



The Synchronous Tools of HRE Online

This tutorial will show you how to use Elluminate, a synchronous communication tool used by the HRE Online program. You will interact in real time with your classmates and your instructors on a specific day each week. The Instructor and/or the Teaching Assistant (TA) will facilitate a live audio session where you can interact with audio and text chat.

Elluminate allows anyone in the class to talk using a microphone that is connected to their computer. This tutorial will explain how to participate in these synchronous sessions.

This tutorial will cover the following topics:

- Technical Requirements
- Accessing Elluminate
- Navigating Elluminate
- Tackling Technical Issues
- Additional Features

Look for the orange and blue arrow  throughout this tutorial for tips and highlights.

Technical Requirements

You will need to have an external microphone and speakers to fully participate in the synchronous sessions. **We recommend a basic headset with a built-in microphone.**



As Shown:

Logitech Premium Stereo Headset with Noise-Canceling Microphone
\$16.99

For more information on technical requirements, please see the Elluminate Live Participant Training Page:


<http://www.illuminate.com/support/docs/8.0/participant.jsp>.

Accessing Elluminate

Once you've logged into your HRE Online course, you can access Elluminate:

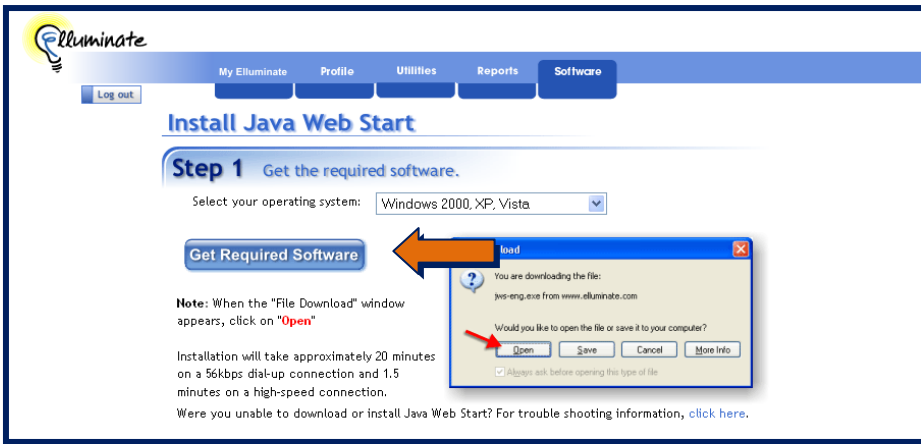
Launch Elluminate!

1. Click the **Launch Elluminate** image from the navigation bar. You will be automatically logged in to the Elluminate page.



The screenshot displays the Elluminate interface within a Moodle course page. The top navigation bar includes the College of Education logo and the text 'ONLINE'. Below the navigation bar, the course title 'hremoodle ► HRE Online - Current Courses ► hre400SLW1-2009' is visible. The main content area is divided into several sections:

