



Participation Preparation Guide

To prepare your workstation for Elluminate participation, you will need to complete the two procedures listed on this handout. Each procedure has multiple steps. The second page of this handout contains a Participant Quick Reference Guide.

Your School will provide you with directions and a link to access the Elluminate Live! session. Contact K¹² Tech Support for any technical issues you encounter with Elluminate: (866) 626-6413 Option 2

You can download additional user guides from:
<http://www.elluminate.com/support/training>

You can also access Elluminate Live resources from the Elluminate Live Self Help Portal:
<http://www.elluminate.com/support-portal/>

Procedure 1: Set Up Elluminate Live

1. Ensure your computer satisfies the minimum system requirements, listed on the Elluminate Live site: http://www.elluminate.com/support/min_requirements.jsp
2. Ensure you have a microphone, speakers or headset to take full advantage of the audio capabilities during the session (depending on the requirements of the session in which you are participating).
3. Go to <http://www.elluminate.com/support/> and follow the information in the "First Time Users" section. This page checks if you have Java Web Start installed. If you do not, follow the online instructions.

The installation of Java Web Start is a one-time process that you will not need to repeat. The download can take up to 40 minutes on a 28.8K modem (less if your Internet connection speed is faster). Please ensure that you allow sufficient time to complete the download and installation before your first session.

4. In the "First Time Users" section, click on join the **Configuration Room**. This will test your connection and allow you to configure your audio.

Procedure 2: View the Participant Video

1. Click on the following link and follow the screen instructions to view the 5 minute participant video: <https://sas.elluminate.com/site/external/recording/playback/link/meeting.jnlp?suid=M.02D6BD86D95C82A199D03ADEE6D893>



Participation Quick Reference Guide

The screenshot shows the Elluminate Live! interface with the following components labeled:

- Print
- Save
- Participant List & Permissions
- Stepped Away
- Emotion Indicators
- Hand Raise
- Filter Messages
- Date/Time Stamp
- Conversation Area
- Message Text Field
- Send Public & Private Chat Messages
- Talk Button
- Connection, Security and Recording Status Indicators
- Microphone & Speaker Controls
- Window Layouts
- Polling Responses
- Application Sharing
- Live Video
- Show File Transfer Window
- Notes
- Whiteboard Navigation
- Whiteboard Tools
- Visit the Elluminate Website

Note

During your first session, use the **Audio Setup Wizard** utility from the **Tools** menu to configure your microphone and speakers. Some features may not be available depending on your version of Elluminate Live! and configuration.