Elluminate Preparation and Instructions

Preparation

A headset with a microphone is desirable. It is not required but for a participant to speak, a microphone is required (a boom mike should not be used). If you do not plan to use a headset, make certain you have audio capabilities (speakers) to listen to the conversation.

Ensure your audio is working correctly prior to your session.

For training and set-up on Elluminate Live*, review the On-line Orientation or the Recorded Introduction before joining a session*. Information can be found at: http://www.elluminate.com/support.

Java Web Start must be downloaded on your system. The above link will prompt you to download the software if required. If Java Web Start is already downloaded to your computer, you will see a large, green check mark that states, "Congratulations, you appear to have the required software to launch Elluminate Live.

An internet connection is required. Remember that running other applications on your computer can slow your connection to Elluminate Live.

Either a MAC or PC may be used.

You may want your Technology Coordinator to be involved in the set-up.

In-Session

For a schedule of training dates/times, including entrance into a meeting, see: http://elluminate.gavirtualschool.org/testing

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

To join a session, the following information is required: Log In (your first and last name, ex. Shirley Millicans; the log-in is case sensitive; the first initial in your first and last name must be uppercase and a space between the first and last name; also do not include apostrophes or hyphens in your name) and include your system or school.   For example, a log-in might be Shirley Millicans (Dekalb). If you are a System Test Coordinator, a password of gadoe is required.

Set your connection speed to the internet. (See On-line Orientation)

Use the Audio Wizard to test your microphone and speakers. (See On-line Orientation) Remember to raise your hand when you have a question or comment. The moderator can only allow up to three people at a time to speak.

You may also use Direct Messaging to send messages/questions if you do not have a microphone.

Participants should only attend one session on either of the four days. Each session will be recorded and available to participants who are unable to attend on the Elluminate web site.

Quick Step Guide

Step 1: Review the training modules and complete set-up. Go to: http://www.elluminate.com/support **and click on the On-line Orientation and/or the Recorded Introduction. This link will acquaint you with the site and the Elluminate tools. Also, if required, do not forget to download the Java Web Start. (See above, Preparation).**

Step 2: Test your log-in by clicking on the link, http://elluminate.gavirtualschool.org/testing. **Log in with your user name and system/school name (if you are a system test coordinator, the password gadoe is required). You should be able to view the four meetings.**

Step 3: On the day of the meeting you plan to attend, click on the link, http://elluminate.gavirtualschool.org/testing. **Log in with your user name and system/school name (if you are a system test coordinator, the password gadoe is required). You should be able to view the four meetings. Click on the meeting link for that day to join the meeting. You may join a meeting 15 minutes prior to the start time.**