

Using Synchronous Space to interact with students

[Getting Started]

This tutorial will show you how to use Elluminate, a synchronous communication tool used by the Education Online program. Elluminate allows anyone in the class to talk using a microphone or mic headset that's connected to their computer. This tutorial will explain how to lead your synchronous sessions.

As instructor, basically you can do everything you want.

1. You will interact in real time with your students on a specific day each week.
2. Elluminate allows anyone in the class to talk using a microphone that is connected to their computer.
3. You can present PowerPoint materials, websites, and use whiteboard, too.
4. You can divide groups for group activities.
5. Your students can participate by chatting, raising their hands, and speaking microphones to express their opinions.

[Technical Requirements]

You will need to have an external microphone and speakers to fully participate in the synchronous sessions. We recommend a headset with a built-in microphone. We also recommend that you have the latest version of Firefox or Internet Explorer on your computer.

For more information on technical requirements, please see the Elluminate Live Participant Manual: http://www.illuminate.com/support/docs/8.0/Elluminate_Live_V8_Participant_Guide.pdf

Get Required Software

Before you access your live session, you will need to install additional programs necessary to run Elluminate. **This process needs to be completed at the start of the semester before your first Elluminate session.**

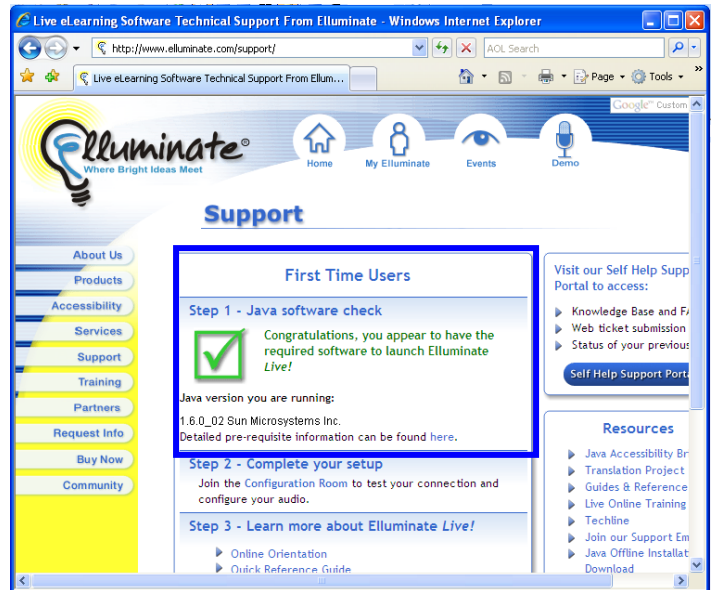
To install necessary programs:

1. Go to <http://www.illuminate.com> and click the **Support** link.

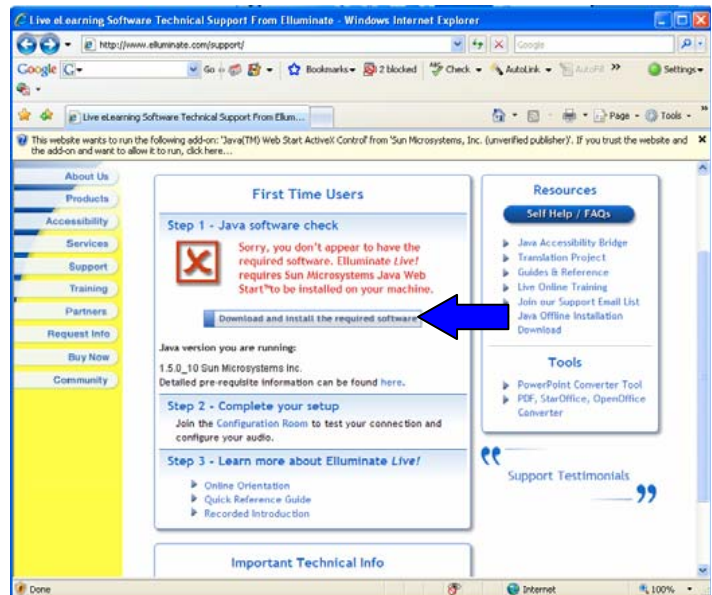


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2-1. In most cases, the screen will show a **green checked box** indicating that you already have necessary software to run Elluminate on your computer.



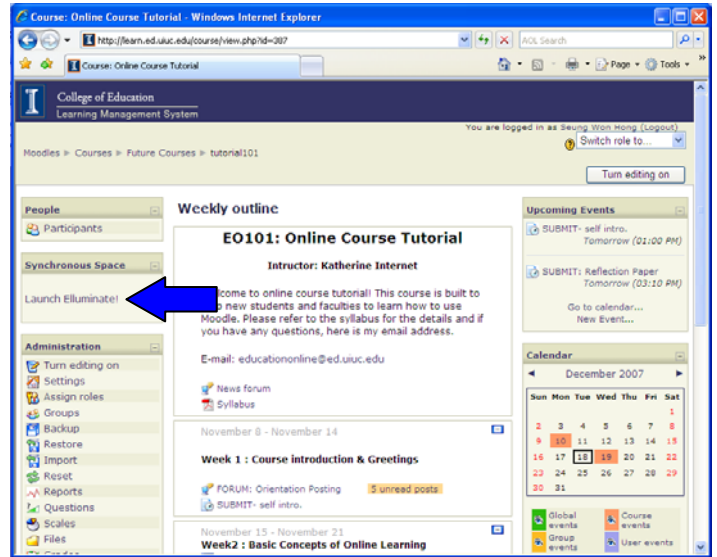
2-2. If you see a **red box with an "x"** in it, please follow the instructions to download the Java application. Since this is a very large file, it may take an extended period of time to download, even via broadband connection.