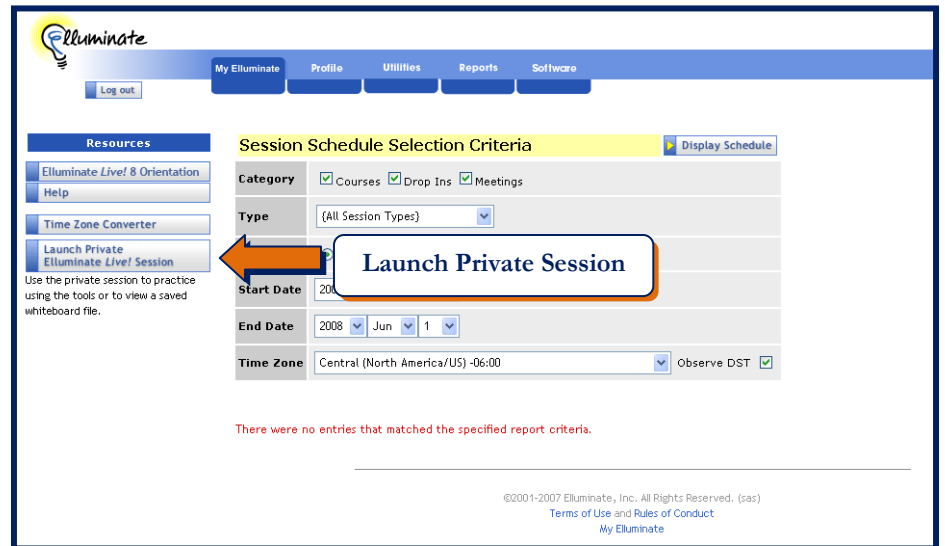
- LAUNCH ELLUMINATE:** A button with the Elluminate logo and the text 'Launch Elluminate!' is highlighted with an orange arrow.
- COURSE OVERVIEW:** A list of course resources including 'HRE 400 Syllabus', 'Master Schedule', 'Course Announcements', 'Course Q&A', 'HRE 400 Cafe', 'Technology Issues', 'HRE 400 Chat Room', and 'Team Space'.
- CONTENT:** A list of course weeks from 'Home' to 'Week 10'.
- ACTIVITIES:** A list of activities including 'Assignments', 'Chats', 'Forums', and 'Resources'.
- TOPIC OUTLINE:** A section titled 'HRE 400: Principles of HRE' with an instructor 'Sandra Williams, Ph.D.' and a 'Welcome Message' from the instructor and teaching assistant. It includes a 'Description' of the course and a list of weekly topics from 'Week 1 - Introduction' to 'Week 7: Core HRD Practices - Ethics Issues'.
- CONTACT:** A section with contact information for the instructor (Sandra Williams, Ph.D.), teaching assistant (C. Jefferson Grider), and course tech assistant (Kevin Gitonga).
- CALENDAR:** A calendar for December 2008 showing the current date as the 16th.
- PEOPLE:** A section with a 'Participants' link.

