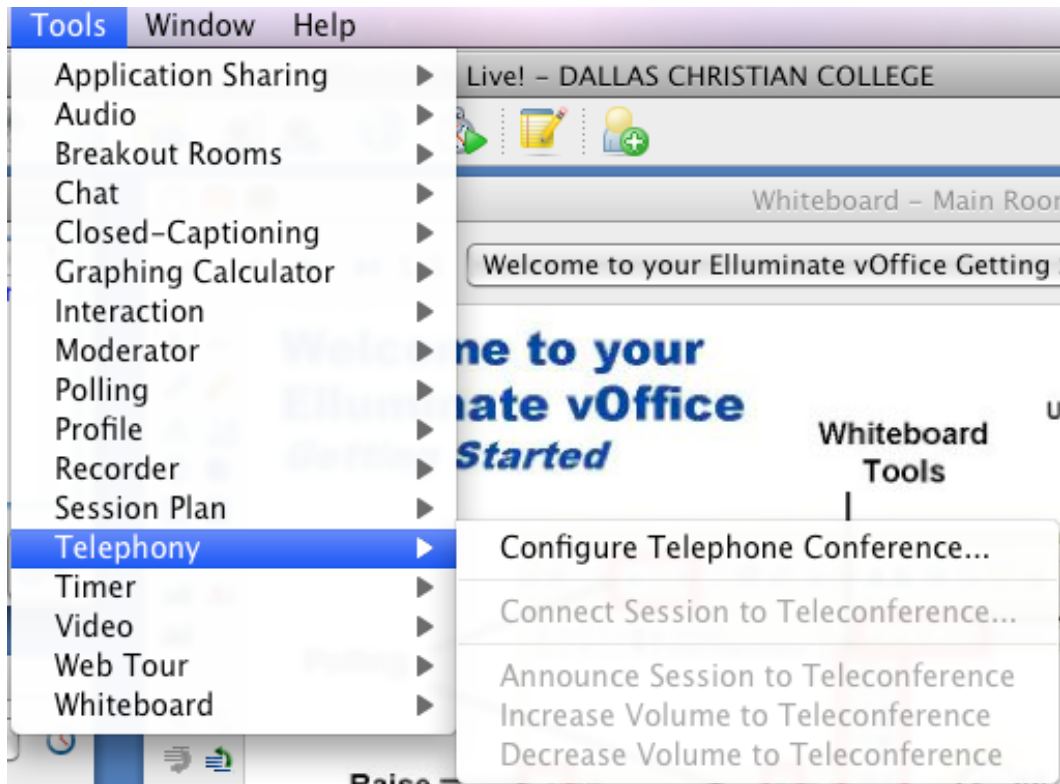


Steps to Follow When Setting Up a Session in the DCC Virtual Classroom (Elluminate)

1. Schedule your session:
 - a. Determine the time for the online meeting. You are welcome to use the “Choice” module (turn on editing and click “Add an activity”) to have students vote on a time. Note that they can only make one choice. (They cannot put a list of times in order of preference).
 - b. Check the calendar on the main page of Moodle (not the main page of your course site) to see if the time is available. You can either “hover” your cursor over the date to see what is scheduled or click on the date to see the schedule.
 - c. Assuming the date and time are available, email moodlesupport@dallas.edu to have the online office reserve the time on the calendar.
 - d. For virtual office hours, please only plan an hour. If you plan an online activity that requires more time, be certain to request sufficient time—things tend to take a little longer online than in person.
2. Go into the DCC Virtual Classroom a few minutes early and do any needed preparation:
 - a. Click on the moderator link: [DCC Virtual Classroom](#) (then bookmark it on your computer). Do **not** give this link to students. If you have never been in the DCC Virtual Classroom, you need to follow the “Getting Started” instructions.
 - b. You will want to do the audio setup wizard (Tools→Audio→Audio Setup Wizard) to be sure your audio is working correctly.
 - c. If you have prepared a PowerPoint and want to put it on the whiteboard, you will need to import it.
 - i. Click the folder icon at the bottom of the whiteboard icons.
 - ii. A dialog box comes up asking where you want the slides to go relative to the slides already on the whiteboard. Choose your preference and hit OK.
 - iii. The Open dialog box appears. Navigate to the PowerPoint file on your hard drive and choose it.
 - iv. Wait for the PowerPoint to load into the whiteboard.
3. Set up the teleconference connection—you should always do this.
 - a. Two circumstances create a need for telephone conferencing:
 - i. If you cannot get your audio to work or sound clear, you should dial-in to the teleconferencing system.
 - ii. If a student is having problems getting audio to work, is trying to run their audio through speakers (creating feedback), or are using a microphone that is picking

up echo in the room., You need to ask them to call into the teleconference system. It is a toll-free number, so it does not cost them.

- b. In order to be able to go bring students into the virtual classroom via teleconference, you will need to set it up.
- c. Click “Tools” → “Telephony” → “Configure Telephone Conference”



- d. A dialog box appears asking for the toll free number and the PIN for the host and the guest. Complete it as shown in the screenshot below.
 - i. Dial-in number: 1-877-854-9671 (entered in this format)
 - ii. Host PIN: ,8150 – be sure to include the comma (please do not give to students)
 - iii. Guest PIN: 1029
 - iv. NOTE: You can use “copy and paste,” but you must use keyboard commands: Ctrl-C to copy and Ctrl-V to paste. (use Command-C and Command-V on a Mac).

Teleconference Connection

Configuration


Elluminate Participant Information:
 Telephone: 1-877-854-9671 PIN: 1029

Elluminate Moderator Information:
 Telephone: 1-877-854-9671 PIN: 1029

Elluminate Session Information:
☒ Telephone: 1-877-854-9671
☐ SIP: PIN: ,8150

Status
 The teleconference has been active for 0 minutes (limit 480 minutes).

Save & Connect Help Save Cancel

- e. Click **“Save”** (not “Save and Connect”). That will take you back to the main page of the DCC Virtual Classroom.
 - f. It is a good idea to post the toll-free number and PIN on the whiteboard, so it is easy to direct students to it if needed.
4. If you or a student needs to dial in with the telephone:
- a. Click on the the telephone icon at the bottom of the screen with the little red arrow:

 - b. You will hear the DCC Virtual Classroom connect to the teleconference and send the host PIN.
 - c. You may see a dialog box that asks you to confirm that you want to connect. Click “Confirm.”
 - d. The “Participants” list now shows “Teleconference (Bridge).” This means you or a student can dial into the session.
 - e. Please note that DCC is charged by the minute for every connection. Therefore, if a student comes to your virtual office hours, asks some questions, and leaves 20 minutes later, please click the same telephone icon to disconnect the session until it is needed again.

lluminate Live! - DALLAS CHRISTIAN COLLEGE

FileSessionViewToolsWindowHelp

Participants

Participants

Bruce Long (Moderator...)

Teleconference (Bridge)

2 Participants

Chat

ShowAll

Audio - Teleconference

Ctrl+F2

Teleconference available

Whiteboard - Main Room (Scaled 52%)

2/4Public Screen 2Follow ModeratorRoam

If you have trouble with audio, you can call in to joint the conference:
Call: 1-877-854-9674
When asked for a code, enter: 1029

In session for 8 minutes.