

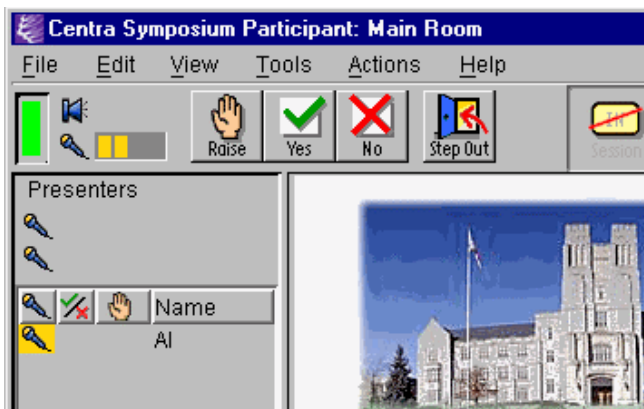
INSTITUTE for DISTANCE and DISTRIBUTED LEARNING

Student's Quick Guide to Getting Started with Symposium

This is a brief overview of the essential visual and oral communication tools within Symposium. Familiarity with these tools will help you communicate clearly in this environment.

Verbal Communication (Audio):

Before you start, make sure you've gone through the Audio Tuning Wizard in Symposium to ensure you have playback and recording functionality. If not, please refer to the last page of your "Symposium Client Download and Installation Instructions" guide to learn how to do this.



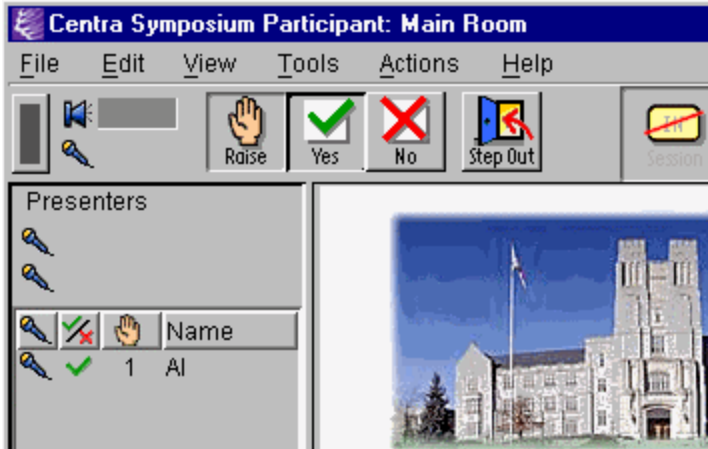
If there is a microphone symbol to the left of your name you have been granted speaking privileges by the Presenter (usually your instructor). You can't speak without being granted this privilege and only one person at a time may speak in Symposium.

To speak, hold down the "**Ctrl**" key on your keyboard and speak into your microphone. When you speak, a yellow square displays around the microphone icon to the left of your name and the microphone/speaker indicator activates by displaying a yellow horizontal bar (signal transmission strength) as you talk. Releasing the "**Ctrl**" key turns your microphone off.

To speak, hold down the "**Ctrl**" key on your keyboard and speak into your microphone. When you speak, a yellow square displays around the microphone

You SHOULD NOT use the "Lock to Talk" button to the left of the microphone/speaker icons to turn on your microphone. Once pressed, only the Presenter can interrupt you until you click the "Lock to Talk" button again. It's the Symposium equivalent of "hogging the microphone" and is intended for Presenter use only.

Visual Signals: Symposium allows you to visually "raise your hand", and respond with a "yes" or "no" signal without interrupting the speaker. These buttons are located at the top of the screen and are activated and deactivated by a simple click.

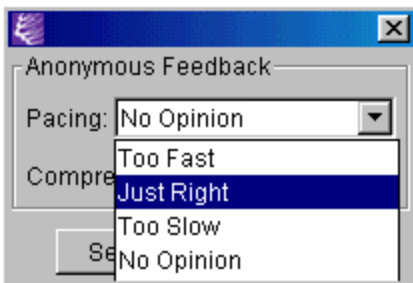


At left, AI is the first to raise his hand and respond "yes". (The number indicates the order in which the hands were raised). If AI changes his mind about asking a question or commenting, a single click on the hand button will lower his hand and remove the number from beside his name. A click on the green-check "yes" button will remove the green check beside his name. A single click on the red X "No" button will place a red X by AI's name. Another click removes it.

The Presenter may also choose to "Lower" hands and erase "Yes" and "No" responses with a single click. This way the Presenter can quickly survey the class, "Does everyone understand?", get feedback, and move on.

Remember, leaving your hand up in Symposium is similar to leaving your hand up in any other class. After you are called on or if you change your mind "lower" your hand with a single click of the "Raise" button.

Symposium also allows you to send anonymous feedback to your Presenter regarding pacing and clarity of the instruction. At right, Gary chooses "Send Feedback" under the "Actions" menu.



Using the pull-down menu he lets the presenter know that the pacing is "just right". The feedback is sent anonymously to the Presenter without interruption of audio signal.