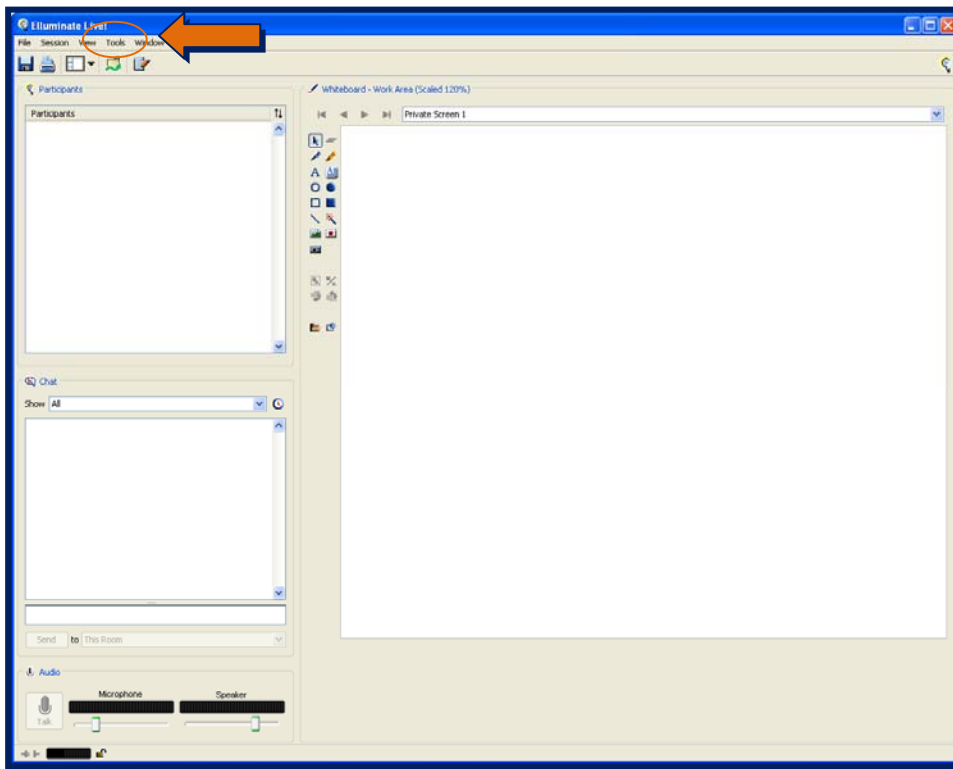


2. Under the software table, click **Get Required Software**.
3. When the file download window appears, click **Open**, or **Run**. Since this is a very large file, it may take an extended period of time to download, even via broadband connection. If you're using a modem to connect, transferring this file will take a great amount of time. Instead of downloading the file from the Internet, dial-up users should contact the HRE Online Support Team, and we will mail you a CD-ROM by which you can install the necessary files.

To test Elluminate after installing the necessary software:

1. Click **My Elluminate** on the top bar
2. Click **Launch Private Elluminate Live! Session** from the left navigation bar. If you're using a broadband connection, this may take several minutes. If you're using a dial-up connection, it may take 30-40 minutes to download the Elluminate software. You will need to plan accordingly to ensure that you show up to class on time.



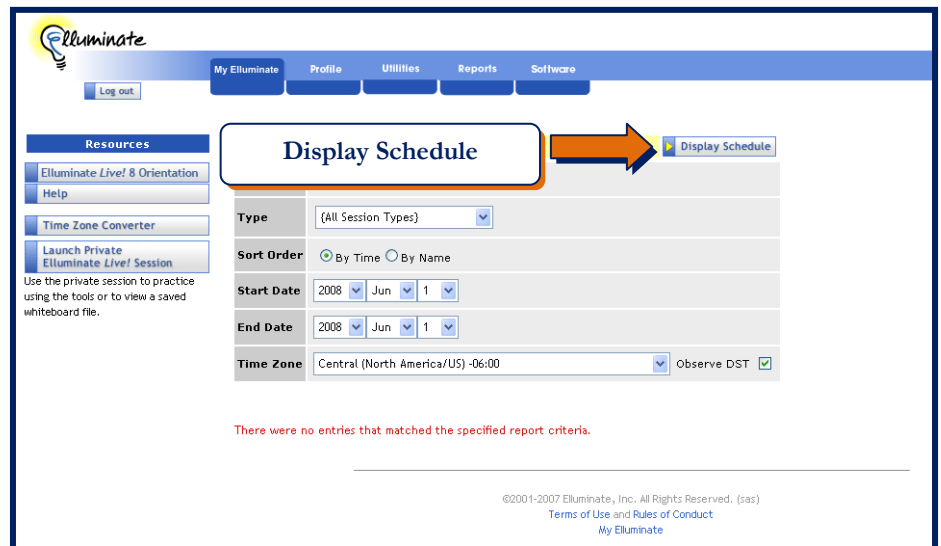


To set up your Elluminate session:

1. Click **Tools > Audio > Audio Setup Wizard** in the upper-right corner of the screen. This will begin a process of testing your microphone and speakers.
2. Follow the directions that appear on the screen.
3. We recommend that you maximize your Elluminate window so that you'll be able to see as much of the chat space as possible.
4. To change the window layout, go to **View > Window Layouts** and select the layout that best suits your needs and preferences.

To attend your first synchronous session:

1. Access Elluminate (as discussed earlier).
2. Look at the meeting schedule by clicking **Display Schedule** and finding your class on the list.
3. Click **Join**. Again, please be patient. It may take several minutes to load your very first Elluminate session. If you're using a dial-up connection, you should login to Elluminate at least 40 minutes before your first online session. Future logins should not take as long.



