

How to Join the Elluminate Webinar Session

for the Firefox, Chrome and Internet Explorer

The Forestry and Natural Resources Webinar Portal uses Elluminate to host its webinars. Once you have registered for the webinar in the Webinar Portal, you will be required to follow several steps to successfully complete the webinar process. One of those steps is joining the Elluminate Webinar Session. This document explains how to join the Elluminate Webinar Session and how to return back to the Webinar Portal to complete the webinar process.

Please join the webinar 15 minutes early as we can not take phone calls or help with technical issues once the webinar begins.

Hardware or software issues can be directed to Elluminate Support at 1-866-388-8674, or www.elluminate.com/support.

Technical questions or problems should be addressed to Bob Bardon (Robert_Bardon@ncsu.edu, 919-515-5575) or Eric Taylor (eric-taylor@tamu.edu, 903-834-6191).

Continuing Education Credit questions, program questions, or to suggest future webinars, please contact Bill Hubbard (whubbard@uga.edu, 706-340-5070).

First Time Webinar Attendees!

This Webinar uses **Elluminate** to facilitate the webinar.

If you have not yet participated in a Elluminate webinar then please go to www.elluminate.com/support for instructions on setting up your computer. You should do this at least 72 hours in advance of a live webinar in case you have any problems that need to be resolved. For those with firewall blocking, you may require help from your IT support prior to the event in order to connect. If you have any hardware or software issues you can call Elluminate Support at 1-866-388-8674.

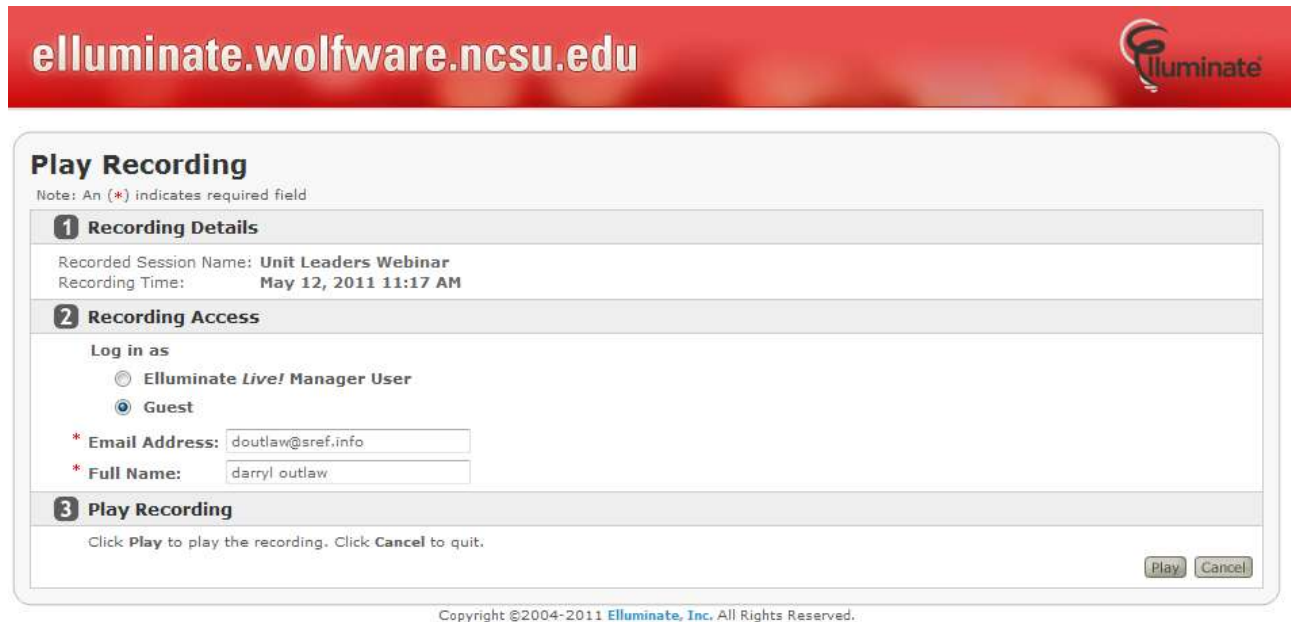
You will be prompted to download some software which may take anywhere from 2 to 20 minutes depending upon your Internet connection speed. The steps you will complete are as follows:

1. Check that you have Java installed. If you do not the screen will tell you how to download the latest version of Java.
2. Make sure your speakers and/or microphone are set up correctly. You will need to enter the "Configuration Room" in order to test your audio setup.
3. Do the "Recorded Introduction" to get an overview of how to use Elluminate as a participant. This takes about 5-10 minutes to complete

Once you have completed the steps to set up Elluminate on your computer you will need to verify that you can connect with the Elluminate server at NC State University. To verify that you can connect to the NCSU server visit the following link http://go.ncsu.edu/test_webinar_connection. Once the session is loaded you will see a slide indicating you succeeded. If you are unable to connect to the Elluminate Server at NC State University please contact LearnTech at (919) 513-7094.

