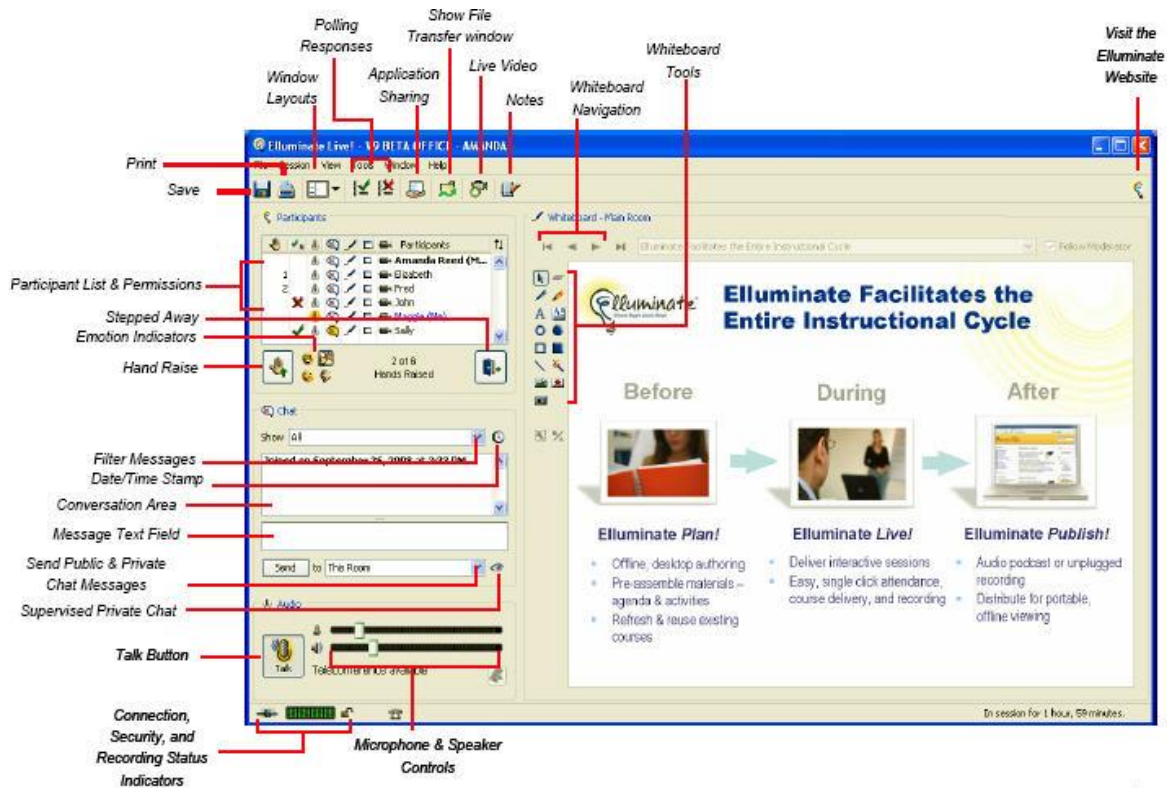


Elluminate Live! Orientation

University of North Carolina at Greensboro

What is Elluminate Live?

Elluminate Live!® is a world-class, real-time training, demonstration and collaboration environment that is powerful, flexible, and easy to use. Elluminate's collaboration environment enables the delivery of live, online learning, training, coaching, mentoring, and meeting. Effectiveness is increased by engaging participants with the ability to talk over the Internet (with full, 2-way audio), exchange text messages, display live video, share whiteboards, multimedia files, and applications—all in one intuitive, graphical interface. Whether the environment is hosted by Elluminate or installed on your server, it is easy to set up, easy to use, and customizable.



How do I access Elluminate Live?

There are two ways to access Elluminate Live! If you are an instructor or an organization leader using Blackboard, you can access Elluminate via the *Elluminate Live! Bridge* in Blackboard. See the **Create Elluminate Live! Session in Blackboard** help document. If you are using Elluminate for administrative purposes or for one-time events, the Elluminate administrators will create a special room for you. Elluminate is based on virtual meeting rooms that are set up by the Elluminate administrators at the university. Currently, Rob Owens (rob_owens@uncg.edu) administers Elluminate for the Schools and the College. Scott Brewster (msbrewst@uncg.edu) administers Elluminate for the Division of Continual Learning.

The administrators create a room that that can be used across semesters. Each Elluminate room can begin at any time but must end by December 31st of the current year. Elluminate does not allow the scheduling of rooms for more than 12 months at a time. Therefore rooms will end at the end of each fall semester and must be renewed each spring.

In order to create a room, the Elluminate administrators must have be given a name for the room, such as *Dr. John Eatman's ISM 110 Class* or *ISOM Department Conference Room*

How will my students access Elluminate Live?

Three external links are generated when an Elluminate room is created. The first link is called the moderator link and is for the instructor. This link allows full control over a meeting room.

The second link is the participant link and is for the students. When a student clicks on the click, a web page will be displayed asking for that student's name for the session. Instructors should include information about Elluminate *Live!* In the course syllabus and inform students what names are allowed when using Elluminate *Live!*

The third link is a playback link that will display a list of recorded sessions – if the instructor decides to use the Elluminate Live! recording feature.

Administrators will email the three links to the instructor after the room is created. Instructors should either email the student link to the students in the class or place it as an external link in Blackboard. These links should never be placed on public websites.