Navigating Elluminate

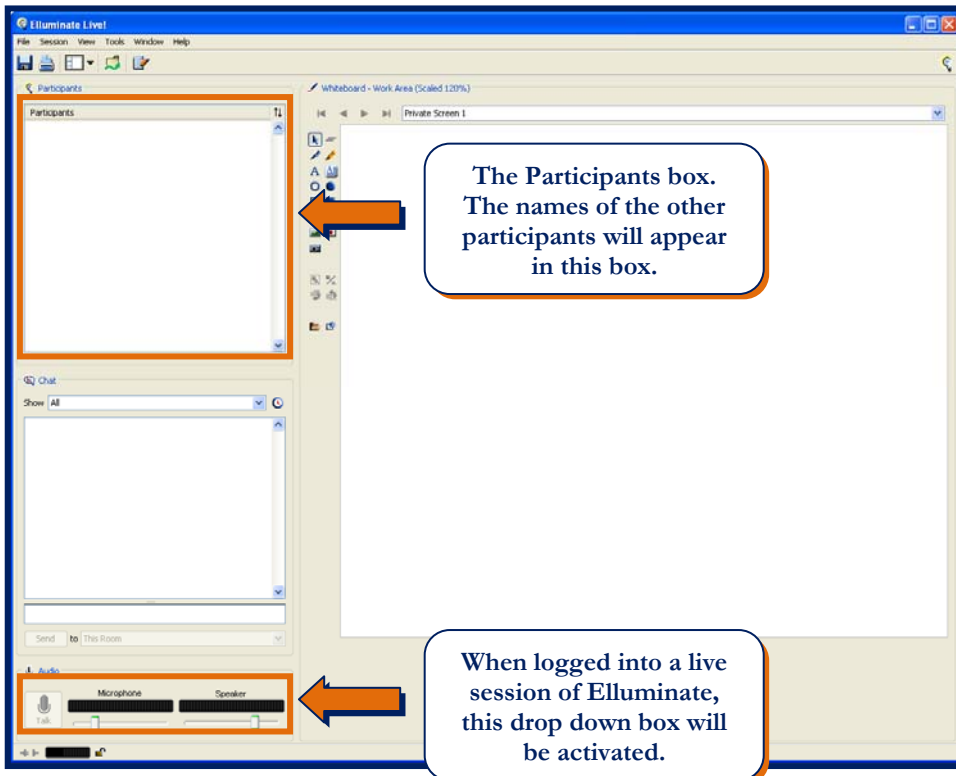
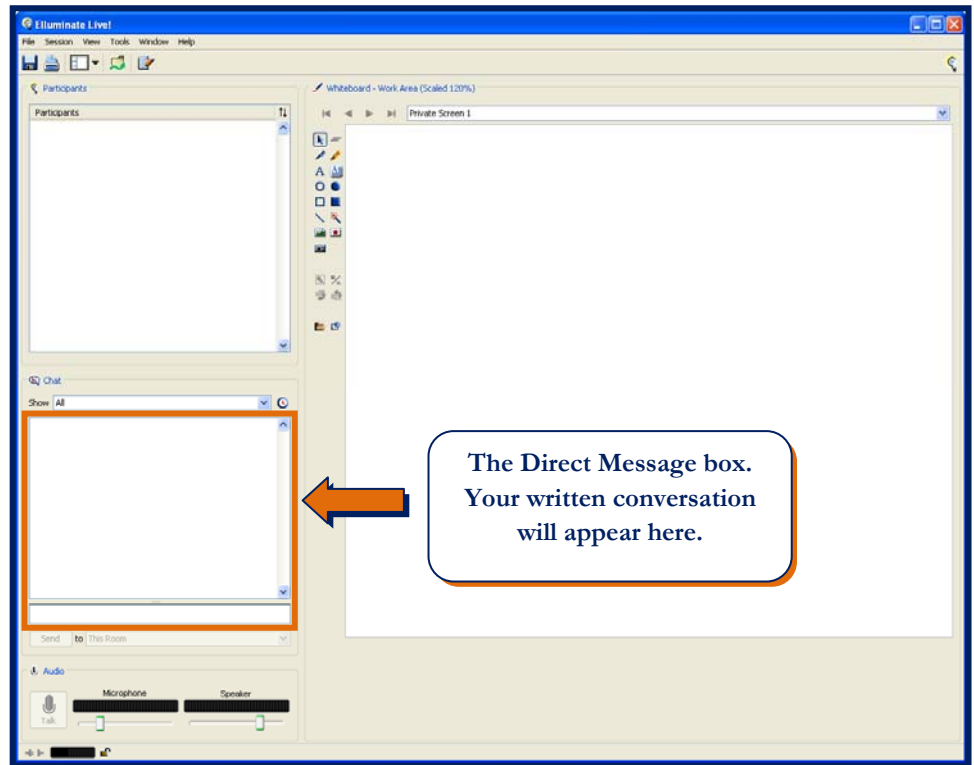
We'll now discuss the Elluminate user interface. Again, we recommend that you maximize your screen and choose an effective window layout that suits your needs. Note that your Elluminate layout (and positioning of synchronous tools) may be different from that shown, depending on what window layout you have chosen.

