

HorizonLive Participant Guide

© 2002 HorizonLive.com, Inc. All Rights reserved.

This manual, as well as the software described in it, furnished under license may only be used or copied in accordance with the terms of such license. The information in this manual is furnished for information purposes only, is subject to change without notice, and should not be construed as a commitment by HorizonLive, Inc. HorizonLive, Inc. assumes no responsibility or liability for any errors or inaccuracies that may appear in this book. Except as permitted by such license, no part of this publication may be reproduced, stored in a retrieval system or transmitted in any form by any means, electronic, mechanical, recording or otherwise without the prior written permission of HorizonLive, Inc. Any references to company names in examples or illustrations are for demonstration purposes only and are not intended to refer to any actual organizations. HorizonLive and the HorizonLive logo are trademarks of HorizonLive, Inc., 520 8th Avenue, 23rd Floor, New York, NY, 10018.

CHAPTER 1

Getting Started 3

Reviewing Technical Recommendations 4

Running the HorizonLive Wizard 4

Joining a Session 6

CHAPTER 2

The Student Primer 11

Understanding the HorizonLive Interface 12

Controlling Audio and Video 16

Communicating with Two-Way Audio 17

Communicating with Chat Messaging 18

Answering Yes/No Polling Questions 19

Getting the Presenter's Attention 20

Collaborating with eBoard 20

Pointer Tool 21

Freehand Draw Tool 21

Line Tool 22

Oval Tool 22

Text Tool 22

Undo Tool 23

Line Thickness Selector 23

Color Palette Tool 23

Wipe Tool 24

Clear Tool 24

Import Tool 25

Save Tool 25

Sharing Applications with LiveShare 25

CHAPTER 3

Viewing a Session Archive 29

What is an Archive? 30

Viewing an Archive 30

Viewing a Portable Archive 33

Appendix

Appendix A: Technical Recommendations for Using HorizonLive 35

Index

Getting Started

This chapter gives you a general overview of what you need to know before attending or leading a HorizonLive session. You will learn about:

- Reviewing Technical Recommendations
- Running the HorizonLive Wizard
- Joining a Session

Reviewing Technical Recommendations

The technical recommendations for using HorizonLive are provided in Appendix A of this user guide. The technical recommendations list the supported browsers, operating systems, and third-party products. You can also just skip to the next section, Running the HorizonLive Wizard, to walk through a quick, fully automated compatibility test for your computer.

Running the HorizonLive Wizard

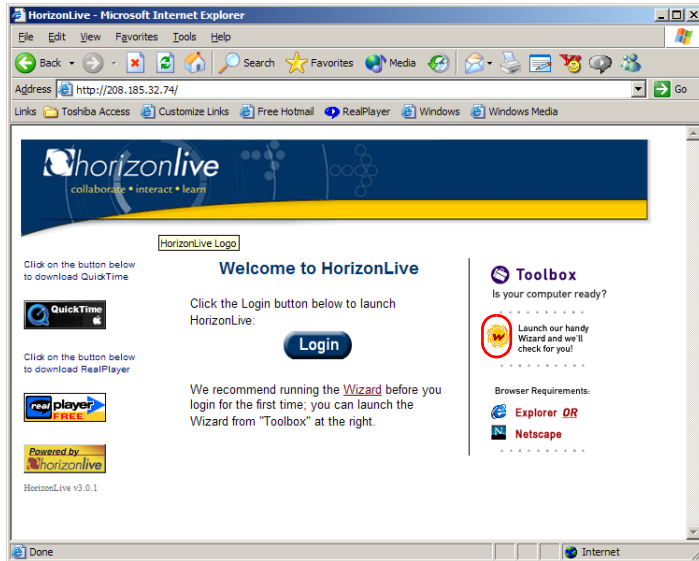
Before you attend a HorizonLive session for the first time, you will want to run the HorizonLive Wizard. The Wizard takes only a few minutes to work your way through, and it will tell you whether or not your system is ready for your HorizonLive session.

