



Illuminate Live! Training Manual

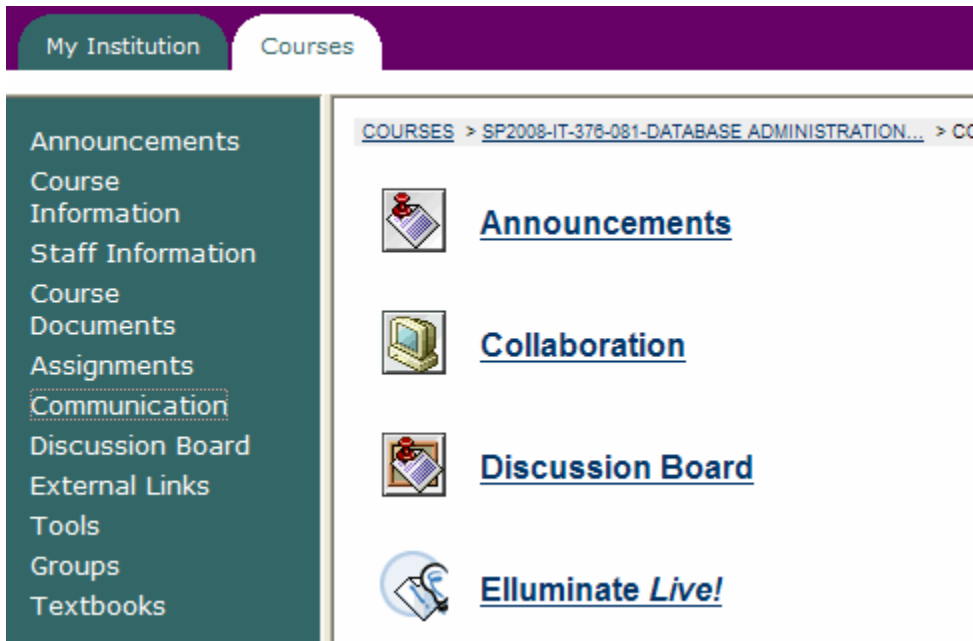
Table of Contents

Getting started with Elluminate Live!.....	3
Accessing Elluminate Live!	3
Participate in an online class.....	4
Create a New Meeting (only faculty members can create new sessions).....	5
Using the Microphone.....	6
Using the camera.....	6
To Load a Presentation (Need Moderator privileges).....	7
Application Sharing	8
Writing on the Screen	8
Breakout Rooms.....	9
Send participants to Breakout Rooms.....	10
Return participants to Main Room.....	10
Record a session.....	11
Stop Recording a Session.....	12
Accessing recorded sessions	12
Displaying websites in online session.....	13
To stop the web tour	13

Getting started with Elluminate Live!

Accessing Elluminate Live!

1. Login to Blackboard (contact OAT if you do not have your username/password)
2. Select the course from “My Courses” section
3. Click on Communication link
4. Click on Elluminate Live!



Participate in an online class

Click on the class that you want to participate in.

Alcorn State University

My Institution Courses

Announcements
Course Information
Staff Information
Course Documents
Assignments
Communication
Discussion Board
External Links
Tools
Groups
Textbooks

Tools
Communication
Course Tools
Course Map
Control Panel
Refresh
Detail View

COURSES > SP2008-IT-376-081-DATABASE ADMINISTRATION > COMMUNICATIONS > ELLUMINATE LIVE!

Elluminate Live! Sessions

Create Elluminate Live! Session

Live Sessions

Elluminate Live! Sessions for Today

All times displayed in Central Daylight Time

Session Name	Moderator	Start Date	End Date	Type
SP2008-IT-376-081-Database Administration 2008/04/09 14:08:10	Prashant Shinde	04/09/2008 14:15 CDT	04/09/2008 17:15 CDT	Course

When a particular meeting is selected, it may download plugins on your computer. Based on the settings of your computer, it may or may not ask for your permission to download the plugins. If your computer has security settings setup, you will see the gold bar below the URL bar:

To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...

