A Guide to Using Elluminate 6

Before you begin:

Go to the following web address:
http://www.elluminate.com/support/

This address will automatically detect if you are ready to use Elluminate! If not, follow the directions to install Java Web Start.

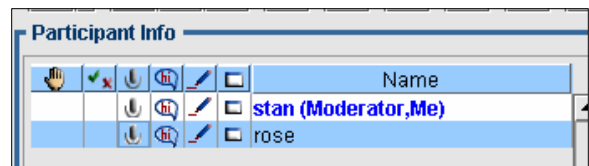This is also a great place to learn how to use Elluminate! Go to:
- Resources
    - Online Orientation
    - Documentation Downloads

Important Notes for Facilitators!

1. Start your session 15 minutes before it is scheduled to begin so participants can begin logging on
2. Have an Icebreaker set up when you first start up your session

Giving Permissions

You can give participants permission to do certain activities by checking off the appropriate boxes to the left of their name

Adding a PowerPoint

1. Click on the folder in the Whiteboard area
2. Click OK
3. Find your file
    a. Under Files of Type choose from the drop-down: Filter for PowerPoint File (*.ppt)
4. Click on the drop-down that says Public Screen to choose the first slide of your PowerPoint

Ideas for PowerPoint Presentations

1. You can use the whiteboard tools on your PowerPoint Presentations
2. Participants can also use the whiteboard tools, if given permission
3. You can allow participants to look through the PowerPoint at their own pace by checking off the Roam box

Chatting

1. Participants, if given permission, can chat using the Direct Messaging area
2. Type a message in the long box and press enter or click Send
3. Click on the drop-down at the bottom of the area to choose a specific person or group to send your message to
4. NOTE: All messages are seen by the moderator

Speaking

1. You need a microphone to have the ability to speak using Elluminate
2. Click on the Talk button (you must give participants permission to talk) and wait a moment for the button to say: On The Air
3. Talk into the microphone
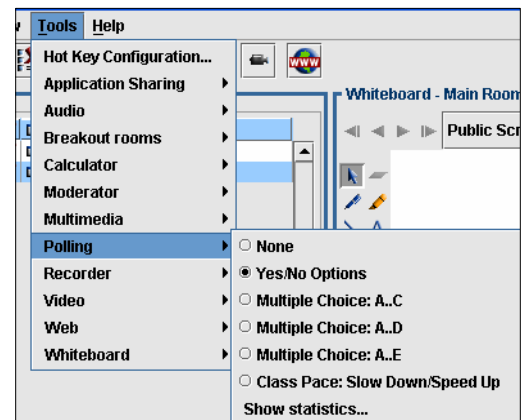4. Click on the button again to stop speaking

Breakout Rooms

1. To create Breakout Rooms, right-click on the list of participants and left-click: Create Breakout Room
2. Right-click on individual participants and left-click: Send to Breakout Room and the name of the room

Polling

1. Click on Tools → Polling
2. Choose the type of poll you want
3. Ask your question and wait for participants to respond
4. Click Show Statistics

Other Tools:

Application Sharing

1. Click on the hand
2. Choose the Application or the Region you want to share
3. Go to that application or region and begin to use it
4. If you want someone else to take control:
   a. Make sure they have privileges
   b. Right-click on the person you want to give control to
   c. Click: Give Control of the Shared Applications

Notes about Application Sharing

1. Any program and/or region can be shared
2. PC-specific and Mac-specific programs can be shared across platforms
3. Any document can be saved on the hard drive of the person who opened the program

Live Video

1. Click on the video camera
2. Click on the video camera with the arrow
3. Click Transmit
4. Click on the drop-down to choose the Image Quality
5. By giving a participant permission, they can be seen on live video as well
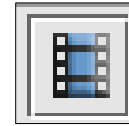6. NOTE: Only one person can be viewed at a time

Web-Push

1. Click on the WWW button
2. Type in the URL you want to send participants to
3. A new screen will open on their computer and they will have live access to that site
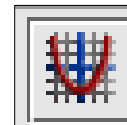
Streaming Multimedia

1. Click on the filmstrip
2. Click OK
   a. NOTE: Participants must have the appropriate video/flash viewers on their computer to see the multimedia
3. Load the multimedia
   a. Load URL by clicking on the filmstrip with the WWW
      i. Type in the URL
      ii. Click OK
   b. Load a file by clicking on the filmstrip with the folder
      i. Find the file and click Open
      ii. Once is it done loading (it takes a few moments), double-click on the name to view it
      iii. NOTE: You should load the multimedia before the session begins

Graphing Calculator

1. Click on the graph
2. Type in your coordinates
3. NOTE: Everyone has a Shared and a Private Graphing Calculator

NOTE: After you activate a tool, you can click on the button again to cease using it.