To Run the Wizard

1. Open a web browser and type in the URL that you have been given for your HorizonLive session.

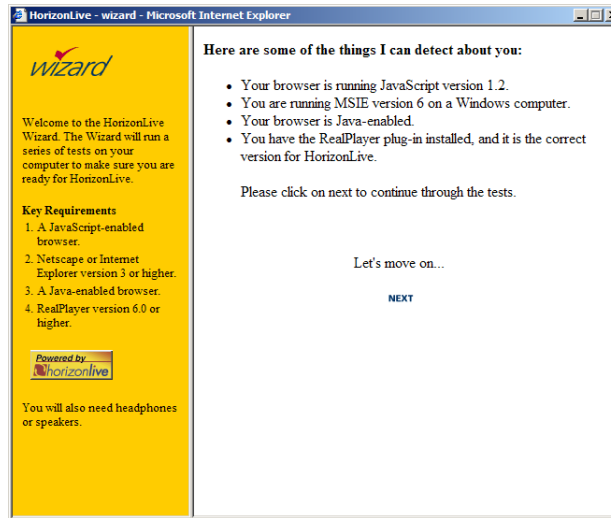
The HorizonLive Launch page opens:

Running the HorizonLive Wizard



2. Click the Wizard icon in the Toolbox.

The HorizonLive Wizard opens:



3. Click Next to start the Wizard. The Wizard will walk you through a series of tests to ensure that your computer is up-to-speed for your session.

If all the tests are successful, you will be notified at the end of the Wizard that you are ready for your session.

If your computer fails any of the tests, you will be directed at the end of the Wizard to a technical support form. Type your contact information and the details of your problem if you would like to receive technical support.

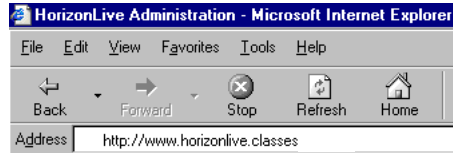
Joining a Session

All you need to join your HorizonLive session is a web browser, login information, and the URL for your session.

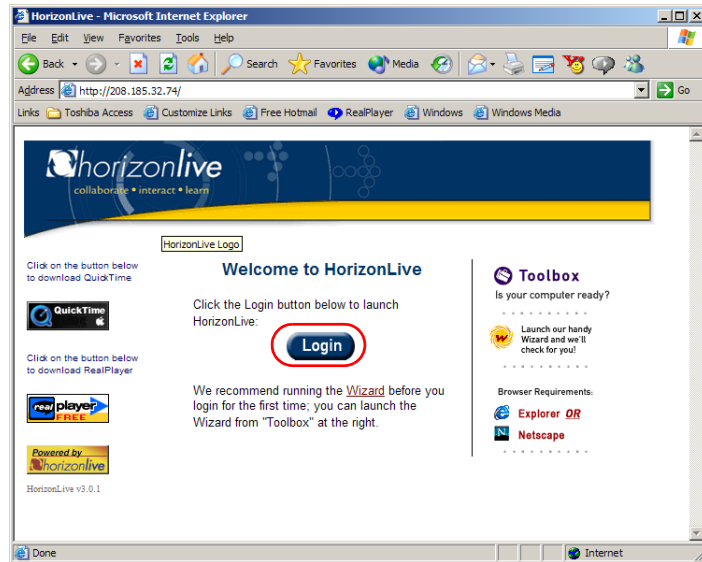
To Join a Session

1. Open a web browser, type the URL for your HorizonLive session, and press the Enter key on your keyboard. For example:

http://www.horizonlive.classes



Your HorizonLive Launch page opens:



2. Click Login.

The HorizonLive Login page opens:

HorizonLive - Microsoft Internet Explorer

horizonlive
collaborate • interact • learn

Please enter your name below to login:

Name:

Log In

If you have been assigned a password on this system please enter the information below.

Name:

Password:

Log In

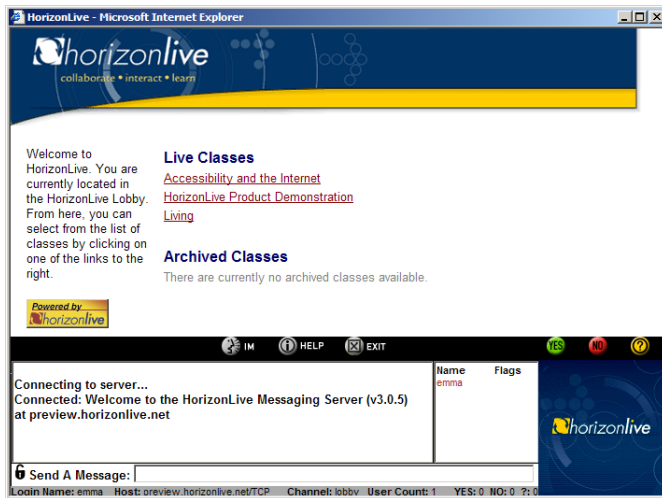
Powered by horizonlive

3. *If you do not have a user name and password*, type a screen name in the “Name” field in the first section. This is the name that you will be known by in your HorizonLive session. Click Log In.

