
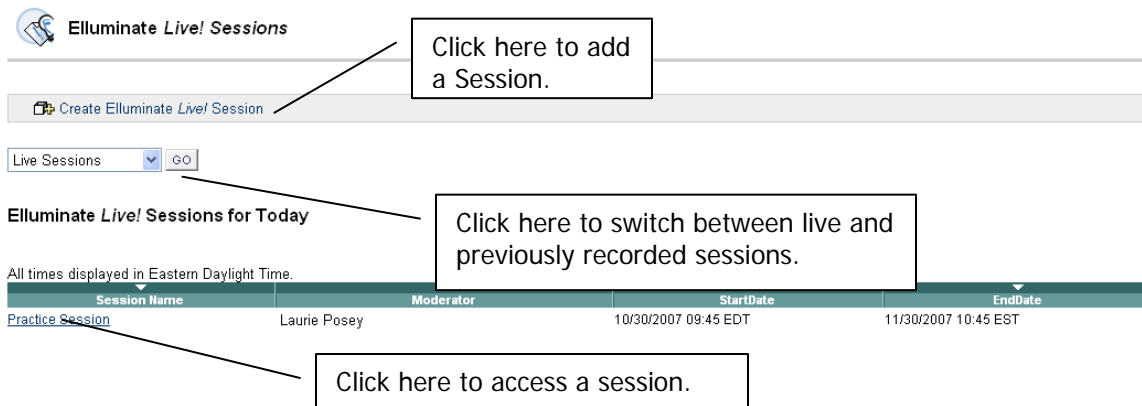


GETTING STARTED WITH ELLUMINATE LIVE

1. **Provide students with a way to access Elluminate.** If your course has a Communications area, it includes an Elluminate link. If not, you can add an Elluminate button to your course menu as follows:
 - ◆ In the control panel, under Course Options, select Manage Course Menu.
 - ◆ Click  Tool Link
 - ◆ Select Elluminate Live Manager, name the menu button, and click Submit. (Make sure the option "Available for Student/Participant users" is checked).
2. **Schedule your Elluminate Session with the CITL.** GW has a limited number of seats for Elluminate, so you need to reserve a time for your session. To do this, send an email to bbadmin@gwu.edu with a cc: to yordba@gwu.edu. In addition to requesting a date and time, indicate the number of participants that you are expecting. Wait for a confirmation before announcing the session to your students.
3. **Set up your Elluminate Session.** In the control panel, under Course Tools, select Elluminate Live.



The screenshot shows the Elluminate Live! Sessions interface. At the top, there is a header "Elluminate Live! Sessions" with a small icon. Below it is a button labeled "Create Elluminate Live! Session" with a plus icon. A callout box points to this button with the text "Click here to add a Session." Below the button is a dropdown menu set to "Live Sessions" and a "GO" button. A callout box points to the dropdown menu with the text "Click here to switch between live and previously recorded sessions." Below the dropdown is the text "Elluminate Live! Sessions for Today" and "All times displayed in Eastern Daylight Time." Below this is a table with columns: Session Name, Moderator, StartDate, and EndDate. A callout box points to the "Practice Session" link in the Session Name column with the text "Click here to access a session." The table contains one row: "Practice Session", "Laurie Posey", "10/30/2007 09:45 EDT", and "11/30/2007 10:45 EST".

4. **Prepare Yourself & Your Students.** Elluminate provides extensive training and documentation for both moderators and participants including live training, pre-recorded live training, quick reference guides, and detailed user guides. The links to these materials are provided below.

- **Moderator Guides and Training:**
<http://www.illuminate.com/support/docs/8.0/moderator.jsp>
- **Participant Guides and Training:**
<http://www.illuminate.com/support/docs/8.0/participant.jsp>

Here is a note about getting started with Elluminate that you can customize for your students:

To prepare for the Elluminate session scheduled for [Date/Time]:

- Go to the First Time Users section on the Elluminate support page (<http://www.illuminate.com/support>). This page attempts to determine if your computer is set up to launch Elluminate and provides links to download the Java software needed to run it.

- If you don't have Java Web Start installed, follow the instructions to install the software. This process takes several minutes (up to 40 minutes on a dial-up connection), so please do so in advance of the session.
- If the applet does not download, check to make sure you have Java enabled (see: Enable Java: http://www.java.com/en/download/help/enable_browser.xml).
- Note that sometimes the Elluminate window appears behind the Blackboard window, so if you don't see it, look for it in your Start bar.
- Click the link under Step 2 to go to Elluminate's configuration room and follow the prompts to configure your microphone and speakers. (There is also an Audio Setup Wizard utility in the Tools menu that you can use to configure your audio once you have joined a live session).
- Review the online orientation, quick-reference guide, and introduction provided under Step 3 (also available at <http://www.elluminate.com/support/docs/8.0/participant.jsp>).

Check Out vRoom -- Free Access for Groups of 3 or Less!

Elluminate also provides a "3 for free" version called "vRoom". vRoom may be useful for students working in groups of 3 or less who wish to collaborate online for free in real time. Information about vRoom is available at <http://www.elluminate.com/vroom/>.