

Symposium Webcast Access Instructions:

Please be sure to read these instructions in their entirety.

1. To participate, go to http://illuminate.wolfware.ncsu.edu/join_meeting.html?meetingId=1261506264740 on the day of the symposium. This will take you to the Elluminate live manager "Join Session" page. The earliest you will be able to join the session is 7:00 a.m. on October 26, 2011. While you do not need to join that early, we advise you join at least 15 minutes prior to the symposium start time of 9:00 a.m. to ensure your connection is working properly.
2. On the "Join Session" page select guest and enter your email and full name to login (no password is needed).
3. Click "Log In" to join the session. The webcast will then load on your computer (This may take a couple minutes to complete). Once you are in the session please follow the information on audio setup.

Note: If the webcast does not load on your computer and you are redirected to the sessions page repeat the steps above, but do not wait for the session to load automatically. Click on "manually start the session."

4. If there are any presentation handouts from the speaker, the software will prompt you to download and save them to your computer. Please make sure that you select to download and save these file(s).

Please join the webcast 15 minutes early as we may not be able take phone calls or help with technical issues once the webcast begins.

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

Technical questions or problems should be addressed to Ben Smith (threatenedforests@ncsu.edu, 919-601-3574).

First Time Elluminate Webcast Attendees:

This Webcast uses Elluminate to facilitate the webcast.

If you have never before participated in a Elluminate webcast then please go to <http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1279> for instructions on setting up your computer. You should do this at least 72 hours in advance of the live webcast 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 have it installed 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. Note: A microphone will not be required to participate, and to avoid confusion during the webcast, the moderators may disable participant microphones. You will still be able to ask questions through a chat window.
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://elluminate.wolfware.ncsu.edu/join_meeting.html?meetingId=1261506264759. 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.