Note: If Guest access has been disabled by your system administrator, this option will not appear on the page. You will need a user name and password in order to join your session.

If you have a user name and password, type the user name in the “Name” field and the password in the “Password” field. Click Log In.

HorizonLive launches and you enter the HorizonLive Lobby:



The lobby lists the live and archived (recorded) sessions that you are able to join.

4. Find the session that you would like to join on the list, and click the link. You enter the HorizonLive session. For more information on using HorizonLive, refer to The Student Primer on page 11.

The Student Primer

This chapter will give you an overview of the HorizonLive interface and detailed instructions for using HorizonLive session tools. You will learn how to communicate in class and how to collaborate with the presenter and other participants. Specifically, you will learn about:

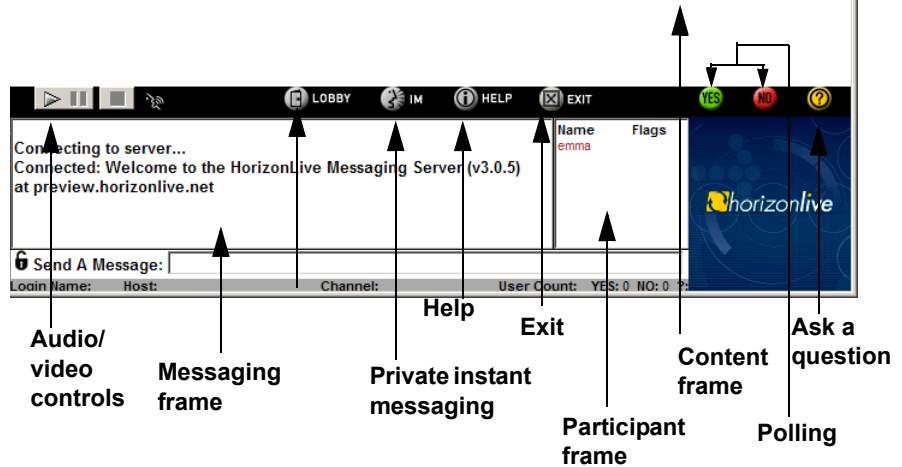
- Understanding the HorizonLive Interface
- Controlling Audio and Video
- Communicating with Two-Way Audio
- Communicating with Chat Messaging
- Answering Yes/No Polling Questions
- Getting the Presenter's Attention
- Collaborating with eBoard
- Sharing Applications with LiveShare

Understanding the HorizonLive Interface

The following diagram displays the 4 main areas of the interface and the variety of session tools that are available. Each area and tool is described in detail on the pages following the diagram.



Accessibility and the Internet

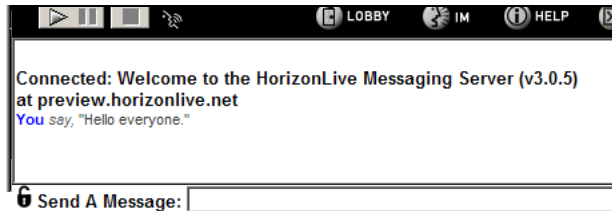


Audio/Video Controls



The audio/video controls allow you to adjust the audio and video stream for the session. The controls that appear depend on the type of audio/video session that the presenter is delivering. For example, for the session in the diagram on the previous page, the presenter is having participants receive audio through RealPlayer. Other options include QuickTime audio, no audio, or two-way audio. Two-way audio controls appear in a separate window. Refer to Controlling Audio and Video on page 16 for more information on controlling audio and video.

Messaging Frame



The Messaging frame is the area where you can communicate with the presenter and other participants using chat. Send a message by typing text into the “Send a Message Field” and pressing the Enter key on your keyboard. The message appears in the Messaging frame, preceded by the sender’s name. Refer to Communicating with Chat Messaging on page 18 for more information on using chat.

Return to Lobby



The Lobby button lets you exit the session and return to your list of available HorizonLive sessions. If the Lobby button does not appear, your system administrator disabled this feature on the server.

