



## Step by Step Instructions on Setting up and Starting your LiVE (Elluminate) Session.

First, let's make sure we can run LiVE on your computer. You and any user should use this link before they enter a LiVE class: [www.rrc.mb.ca/livesupport](http://www.rrc.mb.ca/livesupport)

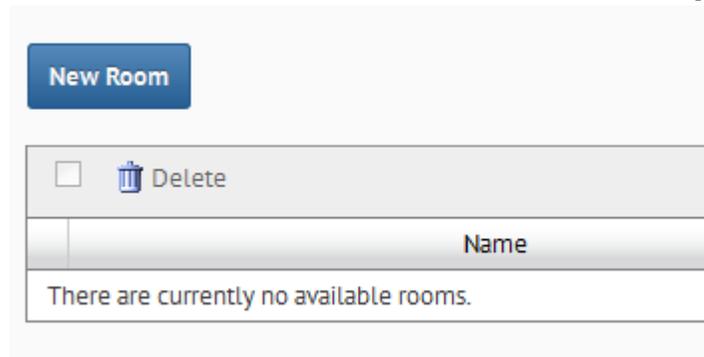
There is also an overview of the system here: [www.rrc.mb.ca/liveorientation](http://www.rrc.mb.ca/liveorientation)

Next you will have to set up an LiVE room in Learn.

You will log into Learn and then enter the course that you are teaching.

There will be a link for "LiVE" that is in the "Communication" dropdown menu item.

1. Click the link.
2. You will see your room list. If there are no rooms set up yet, click



"New Room".

3. You will now give your room:

**a name**

**Room**

Name \*

Service Provider

LIVE

Account Name

RRC

**a start and end date**

**Availability**

Start Date and Time

2/19/2013  3  PM   
*Canada - Winnipeg*

End Date and Time

2/19/2013  4  PM   
*Canada - Winnipeg*

**advanced properties**

**Advanced Properties**

Hide Room Restrictions

Attendees raise their hand on entry

All attendees join as Moderators

Participants have unrestricted access to resources

Moderators can view all private chats

Early Room Entry (in minutes)

15

Archive Mode

Manual

**4. You can now add Attendees. Click "Add Attendees". For students enrolled in the class, you can add them from the "Users" menu. You**

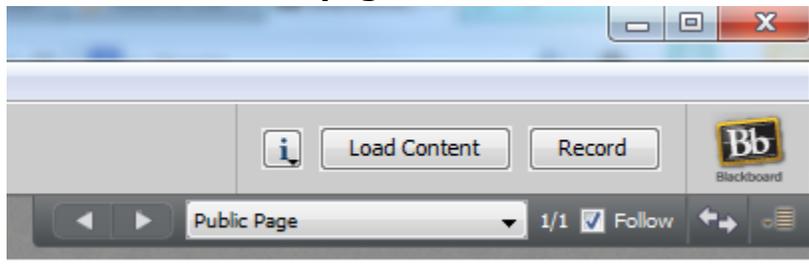
can also add External attendees. You would do this by clicking "Add External Attendee" and adding their email address. If you are streaming to a classroom, this would be a good way to send a log in link to whoever is setting up the stream on the other end.

5. Once saved you can enter the room by clicking the "Join" button that is beside the room name. This will only become available once the room has reached its start date and time.

Once you are inside LIVE (Elluminate) there are some steps you should do, as well as some you may want to do.