Alcorn State University

My Institution Courses

Launch Elluminate Live! Session: SP2008-IT-376-081-Database Administration 2008/04/09 14:08:10

Your meeting download should start shortly. If it does not, click here to manually start the meeting. [Launch Session](#)

Left click on the gold bar and choose “Download File...” to download the file.

To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...

Alcorn State University

My Institution Courses

Launch Elluminate Live! Session: SP2008-IT-376-081-Database Administration 2008/04/09 14:08:10

Your meeting download should start shortly. If it does not, click here to manually start the meeting. [Launch Session](#)

- Download File...
- What's the Risk?
- More information

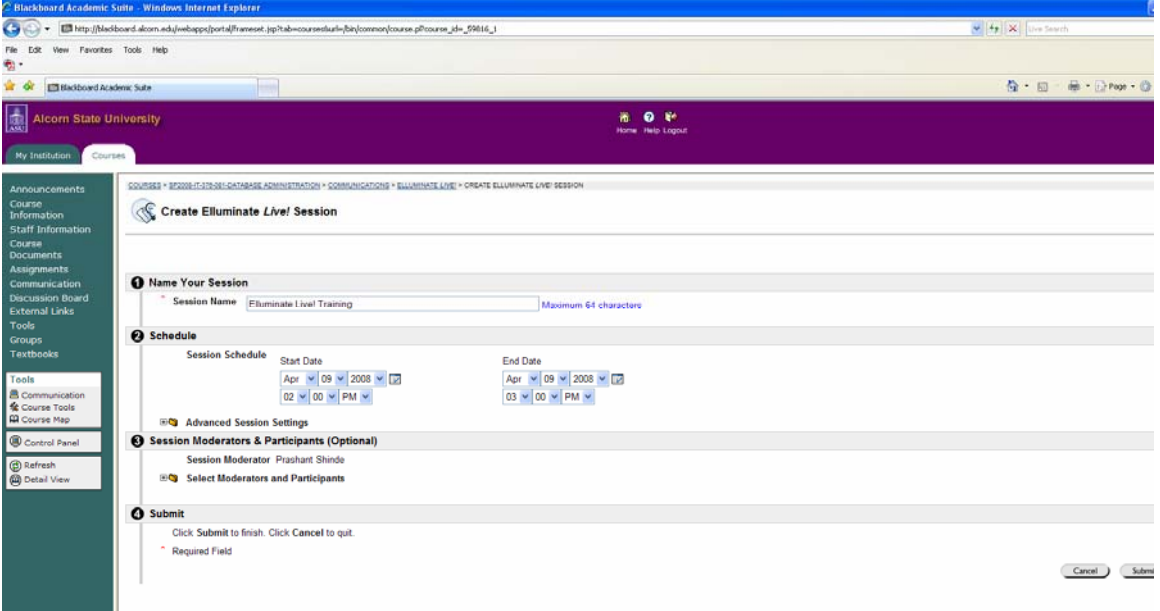
NOTE: Please join the meeting atleast fifteen minutes prior to the start time to ensure that the needed plugins are installed correctly.

When you click on Download File, it may redirect you to the main page of the course. You will have to click on Communication, Elluminate Live! and select the online session again.

When the meeting is loaded, the software will ask for your connection speed. If you are using the software from Alcorn campus, select LAN from dropdownlist.