Private Instant Messaging



The IM button launches a window that allows you to send private instant messages directly to the presenter or other participants in a session. Refer to Communicating with Chat Messaging on page 18 for more information on Instant Messaging.

Help



The Help button launches a form that you can complete if you are having technical problems with your live or archived session. You can direct the help request to HorizonLive technical support or your own technical support team.

Exit



The Exit button is an easy way for you to exit the session and log out of HorizonLive.

Participant Frame



The Participant frame lists all the participants currently in the session. Participants are listed alphabetically until someone clicks the question mark button to ask the presenter a question. This brings the inquisitive participant's name to the top of the list, ensuring that the presenter sees that there is a question to be addressed.

Content Frame



The Content frame is the main focus of any HorizonLive session. Session slides generally appear in the Content frame. If you are in a video class, sometimes the Content frame is split in half, with video appearing on the left side.

Polling



The Yes and No buttons let you easily respond to yes/no questions posed by the presenter during your session. The answer you choose appears next to your name in the participant list, and a tally of the total number of Yes and No responses appears in the gray status bar at the bottom of the session window. Refer to Answering Yes/No Polling Questions on page 19 for more information.

Ask a Question

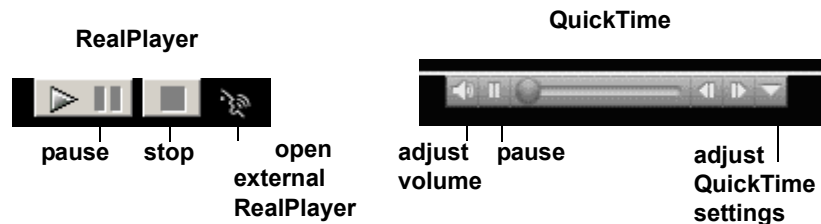


Click the Question Mark button to indicate to the presenter that you would like to ask a question. This brings your name to the top of the list in the Participant frame, preceded by a question mark. Refer to Getting the Presenter's Attention on page 20 for more information.

Controlling Audio and Video

In many sessions, the presenter will choose to stream his or her audio and video. This means that you will be able to see and/or hear the presenter. This communication is one-way only. The presenter and other participants will not be able to see or hear you.

Audio/video controls appear on the HorizonLive interface during the session, allowing you to change the volume, size, etc. The controls that appear depend on whether you are receiving the audio or video stream via QuickTime or RealPlayer:



Communicating with Two-Way Audio

Standard two-way audio requires that you have speakers and a microphone set up and working on your computer.

When you join a session that has been set to use two-way audio, the Audio Console opens in a separate window:



To Use Two-way Audio

1. Press the Ctrl key on your keyboard, and hold it down while you speak.
An arrow indicating that you are speaking precedes your name.
2. Release the Ctrl key when you are finished speaking.

Communicating with Chat Messaging

Chat is a text-based communication tool that you use to communicate with the presenter and other participants in your session. You can also send a private message to anyone in the session, and lock the chat. Chat occurs in the Messaging frame:



To Send a Message

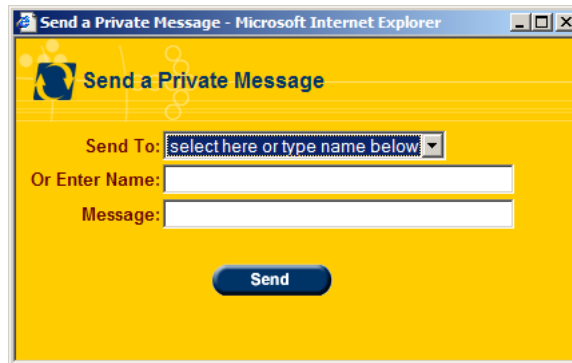
1. Type the text of your message in the “Send a Message” field.
2. Press the Enter key on your keyboard.

Your message appears in the Messaging frame. You will see a “You say” preceding messages that you send. Messages sent by other participants are preceded by their name.

To Send a Private Message

1. Click the IM button.

The private chat window opens:



2. On the “Send to:” drop-down list, select the person to whom you would like to send a private message.

OR

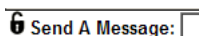
Type the person’s screen name in the “Name” field.

3. Click Send.

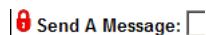
The message is sent to the person. The message appears indented within the Messaging frame, preceded by the words “[username] tells you.”