Elluminate Live! Basic Orientation

Orientation Contents

This orientation session is organized into the following topics:

1. [How to Test Your Audio](#)
2. [How to Set Your Connection Speed](#)
3. [Elluminate Live! Main Environment](#)
4. [Raising Your Hand](#)
5. [Understanding Your Privileges](#)
6. [Using Audio to Talk](#)
7. [Sending Chat Messages](#)
8. [Using the Whiteboard](#)
9. [Where to Find More Information](#)

Task 1. Testing Audio

Checking your Speaker and Microphone Setup Prior to Joining Your Session

- ▶ Make sure all the cable connectors are securely plugged into the correct sockets.
- ▶ Are your speakers functioning? Check the speakers' indicator light. Do your speakers have power going to them? Are they plugged into a power source? Are the batteries charged?
- ▶ Make sure the power switch on your speaker is turned on and the volume is set.
- ▶ If your microphone has a switch, make sure that it is on.
- ▶ Do you have the correct drivers for your sound card?

Still not working? Refer to Elluminate's [Audio Configuration page](#).

Audio configuration page: http://www.elluminate.com/support/faqs/audio_config.jsp

Checking your Speaker and Microphone Setup During Your Session

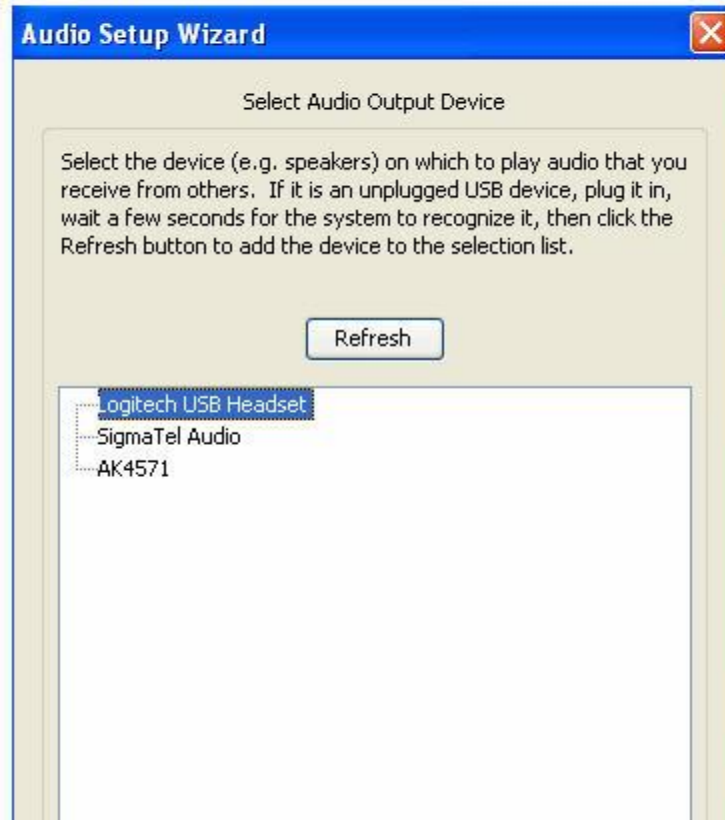
Elluminate *Live!* provides a utility to configure your audio settings. You can access this utility at anytime during your session from **Tools** → **Audio** → **Audio Setup Wizard...**

A series of panels will guide you through the steps.



Select Your Audio Output Device

You may have more than one device that can play audio received from others (e.g. speakers). Select the desired output device. If it is an unplugged USB device, plug it in, and wait for the system to recognize it. Click the Refresh button to add the device to the list.



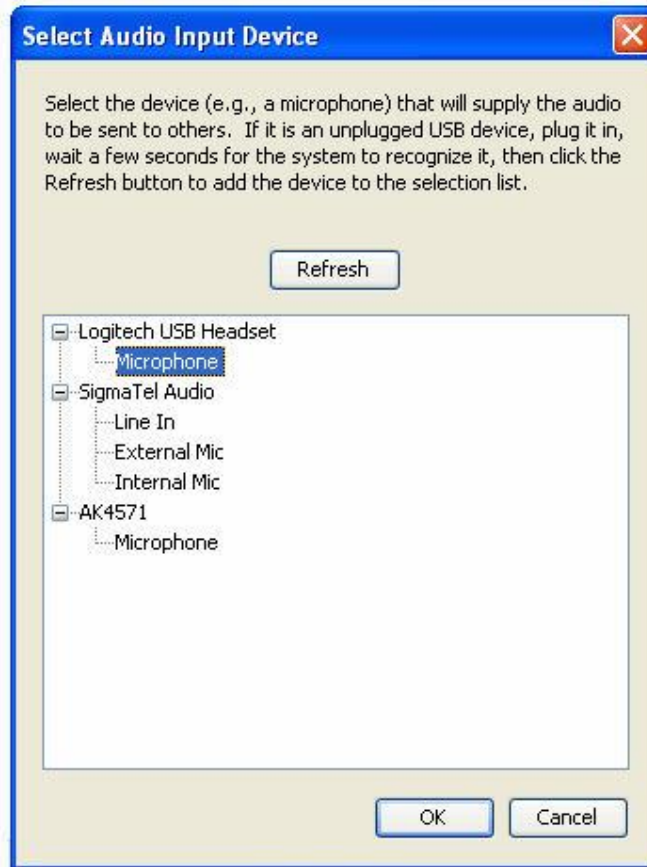
Setting Your Speaker Volume

A short recording will be played. While this plays, adjust the speaker volume slider to a comfortable listening level. Then click "Yes".