[Accessing Elluminate]

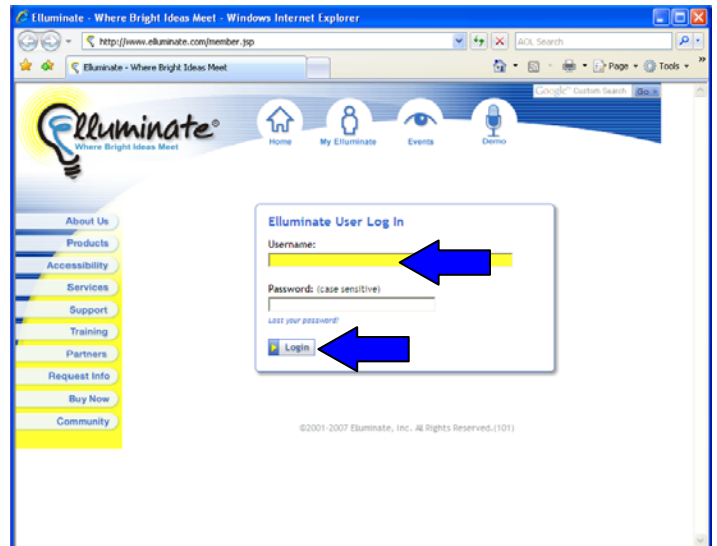
To test Elluminate after installing the necessary software:

1. Select the **Launch Elluminate** option from the **Synchronous Space** block within your course.

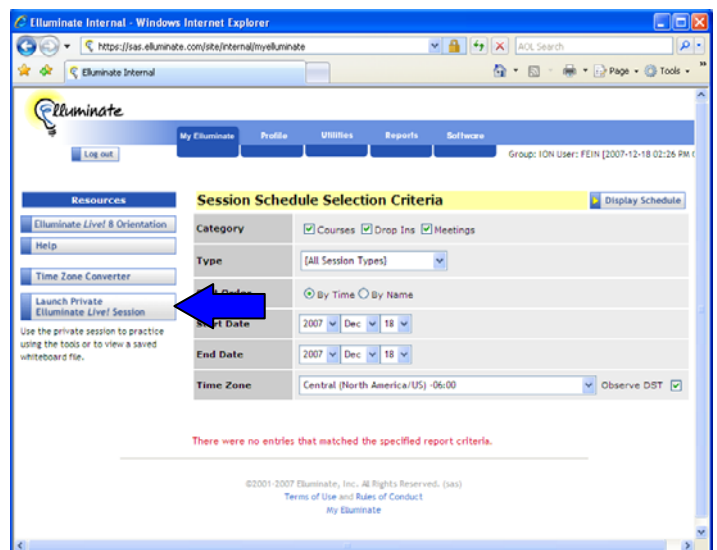


2. Enter your Elluminate username and password (you should have received these in an email, if you have not, please contact your instructor or program coordinator immediately).

3. Click **Login**.



4. Click **Launch Private Session** from the left navigation menu. If you're using a broadband connection, this may take 2-3 minutes. If you're using a dial-up connection, it may take 30-40 minutes to download the Elluminate software.

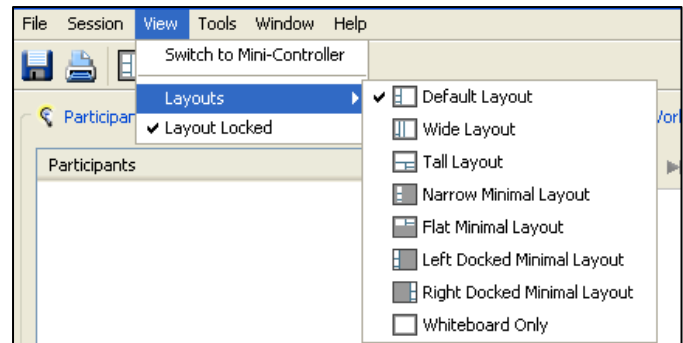


[Attend your first synchronous session]

1. Login to 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 are 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.

