

Using Elluminate Live an introduction to the basics

Before You Join Your Session



You Need Java 6

Most newer computers have it. The easiest way to ensure that you have Java 6 is to download it

- **Go to <http://java.com>**
- Click the "Free Java Download" button

The site scans your computer and lets you know if you have it or not.

If your computer doesn't have it, it will take you to another screen with a download button.

- Click that button.
- A file ending in ".exe" will download to wherever your downloads are located. It may be your desktop. It may be to "My Downloads" It may be to a location you have designated. If you can't find it, use your computer's "search" function.
- Find that file, open it and follow the installation steps.

If your computer already has Java 6 installed, the Java website will tell you. You may get information on how to update it.



Speaker and Microphone Setup

You need a headset. The regular, \$10 or so ones work fine as long as you're in a relatively quiet place and have a built in microphone on your computer.

The best ones are the USB type. You can spend a lot of money on these – hundreds of dollars from Bose. Ester Mae Cox bought a \$20 headset from BestBuy - DYNEX - DNCT4 "Direct Noise Canceling Microphone Technology". Skype has one for about \$40.

- Make sure all the cable connectors are securely plugged into the correct sockets. The connectors and sockets have little symbols.
- Make sure your microphone and speakers or head set are functioning. You may need to check the audio settings on your computer. You can test them by using the Skype Call Testing service.

Join the Elluminate Meeting

Use the link sent to you by the Elluminate meeting host

You'll have an email message with a link. It probably looks like this

“To join the session, please click on the link below within 60 minutes of the specified time.
[Join the Elluminate Live! Session](#)”

The message will also give you the meeting details.

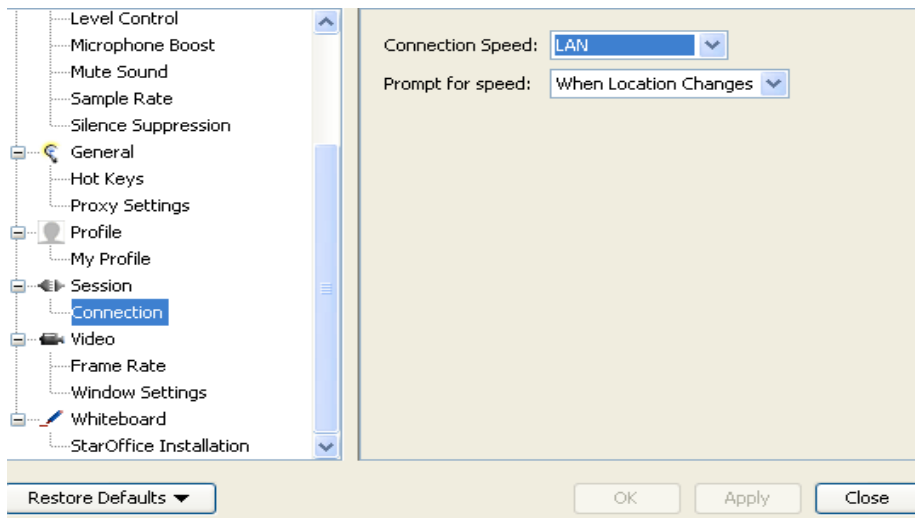
Click it and it will take you to the meeting.

