To Participate in Webinars

Webinars set-up on your computer

The webinar system that the University uses is E-live. The system runs on either a Mac or PC with specifications found in this link. 
http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=683

An updated version of Java is likely the most common thing you will need to participate in these programs, which I believe is free. Other items you will need on your computer are functional speakers and a microphone. You can check to see if the configuration of your computer is compatible at the following link at http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1279. This link will also take you to places you can get training and resources on using E-live.

Participants should take the tutorials at http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1279 prior to joining a web session. Below is an abbreviated version of what you need to know when participating in an E-live webinar.

What happens when you join the webinar

You will receive a link to an individual webinar that runs in E-live. When you follow the link it will load E-live. As it does this your computer will have a pop-up that informs and asks: “The application “Eluminate Live!” from “elive.uaf.edu” is requesting access to your computer.” You will want to click the button to “allow”.

After selecting “allow” the system an “Eluminate Live” session window (Figure 1).

Figure 1: Eluminate Live window
In this window presentations are viewed on the Whiteboard main room (right side), lists of participants, chat room and audio functions are on the left hand side.

On the top, left hand side you will see a list of participants (Figure 2).

**Figure 2: Participants window**

Below the participant window are a series of buttons that you can use during your session to communicate (Figure 3).

**Figure 3: Communication buttons and what they mean**

- 🙋‍♂️ Raise your hand if you have a question or comment.
- 😊 Smile to communicate acceptance, understanding, laughter etc.
- 😞 Frown to communicate a disapproval, not understanding etc.
- 👏 Clap your hands to applaud a comment or show approval
- 👎 Thumbs down to show disapproval
- ✅ Click to answer yes if asked a yes or no question
- ❌ Click to answer no if asked a yes or no question
- 🎥 Click to step away from the session while keeping your computer connected. This will not disconnect you from the session, it simply lets everyone know that you are temporarily out of the session and we shouldn’t expect a response from you. When you wish to return to the session click the button again.
A chat window is below the participants screen (Figure 4). In the chat window you can ask questions and view other conversations. Typically a webinar will have two moderators, one presenting, while the other monitors questions in the Chat Window.

**Figure 4: Chat window**

The chat window allows you to monitor conversations, make comments, and ask questions. Simply type your question or comment in the rectangle below the box, and click send when done.

The last box on the left hand side is the audio box (Figure 5). If the moderator turns your audio capabilities on, press the audio button, F2, and you can then speak through your computer's microphone. After you are done talking press the audio button again to disable your microphone and decrease the chance for feedback when you are not talking.

**Figure 5: Audio button**

Press F2 to turn your microphone on and F2 again to turn your microphone off. Turning your microphone off when you are done speaking is recommended to decrease feedback from your speakers. In most cases the moderator will have to allow you to turn your microphone on.