

## 'HOW TO' INFORMATION

### PROGRAM FORMAT AND GUIDELINES

- Each lesson will be 30 to 40 minutes with an instructional emphasis;
- Classes will be assigned a project to complete and, in some cases, requested to post student or class work on a bulletin board prior to the next lesson. The work posted by students will be reviewed as a part of the next lesson. Student work being posted will use first name only. Posting the student work may require the use of a digital camera or word processed document depending on the nature of the project.
- Projects assigned will use materials or resources available in the school.

### HOW DO I SIGN UP?

For those classes who wish to be involved:

- Register the class for a program by emailing Bruce Jansen at [bjansen@viw.sd84.bc.ca](mailto:bjansen@viw.sd84.bc.ca)  
TEL: 250 283 2241

### WHAT DO I NEED?

- Have access to a computer with a microphone and speakers, ideally connected to a projector.
- Teachers will need to login to a setup session for their computer prior to the start of the series.
- Be able to participate in the schedule for the series and complete and post the assignments prior to the next scheduled lesson.

### HOW DO I ACCESS THE SESSIONS?

A login will be sent to registered classes prior to the start of the series.

Please make sure your computer is equipped with a microphone and speakers so we can use the Voice over IP functionality built into the software. If we all use a headset, we can enable simultaneous microphone use. Since it is a java application, there may be a one-time download to your PC the first time you use Elluminate.

If you have the prerequisite software, the above link will take you to a login page where you will need to enter a user name (preferably your first name – and last name if you wish). This name will be used to identify you in the virtual room.

### WHAT IF I AM A FIRST TIME USER?

**First Time Users! To ensure that you are ready to go for the meeting:**

1. Click on the following link to configure your computer prior to the meeting:

[www.illuminate.com/support](http://www.illuminate.com/support)

Please follow the instructions you find on that page. It is best if you test your connection prior to the meeting, and allow enough time for the one-time initial set up of your computer.

2. At any time you can configure your computer before the meeting by simply clicking on the following link which will take you to an automated testing and configuration room:

<https://www.illuminate.com/mtg.inlp?password=configuration>

3. You can configure audio once in the meeting room by selecting “tools”/”setup audio”.

If you have any questions, please feel free to email/call me. If you cannot configure your computer following the instructions on the Elluminate Support page

([www.illuminate.com/support](http://www.illuminate.com/support)), please either:

- a. contact the Elluminate support team at 866-388-8674 or
- b. Email Elluminate Support at [support@illuminate.com](mailto:support@illuminate.com).

## **WHAT TECHNOLOGY DO I NEED?**

### **Minimum system requirements:**

- *20 MB free disk space, soundcard, speakers/microphone or headset, 28.8 Kbps*
- *Windows Client: Windows 98/ME/2000/XP, Pentium III 500 MHz processor, 128 MB RAM*
- *Mac Client: Mac OS 9.1/9.2, Mac OS X 10.1/10.2/10.3/10.4; G3 233 MHz or faster; 64 MB (OS 9), 128 MB (OS X 10.1/10.2/10.3), 256 MB (OS X 10.4)*
- *Java Desktop System (Linux) Client: Java Desktop System 2, Pentium III 1 GHz, 256 MB RAM*
- *Solaris Client: Solaris 9/10, UltraSPARC IIc 300 MHz, 128 MB RAM*