Using Elluminate

Setting Your Connection Speed

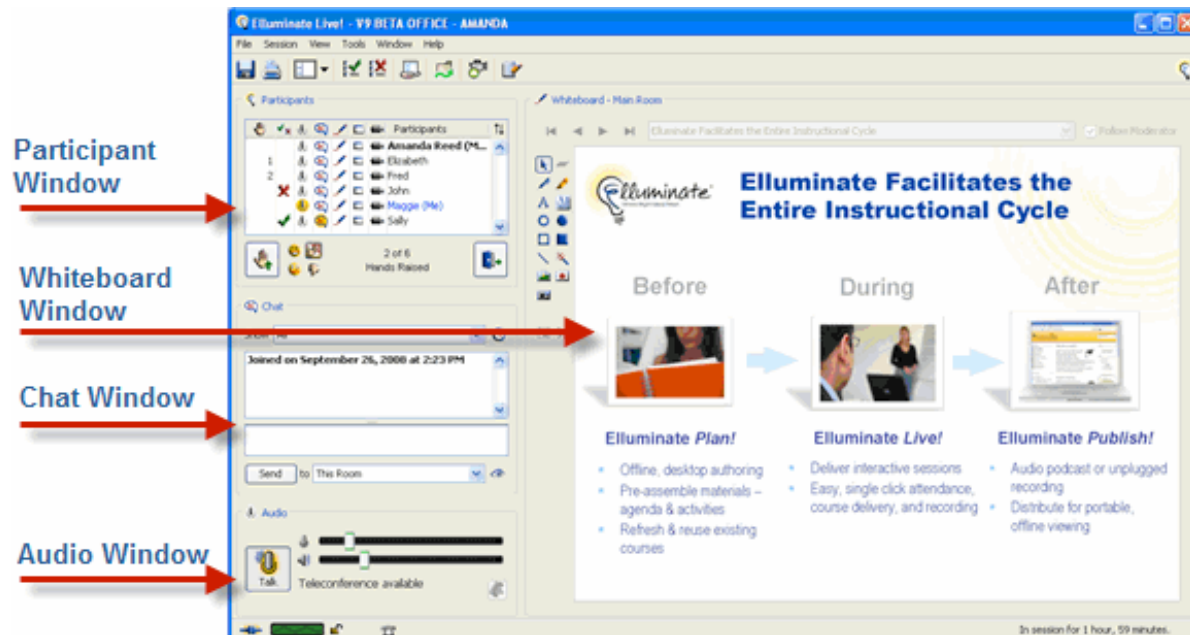
The first thing to do is set your connection speed. The first time you enter Elluminate, a dialogue box will appear. If it does not, click “Elluminate Live” and select “Preferences” > connection and the choice window will appear.

- If you use the same computer, this only needs to be done once.
- If you use a different computer, like the one at your sister's place, you will need to do it again.



Set the connection speed to your own modem speed. Set the prompt to “Always”, “Never” or “When you change location.”

Elluminate Live! has four main windows



Be sure you see your name in the “Participant” Window. It should be **Blue**. That says you’re connected.



Check your Sound

The Audio Window lets you see what’s happening with your sound and speak to the group.

Always check your sound. Things change when you do other things on your computer. To hear and be heard is pretty important in meetings.

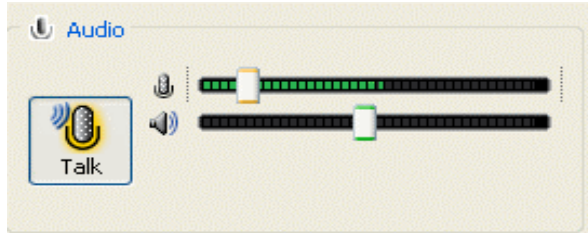
To check your audio in Elluminate:

- Put your headphones on. If there’s a switch, turn it on
- Click “Tools” on the very top of your screen
- Select “Audio” > Audio Set-up Wizard”
- Click the little speaker in the centre of the window and follow the instructions.



“Talking”

Using Audio: Talking



- **Click the Talk button** when you want to speak. It turns yellow while your audio is activated.
- When you are done talking, click the Talk button again to release your microphone.
- Always release your microphone so others can reply. You'll be reminded if you do not release it.
- 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.

