Electromeet Participant Guide – Interacting During a Session

Electromeet provides the following communication features to make your session enjoyable and effective.

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Send Text Messages

You can send to and receive text messages from all participants, from specific participants, or only the Presenter. The Presenter has administrative privileges to control participants' sending of text messages anytime during the session.

The Text Message window (bottom left of screen) displays the text messages that you send and receive from other users who are online with Electromeet.

To send an instant text message:
1. Click the **Text** tab at bottom left of the Electromeet screen (the window shows by default on start up). The **Text** window appears.
   Select the recipient of the text message in the **To** field – default is "All".
2. Type the text message in the **Text Box**, and press **ENTER** or click **Send**.
   The text message can be read by the intended recipients.
3. The text messages area also includes buttons to change font, insert emoticons, add a time stamp, insert a picture, and turn on text narration.

Recommended: Click on the **Text** tab to ensure that the **Text** window is visible at all times during the eLearning session.

Participate with Audio

Before joining an Electromeet session, you must ensure that your system meets the pre-requisites for sound playback (minimum), and speech (recommended). For more information see the *Electromeet Participant Guide – Optimising Your Audio,* available at the Help section on the Electromeet website.

After connecting your headphone and microphone to the system, you are ready to participate with audio in Electromeet.

Sound Playback:
When you join a session on Electromeet, the audio is enabled by default for sound playback. You can hear the session presenter by default. Check your audio settings if you cannot hear the session presenter by default. You can also use **Tools> Audio Wizard** to test volumes.

Speech:
You can speak to the presenter and other users in an Electromeet session. The presenter has administrative privileges to control participants' discussion any time during the session.

To speak to the presenter and other users on Electromeet:

1. Click on the red ***Push to talk*** button.
   The button turns to the yellow "***Waiting***" button to display that you are queued for speaking to the presenter. When this button turns to the green "***Talking***" button, your microphone becomes active and you can speak.
   You will also notice that the hand icon next to your name in the **Participant Info** window changes to the raised position. The name of the person who is "Now Talking" appears next to the *Push to talk* button. If your microphone is disabled when the green *Talking* button is active, click the Audio tab, and ensure that the Enable Audio checkbox is enabled.

2. When you are not speaking remember to click the green *Talking* button to release it.

Emote to Show Approval (or otherwise!)

Electromeet provides emoticons so that you can express your comprehension of the information being presented. To express a smile, frown, confused, surprise, or other reaction, click on the Emoticons menu in the **Participant Info** window, and select the required emoticon. The emoticon column next to your name in the **Participant Info** window displays your expressed emoticon. If you cannot see the emoticon appear on the **Participant Info** window, widen the window by moving your mouse cursor over the right hand dividing line and dragging it to the right.

Emoticons can also be used in text messages.

Draw on the Whiteboard

When the Presenter loads slides, or presents information on the Whiteboard, you can use the editing tools provided in the Toolbox to highlight, draw, and add text on the Whiteboard. By default the Presenter does not provide participants the privileges to edit the contents of the Whiteboard. The options will appear greyed out. However if the presenter grants access you can use the pen, line tool, ellipse tool, rectangle tool, highlighter, text box tool, eraser, zoom controls, polling and web tour tools and the slide controls. Your annotations will also be visible to all participants.

View List of Other Users in Electromeet

You can view the list of other users who are online in the Electromeet session on the **Participant Info** window. The **Participant Info** window provides the following communication options. Each option appears in a column next to the participants' name.

Participant Name
Displays the names of the users who are currently online on the Electromeet session.

Raised Hand
Displays if the participants have raised their hands to communicate with the Presenter. You can click the **Raised Hand** icon below the **Participant Info** window to request permission to communicate with the presenter. When you click the Raise Hand icon again, your raised hand returns to the normal default position, and closes your request for communication with the presenter. The presenter can see the enabled **Raised Hand** icon and can also hear an audible beep when you click the **Raised Hand** icon.

Communications
Other columns in the Participant Info window let you view the communication settings for audio, video, text messaging, whiteboard and desktop sharing for all the users in the session. When a participant is speaking a green highlight will appear over the audio (speaker) icon. When a participant's video camera is active a red highlight will appear over the camera icon. When a participant has sent a text message the text icon will show an opened envelope. When the participant has whiteboard access, the icon will show green colouring. And when desktop sharing is enabled the yellow desktop sharing icon will appear in the corresponding column.

Whiteboard Tools
This icon is coloured green if the tools for editing the whiteboard contents are available for your use. If the Presenter does not grant permission to edit the whiteboard, this option is disabled.

Emoticons
This column is blank until you select an emoticon from the drop-down menu in the Participants Info window. These emoticons allow you to express your comprehension of the presented information. The **Participant Info** window lets you view the emoticons of other users in the session.

Leave the eLearning Session

When the session is finished, or if you wish to quit the session midway through the session, click on the Close Window, "**X**", icon at far top right of the Electromeet interface.