

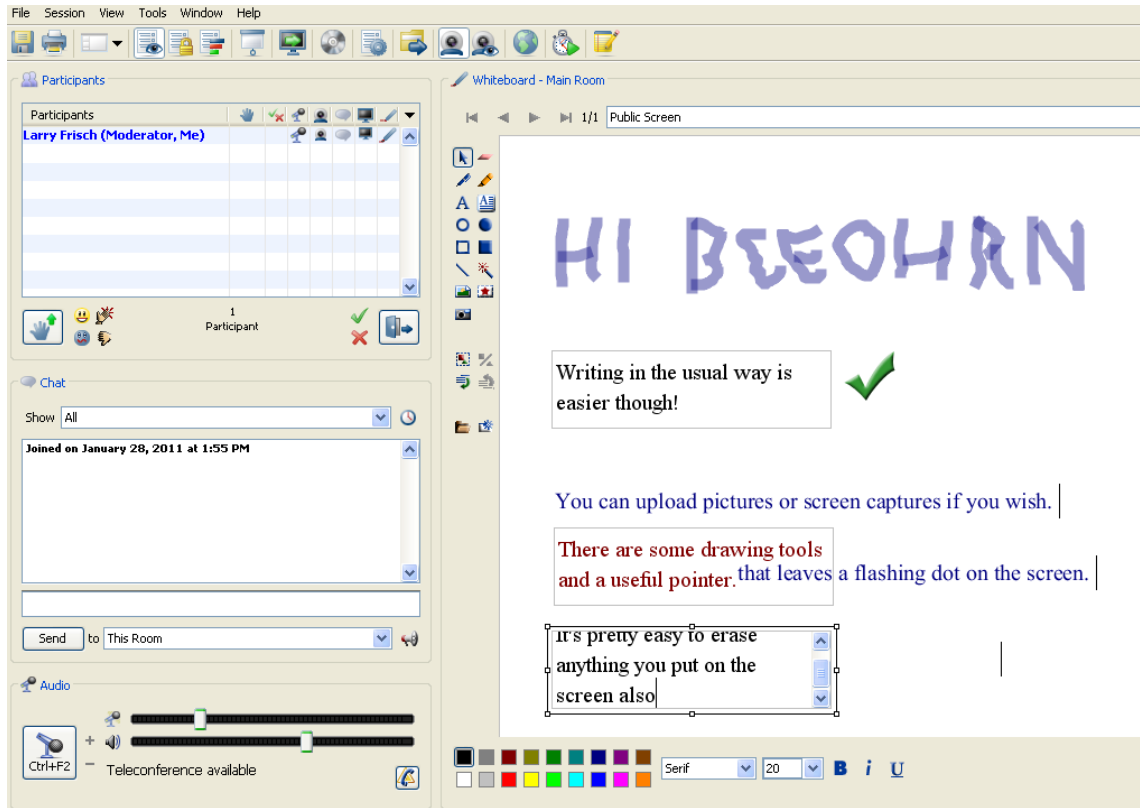
Elluminate procedures

Elluminate and WebEx are currently among the two best known remote conferencing software programs. Through the generosity of the School of Health Information Sciences at the University of Victoria we have the option of free usage of Elluminate for BCEOHRN meetings and associated business. The BCEOHRN board currently meets via Elluminate, and we offer our thanks to Dr. Abdul Roundsari, Director of HINF for providing this access to Elluminate..

So what does Elluminate offer? Above all, it is a robust VOIP (voice over internet) platform that allows participants to talk to and hear each other – very much like Skype. And like Skype, Elluminate supports video if you want to use webcams.

Central to Elluminate is the “whiteboard.” This allows any user to display documents (Word, Powerpoint), or even his/her entire desktop. So, for example, if you wanted to show a video clip to others in an Elluminate conference you would play it on your computer and put your desktop onto the whiteboard.,

The whiteboard has lots of other gimmicks as well: you can draw on it, you can write on it (both in any colour you choose), and you can paste pictures on it. Here’s what your screen looks like once you are in Elluminate (and you’ve whiteboarded some):



No surprises here I suspect. In the left hand panel you see log in names for everyone who's part of the conference. One person is typically assigned to be the moderator for the meeting. Anyone can get the

moderator's attention by using the "emoticon" icons :