To Lock Chat

1. Click the open lock icon to the left of the Send a message field:



The open lock changes to a red, closed lock, indicating that chat is locked:



Locking chat temporarily stops new messages from coming in, so you can read the messages that have already come through.

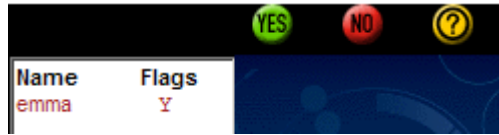
2. When you are ready to receive new messages again, click the closed lock icon to unlock chat.

Answering Yes/No Polling Questions

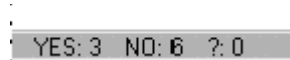
Yes/No polling is a tool your session presenter can use to quickly get feedback from session participants. When the presenter poses a question and requests that you answer yes or no, click the appropriate button:



The answer you chose will appear next to your name in the Participant frame:



The polling totals appear in the HorizonLive task bar:



Getting the Presenter's Attention

When you need to get the presenter's attention, click the Question Mark button:

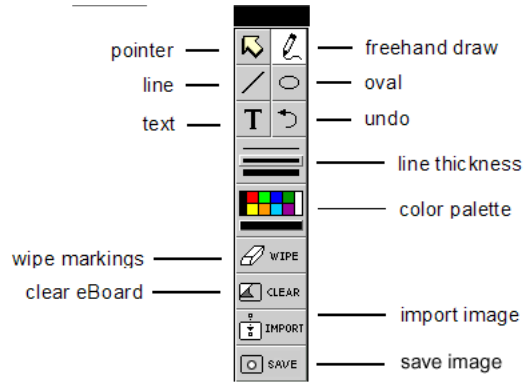


This brings your name to the top of the participant list, and a question mark appears next to it.

Collaborating with eBoard

The HorizonLive eBoard is an electronic whiteboard that a session presenter can run in the Content frame during the session. The eBoard includes a set of tools that allows the current user to draw shapes and lines, type text, and import graphics. The presenter is also able to show desktop applications through the eBoard.

The eBoard tools are not initially enabled for participants. If the session presenter decides to enable the tools for you or for all participants, you will see the eBoard toolbar on the left side of the eBoard:



Each tool is described in the sections that follow.

Pointer Tool

The **Pointer** tool places an arrow pointer on the eBoard.

Click the pointer icon, and then click anywhere on the eBoard. The point of the arrow will appear at the current location of your cursor.

If you want to change the direction of the arrow, click the pointer icon again. There are four different arrow directions to choose from:



Freehand Draw Tool

The **Freehand Draw** tool allows you to draw on the eBoard.

Click the freehand draw icon on the toolbar, and then place the mouse on the eBoard where you would like to draw. Click and hold down your mouse button and drag the mouse to draw.

You can change the color and line thickness for your freehand drawing using the Color Palette and Line Thickness tools. (See descriptions for both below).



Line Tool

The **line** tool creates a straight line on the eBoard.

Click the Line icon on the toolbar, and place the mouse on the eBoard where you would like one end of the line to appear. Click and hold your mouse button and move your mouse to the desired endpoint of your line. Release the mouse button to complete the line.

You can change the color and line thickness for your line using the Color Palette and Line Thickness tools. (See descriptions for both below).



Oval Tool

The **Oval** tool creates a circle or oval on the eBoard.

Click the Oval icon on the toolbar, and then place the mouse on the eBoard where you would like an oval to appear. Click and hold your mouse button and move your mouse until the desired shape appears. Release the mouse button to complete the oval.

You can change the color and line thickness for your oval using the Color Palette and Line Thickness tools. (See descriptions for both below).



Text Tool

The **Text** tool allows you to type text on the eBoard.

Click the Text icon on the toolbar, and then place the mouse on the eBoard where you would like your text to appear. Click your mouse button. A grey box appears indicating you may begin typing. Once you press the “Enter” or “Return” key on your keyboard, your typed text will be seen by all session participants.

You can change the color and line thickness for your text using the Color Palette and Line Thickness tools. (See descriptions for both below).



Undo Tool

The **Undo** tool allows you to undo the last action taken on the eBoard.

Click the Undo icon on the toolbar. The last whiteboard marking (i.e. oval, line, freehand drawing, text character, arrow pointer) will be removed. Clicking the Undo icon repeatedly removes the next most recent marking with each click.