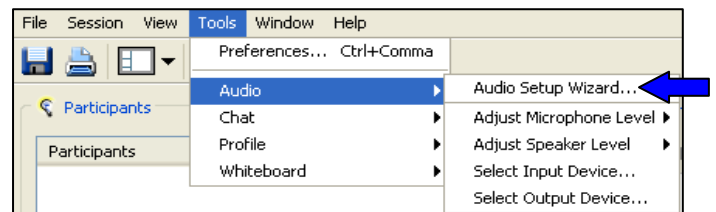
[Changing Layout]

1. We recommend that you maximize your screen and choose an effective window layout that suits your needs.
2. To change the window layout, go to **View > Window Layouts** and select the layout that best suits your needs and preferences. We recommend using the **Default layout** until you become comfortable with the Elluminate environment.

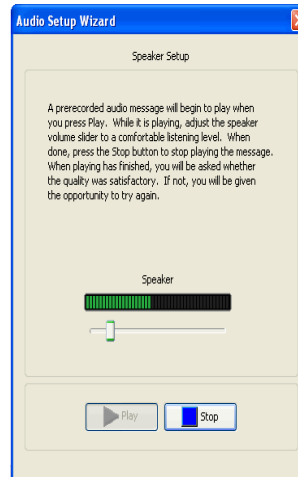
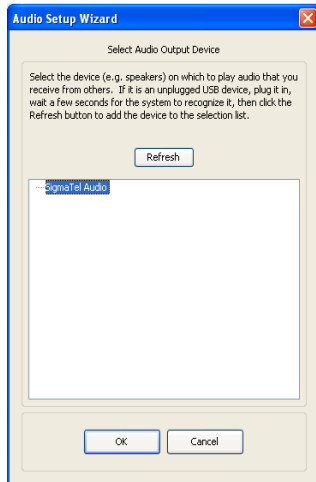


[Audio checking]

1. Click **Tools** in the top menu and select **Audio**.
2. Click **Audio Setup wizard**. This will begin a process of testing your microphone and speakers.



3. Follow the directions that appear on the screen.



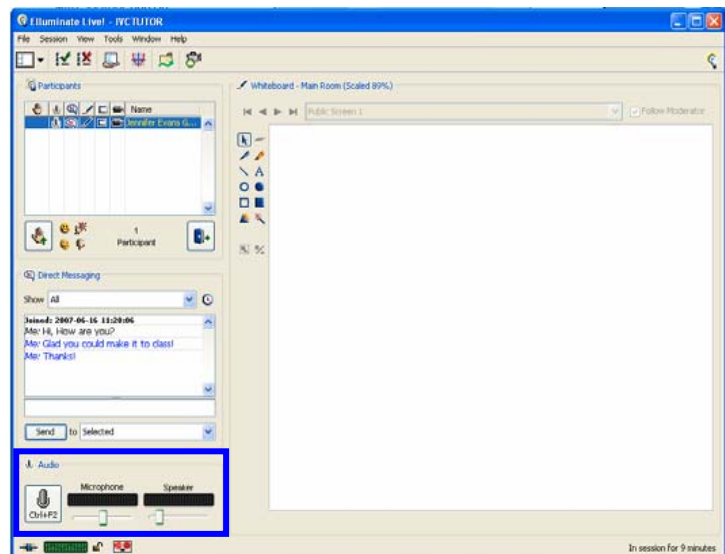
[Adjusting Audio & Speaker]

You can also use the controls in this box turn on your microphone to talk to the entire class.

Using the Audio Features

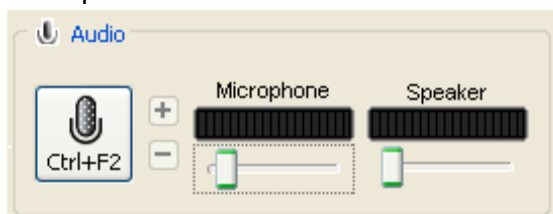
It's very important to understand the Audio portion of the window. In this box, you can adjust your speaker volume using the slide bar. You can also use the controls in this box to turn on your microphone to talk to the entire class.

To test your microphone, click the microphone button, which will glow yellow to indicate that you are being broadcast live to the entire class.

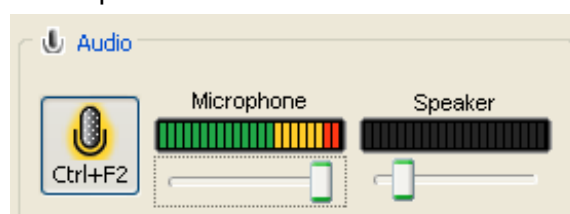


1. You have to check the microphone indicator that shows how loud the input is you're your talking.

Microphone off



Microphone on



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2. If the indicator bar is in the red; this is an indication that we need to turn down the microphone.
3. If it's turned up too loud, your words will become distorted when transmitted to the rest of the class.

As you continue talking, you'll see the microphone indicator bar display how loud the input is. The indicator bar moves from Green (normal), to Yellow (optimal), to Red (too loud); If your indicator is moving into the Red area, this is an indication that we 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.

