

Power of Tuesdays Library Webinars **Sponsored by SCLD, SUNYLA, and SAC**

Included here is information for campus technical contacts on the structure of and access to and the *Power of Tuesdays* Library Webinars that will be held each Tuesday in June 2010 starting at 10:00am.

Webinar Structure:

- Elluminate for video
- phone conference for audio
- sessions will be recorded
- Center for Professional Development will provide technical support if there are problems accessing Elluminate or the conference call
- Q&A – participants will be asked to submit questions through chat, the moderator will ask the questions to the presenters
- polling questions will be presented during the Webinar
- at the end of the Webinar presentation and Q&A session, a URL will be displayed to point to the SUNYLA Forum with the strategic questions will be posted for written response
- materials will be available prior to the Webinars at <http://www.sunyla.org/Power-of-Tuesday>

Webinar Access:

1. FIRST access <http://www.elluminate.com/support/index.jsp>
 - a. follow instructions for 1st time Elluminate users to ensure your browser is compatible with Elluminate
2. The session name is: *OLIS - Library Webinars*
 - a. for direct access use URL: <http://tinyurl.com/yfszn7o>

Join Session

- The following “Join Session” screen will appear
- Session Details
 - Name: *OLIS - Library Webinars*
 - Date & Time: ***please ignore***
- User Authentication
 - Log in as *Guest*
 - Email Address – enter address of campus technical contact
 - Display Name – enter the name of the participating campus
 - Session Password: ***Webinar*** [uppercase W, rest is lowercase]
- Join Session
 - Click Log In

Join Session

Note: An (*) indicates required field

1 Session Details	
Name:	OLIS - Library Webinars
Date & Time:	Mar 15, 2010 12:30 AM - Dec 31, 2010 9:00 PM
2 User Authentication	
Log in as	
<input type="radio"/> Elluminate <i>Live!</i> Manager User	
<input checked="" type="radio"/> Guest	
* Email Address:	<input type="text"/>
* Display Name:	<input type="text"/>
* Session Password:	<input type="password"/>
3 Join Session	
Click Log In to join the session. Click Cancel to quit.	
<input type="button" value="Log In"/> <input type="button" value="Cancel"/>	

Initializing Session Startup

- An Initializing session startup box will appear
 - Please ignore the Start Date and Time/End Date and Time on this screen
 - Session name – “OLIS - Library Webinars” is correct; this is the session you want

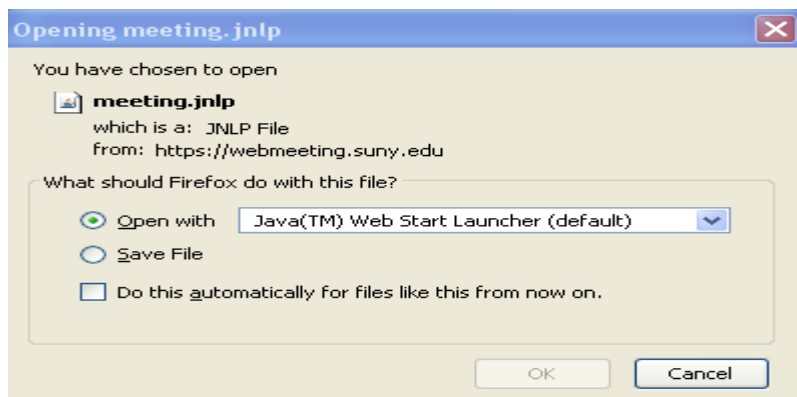
Your session download should start shortly. If it does not, you can [manually start the session](#).

Session Details - OLIS - Library Webinars

Start Date and Time: Mar 15, 2010 12:30 AM
End Date and Time: Dec 31, 2010 9:00 PM

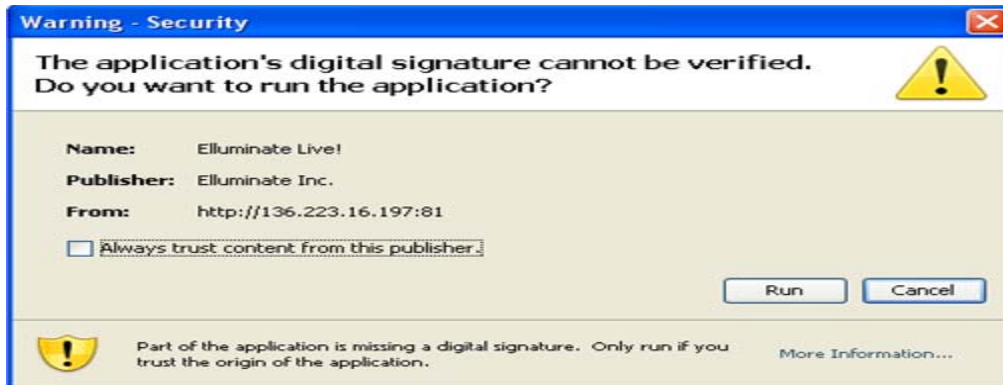
Return to the [sessions page](#).