Create a New Meeting (only faculty members can create new sessions)

1. Click on Communication
2. Click on Elluminate Live!
3. Click on “Create Elluminate Live! Session”
4. The following screen will be displayed:



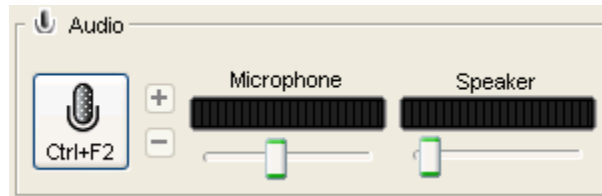
The screenshot shows a web browser window displaying the Blackboard Academic Suite interface. The page title is "Create Elluminate Live! Session". The form is divided into several sections:

- 1 Name Your Session:** A text box for "Session Name" containing "Elluminate Live! Training". A note indicates "Maximum 64 characters".
- 2 Schedule:** A section for "Session Schedule" with "Start Date" set to "Apr 09 2008 02:00 PM" and "End Date" set to "Apr 09 2008 03:00 PM". Below this is a link for "Advanced Session Settings".
- 3 Session Moderators & Participants (Optional):** A section for "Session Moderator" with the name "Prashant Shinde" and a link for "Select Moderators and Participants".
- 4 Submit:** A section with the instruction "Click Submit to finish. Click Cancel to quit." and a note for "Required Field".

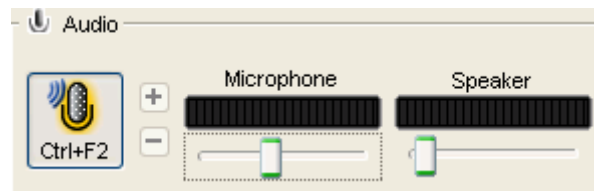
At the bottom right of the form, there are "Cancel" and "Submit" buttons.

5. Assign a meeting name, for eg: “Distance Learning Committee Meeting” and set the meeting time.
6. Click Submit.
7. On the next page that is displayed, click the “To send Email Invitations, click here” hyperlink to type the email addresses in the last text-box on that page.
8. Click Submit.
9. Click Ok. Your newly created session will now be displayed on the screen.

Using the Microphone



1. Click on the Microphone icon

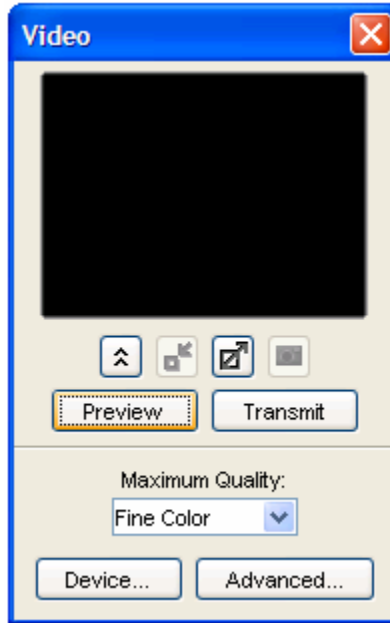


2. The microphone icon becomes yellow in color. At this point, whatever you speak will be heard by participants.
3. Use the slider to adjust the microphone volume
4. Use the slider to adjust the speaker volume
5. When done talking, click the microphone icon to release control of the microphones to other speakers.

Using the camera



1. Attach a camera to the computer. Ensure that the camera is operating as desired by installing the appropriate drivers.
2. Click on the icon indicating a camera on the top panel bar.
3. A new window will open as shown below:



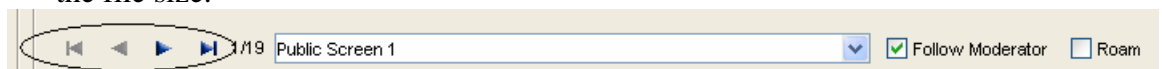
4. Click Preview to ensure that your camera is operating as desired in Elluminate Live! (In Preview Mode, the camera is functioning but is not transmitting any video images)
5. Click Transmit to begin transmitting video images. The transmitted video images are now visible to remaining participants.
6. To deactivate the camera, click on the camera icon again.

NOTE: Video images consume high bandwidth. It is recommended that you activate the camera at the beginning of the class session and de-activate before the presentation begins.