Chatting with Elluminate

The **Direct Messaging box** is basically a text chat window. It operates in a similar fashion to AOL Instant Messenger (AIM).

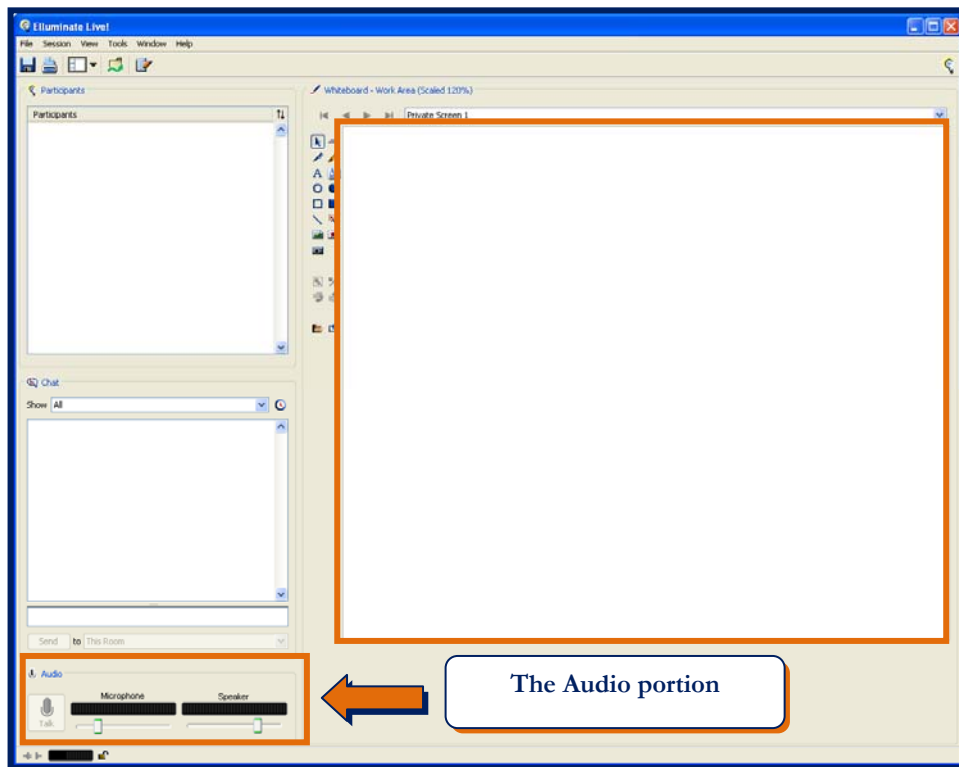
To chat with another person:

1. Type your text in the chat field.
2. Click Send or type Enter. All participants can see messages in the **Direct Messaging box**. If you would like to “whisper” to another participant (hold a private conversation that others cannot see or hear), you can do that as well.



