



⊖ Create eLive Link in Blackboard

1. In the Course Menu Click the blue plus (+) sign on the top of the left hand menu.
2. Click Create Tool Link
3. Enter the name for the tool i.e. eLive Connection
4. Select the tool Elluminate Live! Scheduling Manager
5. Check the box Available to Users
6. Click Submit

⊖ Creating an eLive Session

1. Open your Blackboard course
2. Click on Tools in the Menu box to the left
3. Click on the Link Elluminate Live!
4. Click on blue box Create Elluminate Live! Session
5. Enter the name for your session
i.e. Module 1 – Introduction Sept 19, 2011
6. Set the Start Date /Time and End Date/Time –
Hint: It is very important to set the End date as eLive default time is one hour from the start Date/Time
7. Click Submit to create your session

eLive Tips:

- ✓ If students have low-bandwidth issues, don't use application sharing.
- ✓ Record your sessions for students to view later by clicking the red record button on the lower left side during the session. Recordings are saved in the eLive Blackboard area under 'Recorded Sessions'.
- ✓ Prepare Content ahead of time - Create presentation slides and instructor notes, and include multimedia, application sharing to reinforce content.
- ✓ Be positive and energetic - your voice is critical to setting the tone.
- ✓ Join Early - Get in the habit of joining your sessions early. Greet participants as they join.
- ✓ Engage Participants - Experts say that there should be interaction every 6 minutes, so start off with an ice breaker, such as displaying a map on the whiteboard and having each participant indicate where they are located. Ask questions that require students to raise their hands, click an emoticon, respond with a green check or red X, type in the chat window, or even type or draw on the whiteboard.

⊖ Setting Your Connection Speed

The first time you join a session, the Select Connection Speed dialog box appears. After you exit the session, the connection speed is automatically saved with the preferences.

⊖ Configure Your Connection Speed

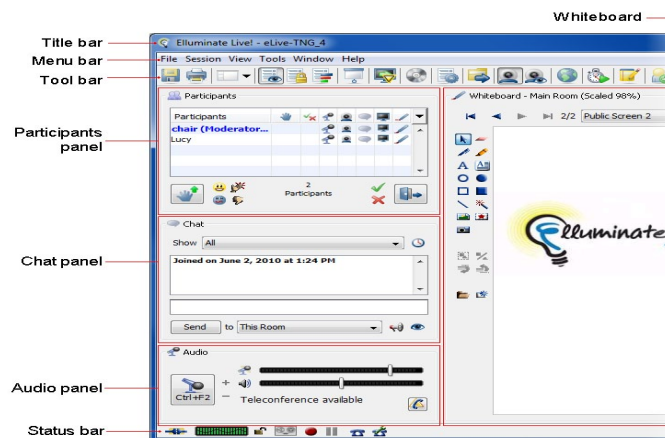
1. Open the Preferences dialog: From the Tools menu, select Preferences (Windows, Linux & Solaris) or from Elluminate Live! menu, select Preferences (Mac OS X)
2. In the left pane of the Preferences dialog, select Connection under Session. The connection preferences panel appears.
3. From the list of Prompt for speed options, select your desired option.
4. Click on OK to save your preferences and close the Preferences dialog. Apply to save your preferences and leave the Preferences dialog open or Cancel to close the Preference dialog without saving any of your changes.

