

ELUMINATE AT MC

The Office of Distance Learning and the Rockville CAT department are conducting a pilot program this year using Elluminate Live, a virtual classroom. This wonderful technology provides new opportunities to use synchronous communication in online courses. Using the virtual classroom, course sessions can be taught from anywhere to anywhere in real-time. Elluminate offers live audio/video, break-out rooms for discussions, and archived class sessions. Other uses include virtual office hours, guest lecturers for on campus courses, tutoring, department and administrative meetings, advising, and workshops.

GETTING STARTED WITH ELLUMINATE

1. View the Elluminate Outlook Calendar to determine if there are sufficient seats available on the date and time you want to hold a class or meeting. We have a 50 seat capacity. To view the Elluminate Calendar:

**Go to your Outlook Calendar
Select *Open a Shared Calendar* link on left
Type Elluminate in *Open a Shared Calendar* window
Go to date and time you want to reserve
Make sure there are enough seats available**

2. Send an email request to:

Anita Crawley, John Coliton, Dru Ryan, or Ed Palaszynski requesting an Elluminate room. Specify title of event, date, beginning and end time, number of participants, and your phone extension (at least 48 hours advanced notice). A meeting/course room will be created for you. Your information will be added to the Elluminate Outlook Calendar.

3. You will receive an Elluminate email indicating the date, time and duration of the meeting along with a link to your session. Check to make sure it is accurate. Forward the email to participants.

4. Go to the MC Faculty DL Handbook at: <http://www.montgomerycollege.edu/distance/handbook/index.html> (also available by going to the MyMC, Faculty Tab, Faculty DL Resources).

5. Follow suggestions on Getting Started and Preparing for Elluminate Sessions pages.

6. [Elluminate.com](http://elluminate.com) is a resource-rich web site with tutorials, recorded events, technical support and plenty of ideas for academic uses of the virtual classroom.