To Load a Presentation (Need Moderator privileges)

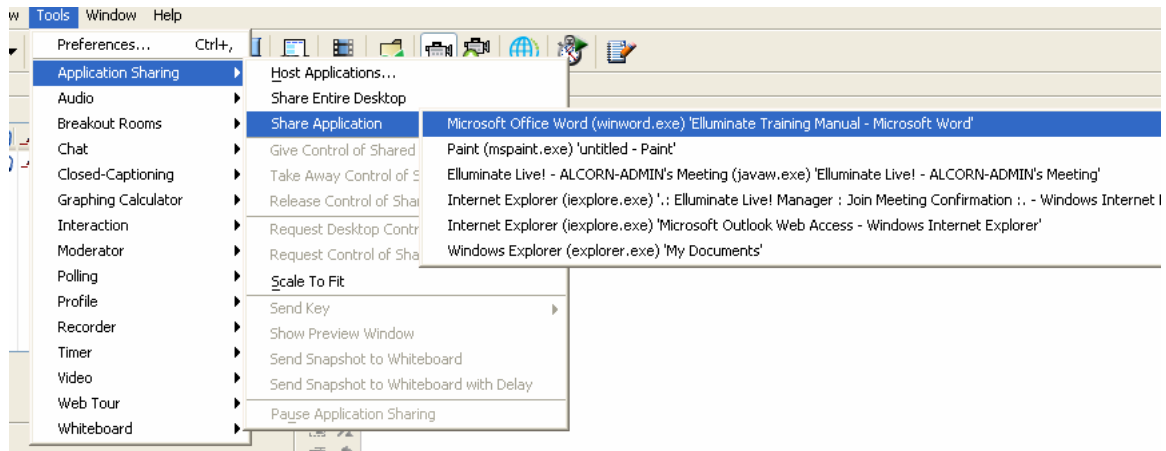


1. Click on the icon resembling “Open Folder” on the screen.
2. Click OK
3. Browse to the presentation file located on your computer.
4. Click “Open”
5. Click OK
6. The presentation will be loaded in less than one minute depending on the file size.



7. Use the left and right buttons to navigate through the presentation.

Application Sharing



1. Click on Tools
2. Select Application Sharing
3. You may share entire desktop or an individual application on the computer.

NOTE: Application should be opened on the local computer before you can share it.

4. Select the application that you want to share.

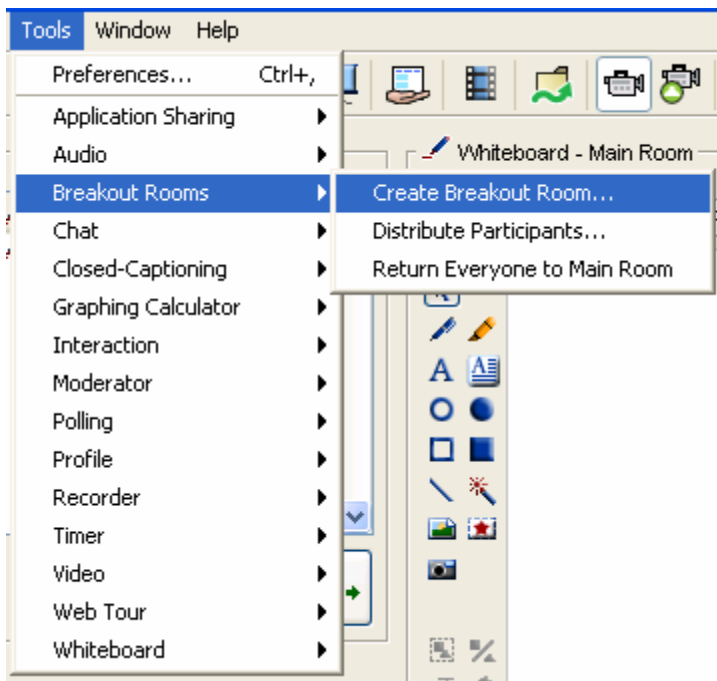
NOTE: Once the application is selected, it is visible to all participants in the session.