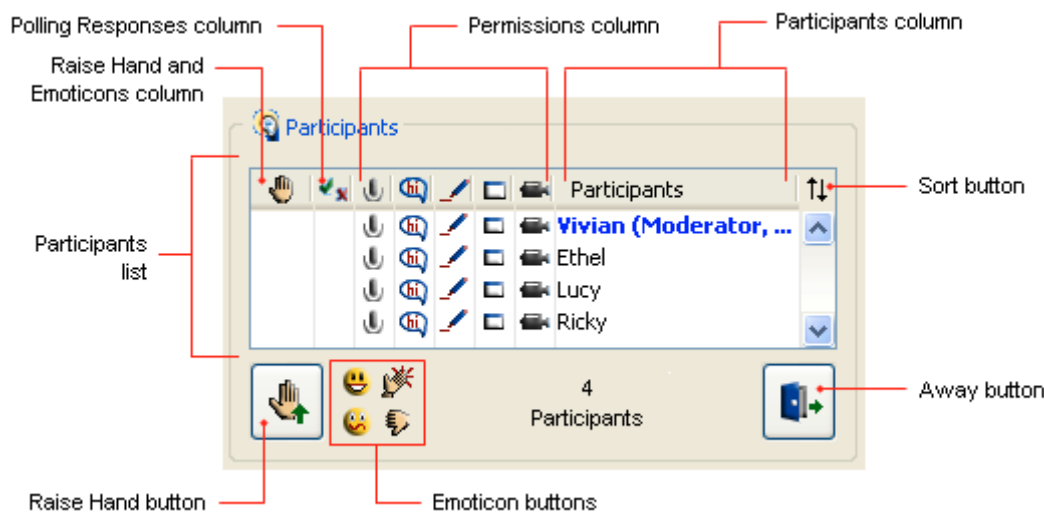
Elluminate allows simultaneous audio for up to six people at a time. You can manage this and may set the controls for only one person at a time to speak, or may vary the number depending on the activity.

[Monitoring participant's activities]

If you join your class, you can check your students who already join your class through left-upper participant's windows.

When a student or instructor is using a feature a yellow halo appears behind the permission icon next to student's name.

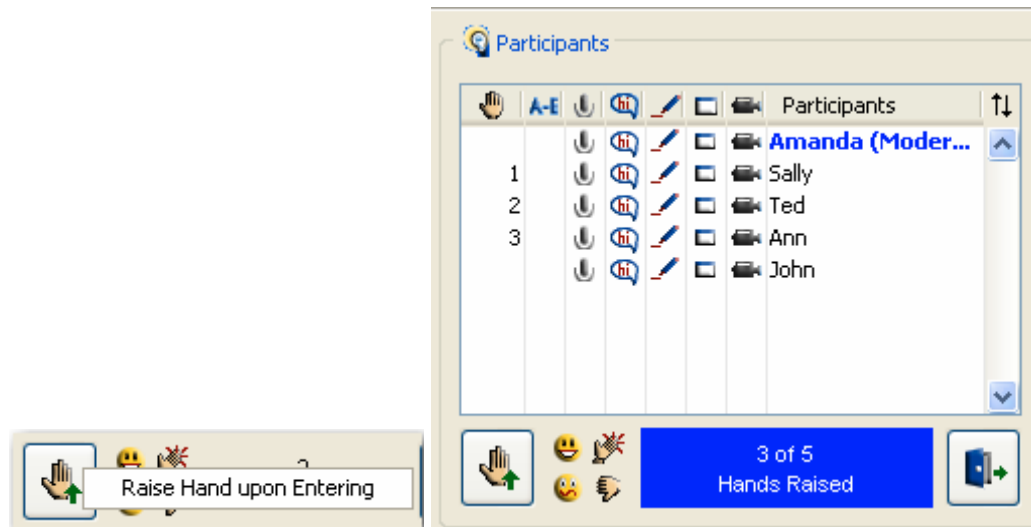
1. Students can raise their hand
2. Speaking using the microphone
3. Chatting chat
4. Or using whiteboard.



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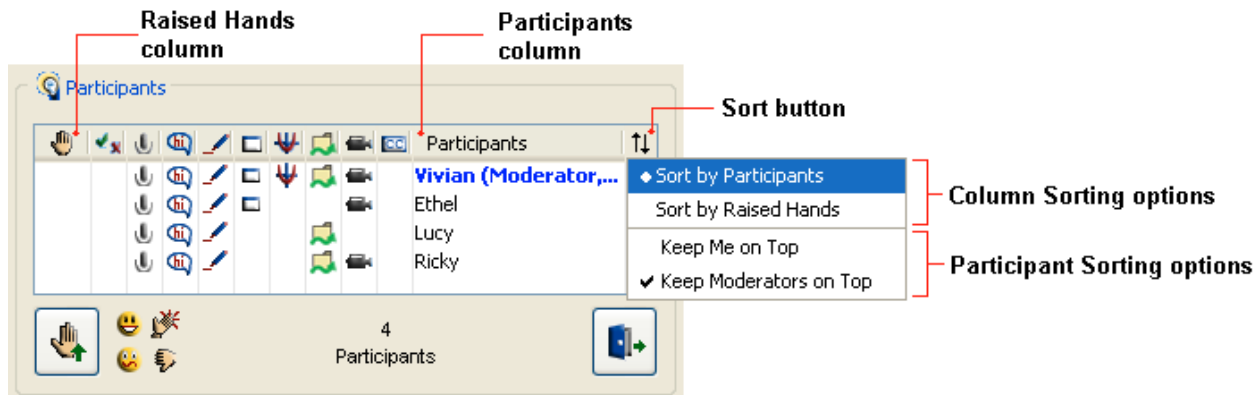
[How to students' participation: Raising their hands]

As students raise their hands, numbers are assigned to them in the Raised Hands column, based on the order in which they raised their hands. You can sort alphabetically by name in the student's column or by number in the Raised hands column.