Once you complete the webinar registration and pre-survey (optional), your web browser will be directed to the Elluminate website that hosts the webinar session. The following steps will walk you through logging in and starting your Elluminate session.

1. Elluminate will prompt you with the **Play Recording** screen (see figure below) where **you MUST enter your email address and Full Name**. To qualify for continuing education credits for this webinar if they exist, **you must enter the same email address and Full Name that you registered with in the Webinar Portal**.



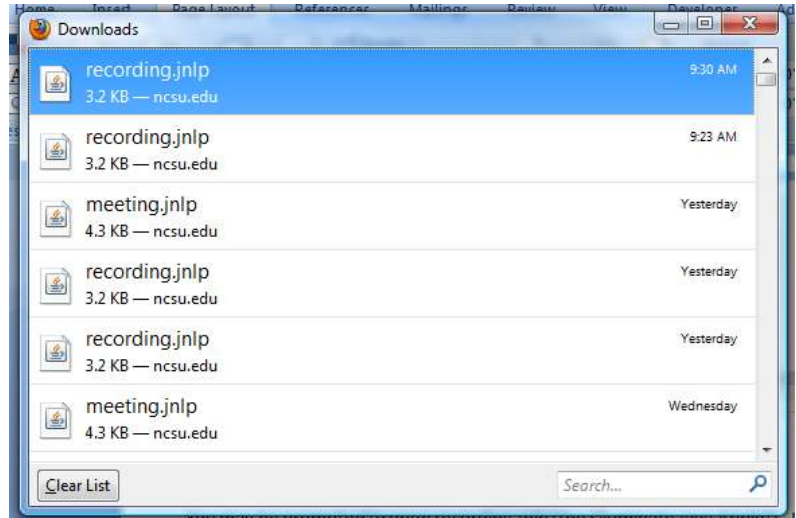
Once you enter this information, click the **Play** button on the bottom right side of the screen.

2. You will then be prompted with the **Elluminate Recordings** screen (see figure below). You do not enter anything on this screen. Instead, the Elluminate Java Applet (recording.jnlp) file will begin to download to your machine. Depending on your internet connection speed, it may take a few minutes for the download to complete so please be patient and don't hit the back button or try filling anything out on this screen.

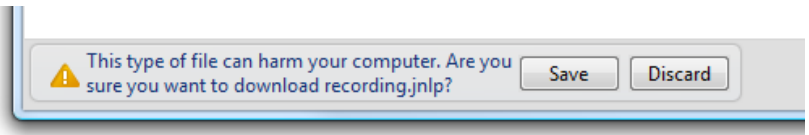


Your browser should automatically download the Elluminate Java Applet (recording.jnlp).

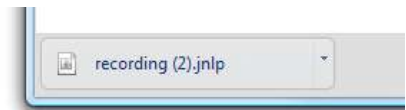
For Mozilla Firefox: Your browser may display the following popup window when the download begins. If you are prompted to begin the download, click **ok**. If the downloaded file does not automatically open/run within 30 seconds after it has been completely downloaded, please double click the file downloaded to manually open/run it.



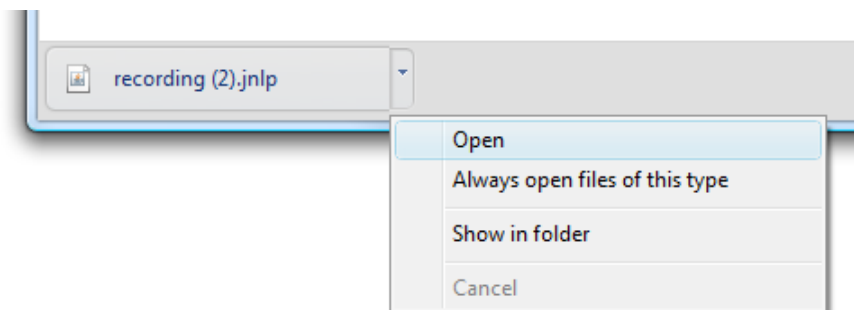
For Chrome: Your browser may prompt you with a message stating that the file could harm your computer. If prompted, select **Save**. The file should