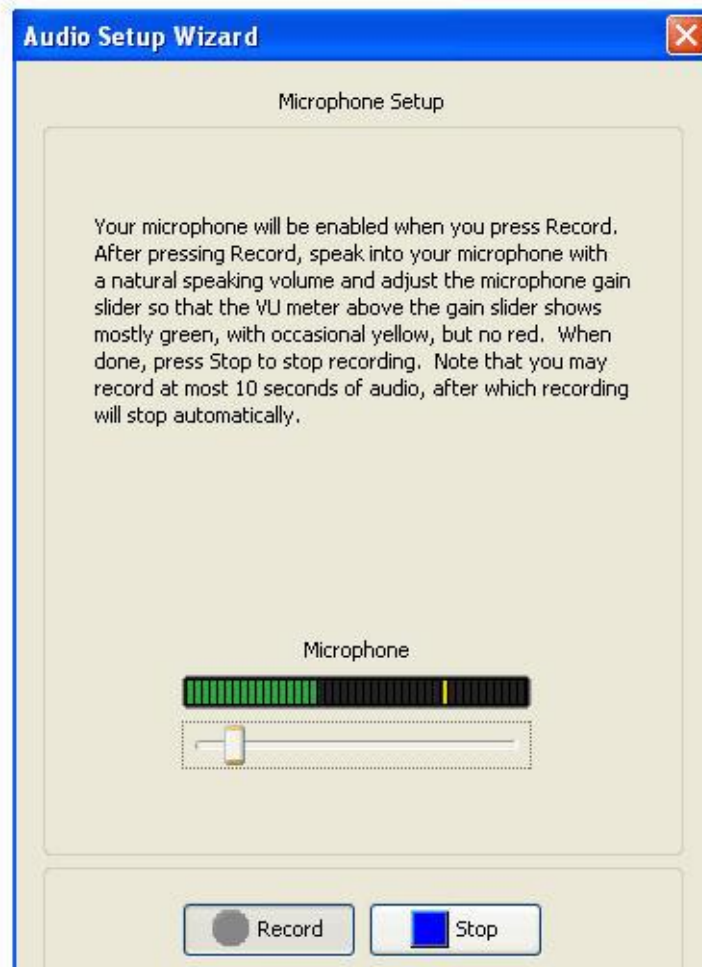
Select Your Audio Input Device

Now, select the microphone you use to send your audio to others during the session. If you are using a USB microphone, plug it in, wait a few seconds, then click the Refresh button. Select the device and click OK.



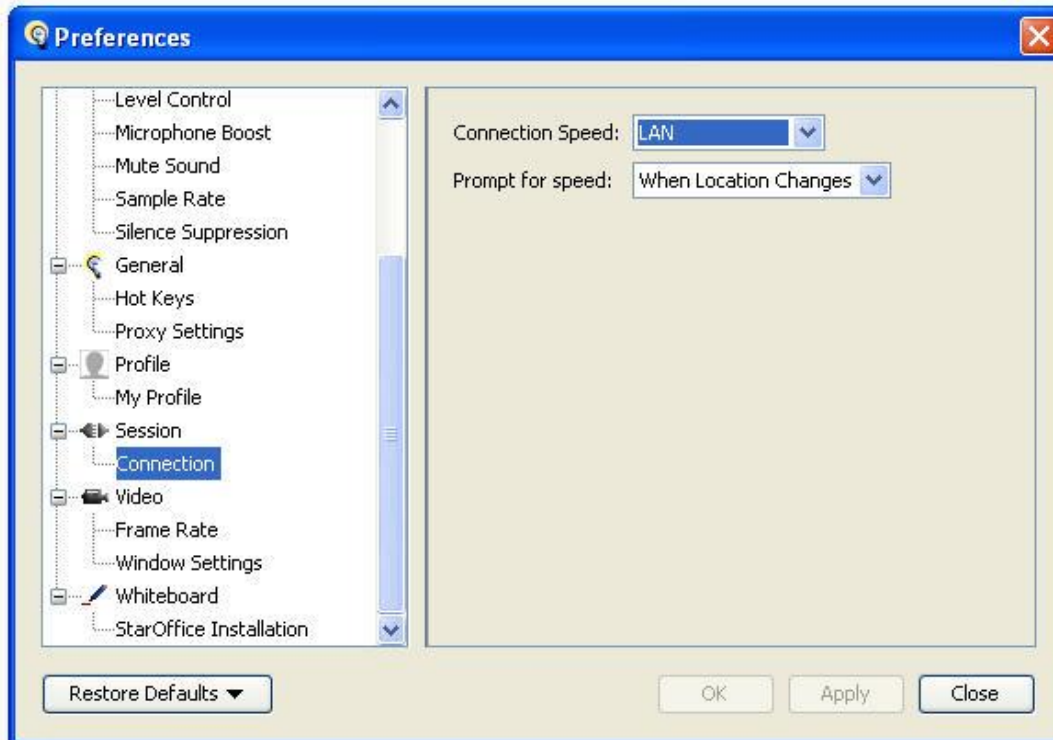
Setting Your Microphone Level

Next, test your microphone by recording your voice. Click the Record button and speak into the microphone. Adjust the slider so that it mostly shows green. Click Stop. Listen to your recorded voice and confirm that your microphone is working properly.



