presenter Email = where questions will go to if the session is archived

3. A confirmation screen appears.

On the right hand side are four buttons you can use. They are:

- Prev/Pub button – preview/publish mode
- Launch – open up the session in HLive
- Tracking Info – opens up tracking report where you can see who was logged on and for how long
- Duplicate this Class – make a copy of the course

You also have four tabs across the top of the screen. They are:

- Content – where you put in the slides
- Properties – replica of what you just filled out
- Media Settings – set up media options
- Access – set up access levels

4. Click on the “Content” tab to add your slides.

There are two default slide carousels in your new class. One is called eBoard Snapshots and the other will be called the class ID you specified. Typically we use the class ID carousel, but there is a button for a new carousel if you decide you want to create a new one.

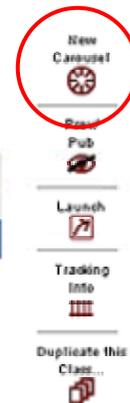
### **Modify *This is a sample presentation***

Manage existing carousels by using the table below.

Select a carousel from the list to modify its contents:

Carousel Title	Slide Count	Get Info	Edit Title	Erase
eBoard Snapshots	0 slides			
sample002	0 slides			
Carousel Title	Slide Count	Get Info	Edit Title	Erase

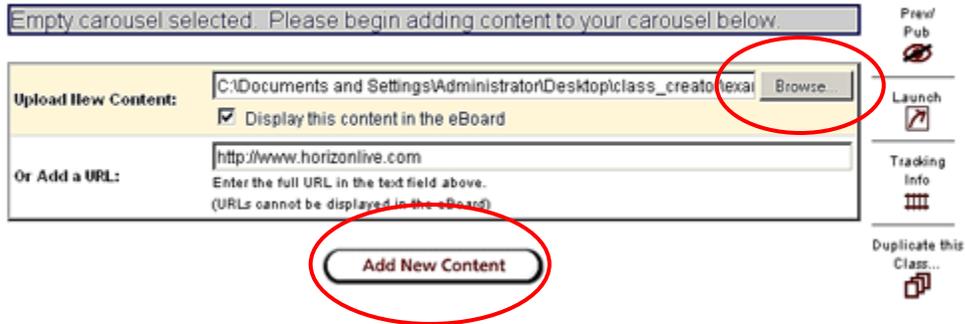
\* Denotes a system carousel that can not be deleted.



Here, you can click on your default slide carousel (same name as Class ID) to add slides, or click ‘New Carousel’ to create a new slide list.

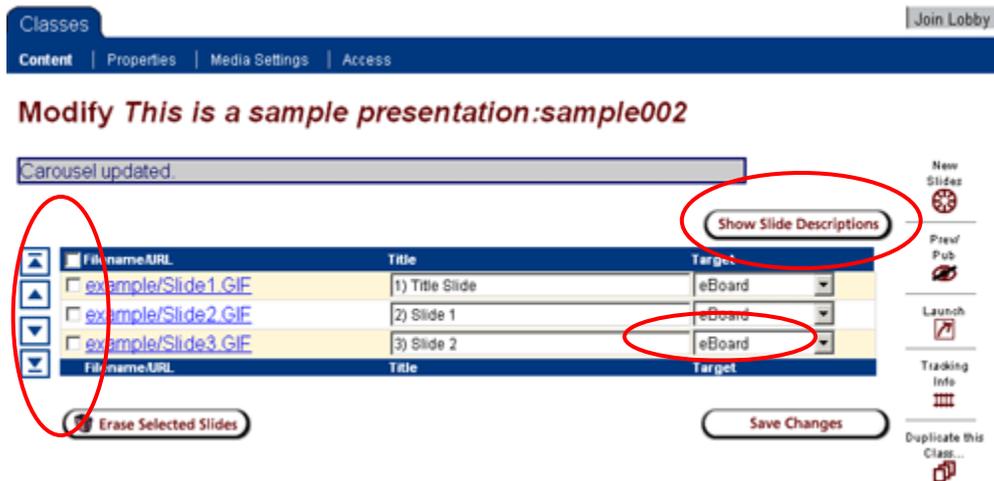
5. Upload PowerPoint slides or add URL's to your Slide Carousel

**Modify *This is a sample presentation:sample002***

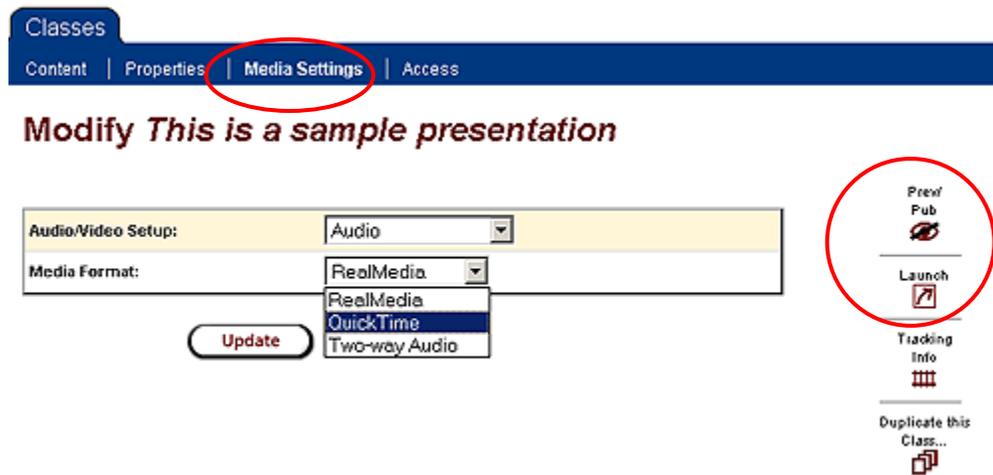


Use the 'Browse' button to select your PowerPoint presentation, then click 'Add New Content' to upload and add your slides to the slide carousel.