Writing on the Screen

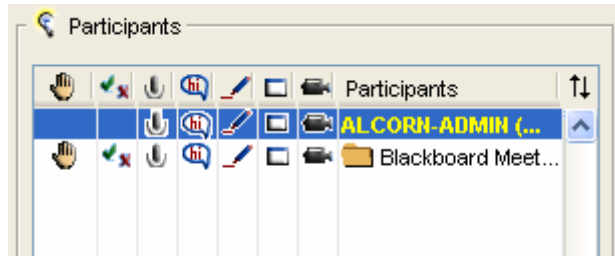
1. Remove the stylus from the Tablet PC (bottom left corner)
2. Select the various tools available on the screen.



Breakout Rooms

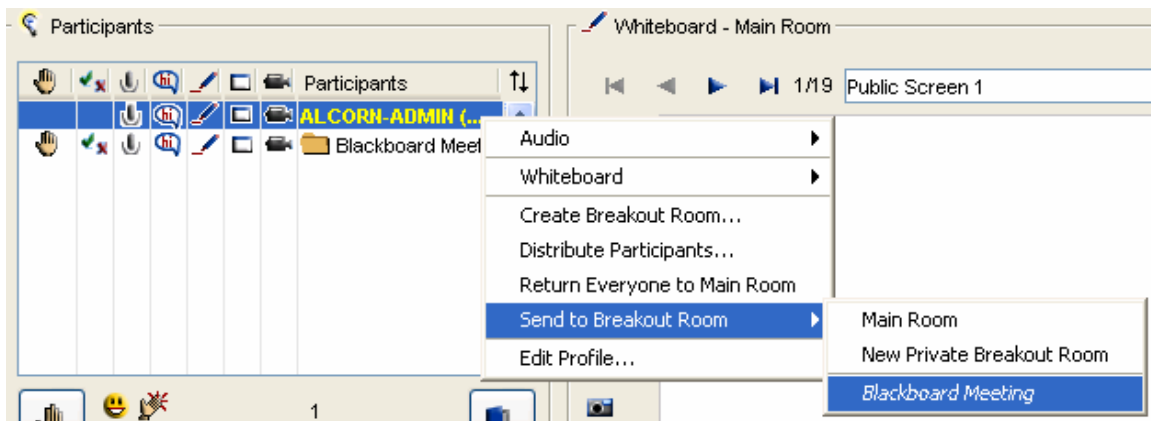


1. Click on Tools
2. Select Breakout Rooms
3. Select Create Breakout Room
4. Assign a new name to the Breakout Room



5. A new breakout room is now created and visible in the Participants section.

Send participants to Breakout Rooms

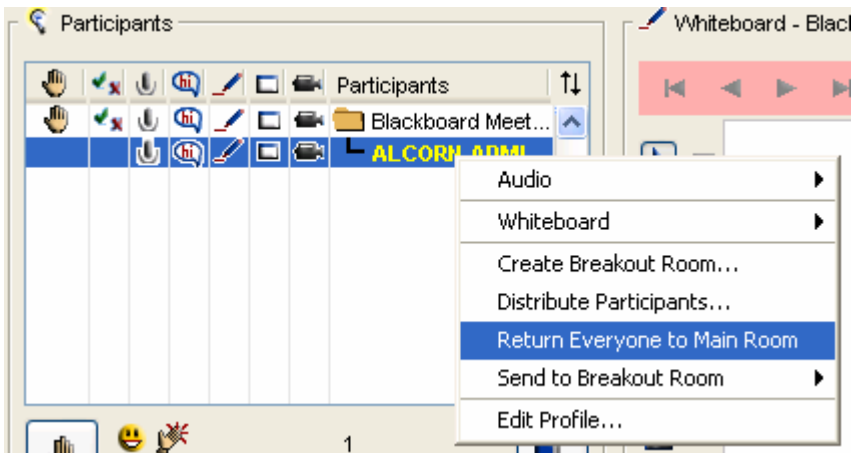


1. Select the participant you want to send to the Breakout Room
2. Right Click on the participant name
3. Select "Send to Breakout Room"
4. Select the Breakout Room you want to send the participant to.