Setting Your Connection Speed

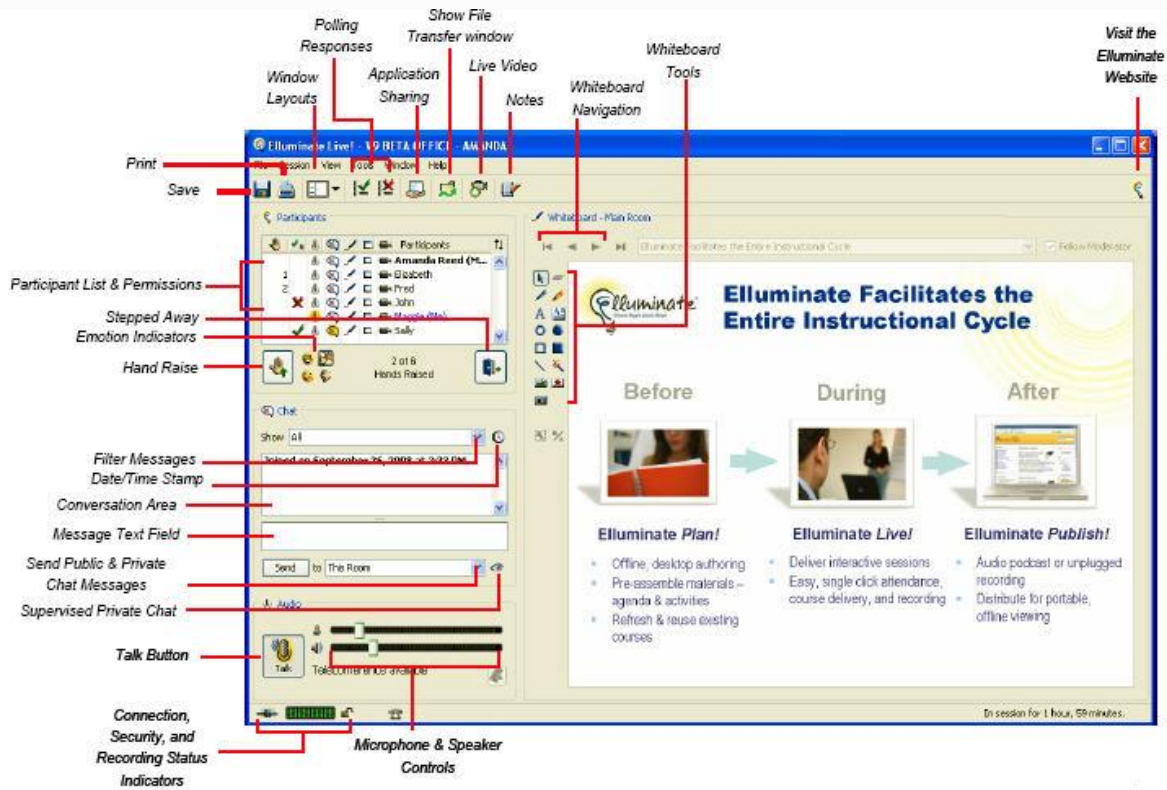
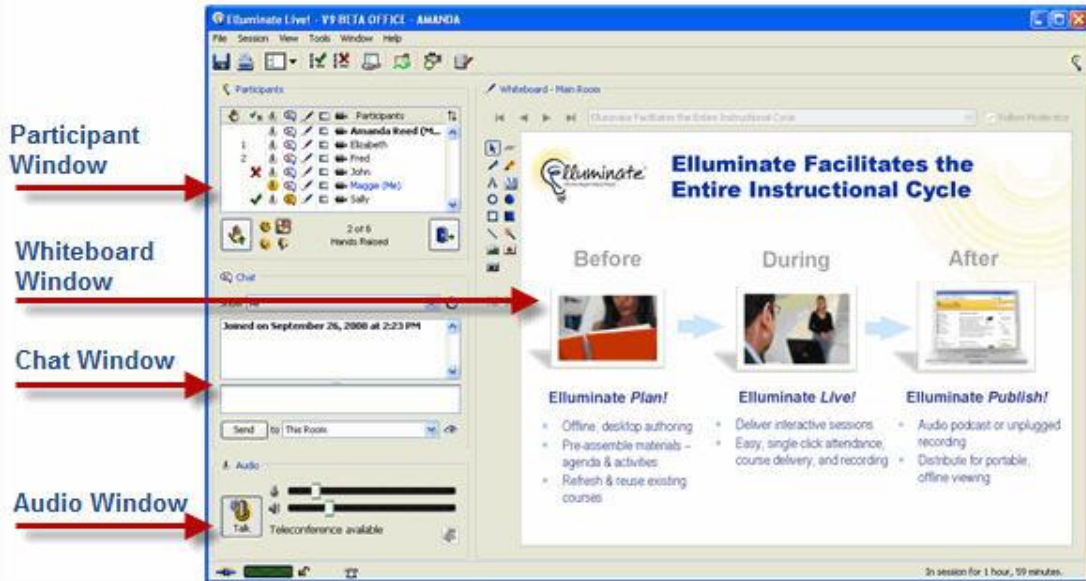
When you join the session, the first thing you need to do is to set your connection speed so that Elluminate Live! can efficiently manage the data that it sends and receives. This only needs to be done once because Elluminate will remember your setting the next time you join a session.