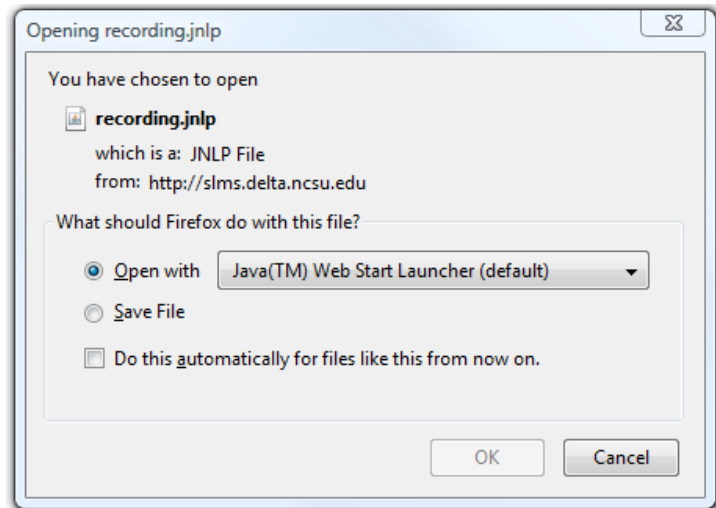
continue to download and when done the browser will display the downloaded file at the bottom left corner of your browser window.



If the file does not open automatically, you will need to select the recording downloaded and click **open**.

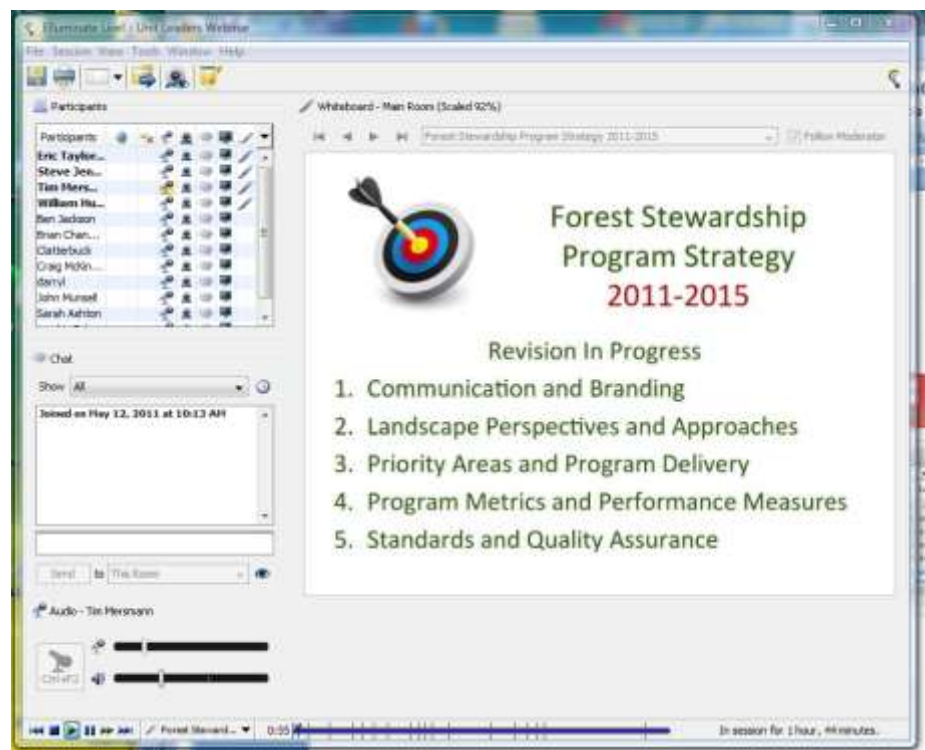


For Mozilla Firefox: You may be prompted to open the recording.jnlp file (the Elluminate Java Applet). If prompted with this window, click the 'Open with' check box and then click OK.



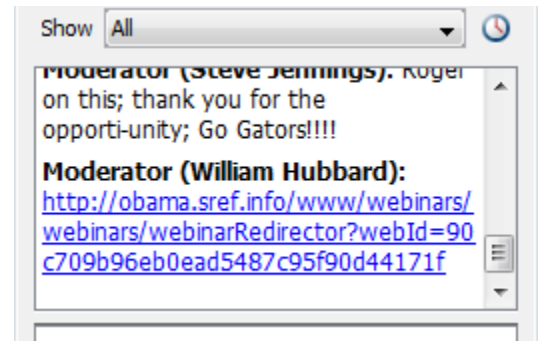
3. A popup window will then appear with the Elluminate Webinar Session similar to the screen to the right.

You must participate / view the webinar until the moderator instructs you to take the Satisfaction Survey.



4. Towards the end of the Elluminate session the moderator will send you a link to return to the Webinar Portal so you can take the Satisfaction Survey and complete the webinar process. He will push out a web site url address to your web browser that will automatically open in your default browser.

He may optionally show the url address in the webinar discussion window for you to manually click on or copy / past into your web browser (similar to url shown on the right).



5. The url address they give you will send you to the satisfaction survey (similar to screen on the right).

If you want continuing education credits, you MUST complete the Satisfaction Survey and complete the steps that follow which are typically a short Quiz and the CEU Form which allows you to apply for the continuing education credits.

