Web Conferences On Learn

Most students value the face-to-face contact with their tutors during lectures, seminars and tutorials. However sometimes their physical presence isn't possible and to support remote participation in our modules we have added the Elluminate Live! web conferencing system into Learn.

The software allows a tutor to convene a virtual meeting which any member of a module may attend (up to a maximum of 100 participants). Meetings may be recorded and played back later.

Besides live text chatting, the system allows:

■ Audio between participants with USB headsets
■ Video contact if webcams are available
■ Presentation and annotation of PowerPoint slides
■ Guided tours of websites
■ Sharing an application running on the host's computer.

The Elluminate activity is available to any module on Learn (not just Distance Learning modules). You may also see the system referred to as BlackBoard Collaborate - it's the same thing.

Creating a meeting

Elluminate meetings are Learn activities, so they are added to a module by turning editing on and choosing Elluminate Live! Session from the Add an Activity list.

You need to give the meeting a name, a start time and an end time. Participants can actually join the meeting 60 minutes before its scheduled start time. This allows them to set up their audio and video etc, and to download any resources that have been prepared for the session by the tutor.

Use of audio and video is optional. The meeting could be conducted using only text chat (which always works) and some users prefer audio-only meetings. There is a limit of 6 simultaneous talkers and cameras, but in practice fewer than this is the norm, and everybody can listen. It is good practice to turn off your microphone when you are not using it. This not only releases the resource for someone else to use, it also limits background noise on the audio channel.

Meeting types

Four types of meeting are possible:
Private - every participant needs an individual invitation. Rarely used.
Course - everyone on a module may attend the meeting. Tutors and Additional Tutors can be given Moderator status by the meeting creator.
Group - each of the module's defined groups has its own meeting.
Grouping - each grouping has its own meeting. Can be used to exclude those not on the module and not explicitly invited.

Controlling access to a meeting

A meeting is created as a Learn activity, so once it is in your module everybody with access to the module can join the meeting. If you wish to restrict access to either the live meeting or its recordings, you can create a Learn Group containing the participants and then make the meeting available only to that group.

If you want somebody outside the university (like a guest speaker) to join your meeting you can select Session->Invite new participants to get the meeting's unique URL which can then be emailed to an external participant. They then by-pass Learn and go directly to the meeting.

By right-clicking on a name in the participants list you access a menu containing the option to award or revoke Moderator status to any participant.

Further support and advice

The institutional administrator of the BlackBoard Collaborate system is Bryan Dawson, in the e-Learning Team. (b.r.dawson@lboro.ac.uk). Comprehensive online help is available from the Collaborate website.

If you need further support or advice in using Collaborate, you can:

◆ Ask your Faculty ELO
◆ Look at the online support materials on Learn itself (there are pointers to this from the Staff Room on Learn).

Talk button (click-on, click-off)