Any participant with eBoard enabled can use the Undo tool to remove the most recent whiteboard markings.



Line Thickness Selector

The **Line Thickness** selector allows you to choose the width of the whiteboard items you draw on the eBoard.

Click one of the three line thickness choices. A box will appear around the line thickness selected. Next, select and use either the **Freehand Draw**, **Line**, or **Oval** tool. Your markings will appear on the eBoard with the selected line thickness.

You may select a new line thickness for each new object you draw, or continue to use the selected thickness for subsequent markings.

The line thickness selected only affects items you draw on the eBoard. Other users with an enabled eBoard can select their own line thickness for items they draw.



Color Palette Tool

The **Color Palette** tool allows you to select a color for the whiteboard items you draw on the eBoard.

Click the desired color on the color palette in the eBoard toolbar. The selected color will appear in the long box below the palette. Select and use

the **Freehand Draw**, **Line**, **Oval**, or **Text** tool. Your markings will appear on the eBoard in the selected color.

You may select a new color for each new object you draw, or continue to use the selected color for subsequent markings.

All users with an enabled eBoard can select their own color for items they draw.



Wipe Tool

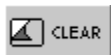
The **Wipe** tool removes all whiteboard markings on the eBoard.

Click the Wipe icon on the toolbar. All whiteboard markings on the eBoard are erased.

If a LiveApp or slide image appears in the eBoard, these images will *not* be erased.

The “wiping” of the eBoard cannot be undone.

All users with an enabled eBoard can wipe the eBoard of all markings it contains at that moment.



Clear Tool

The **Clear** tool removes all whiteboard markings *and* all images from the eBoard, leaving it completely white.

Click the clear button on the toolbar. All whiteboard markings and images (LiveApp or slides) on the eBoard are erased.

The “clearing” of the eBoard cannot be undone.

All users with an enabled eBoard can clear the eBoard of all markings and images.



Import Tool

The **Import** tool allows you to import an image or graphic onto the eBoard.

Click the Import icon on the toolbar. A pop-up window appears with two options:

- Select an image from the current class directory by selecting the image file name from a list of images provided.
- OR
- “browse” a hard drive or any disk storage device accessible to the user for an image to import.



Save Tool

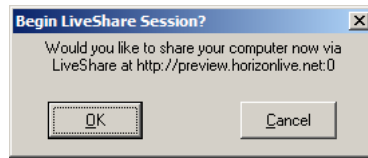
The **Save** tool allows you to save the current eBoard contents as a slide in the eBoard Snapshots carousel. This gives the session presenter the ability to re-use the eBoard contents later in the session.

Click the Save icon on the eBoard toolbar. The contents are saved to the presenter’s eBoard Snapshots carousel.

Sharing Applications with LiveShare

HorizonLive LiveShare lets you share any application running on your computer with all participants in the session. Your presenter always has access to LiveShare, but he or she must give you access before you can share an application.

When the presenter gives you access to LiveShare, the Begin Sharing dialog box opens:

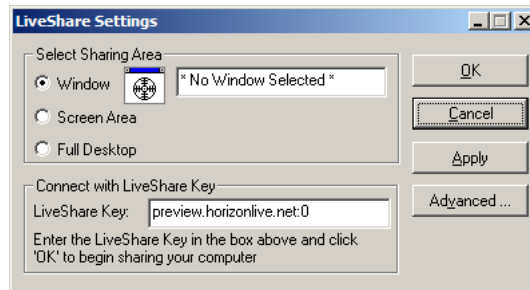


To Share an Application

1. Click OK in the “Begin LiveShare Session?” dialog box.

If this is the first time you have used LiveShare, you will be notified that you need to download the LiveShare Controller. Click OK to continue.

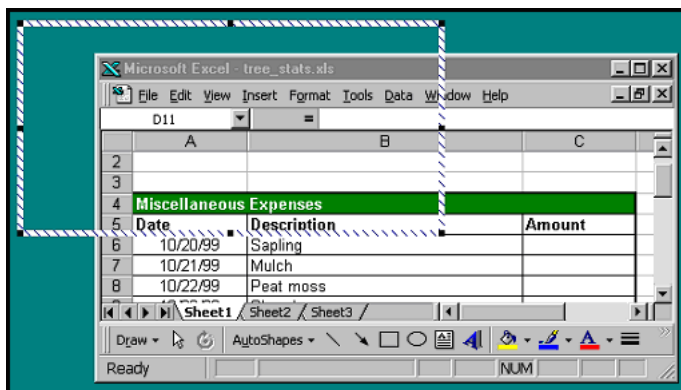
When LiveShare is ready, the “LiveShare Settings” dialog box opens:



2. Decide how you would like to share the application. You have three options:

Window: Select this option if you would like to share only the application window. Then, click and drag and drop the window icon onto the application window that you would like to share.