- Then an open java application box will appear
- Click OK to open Java™ WebStart Launcher



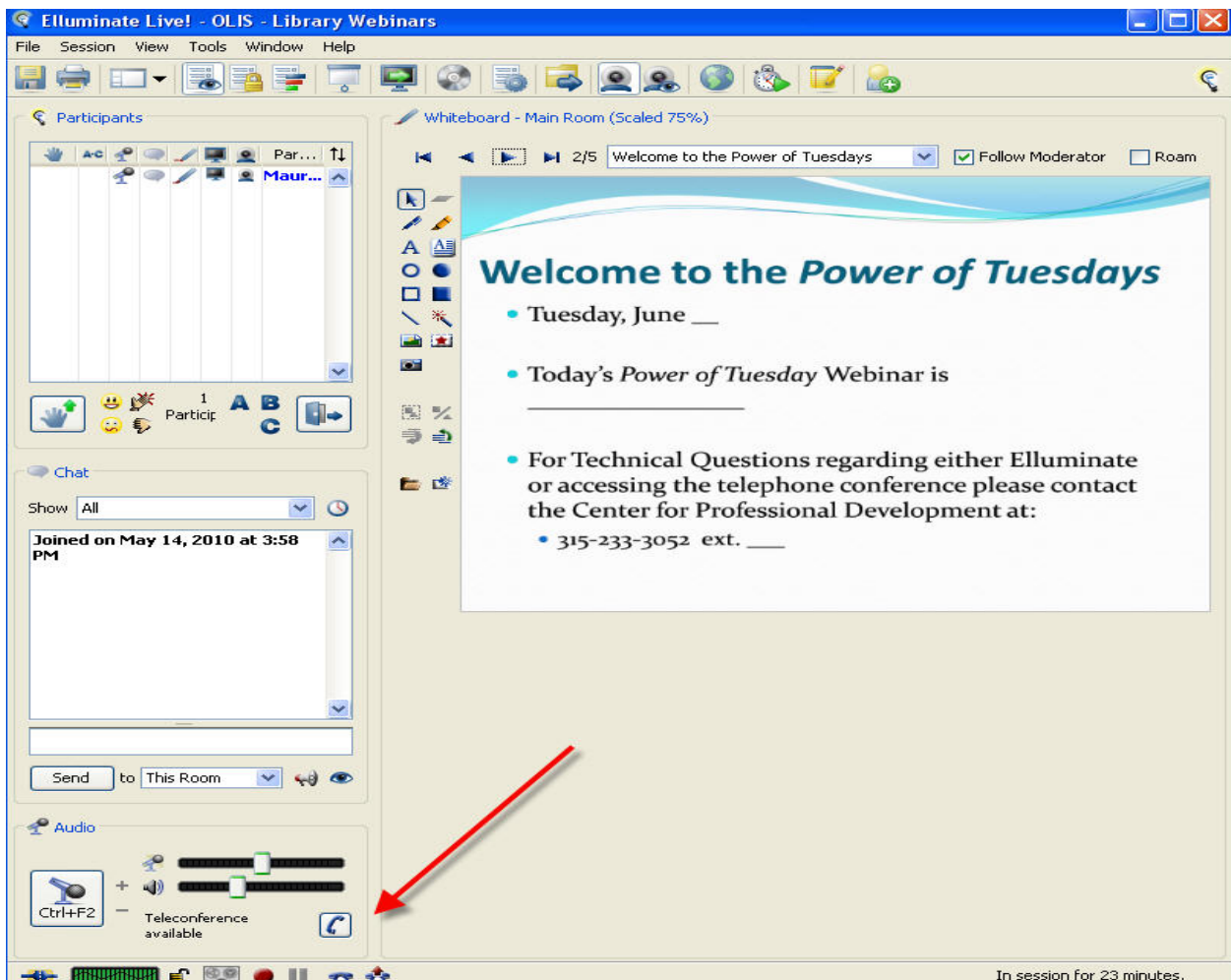
You may get this box that the application's digital signature cannot be verified

- If so, click "Run"