Task 2. Getting Familiar with the Elluminate Live! Environment

The Elluminate *Live!* Environment

Elluminate *Live!* has four main windows.




Raising Your Hand

To ask a question, raise your hand using the button in the Participants window.

This column indicates the order in which hands have been raised.

Click here to raise and lower your hand.

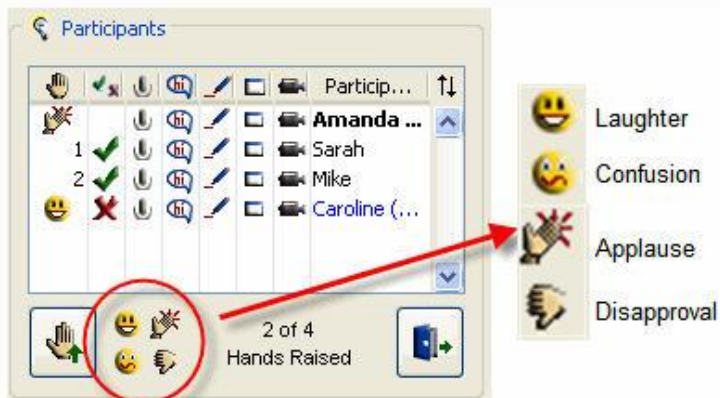


	Hand	Microphone	Chat	Video	Participant Name
	Hand icon	Microphone icon	Chat icon	Video icon	Particip...
1	Green checkmark	Microphone icon	Chat icon	Video icon	Amanda ...
2	Green checkmark	Microphone icon	Chat icon	Video icon	Sarah
	Red X	Microphone icon	Chat icon	Video icon	Mike
		Microphone icon	Chat icon	Video icon	Caroline (...)
		Microphone icon	Chat icon	Video icon	Tom

2 of 5
Hands Raised

Using Emotion Indicators

At any time, you can click on any one of the emotion indicators to provide feedback to the moderator.



	Hand	Microphone	Chat	Video	Participant Name
	Hand icon	Microphone icon	Chat icon	Video icon	Particip...
	Hand icon	Microphone icon	Chat icon	Video icon	Amanda ...
1	Green checkmark	Microphone icon	Chat icon	Video icon	Sarah
2	Green checkmark	Microphone icon	Chat icon	Video icon	Mike
	Yellow smiley	Microphone icon	Chat icon	Video icon	Caroline (...)
	Red X	Microphone icon	Chat icon	Video icon	

2 of 4
Hands Raised

- Laughter
- Confusion
- Applause
- Disapproval

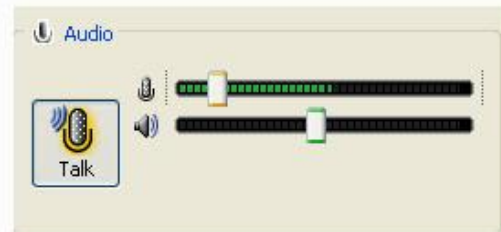
Task 3. Using Audio

Using Audio: Talking

Click the **Talk** button or use the hot key of **Ctrl+F2** when you want to speak.

The **Talk** button turns yellow while your audio is activated.

When you are done talking, click the **Talk button** or **Ctrl+F2** to release your microphone. Remember to always release your microphone after talking so others can reply. By default, only one person can speak at a time. The moderator can increase it up to six simultaneous speakers.



Using Audio: Who is Talking




The microphone icon in the Participants Window displays a yellow halo around the microphone of the person who is speaking.

The speaker's name appears on the title bar of the Audio window.



Task 4. Using Chat

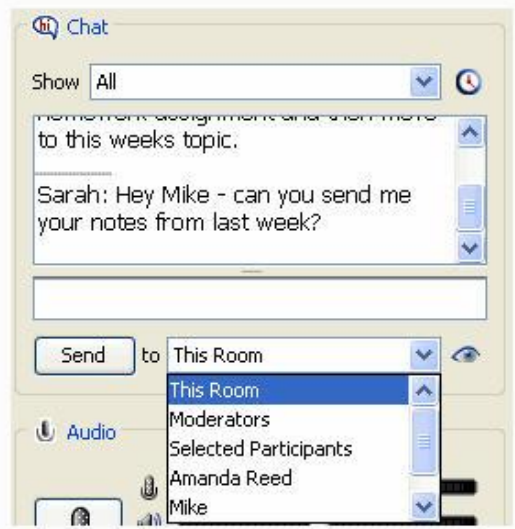
Using Chat



The screenshot shows a chat window with a list of messages: "Me: That's a great point!", "Moderator: I will File Transfer the reading assignment.", "Moderator: Homework has just been sent!", and "Jon: Let's talk about the assignment after the session". Below the messages is a text input field and a "Send" button. A dropdown menu is open, showing options: "This Room", "Moderators", "Selected Participants", "Jon", and "Kristan Bain".

Type your message in the text box and then select **Send**.