Each time someone raises their hand, you may be notified in the following ways.

1. A number will appear in the Hands Raised column indicating who raised his or her hand and where they are in the queue.
2. The bottom part of the Participants window will begin to flash. Click anywhere in the blue region and the flashing signal will stop.

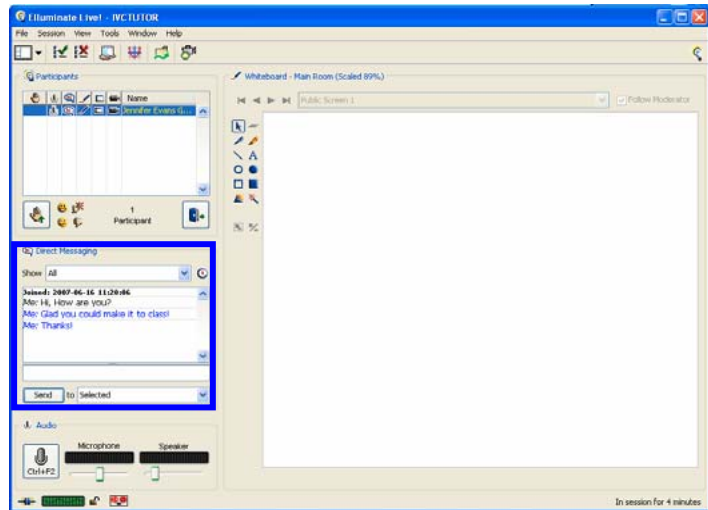


[How to chat with your students]

1. Type your text in the chat field.
2. Click **Send** or type **Enter**.
All participants can see messages in the Direct Messaging window.

To whisper to another person:

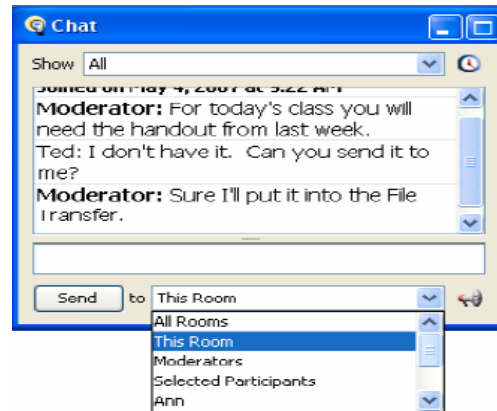
1. Type the text message you would like to send in the chat field.
2. Select the person(s) to whom you'd like to send the message by clicking their name(s) in the Participants box. (Hold down the control key to select multiple participants.)



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 **This Room** on the drop down menu.

Public chat

In the left-middle of your screen, the Direct Messaging box is basically a text chat window. To chat with another person, simply type your text in the chat field and click Send or type Enter. All students can see messages in the Direct Messaging window.



Private chat

You can whisper to somebody (specific person). Basically the other people cannot see or hear.

- 1) Type the text message
- 2) Select the person(s) to whom you'd like to send
- 3) Using drop box, choose selected.
- 4) Private message appear in blue color

If you want to send any messages to the entire room, you'll need to switch back to all on the drop down menu.