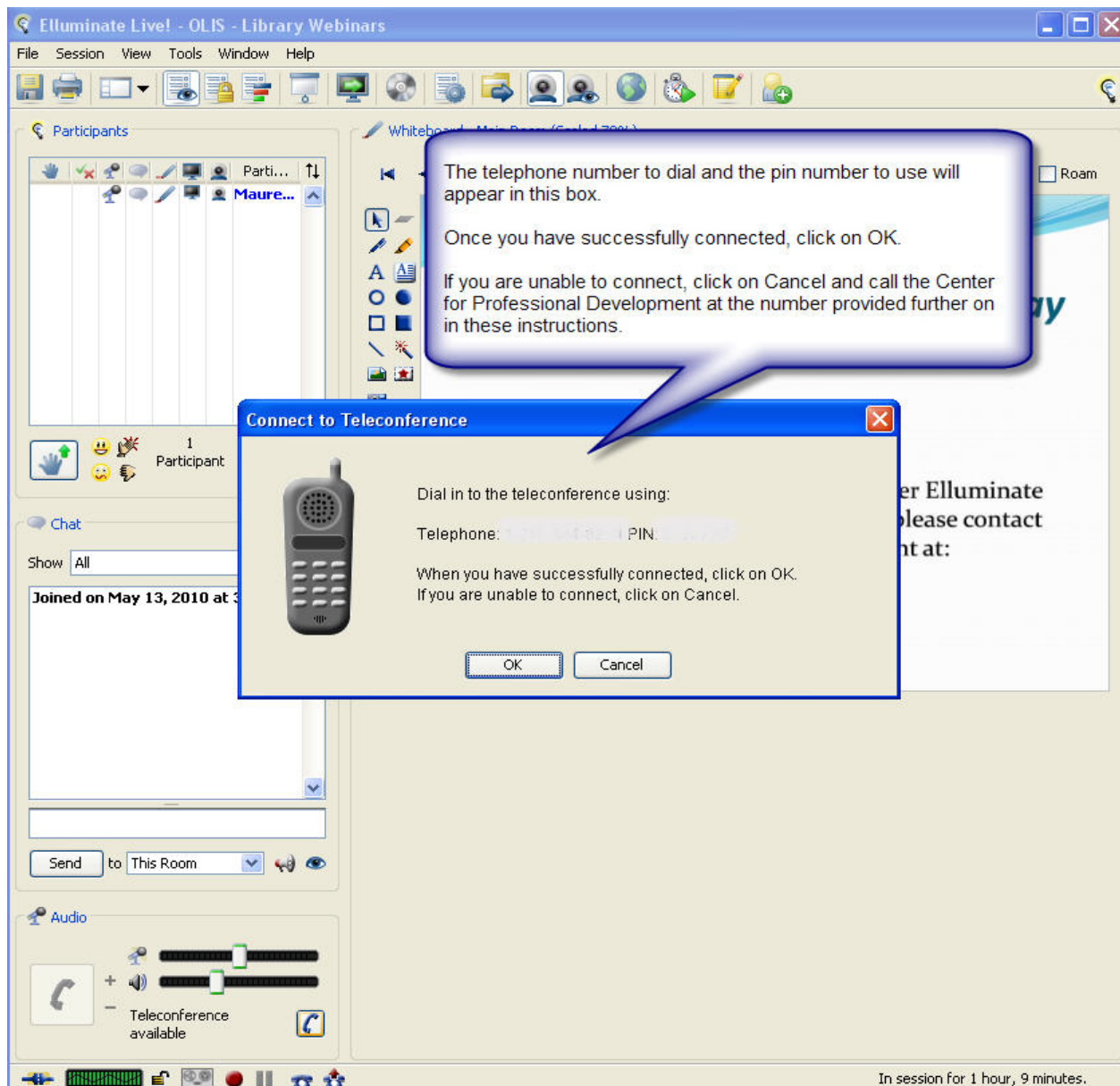
Elluminate Live! – Library Webinars

- The actual session space will appear (see below)
- Your Campus name should be listed under "Participants" in the upper left hand corner of the screen



To Join the Teleconference:

- Click on the  button (see red arrow above)
- The “Connect to Teleconference” dialog will open (see next screen)
 - Using your telephone, dial the teleconference telephone number displayed in the “Connect to Teleconference” dialog
 - Enter the teleconference PIN when prompted to do so
 - Click OK after successfully connecting to the teleconference



PLEASE MUTE YOUR PHONE AND MUTE YOUR COMPUTER SPEAKERS TO AVOID AUDIO FEEDBACK.