Raising Your Hand

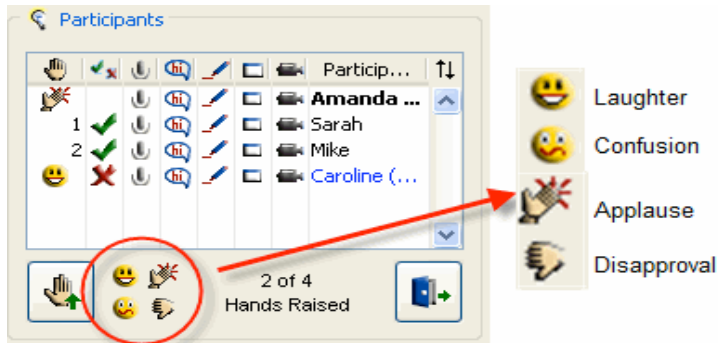
Raise your hand using the button in the Participants window.

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

Click here to raise and lower your hand.

Order	Hand Raised	Microphone	Chat	Share	Participant Name
1	✓	🔊	💬	📄	Amanda ...
2	✓	🔊	💬	📄	Sarah
	✗	🔊	💬	📄	Mike
		🔊	💬	📄	Caroline (...)
		🔊	💬	📄	Tom

Using Emotion Indicators



While each meeting facilitator may use these in different ways, “Applause” generally means, “I agree.” It is used informally as the meeting goes on. The facilitator may ask for your applause or disapproval in relation to certain questions.

Polling

You may be asked to express your opinion in a poll. The options will be displayed to the right of the Emoticons. The facilitator will guide you.

Stepping Away



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

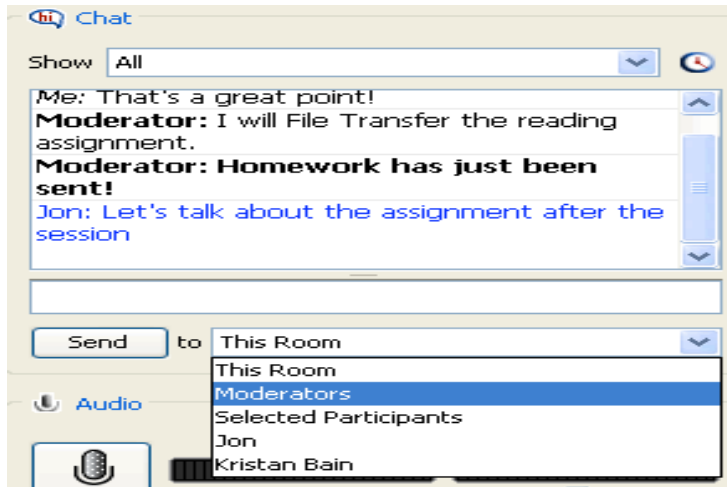


Chat

“You’re on public radio” Use the chat window as necessary and appropriate for the given meeting.

- In most sessions, the hosts and moderators are able to see all the comments in the chat window, including those between individuals.
- In most cases, the contents of the chat are captured and available to all participants following the meeting.