Using Chat

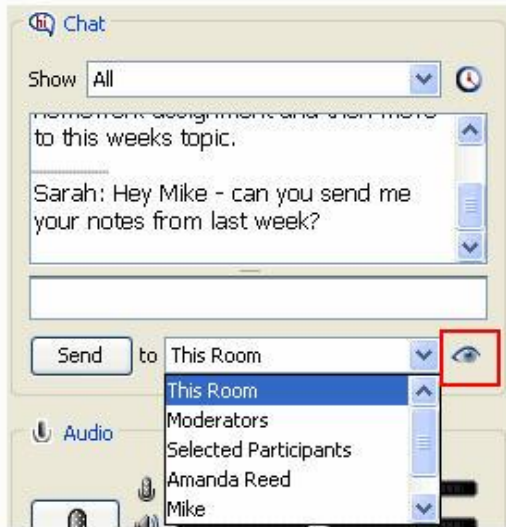


The screenshot shows a chat window with a list of messages: "remember assignment and then move to this weeks topic.", "Sarah: Hey Mike - can you send me your notes from last week?". Below the messages is a text input field and a "Send" button. A dropdown menu is open, showing options: "This Room", "Moderators", "Selected Participants", "Amanda Reed", and "Mike".

Your message is added to the discussion area.

You can **always** send a chat message to the moderator, even when you do not have any chat privileges.

Directing Your Chat



You can send your message to everyone in the session, just the moderator, another participant or several participants.

Depending on the session configuration, your moderator may see all the messages sent in the Chat area, including private messages that you send to other participants. The eye icon indicates that private chat is supervised by the moderator.

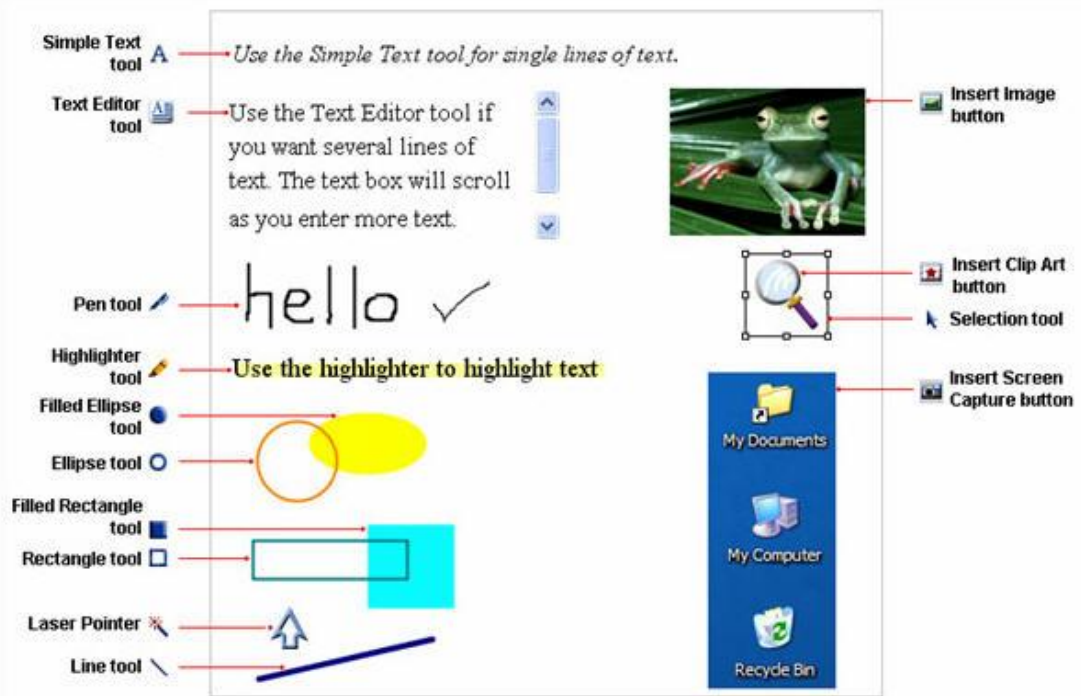
Task 5. Using the Whiteboard

Using The Whiteboard

The whiteboard is where you can view a presentation or collaborate using the whiteboard tools.



