LESLEY **UNIVERSITY** Let's wake up the world.℠

Elluminate Quick Start Guide for Participants

www.elluminate.com/

elluminate live!®

Participant Checklist

This Quick Start guide will take you through the basic steps listed below for participants to complete before participating in an Elluminate Web Conferencing session:

1. Determine if the computer you will use meets the minimum technical requirements.

    - Connect to the internet using a high speed wired connection (i.e. cable or DSL) or wireless. Wired, DSL/High speed connections are preferred, but not required.

    - Participants will need speakers and optionally a microphone or USB headset.

2. Complete a one-time setup by downloading and installing the necessary software.

3. Complete the Participant Orientation (_strongly recommended_).

4. Test your audio and connection setup using the Elluminate configuration room.

5. Join the web conference using the link provided by instructor (at least 15 minutes prior to start of session).

Determining Technical Requirements

Before logging into Elluminate, determine if your computer meets the minimum requirements for running the program:

Browser/Software:
• Any major web browser (Firefox 3.5, Safari 4, Internet Explorer 7 or 8)
• Java Web Start (Preinstalled on Mac OS X; One time install for Windows)

Hardware:
• 20 MB's free hard drive space
• Soundcard with speakers and microphone or headset
• 28.8 Kbps Internet connection (cable, DSL or better connection recommended, required for moderators)

Windows:
• Windows XP/Vista/7
• Pentium III 1 GHz processor
• 256 MB RAM

Macintosh:
• Mac OS X 10.5/10.6
• G4, G5 or Intel Processor
• 256 MB RAM

First Time Setup: Java Check

First time users to Elluminate should perform the one-time setup to determine if the necessary software is installed.

1. Go to the Elluminate Product Support page at **http://www.elluminate.com/support/**

2. Perform the Java software check by clicking the **Download & Install the required software** button under step 1.

> Download & install the required software ▼

3. Select your operating system (Mac or PC) and follow the on-screen instructions to complete your setup.

Participant Orientation

Complete the 5-minute orientation to Elluminate to familiarize yourself with the interface and how to set up and use the program.

1. Go to **http://www.elluminate.com/Training/ Documentation/Detail/88/?id=227**

2. Click on **Online Orientation** to view the text-based tutorial.

3. Or click on **Participant Orientation** to view the recorded participant orientation (5 minutes).

> ▸ **Participant Orientation (5 minutes)**
> ▸ **Online Orientation**

Connection and Audio Check

It is recommended to test the connection speed and audio setup of the computer being used at least 1 day prior to the Elluminate session.

1. Go to the Elluminate Help Desk page at **http://www.elluminate.com/support/**

2. Under step 2, click on the **Configuration Room** link. Click **OK** to open the Elluminate Live program.

Testing Audio

3. To test the audio (microphone, speakers and headset if used), click on Tools > Audio > Audio Setup Wizard, and follow the on screen instructions.
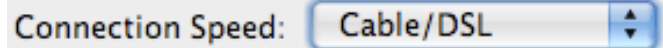
Testing Connection Speed

4. To test the connection speed:

Macs: click on Elluminate Live! > Preferences > Connection, and make sure you have the correct connection speed chosen from the drop down menu.

PCs: click on Tools > Preferences > Session > Connection, and make sure you have the correct connection speed chosen from the drop down menu.

Joining the Web Conference

On the day of the web conference, access Lesley's online Elluminate classroom using the web address provided to you by your instructor.

- Please log in 15 minutes prior to the start of the session so you have plenty of time to get set up.
- Make sure your speakers and microphone is plugged in before you start Elluminate.
- Once you have logged in, use the Audio Setup Wizard to test your microphone and speakers (Tools > Audio > Audio Setup Wizard).
- Quit any unnecessary applications or close unneeded web browser windows. These may slow your connection to Elluminate.

If you have any questions or have problems accessing the Elluminate room on the day of the web conference, please contact your instructor.

Elluminate Live! vRoom

A vRoom is a free version of Elluminate's web conferencing tool whenever you need it, and can be used with up to 3 participants.

1. Go to **http://www.learncentral.org/user/vroomreg**

2. Enter in the information in the web form, and click on the **Get My vRoom & LearnCentral** button link.

A link to your vRoom landing page will be sent to your email address. You can bookmark this link and use your free vRoom whenever you need to.

Faculty and staff can reserve the 25-person virtual classroom by checking the Classroom Schedule section in the myLesley Web Conferencing Pilot community, then contacting kmcelro3@lesley.edu with your request.

Elluminate Resources and Support

Elluminate Training Center
http://www.elluminate.com/support/training/
- User Guides and Quick Reference Guides
- Recorded Training Sessions
- Register for Live Training Sessions

Elluminate Help Desk
http://www.elluminate.com/support/

Elluminate Help Center and Knowledgebase
http://support.elluminate.com/

Learn Central
http://www.learncentral.org/
Elluminate users group and social learning network

For assistance, go to http://www.elluminate.com/support