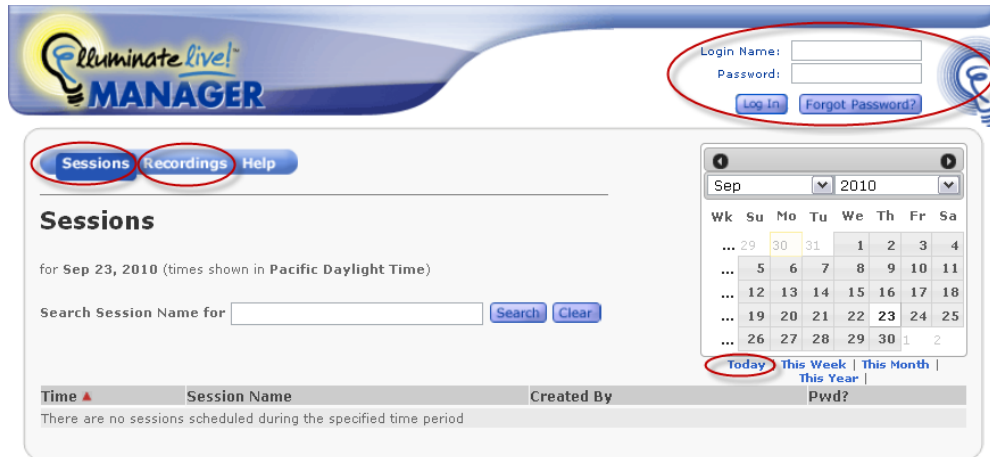


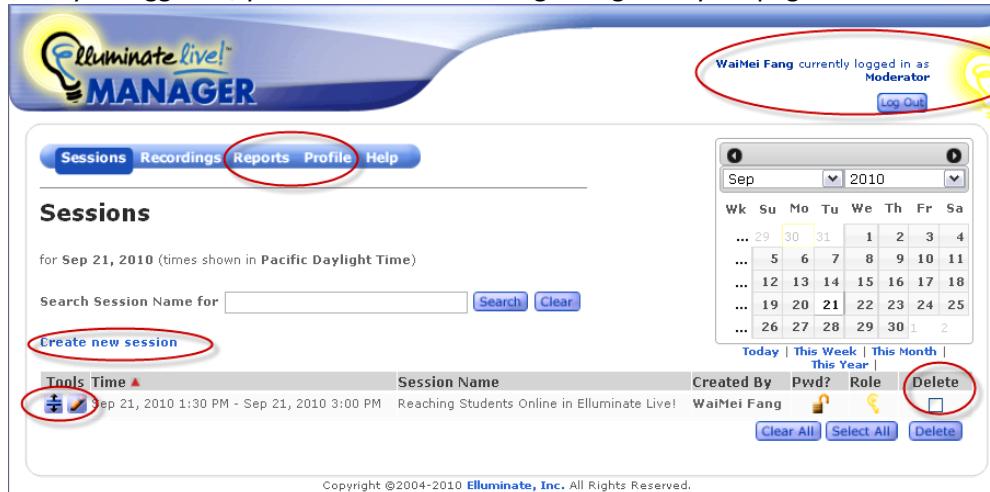
Quick Start on Elluminate Live! Session as a Moderator

I. Login to Elluminate Live! Manager

- For both Moderators and Participants: Go to URL: <http://elm.illuminate.com/HOSTED/SJSU/>. You will arrive at the following page - Sessions.
- For Moderators, go to the upper right corner to login. Participants do not need to login.
- You can retrieve a recorded session under the Recordings button in the navbar.
- You can find sessions in the session calendar or use the Session Name search.



- After you logged in, you will see the following changes on your page:



- Your name replacing the log in prompts and the Elluminate logo turns yellow
- There are more functions in the navbar such as Reports and Profile.
- The **Create new session** blue label appears
- Under the **Tools** column in the schedule table, the yellow pencil icon for Edit Session appears;
- Under **Delete** column in the schedule table, the check box to delete session appears.

II. Create a new session

- a. After clicking the **Create new session** label in the last window, the **Create Session** window appears.

- b. The fields with red asterisks are required to fill.

