

UNF Elluminate Training Agenda for CCB

Monday, October 5th, 10 am – 12 pm

I. Overview (15 minutes)

- ElluminateLive!
- Applications Discussion
- Resources Review
- Q & A

II. Blackboard Integration (20 minutes)

- Creating Sessions
- Online Office hours
- Creating a Virtual Office
- Group Options
- Copying Session Links

III. Content Management (25 minutes)

- Whiteboard Tools
- Create & Manage Whiteboards
- Load Images & Clip Art
- Load PowerPoint Content
- **PRACTICE TIME**

IV. Session Management (25 minutes)

- Recording Session
- Sending In-Session Invitations
- Manage Participants Window
- Manage Chat
- Manage Audio
- Breakout Rooms
- **PRACTICE TIME**

V. Additional Tools (25 minutes)

- Conduct a Poll
- Using File Transfer
- Use Application Sharing & Web Tour
- Load and Play Multimedia Content
- **PRACTICE TIME**

VI. What Else?

Elluminate Training, Part II

Date: Friday, November 13, 1:30 pm – 3:00 pm

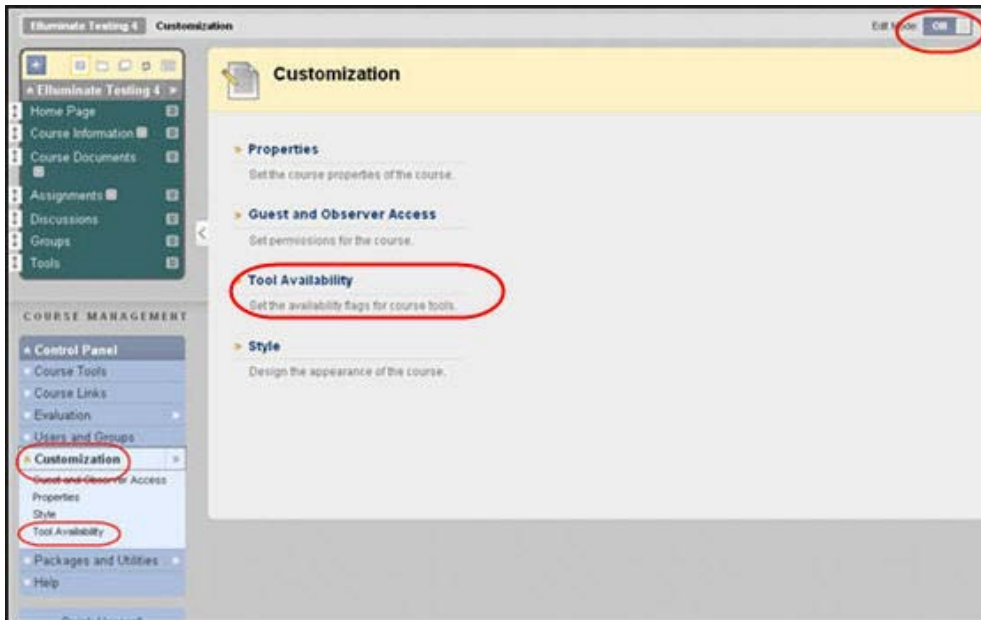
Location: Building 57 (College of Education), Room 2520

Participants learn about advanced features of Elluminate, including polling, application sharing, web tours, file transfer, multimedia content, and quizzes. Elluminate Plan! is also covered. Plan! is a standalone desktop application that enables the instructor to prepare the content of an Elluminate *Live!* session ahead of time and then automate the actions within a session. Best practices for online sessions are addressed throughout.

RSVP to cirtevents@unf.edu



The ElluminateLive! tool is unavailable by default in Blackboard courses. Before you can create sessions, you must make it available for use in your course by going to **Customization>Tool Availability**.



Make ElluminateLive! *and* the ElluminateLive! Scheduling Manager available in your course by checking the boxes, then hitting **Submit**.

Collaboration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Course Event Creation Tool	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CPS Connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Early Warning System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elluminate Live!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elluminate Live! Scheduling Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Glossary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



You should now be able to create ElluminateLive! Sessions via the Tools menu and add sessions to any content area in your course.

