

# Elluminate User Quick Start Guide

## Logging In

- Before logging in, plug in your headset or speakers and microphone (if you have one).
- Go to <http://illuminate.gavirtualschool.org/testing/>
- Click on the name of your meeting.
- Your meeting will only be accessible via a live link 15 minutes prior to meeting time.



- For Login Name, enter your first and last name and the name of your school system in parentheses.
- Leave the password blank.
  - If you are a System Test Coordinator, enter your username and password here.
- After clicking Log In, the system will take a few seconds then will bring you to the Elluminate software.

The login form has two input fields: 'Login Name:' and 'Password:'. The 'Login Name' field contains the text 'John Smith (Kennedy County)'. The 'Password' field is empty. Below the fields are two buttons: 'Log In' and 'Cancel'.

## Using the System

- The presentation will view in the screen area. You will hear the presenters through your headset or speakers.
- Enter questions or comments in the Direct Message Text Box. The moderator will see the question and answer. You can also raise your hand. When you are acknowledged, click on the microphone to speak. After asking your question, turn off your microphone.

The screenshot shows the Elluminate software interface. On the left side, there are three main panels: 'Participants', 'Direct Messaging', and 'Audio'. The 'Participants' panel shows a list of participants with a 'Hand Raise' button below it. The 'Direct Messaging' panel has a text box for entering messages and a 'Send' button. The 'Audio' panel shows microphone and speaker gauges. On the right side, there is a large whiteboard area with a text box that says 'The presentation will view from this screen'. At the bottom right, there is a note box with the following text: 'Note: During your first session, use the **Audio Setup Wizard** from the **Tools Menu** to configure your microphone and speakers.'

Hand Raise

Direct Message Text Box

Talk Button

Microphone and Speaker gauges. Keep microphone setting to the left as shown above.

Note: During your first session, use the **Audio Setup Wizard** from the **Tools Menu** to configure your microphone and speakers.