



Center for Learning Connections

www.learningconnections.org



Live! for Participants

The Center for Learning Connections has acquired Elluminate Live! – a web conferencing tool - to facilitate communication and training. This document is designed to facilitate your participation in our upcoming online event.

IT IS VERY IMPORTANT THAT YOU TEST YOUR COMPUTER'S/NETWORK'S ACCEPTANCE OF THE ELLUMINATE PLATFORM BEFORE THIS EVENT. SO PLEASE FOLLOW THE DIRECTIONS BELOW CAREFULLY.

PREPARING YOUR COMPUTER

To be able to use this web-conferencing platform, you will need to have a computer that is equipped with a sound card and a microphone.

NOTE: Audio will be heard over your computer's Voice IP (that is through the computer speakers and not through your phone). For optimum audio reception we suggest that you use an external noise-cancellation microphone, preferably a combination headset/microphone to minimize sound distortion.

A **few days in advance** of your first experience with an Elluminate Live! session, we ask that you go to the website (shown in the Technical Resources section below) to set up your computer and test its acceptance of the Elluminate Live! platform. Most computers today should have no problem with this.

NOTE: If you are using your organization's network to join the session, you may need to involve your IT people, should you have trouble signing in to a live Elluminate session for the first time. Have your IT person contact Elluminate Support (see box in the lower left hand corner if this page)

Technical Resources: Elluminate's Support website at <http://www.illuminate.com/support/> provides several resources for you, including, (1) a section for "First Time Users", which provides links to install the required software; (2) a link to a Configuration Room which is available 24/7 and allows users to test their connection and audio settings; (3) some orientation tools, to learn more about Elluminate Live!; and (4) technical resources.

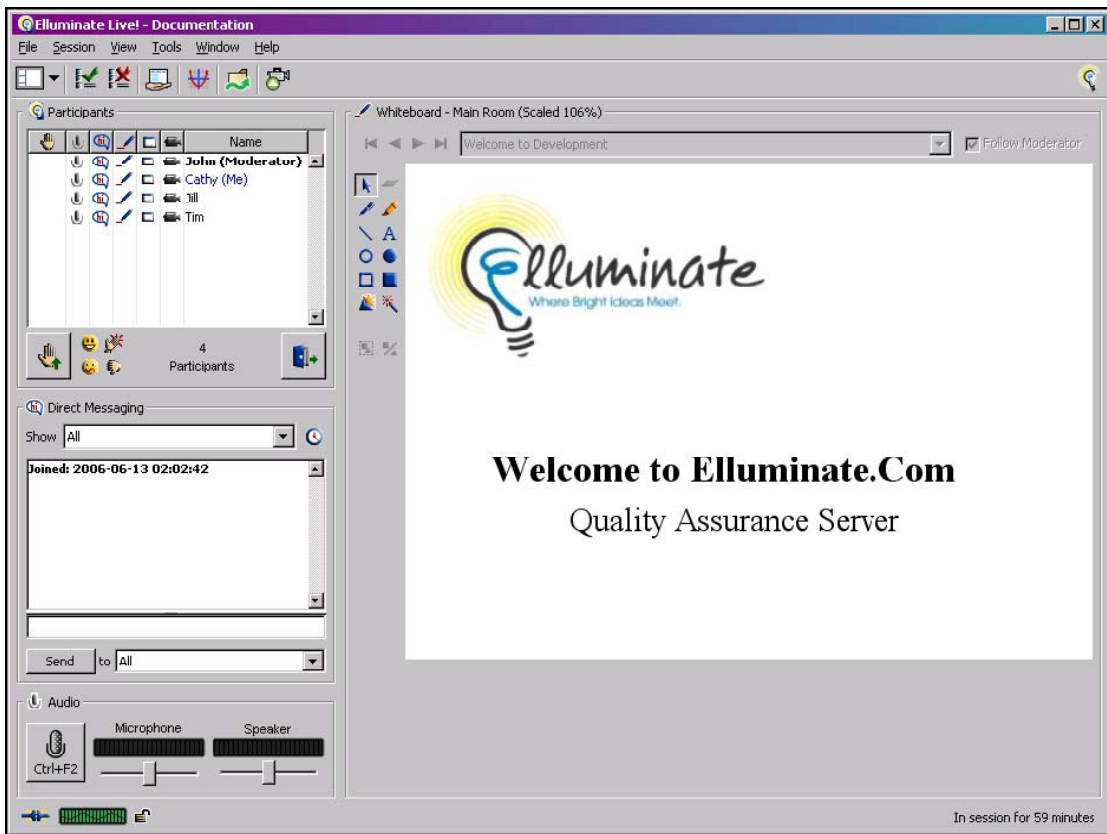
ENTERING THE SESSION

On the pages below you will find a number of options you may wish to use in communicating through the Elluminate platform.

If you are having problems entering the session, and Elluminate support (866-388-8674, option #2) has been unable to help you, please contact me:

Katrina Liu at (206) 878-3710 ext 5132 (office) or (206) 427-1159 (cell), or kliu@highline.edu

Your screen will look like this.



The following are a few communications options available to you as a participant

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| <p>Raise Hand</p> | <p>To get the speaker's attention, you can raise your hand to ask a question.</p> <p>To raise your hand, select the Raise Hand option (click on the picture of the hand). In the Participants window, a number appears next to your name indicating your place in line to ask a question.</p> <p>To lower your hand, de-select the Raise Hand option. In the Participants window, the number next to your name will be removed.</p> |
| <p>Show Emotion</p> | <p>The Show Emotion option (displayed next to the raised hand icon) provides you with a list of emotion options that you may send to everyone in the session, indicating Laughter, Applause, Confusion, and Disapproval.</p> <p>Selecting one of these options will result in the appropriate icon flashing for approximately 3 seconds in the Participants window next to your name.</p> |
| <p>Away</p> | <p>The Step away feature allows you to indicate that you are temporarily unavailable. When you select this option (click on the picture of the door directly under the Participants window), the Participants window shows you as "Away". You are still connected to the session, but the Away message indicates that you are temporarily unavailable.</p> <p>De-select this option to inform the others that you are back and available to participate in the session. The Participants window will remove the "Away" text from your name.</p> |

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| Direct Messaging | <p>Displays the options: Enter Message, Display Area, and Send Area.</p> <p>The Enter Message option immediately moves your cursor to the Send textbox in the Direct Messaging window where you can start typing in your message.</p> <p>The Display Area option allows you to change the size of the text displayed in the Direct Messaging Window.</p> <p>The Send Area option allows you to change the size of the text displayed in the Send textbox of the Direct Messaging Window</p> <p>The options available for both the Display Area and Send Area are: Make Text Bigger, Make Text Smaller, Default Size, and Text Size. The Default Text size is 12 point.</p> |
| Polling | <p>You may be asked to respond to a question using the polling feature. The Polling sub-menu contains options to enter a polling response.</p> <p>The polling responses listed in the sub-menu will vary depending on the type of poll being conducted.</p> |

Talking and Releasing the Microphone

To talk, click the talk button in the Audio window or use the Audio hot key (which is displayed on the talk button) and speak into your microphone. When your microphone is live, the microphone icon in the lower left corner of the screen will show a yellow aura.

Click the talk button or use the Audio hot key to release your microphone when you are done speaking.

Adjusting your Microphone Level and Speaker Settings

The Microphone gauge shows the volume levels when you are speaking and the Speaker gauge show the volume levels when someone else is speaking.

The Microphone slider should be positioned so that the Microphone gauge shows green and some yellow when you are speaking