

Instructor Tool Panel

The Instructor Tool Panel provides the tools and controls available to instructors when teaching LearnLinc classes. The Tool Panel is divided into several areas including Conferencing, People, Agenda, Feedback, and Text Chat. The Agenda area holds your class content and major features including white board, Q & A, shared browser, and application sharing. Details are outlined below.

Tools menu options allow you to:

- Add content on-the-fly
- Change Text Chat options
- Change Feedback options
- Record the session
- Create a breakout group
- Invite an attendee
- Dismiss all attendees

A green box indicates active handraises.
Check the People list to see who needs help.

When you are "On Air" you have the floor and only you or your assistant can launch content. If you want to share control, pass the floor.

Check the indicator columns to see users with raised hands, feedback responses, and Participation Meter results.

View the handraise and total attendee counts.

When you control Feedback, you see active answer counts and a pie chart. Click the eraser to clear answers.

Text Chat messages appear in the transcript area.

Type a message and click Send.

Click to take the floor.

The current floor holder's user picture or video appears here.

View your network bandwidth status (green is good, yellow is clogged, red is bad).

Select a user and click to pass the floor.

Glimpse a participant's desktop.

Lower all raised hands.

Select a user and click to remove from session.

Click the right arrow to undock the Agenda OR, click the down arrow to expand it on the Tool Panel. Click an Agenda item to launch it.

Click an icon to launch:

- Whiteboard
- Q&A
- Synchronized Web Browser
- Application Sharing

Click to view content without launching for everyone.

Student Tool Panel

The Student Tool Panel provides the tools and controls available to students when attending LearnLinc classes. The Student Tool Panel is very similar to the Instructor's Tool Panel, however, students must have the floor to launch tools for all attendees. Details are outlined below.

The screenshot shows the LearnLinc Student Tool Panel interface. It includes a menu bar (File, Run, Tools, Help), a status bar (ON AIR), a user profile section (Student, Phone: 555-567-1234, Passcode: 76543), a People list (Ari Kerber, Elen, George Jones, Henry Jeckyl, Jane Wharton, Louise Ortiz), an Agenda section (Faster, Perfect, Slower, Please Review), and a Text Chat area. A callout box on the right shows a list of agenda items: What is Excel?, Spreadsheet Basics, AppShare Excel, Application Sharing, and Review Questions. Each item has a corresponding icon for launching it.

Click the handraise icon to get the session leader's attention.

When you are "On Air" you have the floor and can launch content. Otherwise, the floor holder's name appears here.

Tools menu options allow you to:
 Change Text Chat options
 Change Feedback options
 Record the session

Click to give the floor back to the session leader.

The current floor holder's user picture or video appears here.

View your network bandwidth status (green is good, yellow is clogged, red is bad).

See who is in your session (the leader's and assistants' names are in boldface).

Click the down arrow to expand the Agenda on the Tool Panel. Click an Agenda item to launch it.

Click an icon to launch:
 Whiteboard
 Q&A
 Synchronized Web Browser
 Application Sharing

View the handraise and total attendee counts.

Select a Feedback answer to a question posed to attendees.

Text Chat messages appear in the transcript area.

Type a message and click Send. Select "Private" to send it only to the leader and assistants.

Note: You must have the floor (ON AIR) when you launch a session application if you want to launch it for all attendees.