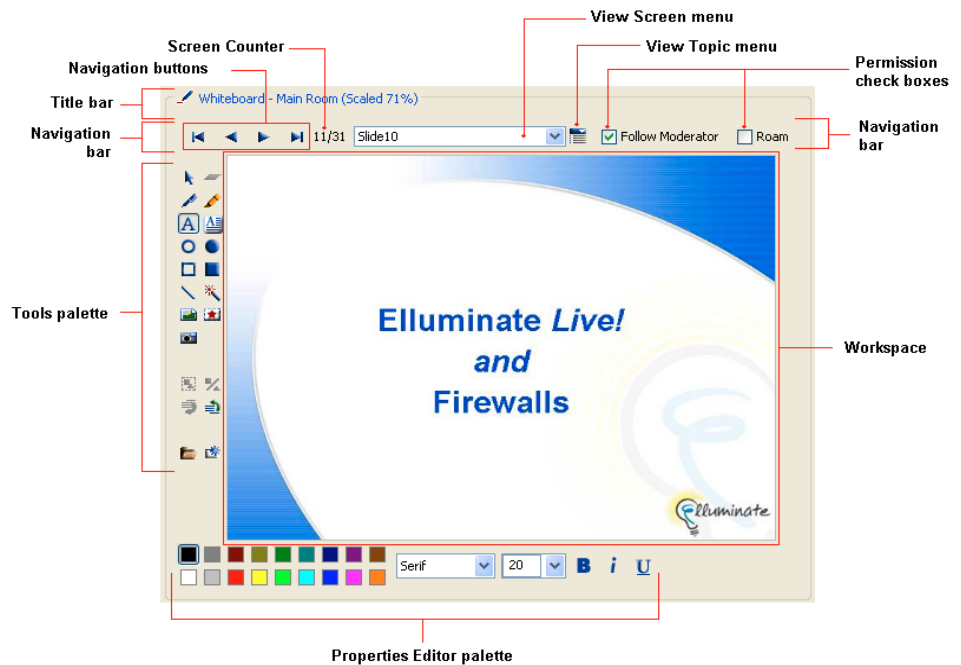
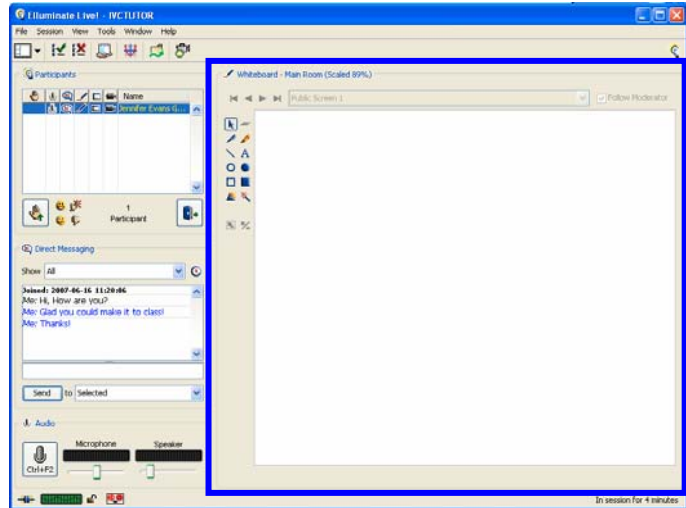


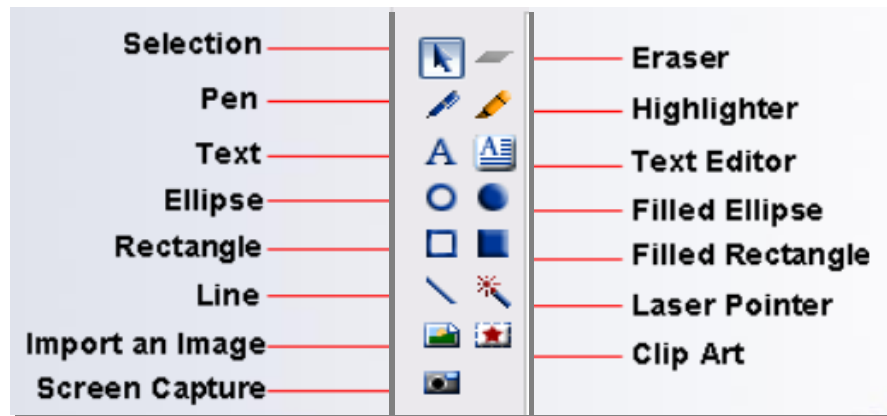
[How to use Whiteboard]

In your right window, that is the Whiteboard window. The Whiteboard is the space where messages or PowerPoint slides can be posted by you or students.

Usually, the whiteboard is managed by you (the instructor), or the TA. White board tools can be found on the side of the whiteboard. You can draw on the screen, type, or upload files or images. To use the tools simply click on each button to make it active.

Whiteboard tools can be found on the side of the whiteboard. When you are given the permission to use the whiteboard, you can draw on the screen, type, or upload files or images. To use the tools simply click on each button to make it active. You can practice using these tools later.

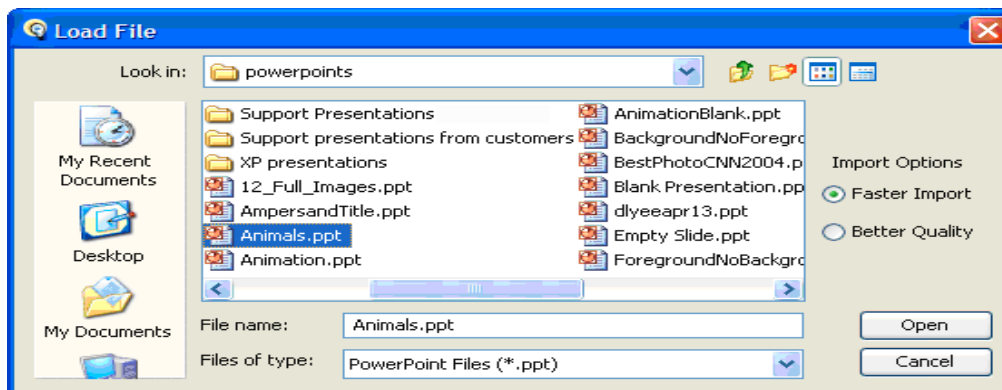




[How to show your PowerPoint]