Return participants to Main Room

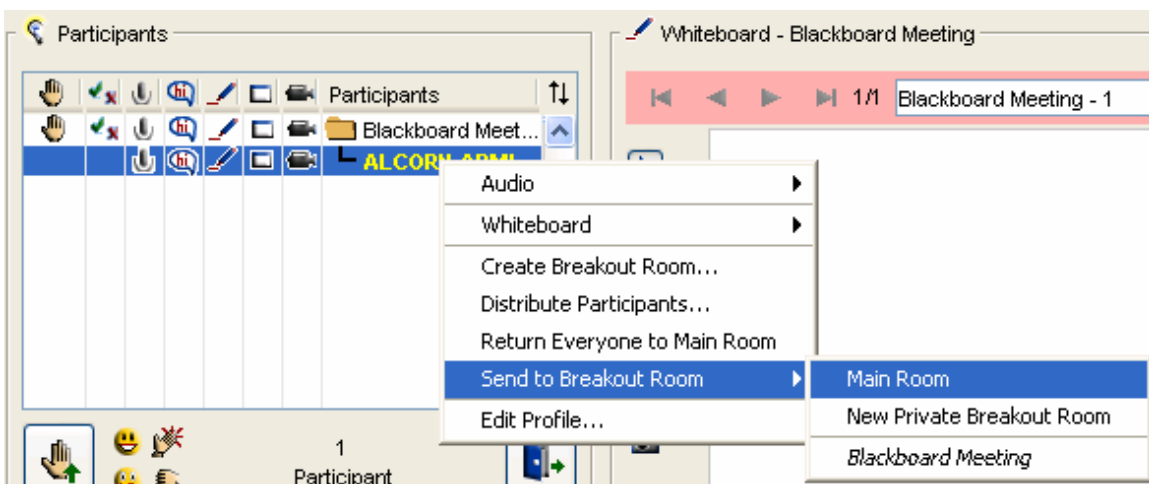
There are two ways to return participants to the Main Room:

- 1) Return all participants at one time



1. Click on a participant name
2. Right Click on the participant name
3. Select “Return Everyone to Main Room”

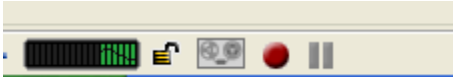
2) Select one participant at a time:



1. Click on that participant name you want to send to Main Room
2. Right click on participant name
3. Select “Send to Breakout Room”
4. Select “Main Room”
5. The participant is now sent back to the Main Room

Record a session

1. Click on the red circle on the bottom left corner.



2. A message will be displayed “Start/resume Recording”
3. Click OK. Your class is now being recorded and stored on the server.
4. After the session is over, the recording will be listed in Blackboard.

Stop Recording a Session

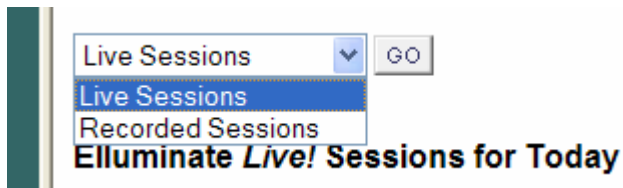
1. Click on the Pause button on the bottom left corner.