⊖ Configure your Audio Input Device

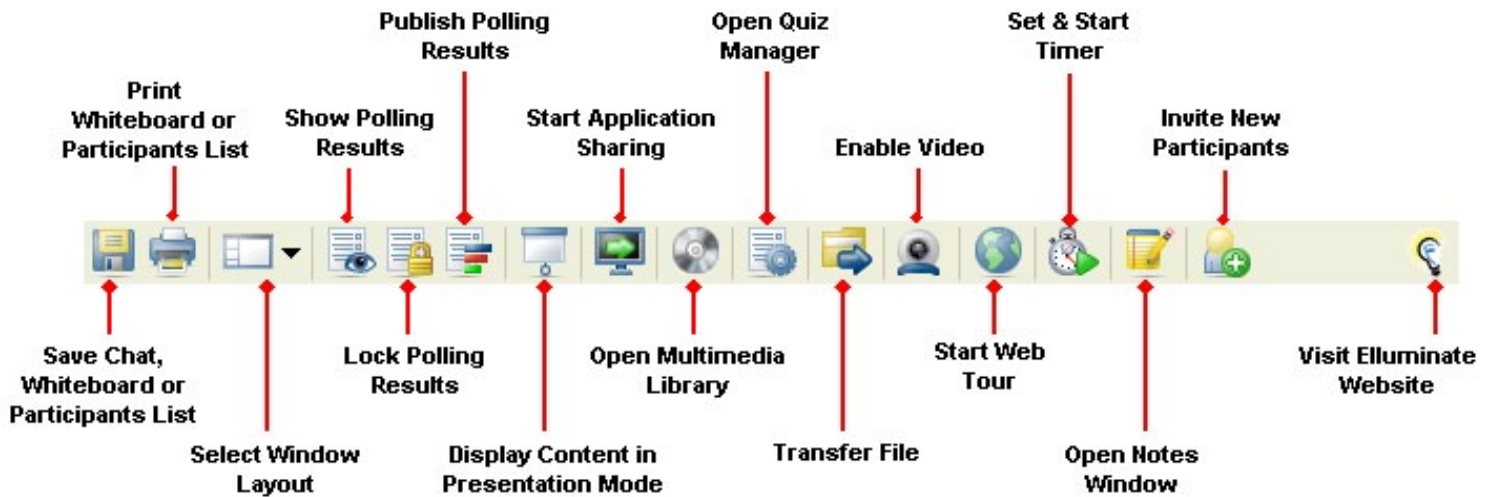
Open Tools menu -> select Audio -> select Audio Setup Wizard and follow the instructions.

⊖ The eLive Window

The eLive window consists of Seven main areas:



⊖ eLive Tool Panel



⊖ eLive Application Sharing

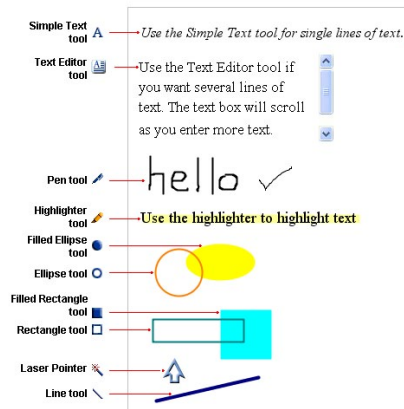
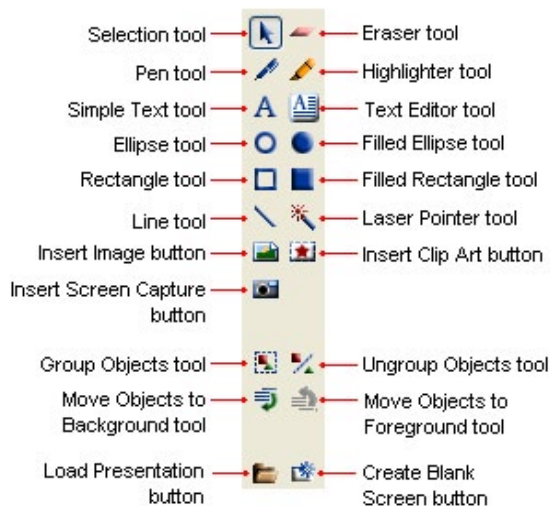
Select Tools > Application sharing > Share Application and then select the appropriate application from the list

① Application Sharing:
<http://distance.uaf.edu/go/12>

eLive Documentation & Tutorials

- ① Complete Moderator's Reference Guide:
<http://distance.uaf.edu/go/11>
- ① Technical Support at eLive Support Portal:
<http://support.illuminate.com/>
- ① Training Materials:
<http://www.illuminate.com/training>

⊖ eLive White Board



① White Board:
<http://distance.uaf.edu/go/13>

⊖ eLive Breakout Rooms



① Breakout Rooms:
<http://distance.uaf.edu/go/14>