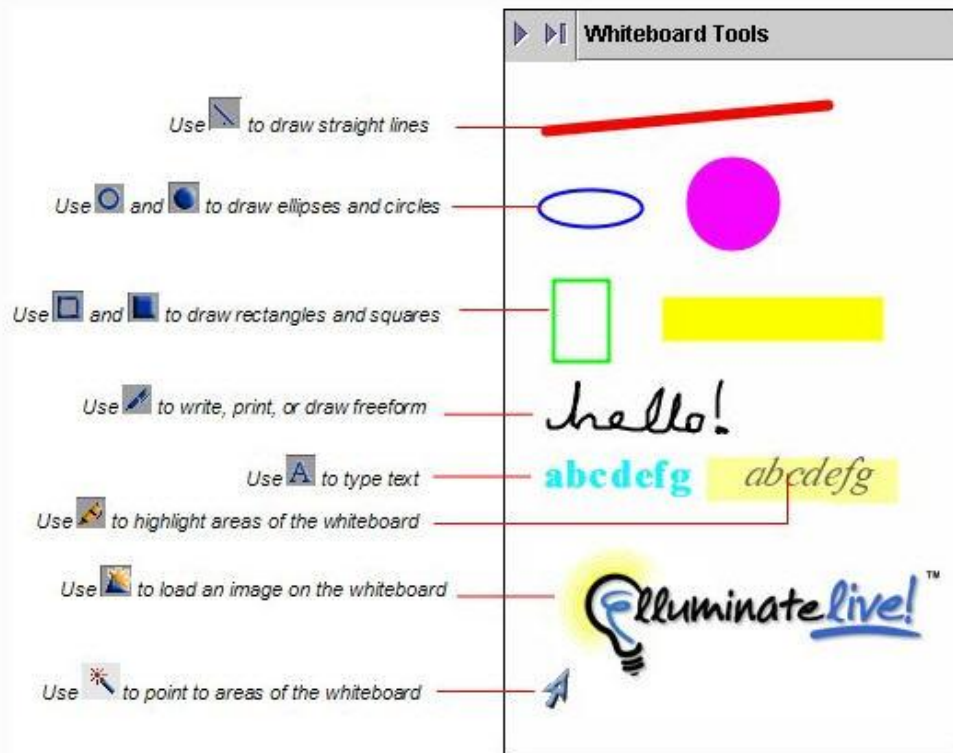
Whiteboard Tools



The whiteboard tools are located on the side of the whiteboard. To use a tool, click on it to make it active.

Once a tool is selected, you can change the various properties using the color palette and menus available at the bottom of the whiteboard.

Using Whiteboard Tools



Viewing Presentations



The moderator controls how you view the presentation, so all you need to do is watch, listen, participate, and learn.

When the **Follow Moderator** option is checked, you will see only the screen that the moderator has selected.

When the **Follow Moderator** option is de-selected, use the forward and backward arrows of the whiteboard to navigate through the screens.



Printing the Whiteboard



You can print the whiteboard screens directly from Elluminate *Live!*

The **Print** menu option will be grayed out if the moderator has protected the whiteboard content.

Saving the Whiteboard



You can save your whiteboard screens to a file that you can review later. The screens can be saved in three formats: as a whiteboard (.wbd) file or as a whiteboard PDF (.pdf) file or individually as images files (.png)

The chat messages during the session can also be saved as a text (.txt) file.

The **Whiteboard** menu option will be grayed out if the moderator has protected the whiteboard content.

Task 6. Resizing the Window

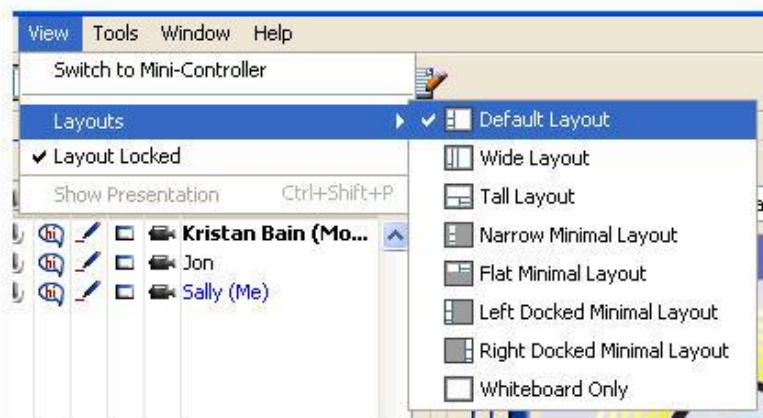
Resizing the Window Layout

If you moved, resized, or hid any of the classroom windows, select Default Window Layout to reset Elluminate *Live!*. If the Notes window is open, it will be placed on top of the other windows.

Various window layouts are available. Use the button on the toolbar to make your selection.

When you first join the session, your windows will be locked in the default layout.

When you resize Elluminate *Live!*, all windows will be automatically resized proportionally to fit the screen. You can unlock the windows from the View menu.



Task 7. Leaving a session

Leaving Elluminate Live!



Click this icon to indicate that you have stepped away from the session.



Disconnects you from the session. This command changes to a Connect button when you are disconnected from a session. To re-join the session, click the Connect Button.



Connects you to the session. This command changes to a Disconnect button when you are connected to a session.

