



## ITSS CHECKLIST = Elluminate SUCCESS!

### **Preparing for Your Elluminate Live Session:**

- \_\_\_\_\_ Consider using Elluminate Plan. (ITSS can assist.)
- \_\_\_\_\_ Make sure the content you've created is easy to see. *Remember:* PowerPoint animation does not work in Elluminate. Be sure any co-presenters or guests know this well in advance of your session.
- \_\_\_\_\_ Identify which multimedia files you wish to include in your session. Be sure you can find them easily on your computer.
- \_\_\_\_\_ Create quizzes or surveys to use during your sessions. Interactivity will improve the participants' experiences.

### **Before every Elluminate Live Session:**



**Instructors: If you are working with an ITSS student assistant, please arrive to class 20 minutes before the session. He or she will meet you there.**

- \_\_\_\_\_ Join the session 10-15 minutes before the class begins.
- \_\_\_\_\_ Set your Connection Speed correctly when you first join the session. (ITSS can assist.)
- \_\_\_\_\_ Step through the Audio Setup Wizard to ensure microphone and speakers are working properly. (ITSS can assist.)
- \_\_\_\_\_ Open web pages and applications needed for application sharing and screen captures on your computer. Load multimedia files. Close all non-essential applications. (ITSS can assist.)
- \_\_\_\_\_ Load your content (i.e. PowerPoint, whiteboard, or image files). (ITSS can assist.)
- \_\_\_\_\_ Navigate to the first slide in your presentation and ensure that Follow Moderator is checked.
- \_\_\_\_\_ If desired, set the "Auto Raise Hand" option to be notified when new participants join the room.
- \_\_\_\_\_ Set the number of people (up to six) who can speak simultaneously; the default is one.
- \_\_\_\_\_ Turn on the recording, if needed.

### **During the Elluminate Live Session:**

- \_\_\_\_\_ Speak clearly and don't rush.
- \_\_\_\_\_ Greet participants. Have them speak to you as well so that you can check their audio. Participants' names will appear in the Participants window as they join.
- \_\_\_\_\_ Remind participants to use the Audio Setup Wizard to test microphones and speakers. (ITSS can assist.)
- \_\_\_\_\_ Verify that participants set their Connection Speed when they join. Settings can be checked from the Tools > Preferences. (ITSS can assist.)
- \_\_\_\_\_ Assign or take away permissions to participants as appropriate.
- \_\_\_\_\_ Remind participants to click the "Stepped Away" button if they are temporarily away from their computer.
- \_\_\_\_\_ If the participants are new to Elluminate, give them a brief overview of the interface including how to raise their hands and how to send a direct message.

### **After Every Elluminate Live Session:**

- \_\_\_\_\_ Thank participants for their attendance.
- \_\_\_\_\_ Stop the session recorder.
- \_\_\_\_\_ Save or print whiteboard screens as needed. (ITSS can assist.)
- \_\_\_\_\_ Save chat messages if needed. (ITSS can assist.)
- \_\_\_\_\_ Stand by for further questions until all participants have left the session.
- \_\_\_\_\_ Make notes of any changes you might want to make for future deliveries.

# **ITSS**

**INSTRUCTIONAL TECHNOLOGY SUPPORT SERVICES**

**LIBRARY, LOWER LEVEL ROOM 12**

**<http://www.csulb.edu/lats/itss>**

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