**Elluminate Participant Orientation**

**Elluminate Live! Version 10**

**NOTE**: This handout is a modified version of the Elluminate Live! Quick Reference Guide created by Elluminate.

## Contents

# Minimum System Requirements

| Windows Client | Java Desktop System (Linux) Client |
|---|---|
| • Windows XP (32 bit) or Vista (32 or 64 bit)<br>• Pentium III 1 GHz processor<br>• 256 MB RAM | • OpenSUSE 11 (64 bit) or Ubuntu 8.10 (64 bit)<br>• Pentium III 1 GHz<br>• 256 MB RAM |
| **Mac Client** | **Solaris Client** |
| • Mac OS X 10.5<br>• G4, G5 or Intel Processor<br>• 256 MB RAM | • Solaris Sparc 10<br>• UltraSPARC IIc 500 MHz<br>• 256 MB RAM |

**All computers also require:**

- 20 MB free disk space
- Soundcard with speakers and microphone or headset
- 28.8 Kbps Internet connection (dial-up) or higher
- Java version 1.5 or higher
- Latest browser software version (for example: Internet Explorer 7)

If you do not have **Java Web Start** installed on your computer or if you are unsure, visit the Elluminate Support page, which will indicate whether or not your computer has the necessary software to run an Elluminate session.  If your computer fails the test, you will need to download/install Java Web Start by clicking the "Download and install the required software" button. This will take you through a set-up wizard.
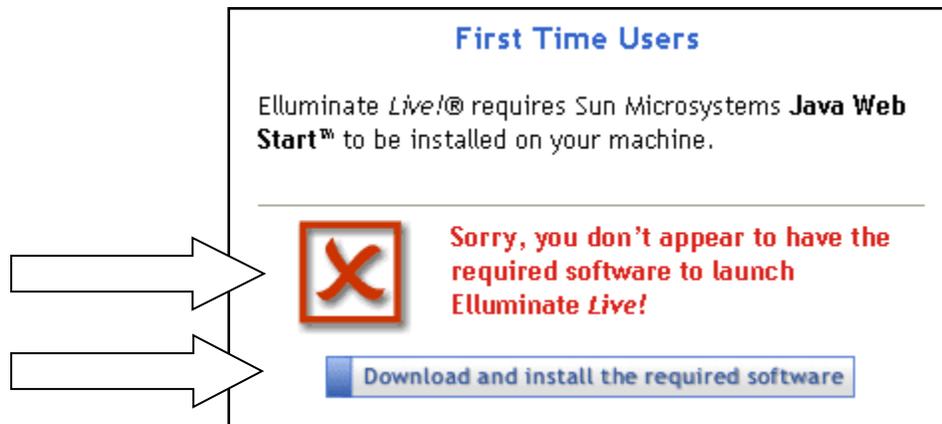


# Preparing for a Session

- Along with meeting the computer requirements stated above, you will also need a headset microphone to participate in Elluminate sessions. Please **avoid using standalone microphones or speakers** as they can cause audio feedback and/or echoes.  Visit BestBuy, Target, Walmart, or any other electronics vendor to find a headset microphone that meets your needs.  Prices can range anywhere from $15 to higher.

- Make sure to orient yourself to any mute buttons or on/off features your headset microphone may have.



- To test your computer's ability to access an actual Elluminate session, please visit the Elluminate Configuration Room prior to your first course-related meeting.  Accessing the Configuration Room will assure your computer's connectivity to Elluminate sessions.  Once inside the Configuration Room, you can also test your microphone and speakers.

- Prior to your first session, please view the Elluminate Participant Orientation Video.
  For additional videos or materials, see the Elluminate Training page.

# Logging into a Session

- Be sure to join the session 5 – 10 minutes prior to the start.

- If you will be joining the session from a **dial-up connection**, you will want to factor in that it will likely take up to 40 minutes or more to download the required Java environment.  Once again, you can visit the Elluminate Configuration Room any time before your session to get your computer ready.  After completing the configuration one time, you will be able to use your dial-up connection to access any Elluminate session in a matter of seconds.

- To join an Elluminate session, you will click a hyperlink provided to you.  These links will be posted in your Sakai course or sent to you via email.

- Once you click on an Elluminate link, you will be taken to a login screen.  (See picture.)

**Blackboard collaborate.**

# Session Login

Please enter your Name for the session.
*(Note: The Name may not exceed 64 characters)*

**Name:**

Log in

Unless otherwise instructed by your professor, participants will not have an official login name for online sessions. **Please type in your full name** instead, so that the session moderator will not mistake you for another student.

Finally, click the **Log In** button to enter your session.

## Participating in Your Session

- After you have clicked the "Log In" button, you should see the following window:

**Opening meeting.jnlp**

You have chosen to open

meeting.jnlp
which is a: JNLP File
from: https://sas.elluminate.com

What should Firefox do with this file?