2. A message box will be displayed “Stop/pause recording”.
3. Click OK.

Accessing recorded sessions

1. Select the course.
2. Click on Communication.
3. Click on Elluminate Live!
4. Click on DropDownList



5. Select Recorded Sessions.
6. Select the date when session was recorded from the calendar

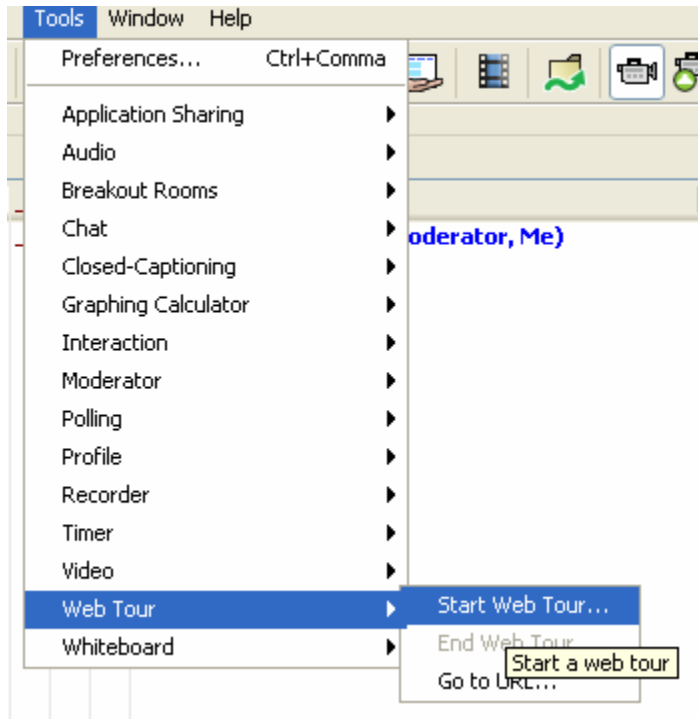


7. Select the required session from the displayed recorded sessions.

8. Based on your computer's security settings, you may be prompted for file download.

Displaying websites in online session

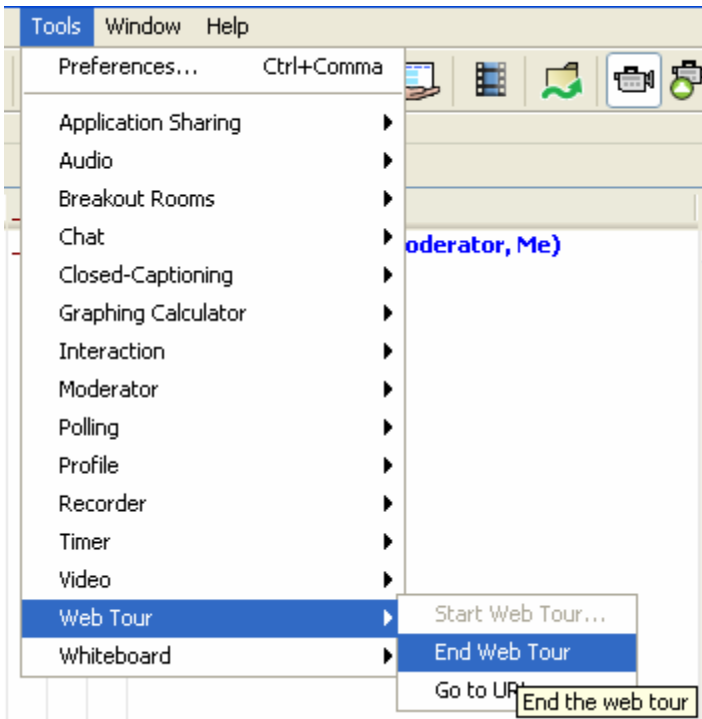
1. Click on Tools
2. Highlight Web Tour and select "Start Web Tour"



3. Type the URL in the message box and click OK (you do not have to type http://)
4. The website will be displayed on the screen. This website is visible to all participants in the session.

To stop the web tour

1. Click on Tools
2. Highlight Web Tour and select "Stop Web Tour"



3. The website will be closed and will not be visible to session participants.