6. Once the content is uploaded, you can change the slide order, rename the slides, choose a slide target, or add slide descriptions



7. To change the media format, click 'Media Settings'



This is where you set up your audio/video settings if you're going to be streaming anything:

- Audio
  - RealMedia
  - QuickTime
  - Two-Way Audio
- Video
  - RealMedia
  - QuickTime
- No audio or video

8. Your last tab is the Access tab.

- Access area is divided into two sections: Group and User.
- Group is set up by system administrator
- User section is for individual user
- Here you can select instructors and give them access.
- You can also set up universal "guest" access if desired

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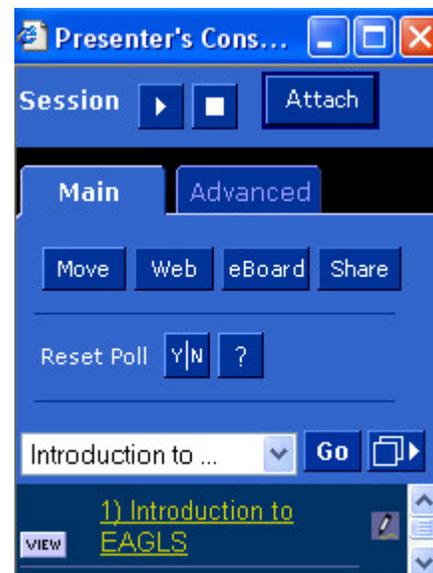
# The Facilitator/Instructor

## The presenter's console

... is like mission control – it's only seen by those with instructor permission set up within the system.

### The Presenter's Console consists of:

- Slide List; how you push slides
- Carousels; where you select the carousel you want to use
- PowerPoint Upload button; push out a PowerPoint presentation that wasn't previously loaded
- Polling reset button
- QuickSlides; used for more advanced questions
- Move button; set up on-line groups
- Web button; used to go to a web site
- eBoard button; activates the eBoard
- Share; opens up the opens LiveShare feature



# LiveShare

LiveShare is used to open up an application on your computer and share it with the rest of the meeting/course participants.

## **The steps used to run LiveShare are:**

- Click on the “Share” button.
- Click on the “Begin Sharing” button.
- Click “OK” at the “Begin LiveShare Session?” window.
- Click “Full Desktop” to show your full desktop then click “OK”
- If your LiveShare desktop control is still open, minimize it.
- Open up the application you want to share, maximize it to your desktop, and your session participants will see it.
- You can do anything you want on the application.
- If you want to open up your desktop to someone else, click on the “Select a User” section at the bottom of the control box then click on “Select”. That person can now work on your desktop.
- When you’re done, make sure to click on the “End Sharing” button and click on “OK”.

# eBoard Tools

The instructor's eBoard tools look a little different than the student's eBoard. It has a few more options.

## Tools at your disposal

- Arrow
- Pencil
- Line
- Circle
- Text
- Un-do
- Line Width
- Color choice
- Wipe – removes last thing added to eBoard
- Clear – completely clears the eBoard
- Import – used to import a graphic
- Save – used to save the current eBoard
- App – used to open LiveApp; similar to LiveShare but only allows you to show your screen.
- Enable – enables eBoard tools for others.
  - ✓ To open up the eBoard tools for everyone, click on the “Enable” button.
  - ✓ Choose “Enable All” or select specific folks to enable.



# Steps Required to Run a Meeting

- Get a userID
- Set up a session
- Practice with it
- Schedule a time to run a meeting. The current schedule is located at <http://distancelearning.fws.gov/webconf/events.htm>

The screenshot shows a web browser window with the address bar displaying <http://training.fws.gov/led/webtraining/events.htm>. The page header includes "U.S. Fish & Wildlife Service" and "National Conservation Training Center". The main heading is "Leadership & Employee Development Scheduled Live Web Events". Below the heading, there is a paragraph of text: "Questions on any event should be directed to the point of contact. Click on the name to get an email link." and another paragraph: "If you have an event you would like to add to the schedule, please send it electronically to the FWS HorizonLive Administrator and it will be added as soon as possible. Remember that the Service has a maximum license for 65 concurrent users." A table lists two scheduled events. On the left side of the page, there is a navigation menu with links for "training", "tools", "news", and "staff", and a section for "Training Branches" listing "Aquatic Resources", "Education Outreach", "Leadership & Employee Development", "Environmental Conservation", "Technical", and "Wildlife".

Date/Time	Seats Used	POC	Event
3/17/03 10:15-11:30 am	2	Don Tollefson	Demonstration: Finance Meeting
3/25/03 8:00-10:00 am	3	Don Tollefson	Course: "Designing a Training Session" module

## Other Interesting Tidbits

- HorizonLive has a page with a variety of different manuals and tutorials you can use. Check it out at <http://www.horizonlive.com/clients/server>
- There are four different wizards available within HorizonLive. The wizard you need to have your participants use depends on the streaming methods you're using (or not using if you're doing a conference call). A page has been set up that you should direct your participants to. Let them know which of the four wizards to run before your session. The page is located at <http://distancelearning.fws.gov/webconf/wizards.htm>.
- HorizonLive periodically offers free desktop lecture training sessions. If you're interested in checking them out, go to [http://www.horizonlive.com/try\\_product/desktop\\_lectures.php](http://www.horizonlive.com/try_product/desktop_lectures.php).