

Elluminate Basics

Michael Chalk (ACFE e-Mentor for Northern Metropolitan Region) has created excellent instructions on how to participate in an Elluminate session. I recommend that you watch his presentation on the ACFE e-Mentor wikispace: Elluminate – an introduction
<http://ementors.acfe.vic.edu.au/howto-illuminate>

Before you Facilitate in Elluminate

Attend Elluminate Sessions

Attend a few Elluminate sessions as a participant. This will give you:

- a feel for how others facilitate in Elluminate
- the range of tools Elluminate facilitators use
- how others engage participants
- confidence in attending Elluminate sessions

This will help you decide which tools you feel are effective and allow you to observe the reactions of other participants.

e-Learning Project Professional Development Sessions

The ACFE e-Learning Project will present a number of Elluminate professional development sessions on different topics. I will email you the links to these sessions. Please try to attend the sessions on topics that interest you. If you miss the sessions a link to the recording of the session is available on the Professional Development page of the ACFE e-Mentor wikispace
<http://ementors.acfe.vic.edu.au/>

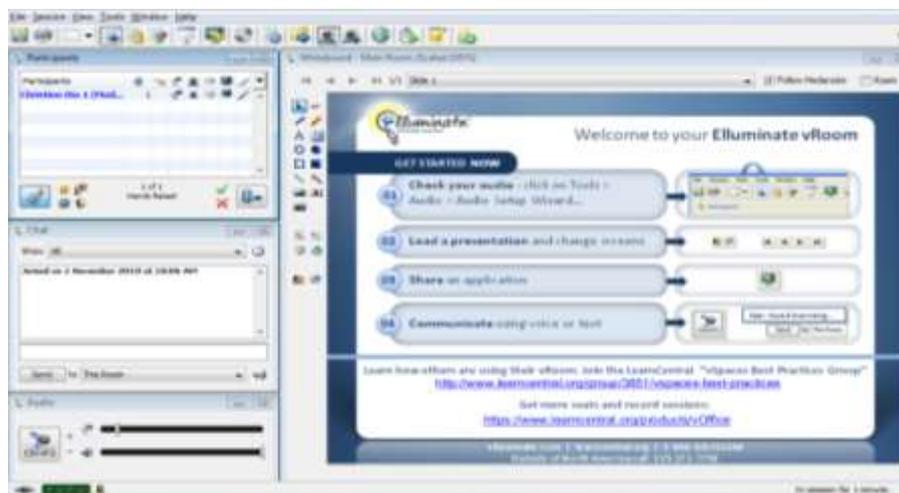
Learn Central

Join Learn Central to give you access to:

- a free Elluminate V Room (allows 3 participants)
- an excellent space to practice Elluminate – I practiced with my husband in a different room at home
- a wide range of worldwide educational Elluminate sessions

Learn Central is available at <http://www.illuminate.com/>

I recommend attending sessions from the Australia series



This is my Elluminate free V Room – great to practice in or to conduct small sessions

Elluminate Tools

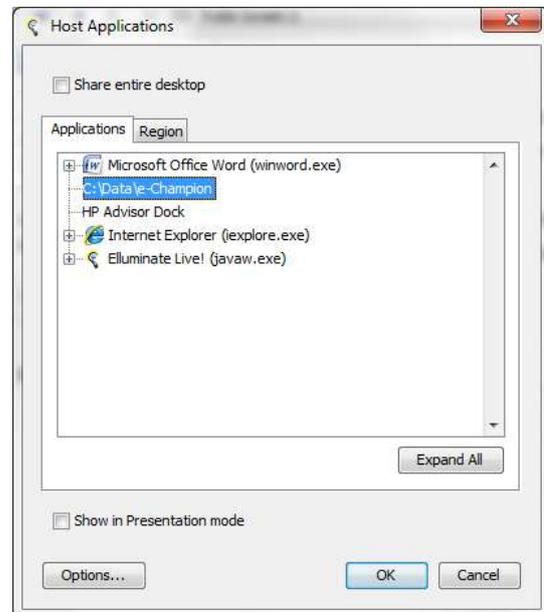
Elluminate has a number of tools that can be used to enhance your facilitation. These tools add interest to your session and help to engage participants. These are some of the tools you may find useful:

Application Sharing

Share selected applications or a desktop region

Use:

- to allow participants to see and change a file on your computer
- to allow participants to see a website with restricted viewing

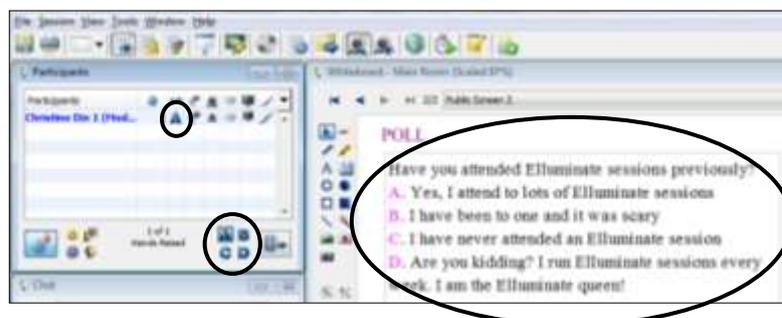


Polling

Write or paste a question and 3, 4 or 5 answers to the whiteboard. Set up the poll. Ask participants to click on the letter that best describes their answer to the question. The letters will be displayed next to the names in the participants list. Publish the poll results on the whiteboard.

