

# Moderator Quick Reference Guide

**Application Sharing**

- Change Layout
- Print
- Save
- Polling Tools
- Presentation Mode
- Quiz Manager
- Multi-media
- File Transfer
- Video
- Web Tour
- Timer
- Notes
- In Session Invite
- Whiteboard Navigation Arrows
- Whiteboard Tools
- View Whiteboard Screens
- Visit the Elluminate Website

**Participant List and Permissions**

- Click to Assign
- Permissions to All
- Participant List and Permissions
- Stepped Away
- Raise Hand
- Emotion Indicators

**Chat**

- Filter Messages
- Date/Time Stamps
- Supervised Private Chat
- Announcements
- Chat
- Public and Private Chat

**Microphone and Speaker Controls**

- Talk Button

**Whiteboard Synchronization**

**Connection and Security Status Indicators**

- Recording Indicator and Controls
- Telephony

**Note:**

- Use the **TOOLS** menu to:
  - Create Breakout Rooms
  - Access the Audio Setup Wizard
  - Use advanced Whiteboard features
  - Select a new Poll... and more!
- Some features may not be available depending on your version of Elluminate Live! and configuration