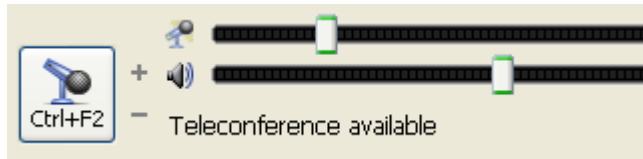


You can raise your hand (which rings a bell), applaud (the other hand icon), or express the other 3 "emotions" indicated. The

moderator can set up a poll (tools menu) to which members can respond with "yes" or "no":



Elluminate allows "full duplex" communication – just like on a telephone conference call. In that mode anyone can talk when they wish to. Since this can sometimes lead to feedback and/or echoing, many meetings work best in old-fashioned radio mode (remember CB?) When you want to talk (and the moderator gives you the OK) you press the "talk" button on the lower left of the screen:



The button is labeled “Ctrl+F2. When you start talking, you can adjust your microphone volume in response to the green, yellow, and red lights that appear behind the sliders you see above. You can boost your speaker here as well if you have trouble hearing others. **After you are done speaking, you need to press the microphone button again to release the microphone so others can use it!** This is the hardest thing for new users to remember. ***The moderator can turn off your microphone for you if you forget and someone else needs to talk.*** Like Skype, Elluminate offers a microphone and speaker test which everyone should go through before a session starts. It is found under Tools/Audio/Audio Setup Wizard (unfortunately my screen capture doesn’t show the pulldown menus – need Camptasia!).

How do you share your desktop with others in the conference?

Easy. Go to Tools/Application Sharing. You then have two choices. You can share your entire desktop or you can share an application. In most cases you’ll want to share an application because that will give you a choice of any program that you have open on your computer via a menu box that appears. You’ll see the chosen program on your whiteboard, and you can operate it as if you weren’t “in Elluminate.” For example I’m writing this on MS Word on the whiteboard so if you were logged in you’d see me typing. When I’m done sharing my application I go back to Tools/Application Sharing, and I uncheck “Host Applications.”

How do you get on elluminate?

Usually Easy. We’ll give you the URL which will probably be (<https://sas.elluminate.com/c.jnlp?password=C.F291689C7E8587FD15AB89B09B449A&sid=2009331>). The sign in process takes a while the first time because Elluminate needs to figure out how to get JAVA working right on your computer. It is important to test out your access (using the above URL is a good choice) well before a scheduled meeting time, since (very rarely now) firewall problems can keep you from being able to connect. You’ll be asked to answer “OK” to several questions including whether or not to accept an unsigned security certificate (so far as we know Elluninate is safe for all computers) and to specify the speed of your internet connection (with DSL the default). Then you should be in, and see the screen above with your name in the participant list.

Can Elluminate sessions be recorded for later playback?

Yes, but. Dr. Felicia Pantzi is our HINF Elluminate consultant, and she will need to reset our meeting URL if any of us takes advantage of the recording option. We urge you to say “no” if Elluminate asks you if you wish to turn on recording.

How do I set “full duplex” so more than one person can talk without having to press the microphone button each time?

Go to Tools/Audio/Maximum simultaneous talkers and set the number of people (up to 6) you’d like to involve. This only works well if everyone has a headset so that echoing is minimized.

So how do we get started with an Elluminate meeting?

Email a board member (my email is larry.frisch@hotmail.com) and request that a meeting will be set up. One of us will probably spend a few minutes with you on-line and review some of these processes, and we may try to be there for the first few moments of the meeting to transfer moderator privileges to you. We’ll make sure you have the URL needed to let your members know how to get on. Be sure to tell them to sign in to Elluminate a day or two in advance so they are sure their computer can get them in. Another especially good way to test things out is to go to <http://www.illuminate.com/Support/?id=62>. If Elluminate says your Java setup is OK (step 1), go to step 2 and enter the configuration room where you can test out Elluminate all on your own. Which leads to the next question:

Can I get on Elluminate with a Mac? (With an iPad? Or iPod?)

You *would* have to ask! Mac, yes. But test in advance so we can get help if there are glitches. To date neither iPads nor Pods work because Apple and Sun haven’t worked out an agreement to allow Java on these devices. Whether Cloud Browser can get you around the Java challenge we don’t have any idea. If you have Cloud, try out Elluminate and let us know what you find.

Once again, thanks to Abdul and HINF, and we look forward to more and more BCEOHRN business being conducted via Elluminate.