The Chat Window

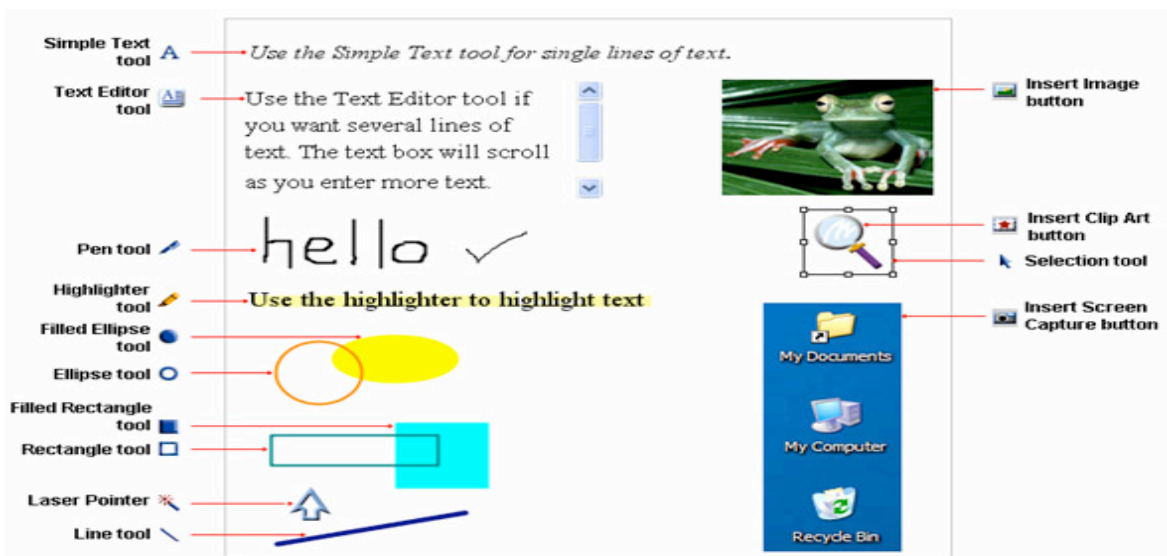


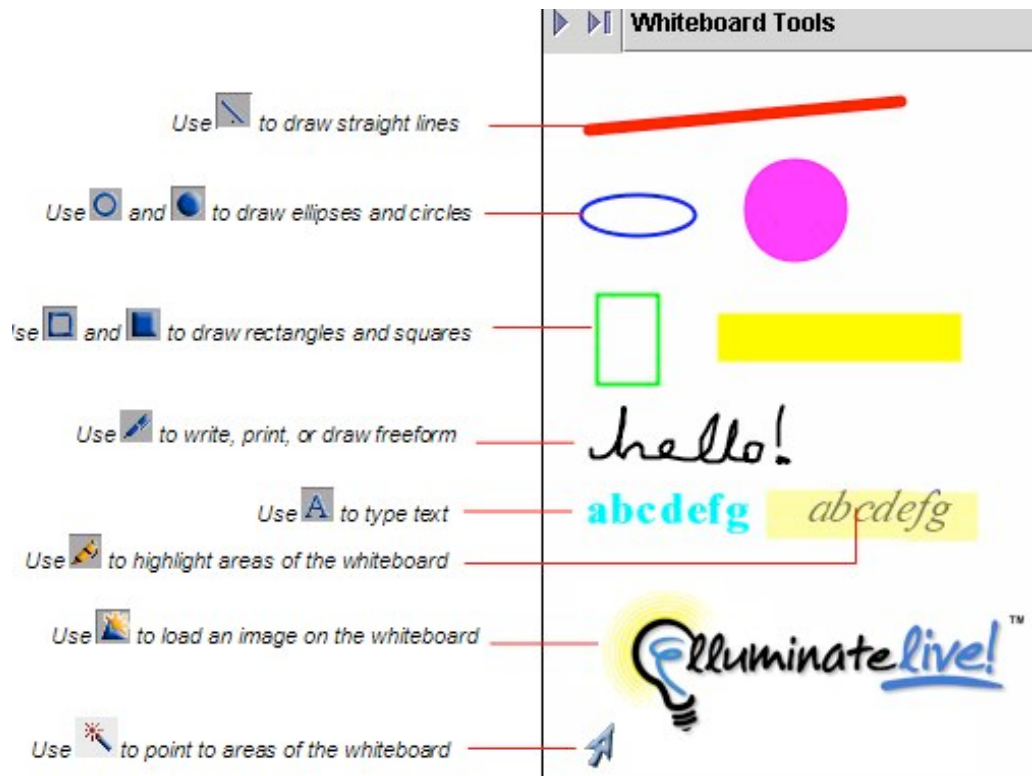
- Type your comments in the input space below the window and select the recipient. See the blank line below the window? That's it. Click and type.
- In most cases, chat is used to add information to a conversation.

Using The Whiteboard

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

Look at the second tool on the list. **The Text Editor Tool.** It creates a box on the whiteboard screen. Type in that box.





Leaving Elluminate Live!

  This icon, at the bottom left, connects or disconnects you.