Use:

- to engage participants – get them involved and using the tools
- to collect information from participants

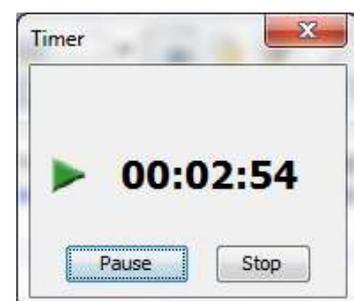


Timer

Timer may be set for a particular time. It shows on the screen and will play a sound when the time has elapsed.

Use:

- to allow a specific time for an activity
- to show how much time is left in the session



Web Tour

Facilitating in Elluminate

A Web Tour allows you to show a website on the whiteboard.

Use:

- to show a website
- to demonstrate how to do something on a website

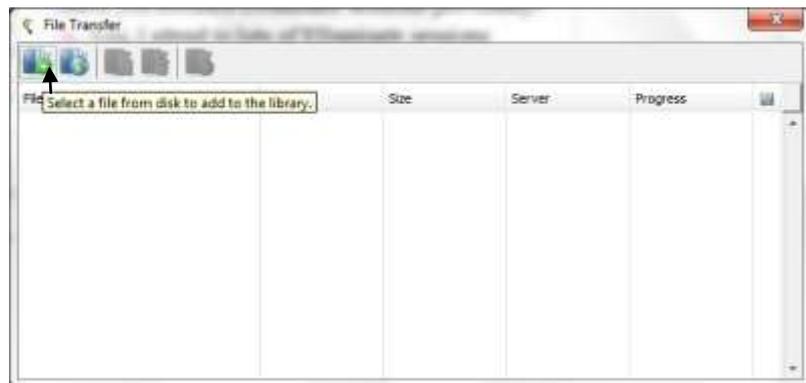


File Transfer

File Transfer window allows you to share a file with participants. They can then save the file.

Use:

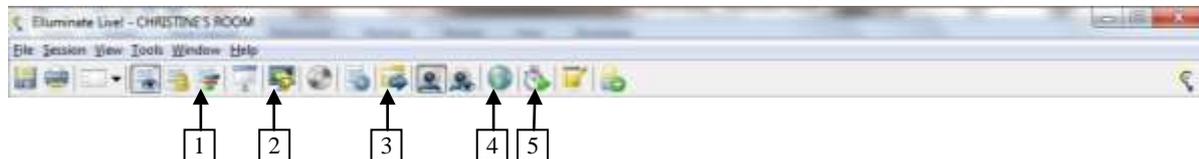
- transfer a file from your computer to participants
- participants can save the file



Accessing Tools

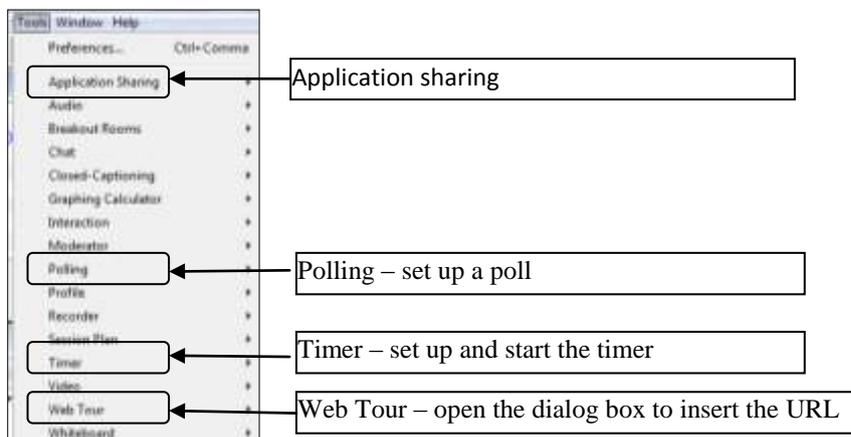
Elluminate tools may be accessed two ways:

1. Toolbar



1. Publish polling statistics to the whiteboard
2. Share selected applications or a desktop region
3. Show file transfer window
4. Start a web tour
5. Set up and start the timer

2. Tools drop down menu



Two Things to Do

1. Note how facilitators use these tools in the Elluminate sessions you attend or watch the recordings of the e-Learning Project Professional Development sessions to see these tools used.
2. Practice using the tools in your Elluminate V Room

Planning to Facilitate in Elluminate

Book an Elluminate Session

- Plan a time to suit all or most of your potential participants
- If you will only have 3 participants you can invite them to your Elluminate V Room
- If you will have more than 3 participants or want to record the session, book the session time by emailing Kathy Jagan at ACFE [Kathy.Jagan\[at\]cae.edu.au](mailto:Kathy.Jagan@cae.edu.au)
- Invite your participants by sending them the link that Kathy will send you.