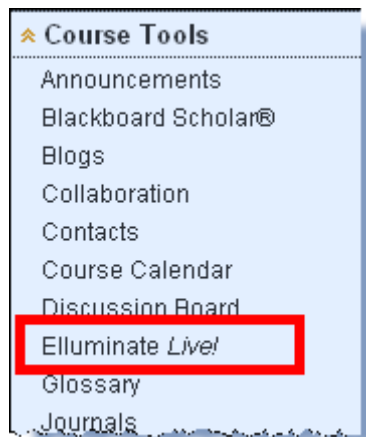


Scheduling an Elluminate *Live!* Session in the Elluminate Bridge for Blackboard Quick Reference Guide

The Elluminate Bridge for Blackboard enables an instructor to easily and seamlessly integrate an Elluminate *Live!* session into a course. Participants can launch a live session or recorded session directly from the Blackboard Learning System for a great user experience every time—regardless of connection speed.

Schedule a Meeting

1. Log into your **Blackboard Course**.
2. Click on the **Course Tools** from the **Course Management** section on the left side of the screen.



3. Click on **Elluminate *Live!***

4. Click on **Create Elluminate *Live!* Session**

Follow the steps for to create a session

1. **Name Your Session**
2. **Schedule** the session by entering the Start Date and End Date.
 - Click the “+” sign to expand the **Advanced Session Settings**
 - If the meeting is to repeat, check the **Repeat Session** box and indicate if it is **Daily** or **Weekly** and how many times it should repeat.
 - If desired, select **Reserve Seats**
 - Select the desired **Boundary Time** from the drop down list. The boundary time determines how many minutes prior to a session start time participants and moderators can join.

3. Complete the **Session Access (Optional)** if desired

- Select **Session Type**
 - **Course** = Session only displayed in the current course
 - **Shared** = Session displayed in multiple selected courses
 - **Public** = Session displayed to all Blackboard users
- If you want the session to appear in the Elluminate *Live!* Manager outside of Blackboard, check the **Display on Elluminate Live! Manager Public Page** box.
- Enter a **Session Password** if desired. The password is applied to recordings too.

4. **Session Moderators & Participants (Optional)** All participants enrolled in the course will be added to the Elluminate session. Click the “+” sign to the left of Select Moderators and Participants to expand the panel to alter the default setting.

- Check **Restrict Participants** box to allow specific user to access the session. If not checked, all students can access the session.
- Check **All Moderators** box to make all students in the course moderators of the session.

- Use the **Arrows** in the middle of the box to select specific Moderators and/or Participants.

5. Set the **Session Attributes (Optional)** Click the “+” sign to the left of **Session Attributes** to expand the panel.

• Select **Recording Mode**

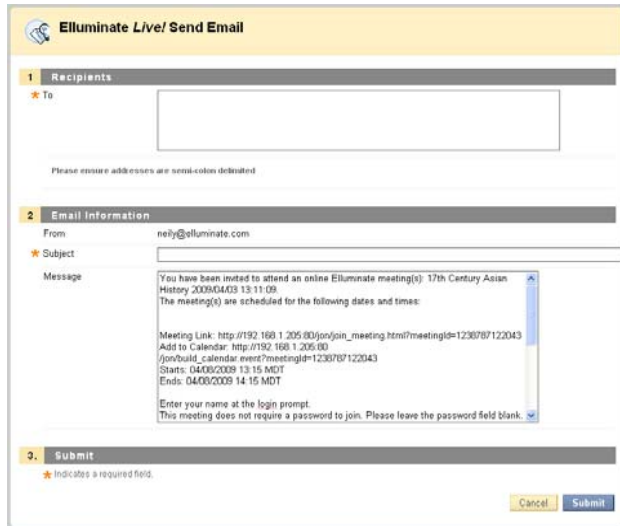
- **Manual** = Moderator activates recording
- **Automatic** = Recording starts when first person enters session
- **Disabled** = Session will not be recorded
- Select the number of **Simultaneous Takers**
- Check **Supervised** if you want the Moderator to view Private messages between Participants
- Check **All Permissions** to you want participants to have all privileges when they enter the session. For example, microphone, direct messaging, and whiteboard tools.
- Check **Raise Hand on Entry** if you want to hear a ding and see a flashing box when a participant enters the session.

