



## Technology Institute

An Enterprise of Learning and Scholarship

### Checklist!

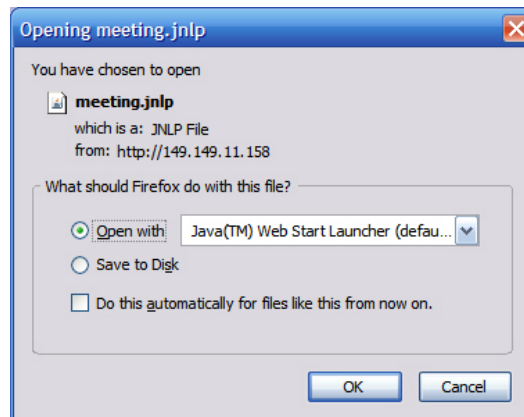
- ☑ **CONNECT** Blue Snowball microphone to the Tablet PC.
- ☑ **LOG IN** to the Elluminate session at least 15 minutes ahead of time.
- ☑ **OPEN** applications you want to share
- ☑ **BOOKMARK** web pages to visit
- ☑ **DON'T FORGET** to click the record button. 
- ☑ **SELECT** Application Sharing. 
- ☑ **CHECK** the box to Share entire desktop and the box for Presentation mode.
- ☑ **SELECT** the mini-controller to show the entire desktop. 
- 
- ☑ **CLICK** the talk button to record audio. 
- ☑ **DON'T FORGET** to click the talk button again to stop recording audio. 

### Objectives

1. Virtual Classroom Setup
2. Initial Audio Setup
3. Recording Features
4. Get your own vRoom!



#### 1. Virtual Classroom Setup

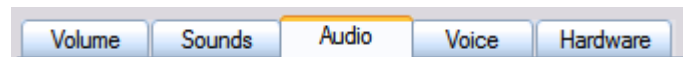
- **CLICK** on the **meeting.jnlp** file on your desktop



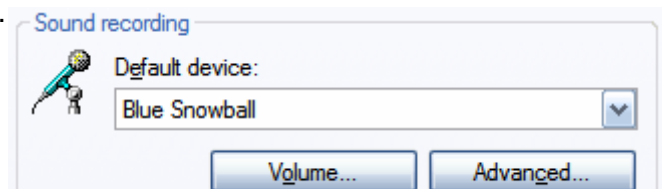
- If prompted, set the connection speed to the Internet according to your internet service (dial-up, Cable/DSL, LAN, etc.)
- Plug in Blue Snowball Microphone and any other external devices to be used **before** launching ElluminateLive!

#### 2. Initial Audio Setup (this should only need to be done once)

- With Blue Snowball Microphone plugged in go to the Control Panel
- **SELECT**  Sounds, Speech, and Audio Devices
- **SELECT**  Sounds and Audio Devices
- **SELECT** the Audio tab



- In the *Sound Recording Category* make sure the default device is **SET** to **Blue Snowball**.





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### Troubleshooting

**Problem:** Microphone is not recognized

**Solution:**

Select Tools..

Select Audio..

Select Select Source..

Available devices will display for selection.

.....

**Problem:** I want to erase what I have recorded so far and start over.

**Solution:** Go to Tools >> Recorder >> Erase Recording

.....

**Problem:** Elluminate will not launch

**Solution:** Go to <http://www.illuminate.com/support/>

This page will indicate if you have Java Web Start installed.

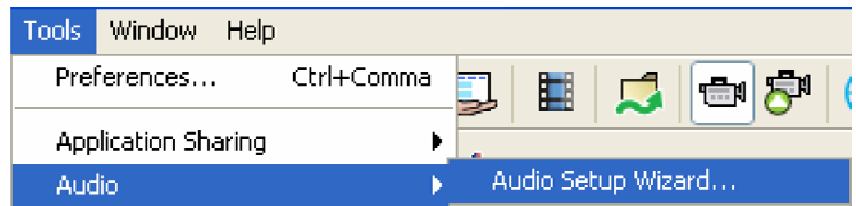
If you do not, click on the button to install.

Click Yes if you see a security warning that asks "Do you want to install and run...Java Plug-in..."

Click "I accept the terms in the license agreement" and click Next."

Select Typical installation.

- Use the Audio Setup Wizard.
  - **SELECT** the **Tools** Menu
  - **SELECT** **Audio** → **Audio Setup Wizard**
  - Test speaker and microphone settings adjusting the gain with the slider keeping the levels within the green indicators and avoiding red completely.