Screen Area: Select this option if you would like to select a region of your computer screen to share. Click and drag the Screen Area tool over the area that you want to share:



If you need to resize the Screen Area tool, place the mouse pointer over one of the black squares on the edge of the tool, and drag your mouse.

Full Desktop: Select this option if you want to share your entire computer screen.

3. Click OK. Your application is shared with all session participants and a message appears in the Messaging frame noting that you are sharing an application. Also, an APP icon appears on your HorizonLive interface:



Other participants can click this to refresh the LiveShare window if necessary. For example, they could use the APP button to relaunch LiveShare if they closed the window by accident.

4. When you are finished sharing, the presenter will end the sharing session for you.

Viewing a Session Archive

This chapter tells you what a session archive is and how to view one. Specifically you will learn about:

- What is an Archive?
- Viewing an Archive
- Viewing a Portable Archive

What is an Archive?

An archive is a HorizonLive session that was recorded. The archive:

- captures the Presenter's audio (and video if available), all public chat comments, and all slides presented during the live session.
- plays back all of the recorded events exactly as they occurred during the live session.
- can be instantly posted to the HorizonLive server for immediate access by participants.

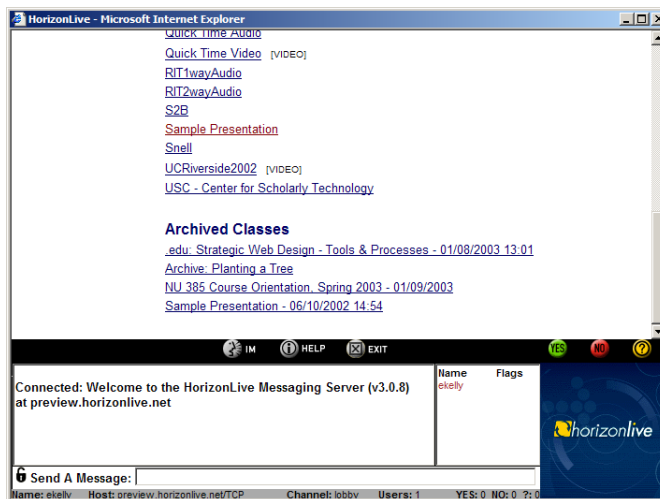
Archived sessions that you can view are listed in the HorizonLive lobby. The list of archived sessions follows the list of live sessions. See [Viewing an Archive](#) on page 30 for more information.

Your presenter or system administrator can also create a "portable" archive. This is a session archive that resides on your hard drive or a CD-ROM. You do not need an Internet connection to view a portable archive. See [Viewing a Portable Archive](#) on page 33 for more information.

Viewing an Archive

Archives are accessible from your HorizonLive lobby or through a launcher link that your presenter sent you. You enter the lobby after logging-in to HorizonLive. Live sessions are listed first, followed by the archives:

Viewing an Archive



To View an Archive

1. Click the name of the archive that you would like to view.

The archive opens. The archive shows the HorizonLive interface as it occurred in the original session and a Navigation Window to the left that allows you to jump to specific events that occurred during the session.

In the Archive Navigation Window events are broken up into primary and secondary navigation points:

- *primary navigation points* include events where someone presented a slide, website, or eBoard content.
- *secondary navigation points* include LiveApp images, chat comments, and whiteboard annotations.