Technical Support

If you have any technical problems trying to access Elluminate or the conference call please contact the Center for Professional Development at the following number. Please note that the technical support direct extension number for June 1 is different from the other Webinar dates:

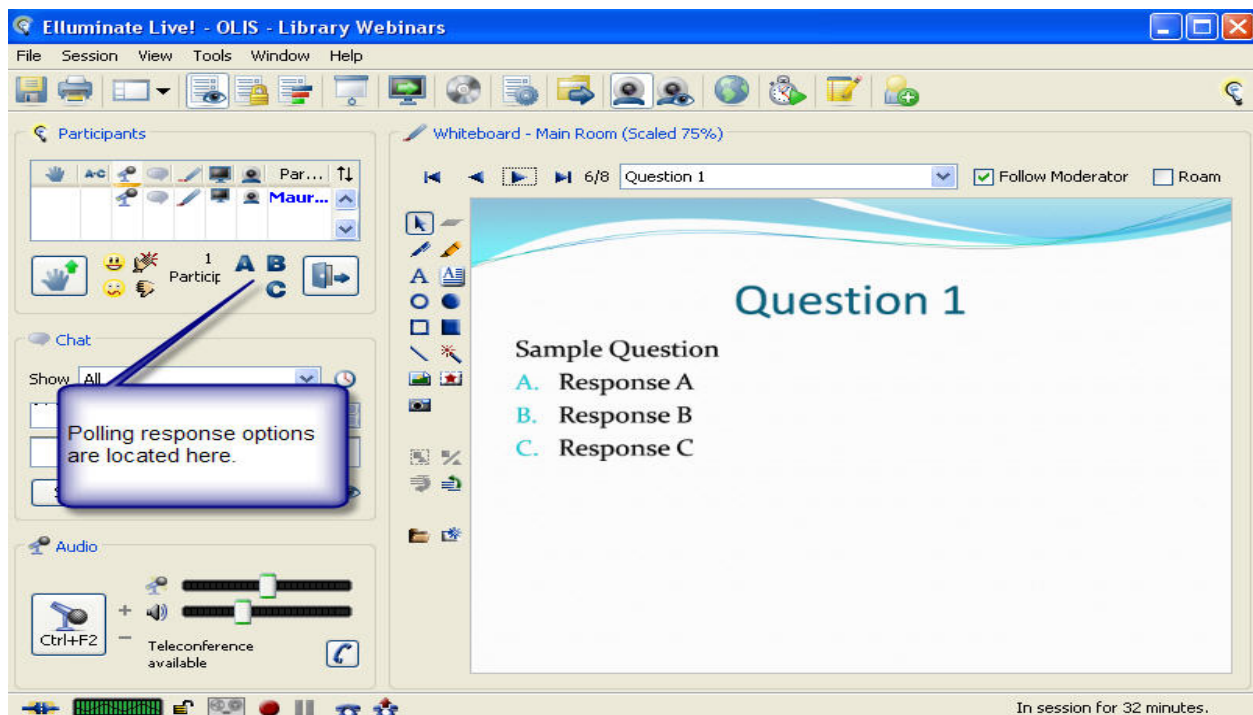
- June 1: 315-233-3052 ext. 111
- June 8: 315-233-3052 ext. 103
- June 15: 315-233-3052 ext. 103
- June 22: 315-233-3052 ext. 103
- June 29: 315-233-3052 ext. 103

Polling Questions

During the Webinar presentations, questions will be asked to get a sense of the collective thinking of the participants. The intent of the polling questions is to

- get a sense of the general interest of the group
- get everyone thinking and having fun
- not commit any library to any future action

Participants will be asked to have brief conversations within their campus groups and select a response. The campus technical contact will select the group's response by clicking on the appropriate polling option listed under the participants list as noted in the screen shot below.



The screenshot shows the Elluminate Live! interface. The main window is titled "Whiteboard - Main Room (Scaled 75%)". The whiteboard displays "Question 1" and "Sample Question" with three options: "A. Response A", "B. Response B", and "C. Response C". On the left side, there is a "Participants" list and a "Chat" window. A callout box with a blue border and white background points to the "A B C" options in the participants list, containing the text "Polling response options are located here." The interface also includes a menu bar (File, Session, View, Tools, Window, Help), a toolbar with various icons, and an "Audio" section at the bottom left with a microphone icon and the text "Teleconference available". The bottom right corner shows "In session for 32 minutes."