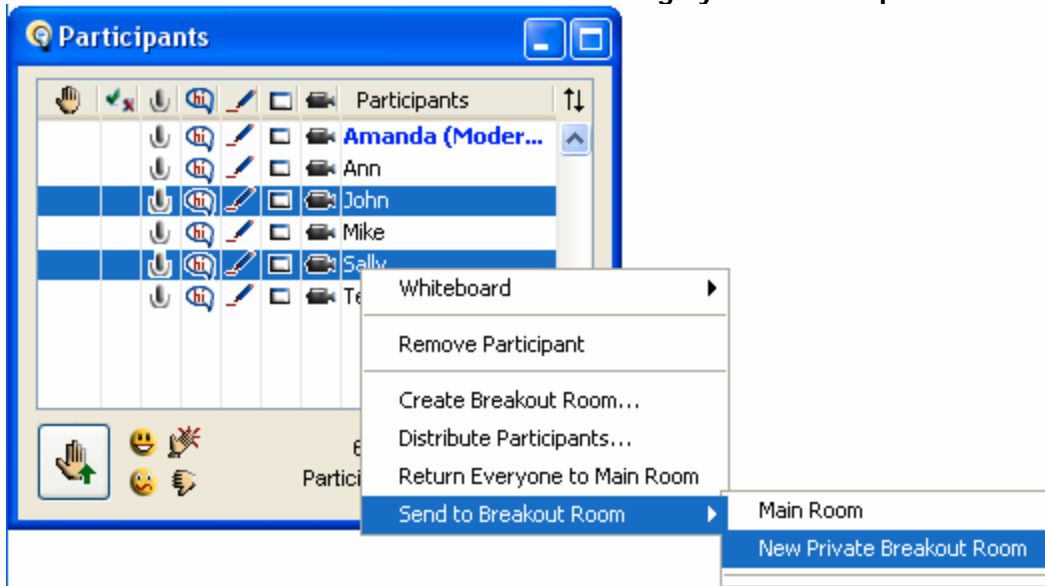
Also, if you would like to incorporate a PowerPoint presentation, you can do that.

1. Open PowerPoint and load the presentation you would like to show.
2. Select set up show from the slide show menu.
3. After that, select browsed by an individual, click OK.
4. If you would like to start your presentation, just click F5 and resize the window to suit.



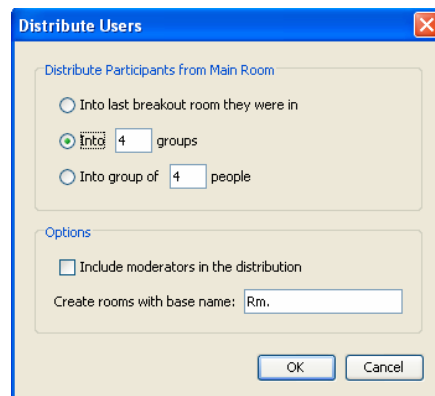
[How to make groups for group activities]

Sometimes you can breakout rooms to work on group activities. The students in a break room can only hear the audio in that room.



There are several types of rooms that you can make.

1. First, you can make private team, Select one or more participants and send them to private break room. A new room will automatically be created for the students to collaborate in. When the last student is moved out of the room, the room will automatically close.
2. Second, you can make formal team, if you create formal breakout rooms and load content on the whiteboard screens. Then, when you move the students into the room, they can collaborate on the content. When the participants are moved back into the main room, the content and participants' work still remains in the break room.
3. Last, you can create random team by designating number of rooms or number of participants per room. Automatically create and assign students to breakout rooms.

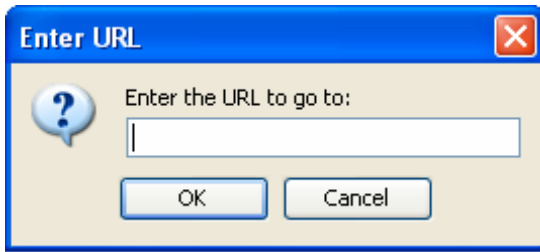


Remind students to raise their hands or send you private message if they have questions while in a break room. You will be notified and see all private text messages even if you are not in the same room.

As the participants collaborate in a break room, you can view their progress without actually joining their room by selecting the name of the breakout room in the Whiteboard Screen drop-down menu.

[How to send the entire class to a website you've selected]

During live sessions, you can take participants to a web site using the Web Tour.



The Web tour feature allows you to review a website and have students interact individually. For students whose default Web browser is internet Explorer, Safari, or Firefox, a new window within the Elluminate interface appears over the whiteboard displaying the Web page you have selected. If the students do not have one of the required default browsers, the URL will launch using their default browser.

The Web Tour window will appear in front of (on top of) other open windows. To push the students to a web site,

1. Click on the button in the toolbar or alternatively from the Tools menu, select Web Tour and then start a Web Tour.
2. In the Enter URL dialog box, enter the URL that you wish to send your participants to and then click OK.