The following diagram shows the Archive Navigation window for an archived session with a variety of primary and secondary navigation points:

Viewing a Session Archive

The screenshot shows a window titled "Archive Navigation - Microsoft Int...". The main content area has a dark blue header with the text "An Updated Look at Social Norming". Below the header, it displays "Recorded: 10-19-2000" and "Duration: 01:33:41". A "CONTACT PRESENTER" button is visible, along with a progress bar showing "0:4 Kbps". A list of session items is shown with timestamps:

Item	Timestamp
Intro	00:00
Michael's Picture [Branding]	00:00
Nasp E-Learning	00:48
Special Thanks	01:03
Michael Haines	02:11
A brief history	03:55
Environment/Individual ...	07:20
Environment/Individual	08:21
Environment/Individual2	10:33
Changing Social Context	13:04
Social Mktng	17:23
graphic import	27:18
OVAL	28:41
graphic import	34:56
I have 128 M. of ram.	35:11

Annotations with arrows point to various elements:

- Title of the session**: Points to "An Updated Look at Social Norming".
- Date and duration of the recorded live session**: Points to "Recorded: 10-19-2000" and "Duration: 01:33:41".
- Start, stop, or pause the archive**: Points to the playback controls (play, stop, pause).
- Slide or LiveApp image. Click icon to view.**: Points to the "CONTACT PRESENTER" button.
- Click + sign to reveal secondary navigation points**: Points to the "+" icons next to "Environment/Individual" and "Environment/Individual2".
| **Whiteboard annotation**: Points to the "OVAL" item. |
| **Chat comment**: Points to the "I have 128 M. of ram." item. |
| **timestamps indicating when the event took place**: Points to the timestamp column. |
| **Click to send an e-mail to the presenter**: Points to the "CONTACT PRESENTER" button. |

Viewing a Portable Archive

Portable archives play back just like a standard archive, but they do not require a connection to the HorizonLive server. The file that starts the portable archive is always called “launch.html.” You must have a screen resolution of 1024x768 to view a portable archive.

To View a Portable Archive

1. Double click launch.html.

The Enter Class page opens. This page provides the archive name, the date it was recorded, the length, and the presenter’s email, if it is available:



2. Click the Enter Class link. The archive begins playing and the Navigation Window opens on the left side of the screen. Refer to Viewing an Archive on page 30 for a description of the Navigation Window.

Technical Recommendations for Using HorizonLive

Participant Recommendations

Recommended Hardware

- Pentium PC, Macintosh G3 or higher, or UNIX
- 32 MB RAM
- Internet access (28.8 kbps or above) *
- Sound card
- Speakers or headphones
- Microphone (if attending sessions using two-way audio)

* Higher bandwidth recommended for sessions with video

Recommended Software

- RealPlayer 8 or higher (for Real sessions)
- QuickTime 5 or higher (for QuickTime sessions)
- HearMe two-way audio plug-in (for two-way audio sessions)
- Internet Explorer version 4 or higher OR Netscape 4 or higher *

* The browser must be Java and JavaScript enabled

Presenter Recommendations

Recommended Hardware

- Pentium PC, Macintosh G3 or higher, or UNIX
- 64 MB RAM
- Internet access (56 kbps or above)
- Sound card (if on a PC)
- Microphone
- Speakers or headphones
- Video capture card (if on a PC) or USB or Firewire camera*

* For video sessions

Presenter Software

- RealProducer 8.5 (for Real sessions)**
- HorizonLive encoding plug-in (for QuickTime sessions)**
- HearMe two-way audio plug-in (for two-way audio sessions)
- RealPlayer 8 or higher (for Real sessions)
- QuickTime 5 or higher (for QuickTime sessions)
- Internet Explorer 4 or higher **OR** Netscape 4 or higher*

* The browser must be Java and JavaScript enabled

** Audio can be encoded using *either* RealProducer or QuickTime when using the HorizonLive Phone Bridge

Index

A

- Archives
 - description of 30
 - viewing 30
 - viewing portable archives 33
- Audio and Video
 - controlling 16
- Audio/Video Controls
 - description of 13

C

- Chat Messaging
 - locking chat 19
 - sending private messages using 18
 - using 18
- Content Frame
 - description of 15

E

- eBoard
 - using 20
- Exit Button
 - description of 14

H

- Help Button
 - description of 14

J

- Joining
 - a session 6

L

- LiveShare
 - using 25

M

- Messaging Frame
 - description of 13

P

- Participant Frame
 - description of 14
 - Polling Buttons
 - description of 15
-

using 19
Portable Archives
viewing 33
Private Instant Messaging Button
description of 14

Q

Question Button
description of 16
using 20

R

Return to Lobby Button
description of 13

S

Session
joining 6
Session Interface
description of 12

T

Two-Way Audio
using 17

W

Wizard
running before a session 4