6. Click the “+” sign to the left of **Teleconferencing Instructions** to expand the panel. Complete the Teleconferencing fields if applicable.

7. Click **Submit**

Email Invitations

To send an email invitation, select **Send Email**. Customize the email as desired. **Suggestion:** Send the email to yourself, and then use the Email feature of Blackboard to send the message to your class.

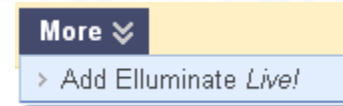
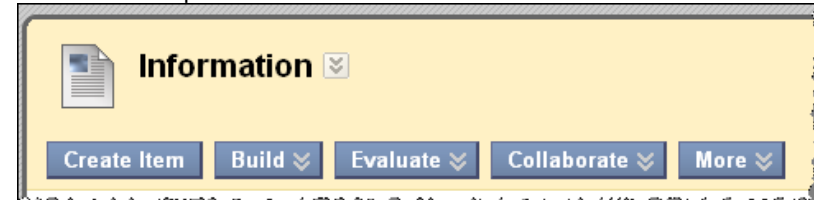


The screenshot shows the 'Elluminate Live! Send Email' interface. It is divided into three main sections:

- 1 Recipients:** A 'To' field with a placeholder box. Below it, a note says 'Please ensure addresses are semi-colon delimited'.
- 2 Email information:** Fields for 'From' (pre-filled with 'nely@lluminate.com'), 'Subject', and 'Message'. The message body contains an invitation for a meeting titled '17th Century Asian History' on 04/09/2009. It includes a meeting link, a calendar add link, start/end times, and a login instruction: 'Enter your name at the login prompt. This meeting does not require a password to join. Please leave the password field blank.'
- 3 Submit:** A 'Submit' button and a 'Cancel' button. A note indicates that an asterisk (*) denotes a required field.

Course Information

Note: Any session or recorded session can be added to any content area. Select **Add Elluminate Live!** from the More drop-down menu. Find the Elluminate session or recording and click Add. Complete the desired information and click Submit.





Elluminate Live!

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) or using integrated telephony, exchange text messages, display live video, share whiteboards, multimedia files, and applications—all in one intuitive, graphical interface. Whether the environment is hosted by Elluminate or 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, multimedia 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.

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For more information visit: www.illuminate.com

Tips on Conducting Elluminate Live! Sessions

Preparation

- Design sessions to include interactivity and include variety of content and interaction 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 a comfortable place with no distractions to deliver the session.

In-Session Tips

- Greet participants as they join your session.
- Remind your participants to use the Audio Setup Wizard 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 hands 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.

Moderator Quick Reference Guide

Labels and Callouts:

- Change Layout
- Print
- Save
- Application Sharing
- Presentation Mode
- Polling Tools
- Quiz Manager
- Multi-media
- File Transfer
- Video
- Web Tour
- Timer
- In Session
- Invite
- Whiteboard Navigation Arrows
- Whiteboard Tools
- View Whiteboard Screens
- Visit the Elluminate Website
- Click to Assign
- Permissions to All
- Participant List and Permissions
- Stepped Away
- Raise Hand
- Emotion Indicators
- Filter Messages
- Date/Time Stamps
- Supervised Private Chat
- Announcements
- Chat
- Public and Private Chat
- Microphone and Speaker Controls
- Talk Button
- Connection and Security Status Indicators
- Recording Indicator and Controls
- Telephony
- Whiteboard Synchronization

Note:

- Use the **TOOLS** menu to:
 - Create Breakout Rooms
 - Access the Audio Setup Wizard
 - Use advanced Whiteboard features
 - Select a new Poll... and more!
- Some features may not be available depending on your version of Elluminate Live! and configuration