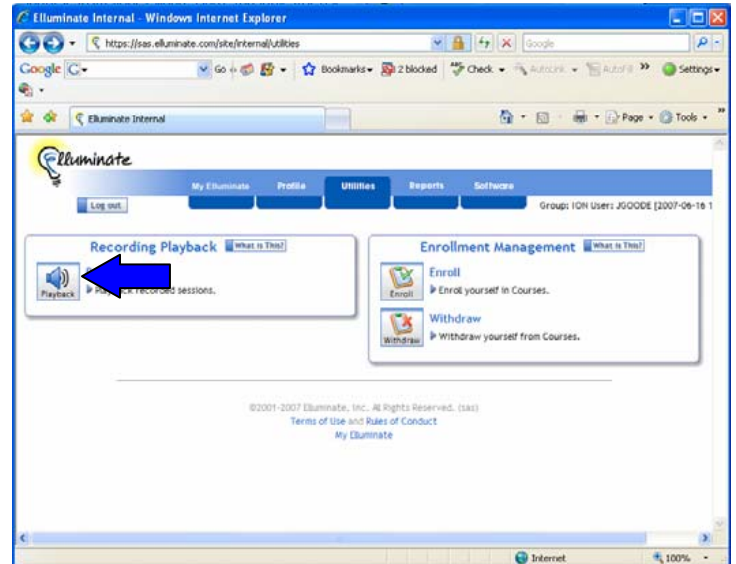


[How to watch your session again]

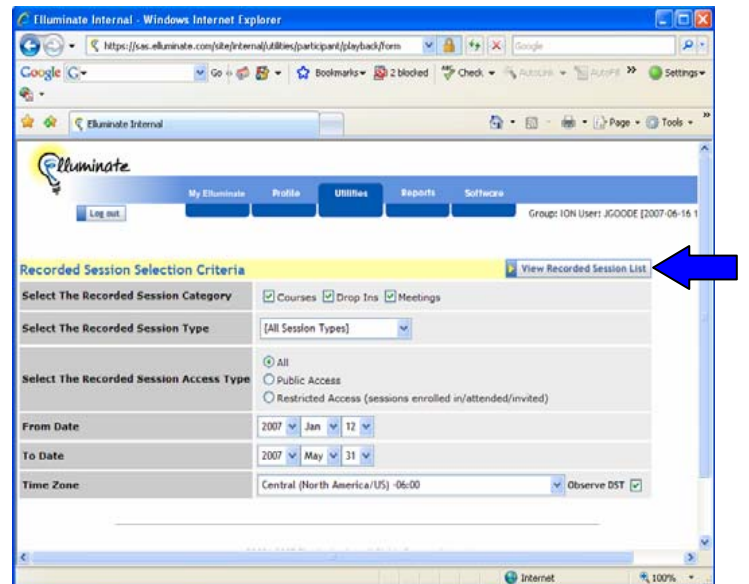
Accessing Archived Elluminate Sessions

Every Elluminate session is archived. So, if your students are unable to attend a session, or would just like to review one, you can let them know how to access the archive from the synchronous space page.

1. Login to Elluminate website.
2. Click **Utilities** in the top bar.
3. Click the **Playback** button.

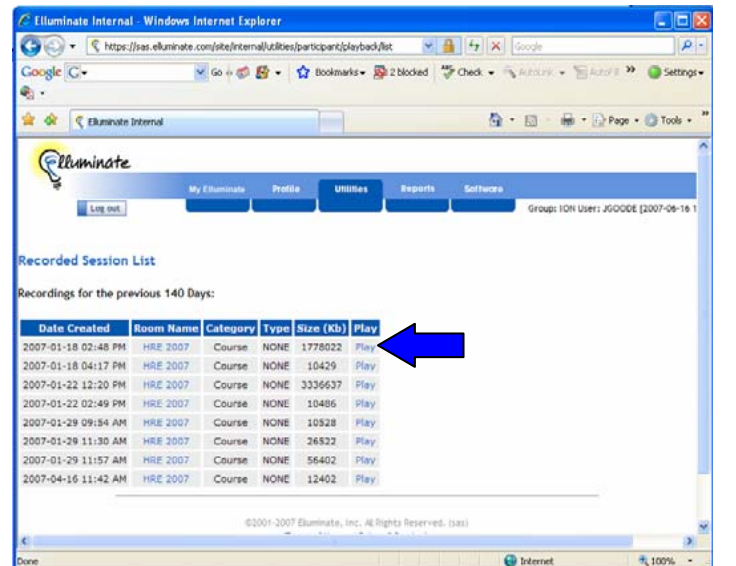


4. Select the appropriate date range and click **View Recorded Session List**. Here you'll see a list of sessions from which to choose.



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 (similar to controls on a DVD player) at the bottom of the screen to progress through the session.



[How to solve technical issues]

Most technical problems can be fixed before your first class session. The most common problems are caused by firewall issues. We recommend that you start with the Elluminate staff if you have an issue or concern, since they're experts with the program. But if you continue to have problems, contact the online staff at least several days before your first synchronous session. That way we have time to get your problems worked out before class starts.

You may want to print out the PDF version of this tutorial for future reference. Contact the Online staff if you have any questions.

Resource

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