## RECORDING THE SESSION:

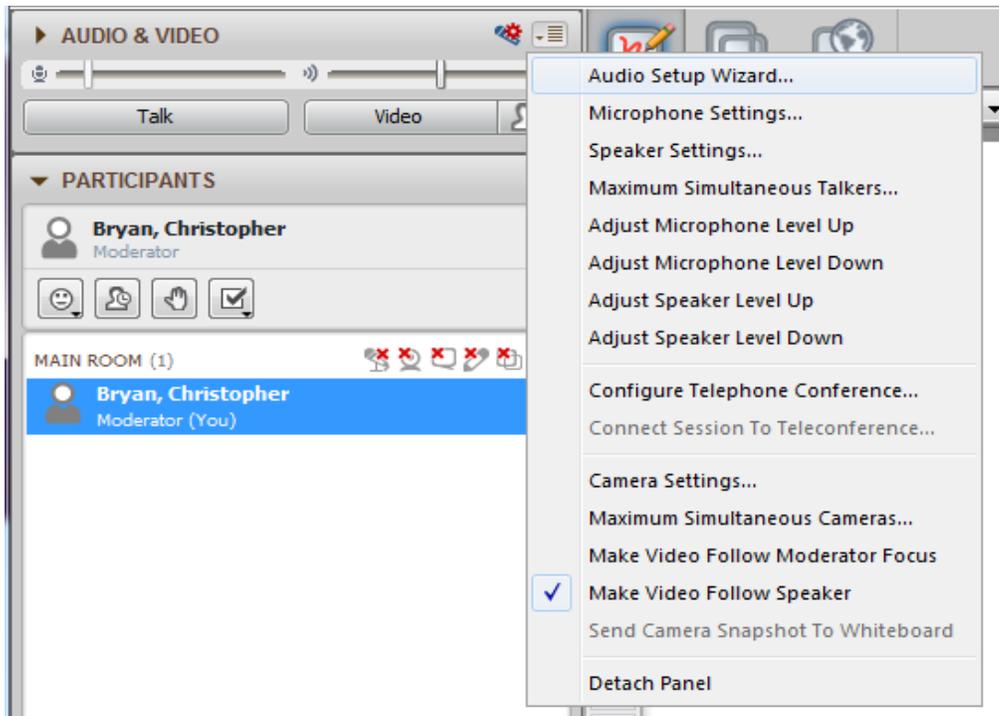
1. You are able to record your session. You can start and stop this recording by clicking the "Record" button that is in the upper right hand corner of the page.



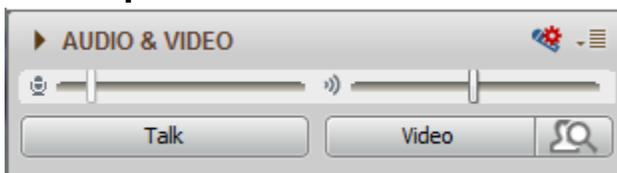
## USING AUDIO:

2. It's important to make sure the audio is working. You can do this by going through the "Audio Setup Wizard". Just read what is on the screen and work through it step by step. You will find the audio setup wizard under "tools" or in the dropdown in the Audio & Video

area.

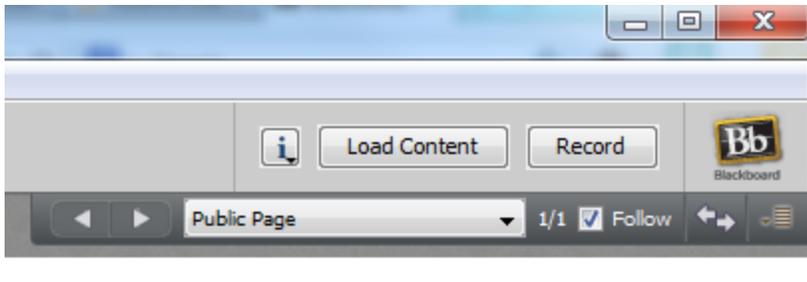


3. After setting up the Audio you will be able to turn you microphone on. You will have to remember to do this if you want the distance students to hear you. You can turn this on by clicking the "Talk" button pictured below.



## UPLOADING A .PPT TO THE WHITEBOARD:

4. To upload a Power Point to the whiteboard you will click the "Load Content" button:



## USING THE APPLICATION SHARE:

5. You may want to use the application share. This tool will allow you to share a specific application or your full desktop with the students.



**Lastly, remember the most important thing to becoming comfortable using LiVE is to practice the tools you will be using. Practice Practice Practice!**

## Help Desk/Support

Contact LiVE directly for all help with technical questions.

*Online Help Desk:*

<http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336>

- read answers to commonly-asked questions
- access Live Help via Live Chat

*Toll Free Phone Assistance:* 1 (877) 382-2293