○ Open with    Java(TM) Web Start Launcher (default)
○ Save File
☐ Do this automatically for files like this from now on.
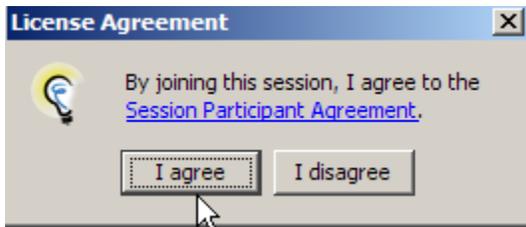
OK        Cancel
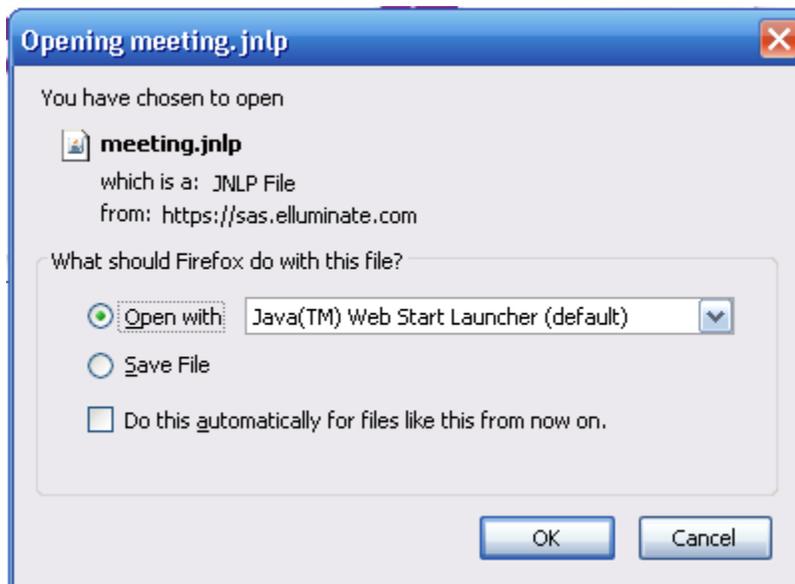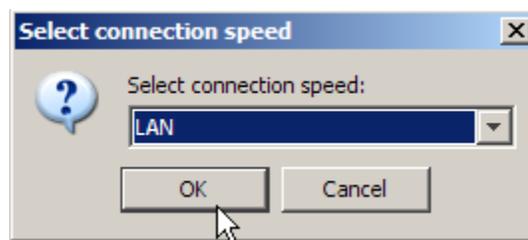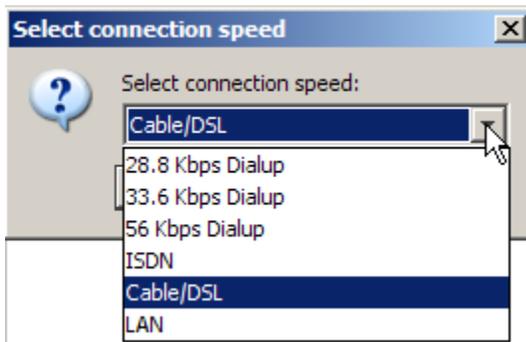
Click "OK" to continue as shown above.

You may also see the following windows where you will need to select as shown.
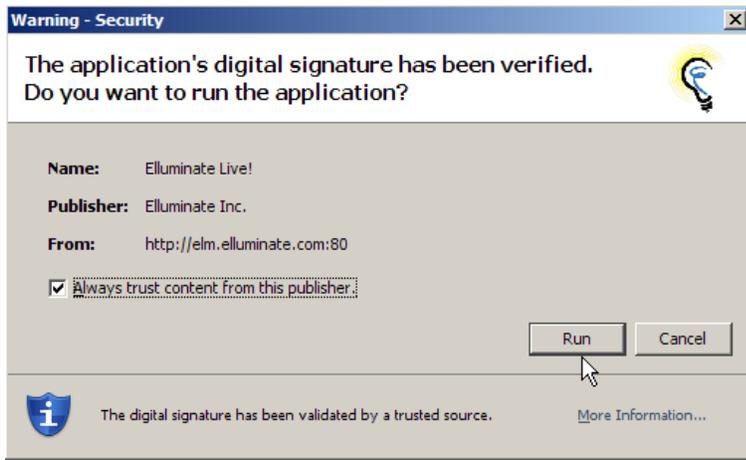
- You will then need to select "I agree" within the License Agreement pop up message as shown:
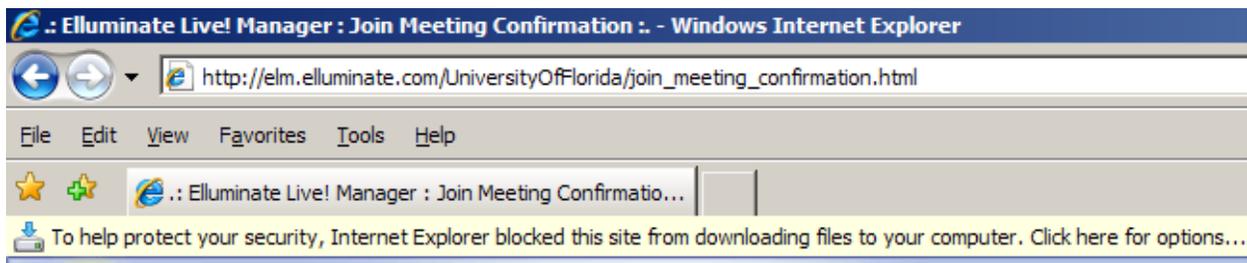