To whisper to another person:

1. Type the text message you would like to send in the chat field.
2. Select the person(s) to whom you'd like to send the message by clicking their name(s) in the **Participants box**. (Hold down the control key to select multiple participants.)
3. Using the drop down box beneath the message box, choose Selected.
4. Click Send or type Enter. Private messages appear in blue in your **Direct Messaging box**. If you want to send any messages to the entire room, you'll need to switch back to All on the drop down menu.



Using the Whiteboard

The Whiteboard is the space where messages or PowerPoint slides can be posted by students, the instructor, or the TA.

Teaching Assistants are available before classes to explain all the features of the whiteboard, including using whiteboards during group discussions or presentations!

Ask us. We're here to help!

Using Audio Features

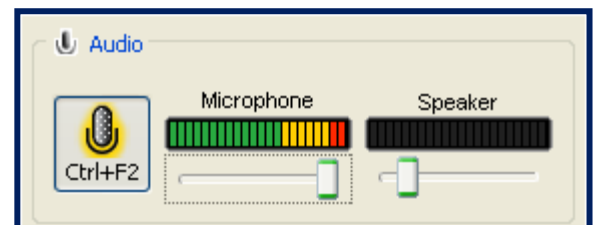
It's very important to understand the **Audio portion** of the window. In this box, you can adjust your speaker volume using the respective slide bar. You can also use the controls in this box to turn on your microphone to talk to the entire class.

To test your microphone:

1. Click the microphone button, which will glow yellow to indicate that you are being broadcast live to the entire class.

Elluminate allows multiple people to talk at the same time. As you continue talking, you'll see the microphone indicator bar that shows how loud the input is from your talking. Here, the indicator bar is in the red; this is an indication that you need to turn down the microphone. You can use the slider to adjust that.

It's very important that the microphone not be turned up too loud. If it's turned up too loud, your words will become distorted when transmitted to the rest of the class.



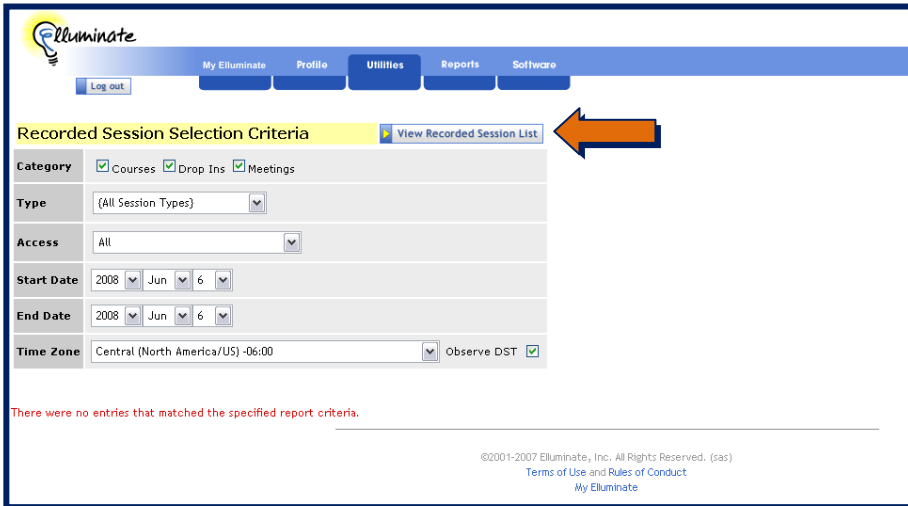
Accessing Archived Elluminate Sessions

Every Elluminate session is archived. So, if you're unable to attend a session, or would just like to review one, you can access the archive from the synchronous space page.

1. Access Elluminate (as discussed earlier).
2. Click **Utilities** in the top bar.
3. Click the **Playback** button.



4. Select the appropriate date range and click **View Recorded Session List**. Here you'll see a list of sessions from which to choose.



