



Elluminate Live! Pre-Session Checklist
supporting UAA faculty

Preparing for an Elluminate *Live!* session is much like preparing for face-to-face, arriving to class before it begins, gathering materials, etc. The ideas are the same, but the look is a bit different, which is where this checklist is relevant.

The following items are important considerations for web conferencing prior to entering your Elluminate *Live!* session. While not all may be relevant, this should be a start to make online web meetings run smoothly and be more productive for you and your students.

<input type="checkbox"/>	Enter the session 10 – 15 minutes before your class begins.
<input type="checkbox"/>	If a student is doing a presentation, they need to arrive 10 – 15 minutes early to prepare their materials in conjunction with the instructor.
<input type="checkbox"/>	Set your Connection Speed when you first enter your session.
<input type="checkbox"/>	Go through the Audio Setup Wizard to ensure your headset is working.
<input type="checkbox"/>	Open any web sites or files you will need for the session.
<input type="checkbox"/>	Prepare a list of additional web sites to view in a text document for easy access.
<input type="checkbox"/>	Type a welcome message (agenda, session instructions, etc.) for students entering the session early.
<input type="checkbox"/>	Load your content, i.e. PowerPoint presentations, PDFs, whiteboards or image files, into the session's whiteboard.
<input type="checkbox"/>	Go to the first slide in your presentation and ensure that "Follow Moderator" is checked.
<input type="checkbox"/>	If working with a co-moderator, give them moderator privileges when they join the room.
<input type="checkbox"/>	If desired, enable the audible hand raise notification. Go to TOOLS then INTERACTION and click RAISE HAND UPON ENTERING.
<input type="checkbox"/>	Change font size in the "Direct Messaging" module to your preferred size.
<input type="checkbox"/>	Create formal breakout rooms and load content in those, if required.
<input type="checkbox"/>	Turn on the recording if you wish to create an archive.

If you have more questions about the instruction uses of Elluminate *Live!*, contact Chris Sturm at 786.4463 or anjcs@uaa.alaska.edu