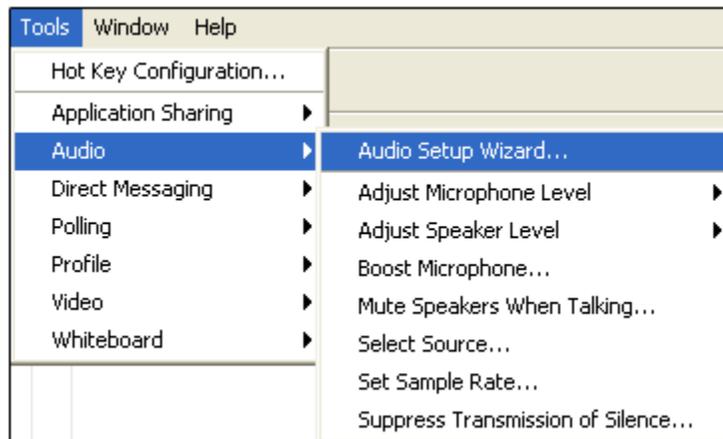- When prompted to do so, set your connection speed to the Internet.

**If you are using Internet Explorer:**

**You may see the following messages and will need to select as necessary to allow.**

**See below:**





Finally, once you are in the session, use the **Audio Setup Wizard** to test your microphone and headset speakers as shown below.



Be sure to set your audio levels for your microphone and headset speakers so that they only enter into the "green/yellow zone." If your audio levels bleed into the "red zone" your audio will be distorted.
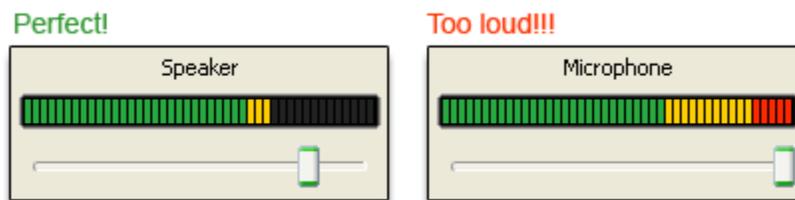
- Remember to raise your hand when you have a question or a comment and use the emoticons to express emotion.

- When invited to talk, click on the **microphone button** or press Ctrl + F2 on your keyboard. When you are finished talking, be sure to click the microphone icon again to release the microphone back to the group.  In most sessions, **only one person will be able to use the microphone at a time**.  You can also adjust the microphone and speaker volume by dragging the appropriate volume indicators.

- Participate in the session by responding to polls and providing feedback to the moderator.
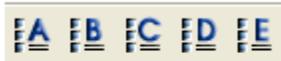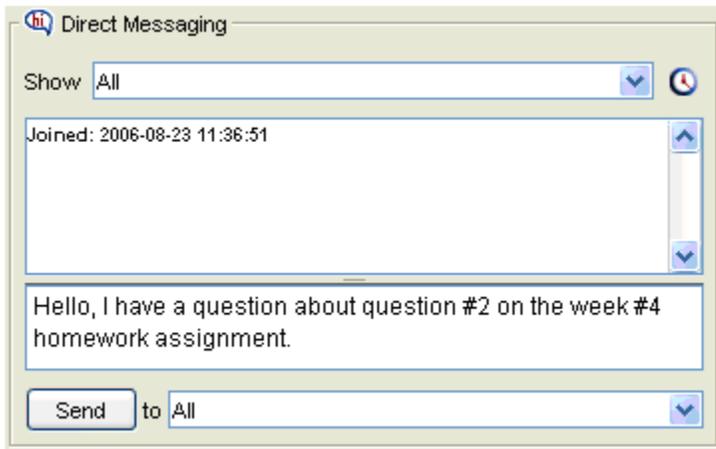
Yes/No Polling    Multiple Choice Polling    Class Pace Polling

CHAT:

- Use Direct Messaging to send messages to other participants and the moderator during the session.

- Remember that running other applications on your computer (such as an Internet browser) can slow your connection to Elluminate Live!

# Technical Support

If you should experience any technical difficulties while using Elluminate, please contact:

Elluminate Tech Support (available 24/7)
www.elluminate.com/support
Toll-free: 1-866-388-8674 option 2.
International users can dial 703-956-3812.

For the Participant Orientation Video, please go to the following link:
https://sas.elluminate.com/site/external/jwsdetect/playback.jnlp?psid=2010-06-15.1031.M.D6CFA062B4EFBDFCC960D9A533CFAA.vcr