1. Session Identifier – you can customize the title of your session.

2. Session Schedule – you can select your start and end dates and time based on PDT. By default it is set to the time close to your create session time. If session repeats, you can select one of the options in the **Repeat Session** drop down menu.

3. Session Access (optional) – by default the session will appear in the public schedule in Elluminate Live! Manager. Anyone who comes to the SJSU's Elluminate Live! Manager page can click and enter your session if you do not require a password. The same password will apply to the Recorded session as well.

4. Session Moderators and Participants (Optional) – if you want to make every participant a Moderator when they enter your session, check the box next to **Make Everyone Moderator**. If you want to invite specific SJSU Elluminate Moderators, you can search their Moderator login names and assign their roles. You can use the

Advanced Search to search by email address, first name, or last name.

5. External Invitees (Optional) – you can add Participants individually. For regular sessions and/or large audience, it is best not to use this option. Just provide them the URL to the Elluminate Live! Manager page that is <http://elm.illuminate.com/HOSTEDSJSU/>.

6. Preloads (Optional) –

- Preload an Elluminate Plan! file that could contain all your Elluminate activities and presentation files. Additional software Elluminate Plan! will be needed to develop this file.

- Preload a Whiteboard file that you created in your last Elluminate Live! session in Whiteboard or created in Elluminate Plan! A Whiteboard file could be a converted PowerPoint file, uploaded images from students, etc.

- Preload a media file in one of the following file formats: m4v, .mov, .mp3, .mp4, .mpe, .mpeg, .mpg, .qt, .swf, .wmv. Input the name of this file in the Display Name field. Browse for the file in your computer. Click the New Multimedia File label for uploading more files. Only the preloaded media files can transmit sound. You can still upload media file during a session but it will take halt other screen activities while loading file.

7. Classroom Session Attributes (Optional) –

- **Session is Supervised** means it is being moderated.

- **Grant all Permissions on Entry** means Participants will be able to use the communication tools such as video, chat, microphone, whiteboard, and application sharing, as soon as they login.
- **Follow Moderator (Whiteboard)** means Participants cannot advance slides on their own in the Whiteboard.
- **Raise Hand on Entry** means the Raise Hand icon will be activated when participants enter.
- **Enable In-Session Invitations** is set by default.
- **Maximum simultaneous Talkers and Cameras** can be set to six, default is one.
- **Display User Profile Information** is for the Moderators but Participants can also enter their profiles.
- **Session Exit URL** is where you want Participants to go after the session is over.

7 Classroom Session Attributes (Optional)

Session is Supervised:	<input checked="" type="checkbox"/>
Grant all Permissions on Entry:	<input checked="" type="checkbox"/>
Follow Moderator (Whiteboard):	<input checked="" type="checkbox"/>
Raise Hand on Entry:	<input checked="" type="checkbox"/>
Enable In-Session Invitations:	<input checked="" type="checkbox"/>
Maximum Simultaneous Talkers:	1
Maximum Simultaneous Cameras:	1
Display User Profile Information of:	Moderators Only
Session Exit URL:	

8. Session Recording (Optional) –

- You can hide the **Attendee Names** in your recording if you check the box.

9 Session Recording (Optional)

Hide Attendee Names:	<input type="checkbox"/>
Session Recording:	Manual
Recording Video Resolution:	Coarse Color

- By default it is set to manual recording. You can start recording once you are in the session as a Moderator. If you choose Automatic in the drop down menu of Session Recording, the session will start recording and cannot be stopped during the session. You can also disable the recording function.

Manual
Automatic
Disabled
Manual

- Select the appropriate resolution for your recording in the drop down list of Recording Video Resolution. It includes ranges of coarse, medium, and fine for both gray and color options.

Coarse Color
Coarse Grays
Coarse Color
Medium Grays
Medium Color
Fine Grays
Fine Color

9. Session Accounting (Optional)

- This option is for bookkeeping purpose of a fee-based session.

8 Session Accounting (Optional)

Collapses panel:

10. Session Notes (Optional) –

- This is for describing the Session.