### 3. Recording Features

- The recording controls are at the bottom-left corner of the Elluminate Live! window in the status bar:



- Click on the **Record** button. When the recorder starts the **Recording** icon in the status bar is displayed in red indicating to everyone in the session that recording has begun.
- Wait for about 30 seconds. This allows the content (whiteboard slides, multimedia files) to be sent to the server. If you don't wait then viewers may experience delays with audio at the beginning of the recording. NOTE: this duration will be played back in a matter of seconds in the recording



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### Troubleshooting

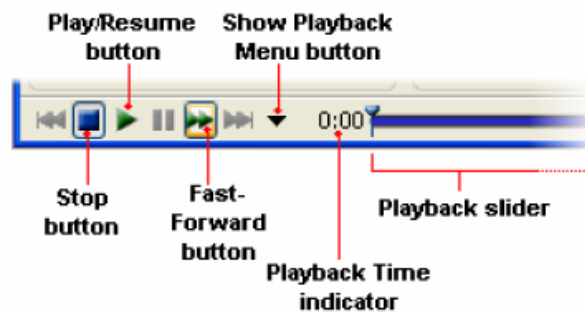
**Problem:** I want multiple recordings from one class session with separate links.

**Solution:** In order to have unique links to each of your recordings, once you complete your first recording, log out to let the room shut down. Wait 15 minutes and log in again to record your next session – you will then have a new recording link.

- Recordings are accessed at <http://stream.tntech.edu/>
  - \* **SELECT Recordings**
  - \* Use the calendar on the right for navigation
  - \* **CLICK** on the Recording Name to start the Java Web Launch for that recording.
- Navigate the playback recordings in the lower left hand portion of the window.

Date Recorded ▲	Recording Name	Size (KB)
11/02/2007 08:00 AM CDT	Dyanmics of Machinery I	12,820
11/05/2007 08:00 AM CST	Dyanmics of Machinery I	8,952
11/05/2007 06:45 PM CST	Intermediate Accounting II	3,386
11/06/2007 08:01 AM CST	Dyanmics of Machinery II	1,200
11/07/2007 08:04 AM CST	Dyanmics of Machinery I	1,686
11/07/2007 03:28 PM CST	stacey's Meeting	32
11/09/2007 02:17 PM CST	CMS Transision Meeting	6,342
11/12/2007 08:01 AM CST	Dyanmics of Machinery I	2,583

- CLICK** on the **Play/Resume** button to begin playing the recording at normal speed.
- To stop playing the recording, do one of the following:
  - \* **CLICK** the **Pause** to stop playing the recording and maintain your current place in the recording.
  - \* **CLICK** the **Stop** to stop playing the recording and return to the beginning of the recording.





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### Troubleshooting

#### Tip:

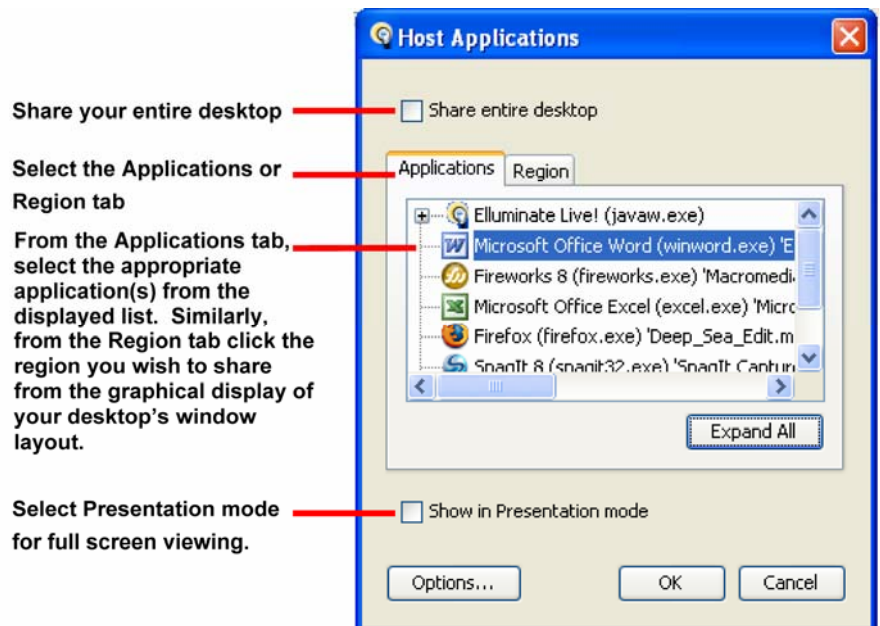
As you move your mouse around the application, though viewers will be able to see your mouse move, let them know what area you are referring to

For example: "let's have a look at the content on the lower right corner". This will allow viewers to draw their attention to that area.