Task 8. Loading PowerPoint Presentations

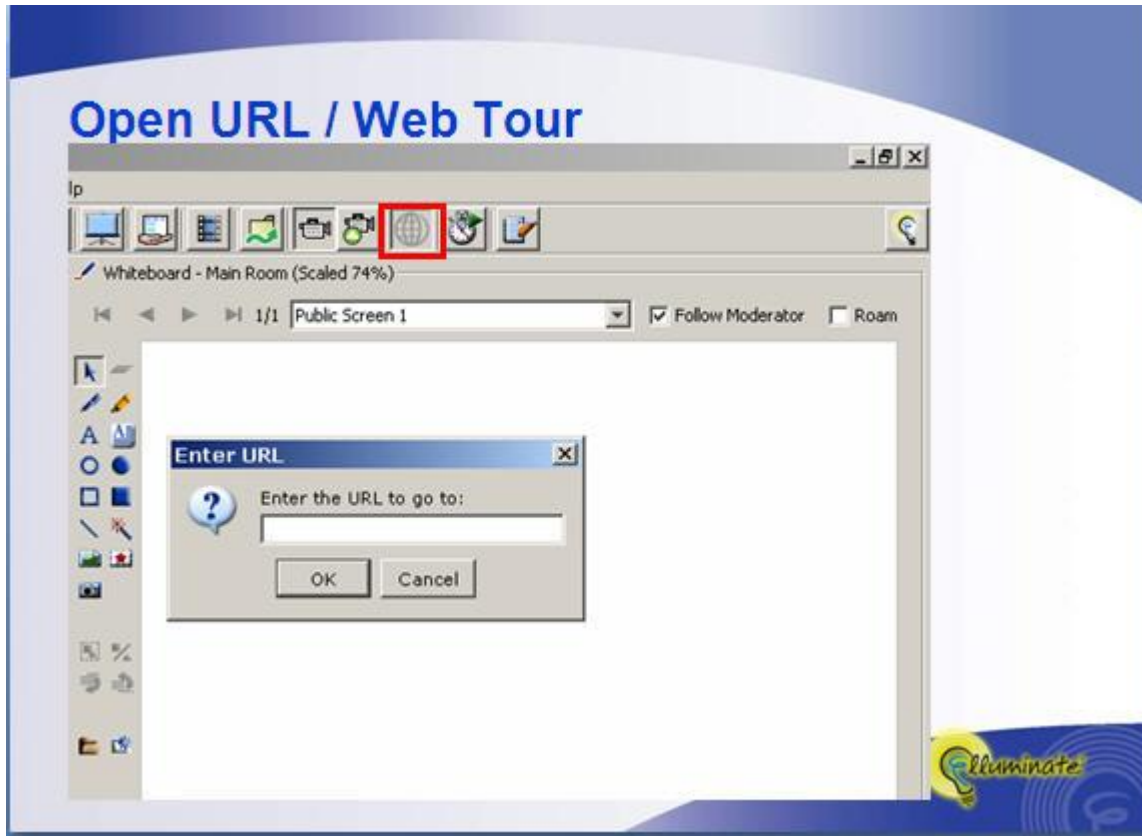
Loading a Powerpoint Presentation

Click this icon to load a presentation

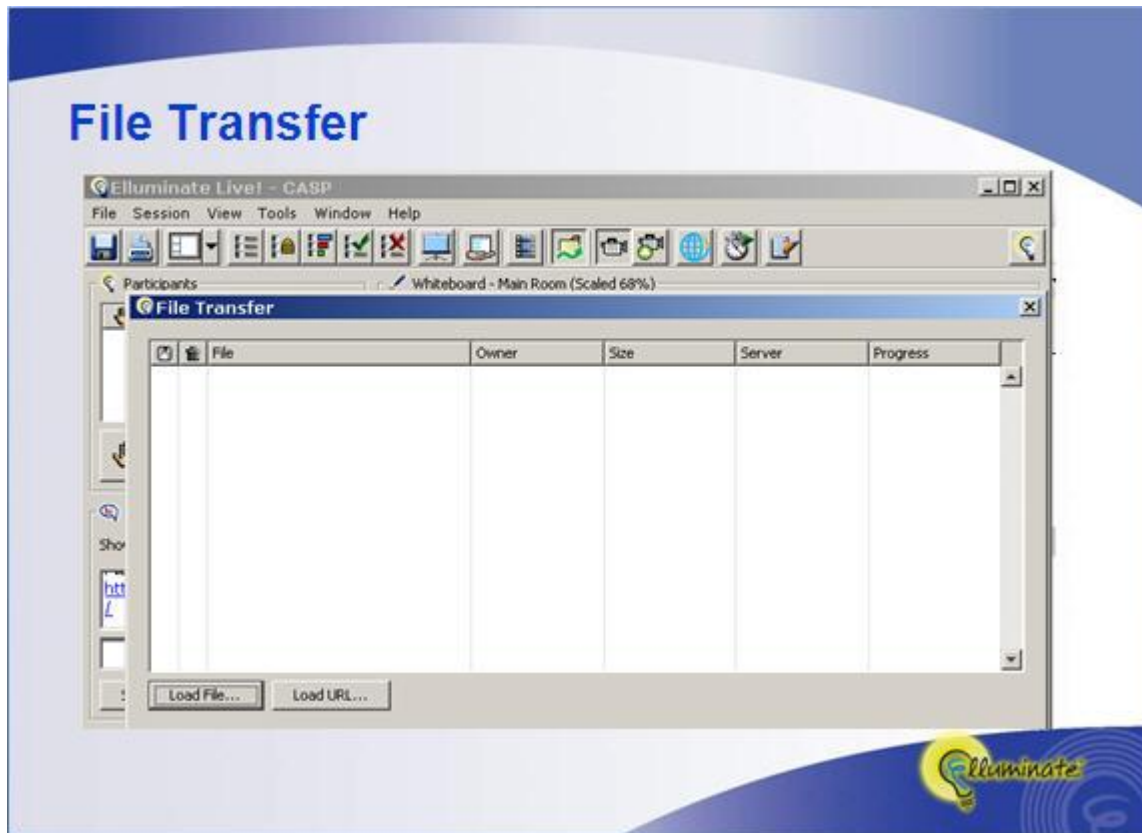
Load a presentation

The screenshot shows the Elluminate Live interface. On the left, there is a control panel with sections for 'Participant' (showing 1 participant), 'Chat' (with a 'Show All' dropdown and a 'Send' button), and 'Audio' (with microphone and speaker controls). On the right, there is a large white area for the presentation. A red box highlights a small icon in the bottom right corner of the presentation area, which is labeled 'Load a presentation'. A blue arrow points from the text 'Click this icon to load a presentation' to this icon.

Task 9. Touring the Web



Task 10. Transferring Files



Task 11. Recording a session

In order to record a session, select the red recording button near the bottom of the Elluminate Live! window. You can later access your recordings from the recordings list link provided to you by the Elluminate administrators.