11. Create

- Click the **Create** label at the lower right to finish and create this session.
- c. After created the session –
1. You will see the following screen that includes your session's name, the link to join your session, the link to enter the event to your calendar, the information of your invited participants and guests, if any, and the names of the preloaded files.

Session Details: [WaiMei Fang's Session] ← Your Session's Name

Session Time: 4:45 PM - 5:15 PM

Session Links:

Sep 20, 2010 Join Session Link: http://elm.illuminate.com:80/HOSTEDSJSU/join_meeting.html?meetingId=1247974549183 ← URL of your session. Click to join your session.

Add to Calendar: http://elm.illuminate.com:80/HOSTEDSJSU/build_calendar.event?meetingId=1247974549183 ← Click to enter your session's URL in your calendar such as Outlook, etc.

Participants:

Moderators: WaiMei Fang Names of your invited participants and guests will appear here.

Participants: <No Users>

Invited Guests: <No Users>

Preloads:

Plan File: <No Preload> Names of your preloaded files will appear here.

Whiteboard File: <No Preload>

Multimedia Files: <No Preload>

[Send email invitations.](#)

[Session Schedule.](#)

2. After you clicked the URL to join your session, you will need to start a process to download JAVA to your computer that enables the session to start. If it does not start automatically, click the **manually start the session** link.

Your session download should start shortly. If it does not, you can [manually start the session.](#)

Session Details - WaiMei Fang's Session

Start Date and Time: Sep 20, 2010 4:45 PM

End Date and Time: Sep 20, 2010 5:15 PM

[Return to the sessions page.](#)

You may also have to select and open the downloaded **.jnlp** file in your **Downloads** folder. The **JAVA logo** window will appear followed by an Alert Message window. Click the **Run** button to continue download in the Alert Message window. This will be followed by the Elluminate Live! logo window indicating session is starting.



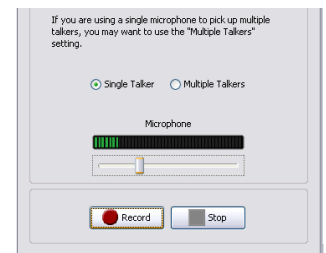
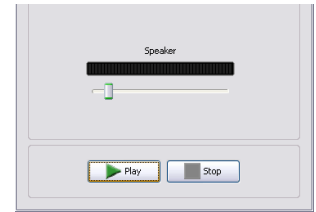
3. The session will start after you confirm which type of Internet access medium you are using such as dial-up, DSL, etc.

III. Set up Audio and Video functions





You should test your audio and video statuses after you enter your session, prior to the start time. The following procedures will test the audio output (speaker) and the input (microphone); and the video transmission.

a. Audio Setup Wizard

1. Plug in your microphone to your computer.
2. Go to the **Tools** menu and select **Audio>Audio Setup Wizard**.
3. Test **Speaker Setup** steps
 1. Select the audio output device from the list. If you don't see your device, click **Refresh** to update the list.
 2. Play the prerecorded message from Elluminate to determine the volume of your speaker is acceptable. Move the slider to adjust the volume. Click **Stop** when done.
 3. Click **Yes** to move on; click **No** to try again.
4. Test **Microphone Setup** steps
 1. Select the audio input device from the list. If you don't see your device, click **Refresh** to update the list.
 2. Record your voice. You should see the horizontal microphone status bar light up in green, responding to your input volume. Stop the recording when done.
 3. Play back your recording to determine if the volume and clarity are acceptable. Click **Yes** to move on, click **No** to try again.
5. If both setups are fine, click **OK** to exit the **Wizard**.



b. Video Setup Functions

1. Go to the **Tools** menu and select **Enable Camera Support**. You can also click on the webcam icon  in the toolbar on top.
2. The webcam with an eye icon appears  in the toolbar. Click on this icon and the Video window appears.
3. Click on the down arrow below for the drop down menu of video resolution options. Click the **Device...** label to identify your video device. Click **Advanced...** to manipulate the properties of your device.
4. Click the **Preview** label to see the video capture before transmitting to the public. Click the **Transmit** label when satisfied with the preview.
5. You can adjust the size of the display when you click on the first two icons  in the first row.
6. Click the camera icon  to capture a frame of the video onto your computer's Clipboard for pasting at a later time.