5. To play a session back, simply click **Play**. Elluminate Live! will now be launched. The archive will begin to play back the session.
6. Use the playback controls at the top and bottom of the screen to progress through the session.

Recordings for the specified date range (52 days)
Apr 16, 2008, [Wed] 12:00 AM Central (CDT) to Jun 06, 2008, [Fri] 11:59 PM Central (CDT)

Date/Time	Name	Category	Type	Size (Bytes)	Details	Play
Wed Apr 16 2008 12:00 AM	HRE 590 SPRING 2008	Course	NONE	265769391	View	Play
	HRE 590 SPRING 2008	Course	NONE	216350	View	Play
Wed Apr 23 2008 12:00 AM	HRE 590 SPRING 2008	Course	NONE	18584	View	Play
	HRE 590 SPRING 2008	Course	NONE	242077860	View	Play
Wed Apr 30 2008 12:00 AM	HRE 590 SPRING 2008	Course	NONE	8138027	View	Play
Wed May 07 2008 12:00 AM	HRE 590 SPRING 2008	Course	NONE	226091950	View	Play
	HRE 590 SPRING 2008	Course	NONE	19119	View	Play
Wed May 14 2008 12:00 AM	HRE 590 SPRING 2008	Course	NONE	89891779	View	Play
	HRE 590 SPRING 2008	Course	NONE	19061	View	Play
	HRE 590 SPRING 2008	Course	NONE	18776	View	Play
Wed May 21 2008 12:00 AM	HRE 590 SPRING 2008	Course	NONE	18545	View	Play
	HRE 590 SPRING 2008	Course	NONE	255251228	View	Play
Wed May 28 2008 12:00 AM	HRE 590 SPRING 2008	Course	NONE	197631032	View	Play
Wed Jun 04 2008 12:00 AM	HRE 590 SPRING 2008	Course	NONE	5494254	View	Play

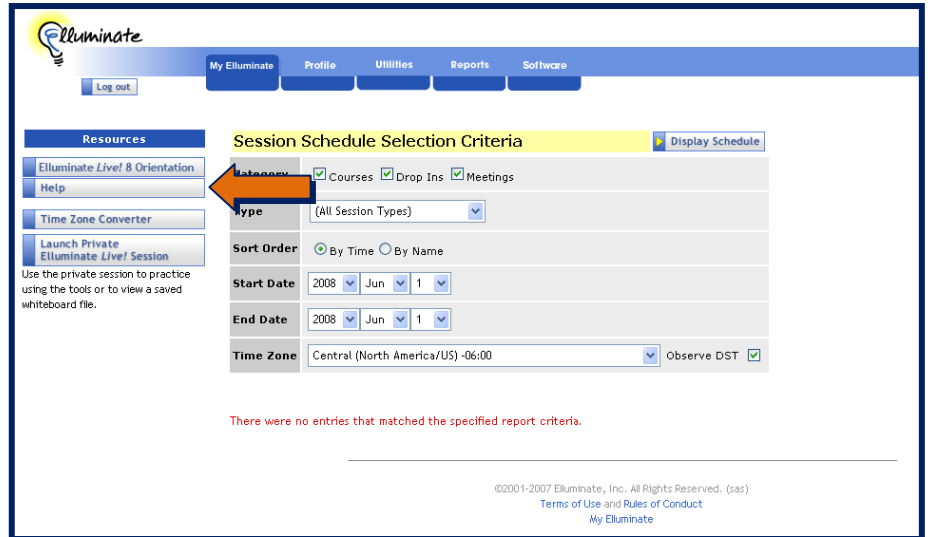
**Sessions Available
for Viewing**

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Terms of Use and Rules of Conduct
My Elluminate