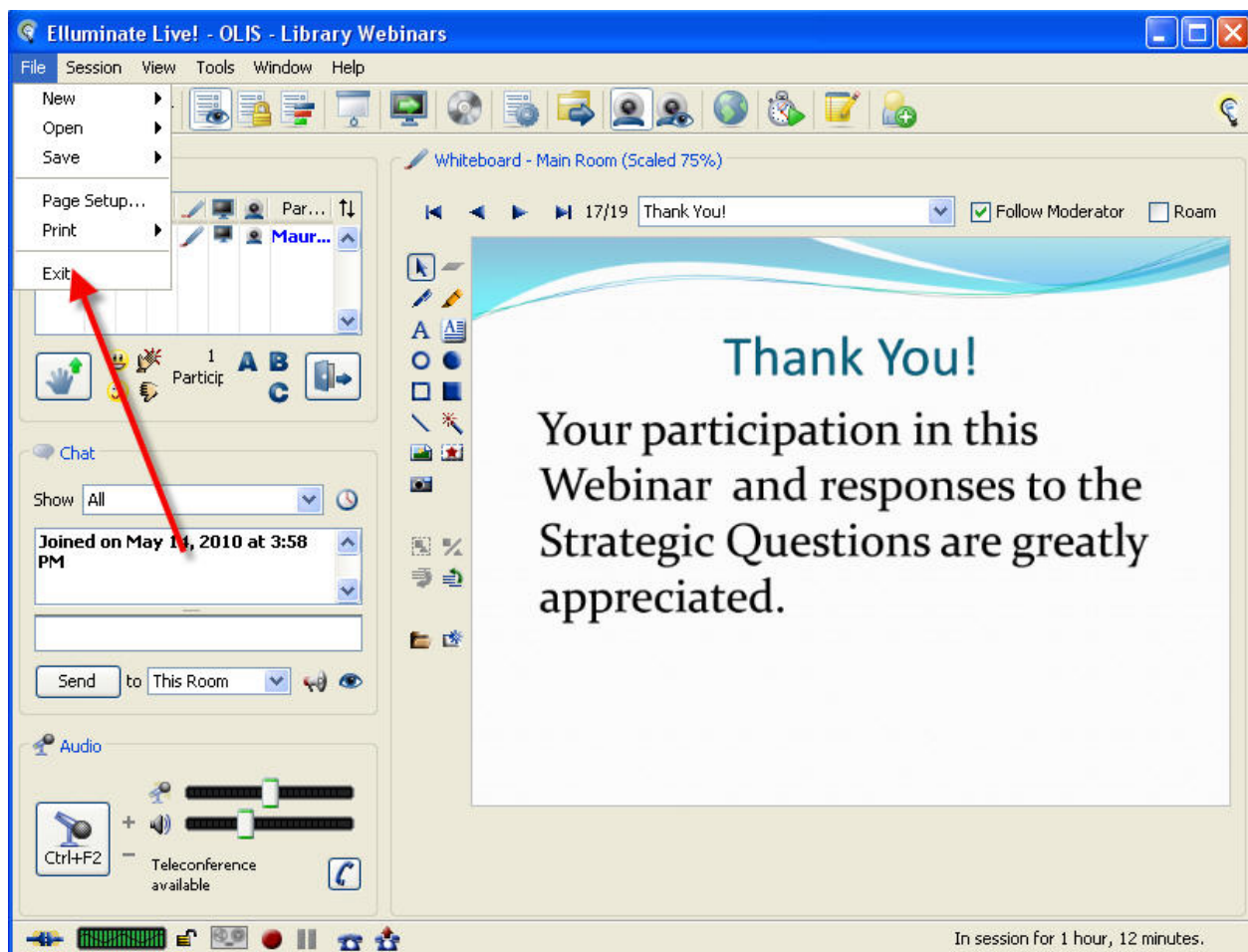
Strategic Questions

At the end of the Webinar, strategic questions will be made available. A URL to the site where the questions are located will be included through Elluminate on the closing screens. The intent of these questions is to further stimulate campus conversations about key issues discussed and to enable campus participants to provide substantive responses that will aid in the planning efforts.

PLEASE EXIT ELLUMINATE WHEN THE SESSION HAS ENDED

To leave the Elluminate session

- click File / Exit as noted below



Elluminate Website Information

<http://www.illuminate.com/> - has link to demo

<http://www.illuminate.com/support/index.jsp> - First Time User technical setup support

<http://www.illuminate.com/support/training/index.jsp> - Training

<http://support.illuminate.com/ics/support/default.asp?deptID=2653> – Online Support Center