Elluminate Live Information

CSM has purchased a license for Elluminate Live Web-conferencing software. With Elluminate you can add live discussion and dynamic interaction to your online Blackboard CE8 or F2F classroom. With Elluminate your students can meet virtually for regularly scheduled classes, group projects or ad hoc sessions.

To request Manager rights to set up your own Elluminate web-conference, e-mail Joel Kinison, Instructional Technology Coordinator, joelk@csmd.edu.

Login Information
To log into the system, please follow these instructions:

  o Go to http://www.elluminate.com/member.jsp
  o Your Manager Login is:
    ▪ Username: (As Requested from Joel Kinison)
    ▪ Password: (As Requested from Joel Kinison)

Training and Assistance
Administrator Documentation: To learn more about the SAS, all of our resources are available online at http://www.elluminate.com/support/docs/sas/asp.jsp.

Training and Documentation: Live online training sessions, recorded training sessions and user guides for all users are available from http://www.elluminate.com/support/training/.

Technical Resources: Elluminate’s Support website at http://www.elluminate.com/support/ provides several technical resources for all of your users including a section for "First Time Users" which provides links to install the software.

Local Support: For questions or assistance with Elluminate Live, contact Joel Kinison, joelk@csmd.edu. For technical or access information contact the Help Desk, ext. 4351.
Elluminate Live! Version 6
Moderator Quick Reference Guide

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), chat online, share video, whiteboards, multimedia files and share applications—all in one intuitive, graphical interface. Whether the environment is hosted by Elluminate or is installed on your server, it is easy to set up, easy to use and customizable.

Unlike the Internet, Elluminate Live! is built specifically for live, multi-media collaboration. Our unique Collaborative Communications Framework (CCF) automatically ensures that everything is in the right place at the right time. Whether you have a dial-up modem or a high-speed LAN, you get the same superior quality, high performance, and dependability—with no lag time or garbled communication. So you can focus on content, not technology.

Tips on Conducting Elluminate Live! Sessions

Preparation

- Design sessions to include interactivity and include variety in your session. Provide opportunities for participants to interact and collaborate with each other.
- Practice before leading your first session!
- Become familiar with the session content.
- Open Web pages, applications needed for application sharing and screen captures before session begins.
- Find comfortable place with no distractions to deliver the session.

In-Session Tips

- Greet participants as they join your session and assign them privileges.
- Remind your participants to use the Audio Setup utility in order to test their microphone and speakers.
- Speak clearly and don’t rush.
- Ask questions and provide opportunity for interaction. Poll the class at various intervals to obtain their feedback. Remember to clear responses after each poll.
- Animate your delivery.
- Look at the whole screen, not just the whiteboard area.
- Encourage participants to respond and to raise their hand when they have a question or comment.
- Use the whiteboard tools to assist you in your delivery. For example, use the Highlighter to call attention to specific regions on the screen.
- Include features such as application sharing, Web tours, video, multimedia files, quiz manager and breakout rooms to assist you in delivering your content.
- Remember to record your session if needed.

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For more information visit: www.elluminate.com
Moderator Quick Reference Guide

- Click to raise your hand
- Direct Messaging textbox
- Public and private messages
- Mic and Speaker gauges
- Click to assign privileges en masse
- Participant list and privileges
- Stepped away
- Emotion indicators
- Click to assign privileges
- Hide/Show polling responses
- Application Sharing
- Multi-media
- Video
- Whiteboard tools
- Whiteboard navigation arrows
- View Whiteboard screens
- Whiteboard permissions
- Visit the Elluminate website
- Note:
  - Use the TOOLS menu to:
    - Create Breakout Rooms
    - Access the Audio Setup utility
    - Use advanced Whiteboard features
    - Select a new poll
  - Some features may not be available depending on your version of Elluminate Live! and configuration