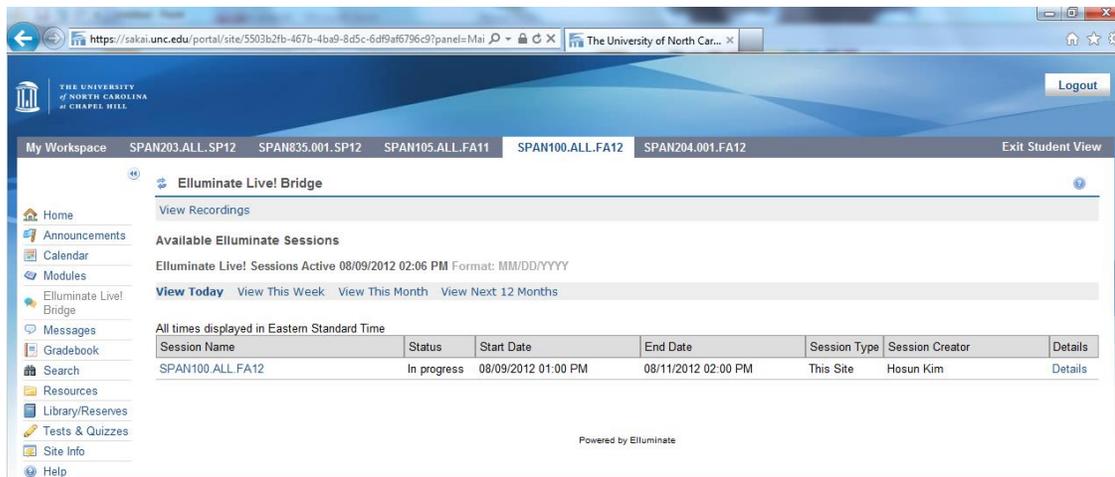


LRC Quick Guide – Elluminate Live for Instructors

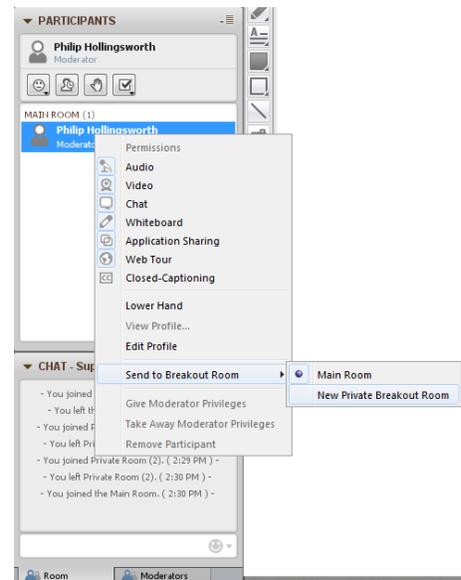
1. Log in to Sakai with your Onyen and Password and click on the course site tab of the language class in which you are enrolled.
2. From the menu bar on the left of the course site, click on “Elluminate Live Bridge.”
3. Click on the current session you have been assigned to join.



4. Click “Join” to enter the Elluminate session. You will be asked to download the app. Click “Open” or “Save” to download.
5. Upon entering the session for the first time, you should run the audio setup wizard by clicking the icon at the right of the “Audio and Visual” box. Here you will be able to test your speakers and microphone of your headset or alternate device.
6. Once audio setup wizard is successful, you may click the “Talk” button to communicate with your group. When you are finished speaking, click the talk button again to turn off your microphone. Only three people may speak at once. Moderators have the “Video” option if they wish to be seen by the whole class.
7. At the bottom of the sidebar, you can chat with the group or you can create a private chat session (Note: all chat activity can be seen by the session moderator).
8. The four buttons in the “Participants” box will allow you to react to discussions with quick emoticons, step away momentarily from the session, “raise your hand,” and respond to a poll.



9. Moderators can send participants into various “breakout groups” for private conversations by right-clicking on the participant’s name, then highlighting “Send to Breakout Room.” You can also use this function to send participants back to the Main Room. By right-clicking on the name of participants you may grant or restrict permissions (such as whiteboard access).



10. Above the white board space there are three icons that serve three distinct functions:



- a. The white board option which you can write notes (in free-hand or in text), insert images, or other functions with the use of the vertical tool bar.
 - b. The application share option will allow you to show students applications from your computer such as a word document, photo gallery, etc.
 - c. The web tour option will allow you to show a website to your students. There is a “Follow Me” checkbox that will allow you to guide participants through a particular site.
11. You have the option to load files (such as Power Point presentations) onto the white board by clicking the “Load Content” button neat the far right of the screen.



12. At the end of the session, click “File” → “Exit” to leave the session permanently.