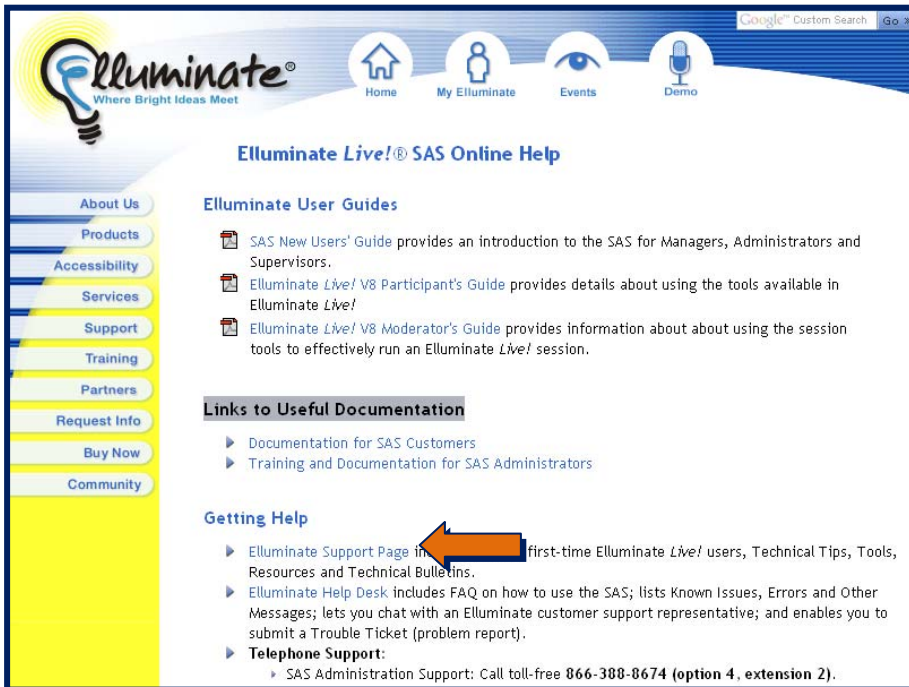
Tackling Technical Issues

Most technical problems can be fixed before your first class session. The most common problems are caused by firewall issues. If you have a problem during the installation process, please go to the Elluminate support site:

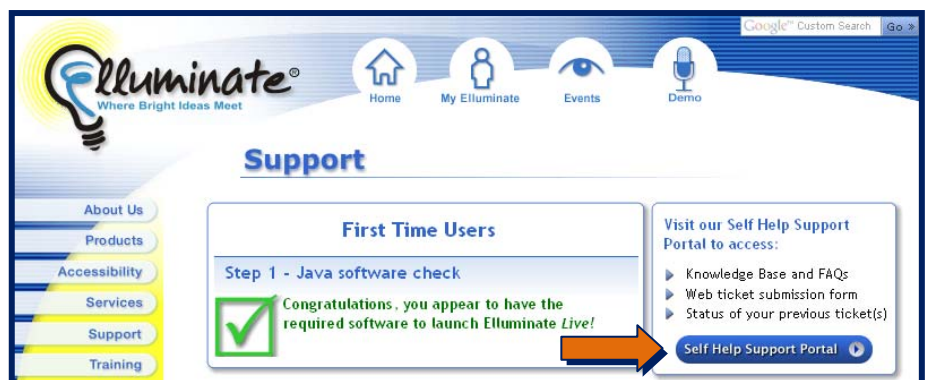
1. Click **Help** on the left navigation bar.



2. Click the **Elluminate Support Page** link to go to the support page.



3. On the right side of the page, you should see a **Self Help Support Portal** link. Click this link to go to the Help Desk.



Elluminate has several resources that cannot be explained in this brief tutorial. Feel free to explore the site as you progress through the HRE Online program. Contact the HRE Online staff if you have any questions.

Contact Us!

AOL Instant Messenger (AIM): HRE UIUC

Phone: 1.800.252.1360; ext. 3-2630

Direct Line: 217.333.2603

You have reached the end of the Synchronous Tools of HRE Online Tutorial.