Presentation

Create a PowerPoint presentation if required

- use clear, easy to read text
- limit the text on each slide
- use simple diagrams or art to add interest

Remember that not all participants will have access to internet connection or computer hardware/software as good as yours – so keep it simple!

Participant Engagement

Consider how to involve the participants so that they are comfortable in Elluminate and with the group.

Speak to participants

Greet each new participant as they enter the session – encourage them to reply, use the microphone, run Audio Setup if required. If you are sharing moderator privileges, share this duty.

Elluminate Basics

If you have participants who have not attended an Elluminate session previously explain the use of the microphone; the icons beneath the participants list – hand up, smiley faces, green tick and red cross, etc; explain the use of the chat; whiteboard tools.

Icebreaker

1. Pictionary –ask for a participant to volunteer, privately give that volunteer a subject to draw on the whiteboard, explain to the participants that the volunteer is going to draw something on the whiteboard and they are to guess what it is and write their guesses in the chat. You may want to set the timer for 3-5 minutes and ask the participants to applaud the winner.
2. Ask a question and ask the participants to write the answers on the whiteboard – comment on the answers or ask someone to explain their answer using the microphone. May set timer to restrict the activity time.
3. Any other activity that is fun and involves the participants.

Conduct a Poll

Have a question and 3 – 5 answers ready to use for a Poll.

Set up the Poll, publish the Poll results on the whiteboard so that all the participants can see them.

Questions

Ask questions of the participants – anything from *can you hear me?* or *can you see the web tour?* to *who has used a particular skill?* Ask the participants to respond with a smiley face for *Yes* and a thumbs down for *No*, or a green tick for *Yes* and a red cross for *No*.

Participants Questions

Decide whether you want to answer questions as you are presenting or would prefer to answer questions at the end of the session.

Evaluation

Decide whether you want participants to evaluate the session and how they will do it. The easiest way is to have a blank whiteboard slide and ask them to write their thoughts about the session on the slide.

Create the Session Plan

Create a session plan similar to a session plan you would create before delivering a face to face session.

Practice your session in your Elluminate V Room – try to practice with a friend.

Conducting an Elluminate Session

An Elluminate session is easier to manage if you have another moderator to assist you. One moderator can be presenting while the other is watching the chat, greeting new participants and setting up the next stage.

Elluminate sessions are always available 30 minutes before the session is due to start so go in early to set up.

Early Setup

- Check your audio with Audio Setup (Tools → Audio → Audio Setup Wizard)
- Set the talkers to multiple talkers (Tools → Audio → Number of Talkers → 5 simultaneous talkers) – this is good to start with so that each participant can try their audio when they enter the room. You will need to reset this to one or two talkers when the session starts.
- Upload your PowerPoint presentation using the icon to the left of the whiteboard
- Prepare the whiteboard – you may want to have Audio Setup instructions on the whiteboard for participants to see when they enter the room or you may want to have a slide with the title of the session displayed on the whiteboard so that participants can see that they are in the correct room.
- If you plan to conduct a Poll you may want to type the question and answers on a whiteboard slide ready to use later. You may need to add more blank whiteboard slides – use the icon to the left of the whiteboard.

- Open any applications or websites that you may want to share later – it saves time if you have them open on your desktop.
- Prepare any notes you require either in a Word document that you have open or in Notepad or the Notes page in Elluminate – you may wish to have any URL's that you wish to include in the chat so you can copy and paste them.

Conducting the Session

- Greet the participants as they enter the room – speak to them and encourage to use the microphone to reply. If necessary ask them to run Audio Setup.
- At starting time – welcome the participants and find out who has not used Elluminate and demonstrate the icons you want them to use. Set the talkers to one or two.
- Conduct your icebreaker – explain how to use the whiteboard tools
- Before beginning your presentation explain clearly when you will answer questions – if you will answer questions during the presentation ask the participants to raise their hands if they have a question or write it in the chat. Ask your fellow moderator to watch for raised hands and questions in the chat and to interrupt you when they arise.
- Conduct your presentation
- Answer questions, conduct Poll if appropriate
- Conduct evaluation if appropriate
- Thank participants for their attendance and your fellow moderator for their support

Relax and enjoy the session. By now you have attended enough sessions to realise that there are always some technical problems and that a relaxed session puts everyone at ease.

Links

Elluminate Live! website <http://www.elluminate.com/>

ACFE e-mentors wikispace <http://ementors.acfe.vic.edu.au/>

Elluminate in Action (demonstrations)

http://www.elluminate.com/Resources/Recorded_Demos/?id=97/

Learn Central Australia Series <http://www.learncentral.org/group/45972/australia-series>

Learn Central <http://www.learncentral.org/>