Video on/off

Make video follow Moderator focus*

Whiteboard

Application sharing

Web Tour

Adjust whiteboard size

Slide navigation*

Upload PowerPoints quizzes etc*

Start/Stop Recording*

Microphone and speaker levels

Invite external participants*

Polling responses

Raise/Lower hand

Emoticons

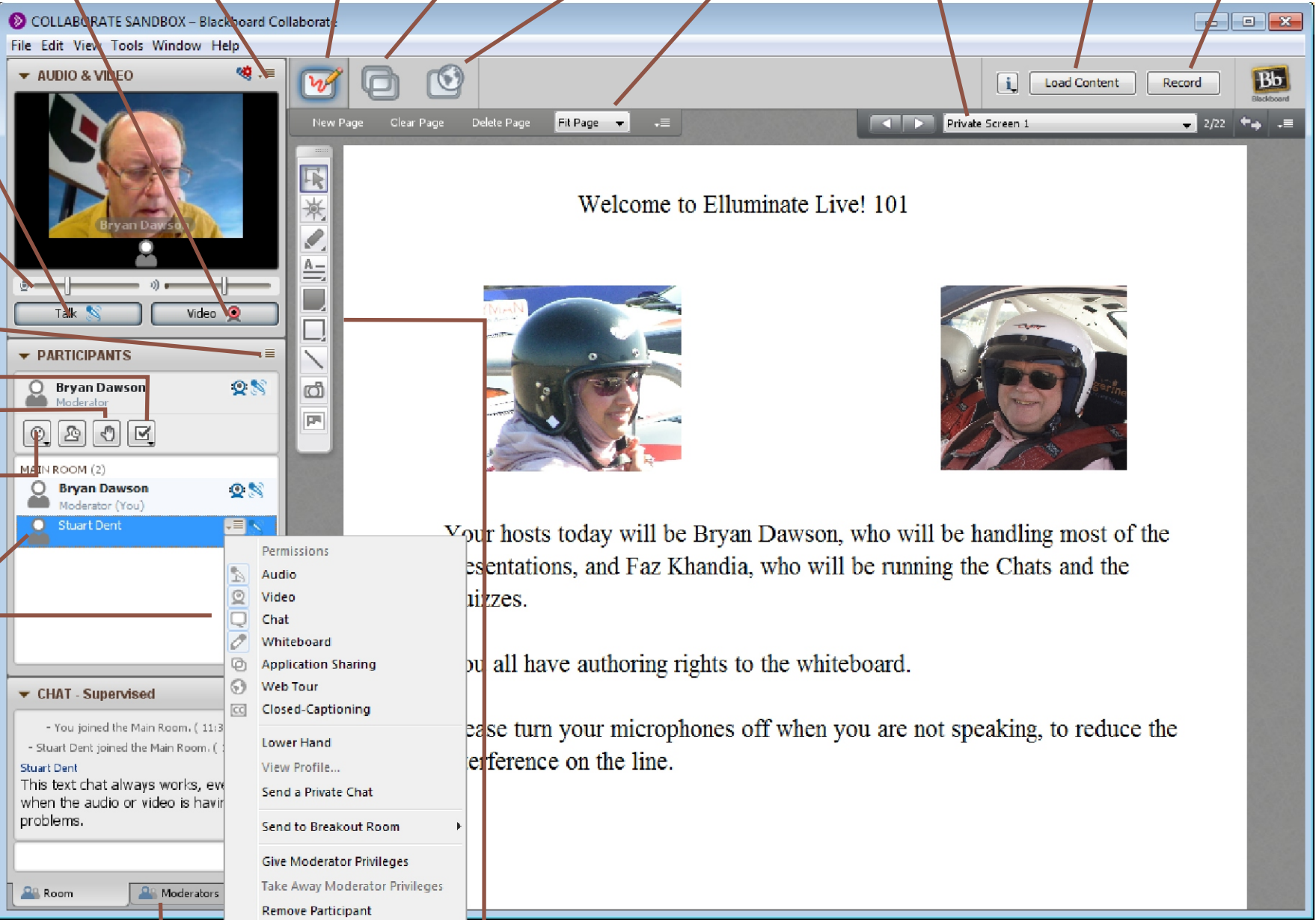List of participants and rooms, with permissions

History of text chat messages

Message text field

Select recipient*

Whiteboard tools

* starred items are for Moderators only

COLLABORATE SANDBOX – Blackboard Collaborate

File   Edit   View   Tools   Window   Help

▼ AUDIO & VIDEO

Bryan Dawson

Talk   Video

▼ PARTICIPANTS

Bryan Dawson
Moderator

MAIN ROOM (2)

Bryan Dawson
Moderator (You)

Stuart Dent

Permissions
Audio
Video
Chat
Whiteboard
Application Sharing
Web Tour
Closed-Captioning

Lower Hand
View Profile...
Send a Private Chat

Send to Breakout Room

Give Moderator Privileges
Take Away Moderator Privileges
Remove Participant

▼ CHAT - Supervised

- You joined the Main Room. (11:3
- Stuart Dent joined the Main Room. (

Stuart Dent
This text chat always works, eve
when the audio or video is havir
problems.

Room   Moderators

Load Content   Record

New Page   Clear Page   Delete Page   Fit Page   Private Screen 1   2/22

Welcome to Elluminate Live! 101

Your hosts today will be Bryan Dawson, who will be handling most of the
...esentations, and Faz Khandia, who will be running the Chats and the
...uizzes.

...ou all have authoring rights to the whiteboard.

...ease turn your microphones off when you are not speaking, to reduce the
...erference on the line.