### 4. Application Sharing

Application Sharing allows a moderator or participant to share any application, a specific region on the desktop, or the entire desktop with other attendees. The host of the application can grant remote control of his or her shared application(s). This allows for true hands on training, demonstrations, and support applications.

- **OPEN** the website or application(s) you wish to share.
- **CLICK**  or use **Tools → Application Sharing → Host Applications...** Select the website or application(s) from the list.
- From the dialog box, **SELECT** the appropriate tab for sharing an application or a region.
  - \* To select an application, **CLICK** the **Applications** tab. All the applications currently visible on your desktop will be listed. Choose the application you wish to share.
  - \* To select a region, **CLICK** the **Region** tab. You will be shown a graphical representation of your desktop's window layout. Click on the region you wish to share or resize it to define your own region. To quickly share your entire desktop, use **Tools → Application Sharing → Share Entire Desktop**
- Sharing by region allows you to share multiple applications and windows simultaneously. When sharing by application, any new windows that open relating to the application will also be shared.





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### Tips

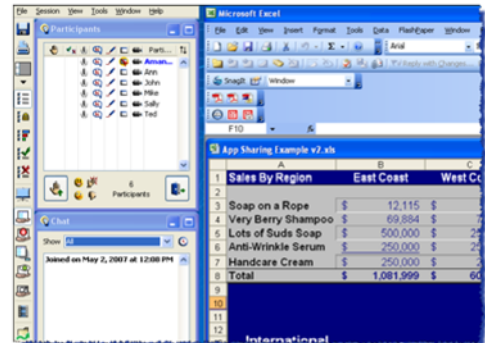
Change your default settings to automatically display full screen while Application Sharing.




1. SELECT Tools Menu
2. SELECT Preferences
3. SELECT Application Sharing
4. SELECT Hosting Options
5. SELECT Switch to mini controller

#### When Hosting Starts:

- Switch to mini-controller
- Remain in main window

- **CLICK OK** to begin sharing. The icon next to your name in the Participants window will change to  to indicate that you are sharing and controlling your application(s). As you make changes to the application(s), the other participants will be able to see those changes as they are being made.



- The default hosting options will automatically resize and reposition your windows based on the application or region you choose to share. You can change the hosting options based on your preferences by clicking the **Options** button on the **Host Applications** dialog box.
- To pause *Application Sharing*, **CLICK**  on the toolbar. The participants will see a still-shot of your application(s). Click the button again to resume sharing. Any changes that were made in application or region while the application was paused are sent to the participants.
- To stop *Application Sharing*, **CLICK** .
- When sharing an application running full screen, **CLICK**  to switch to the *Mini-Controller*. The mini-controller allows you to monitor session activity without displaying the moderator interface.



Mini controller

- If the area being shared is larger than the Application Sharing window, it will be scaled to fit the window. **Select Scale to fit from Tools → Application Sharing**. The scaling percentage is noted at the top of the window.
- You can optimize application sharing by selecting **“Best Image Quality”** to **“Highest Speed”** from the *Hosting Options* window.



# Illuminate Live!

Special Topic: STEM Courses for LD Students

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## vRoom Checklist!

- CLICK the link to your vRoom.
- INVITE others to your vRoom by clicking the link to your vRoom.

Send Email Invitation

- CLICK the graphic to your vRoom.



- FILL IN form with attendees addresses one at a time
- CLICK the button to send invitations



### 5. Get Your Own vRoom!

Illuminate offers a training area on their company site. You have 3 seats available at anytime in your very own vRoom. This is a great way to practice using Illuminate outside of your regularly scheduled class times. **You will not be able to record any of these sessions.** NOTE: This is not hosted in the same location on the Web as your regular classes. Links to your class will not take you to your vRoom for practice. You must use the url provided from the registration to vRoom.

Go to:

1. <http://www.illuminate.com/vroom/>
2. Click the yellow button labeled **Get Your vRoom!**
3. **Fill out** the online form
4. You will **receive** an email with access information to your vRoom!
5. **SELECT** the link provided.
6. **BOOKMARK** this page by pressing the following keys on your keyboard: Ctrl + D
7. To invite one or two other people to join you in your vRoom ENTER their email address in the form provided one at a time.

Send Email Invitation

8. Participants will receive email instructions to join and bookmark the location of your vRoom.

9. **CLICK** the graphic to join your vRoom.



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