

April 24, 2008

**MEMORANDUM**

TO: System Test Coordinators

FROM: Jeff Barker, Ph.D.  
Director, Assessment Administration Division

SUBJECT: Record Changes Workshop for the Georgia End-of-Course Tests (EOCT)

In preparation for the spring 2008 administrations of the Georgia End-of-Course Tests (EOCT), the Georgia Department of Education (GaDOE) will be hosting an on-line record changes workshop Wednesday, May 14, 2008 from 2:00 - 3:30 pm. The purpose of this workshop is to familiarize test coordinators with the Schoolhouse Record Changes. Representatives from the Georgia Department of Education and Pearson will be conducting the workshop.

The on-line workshop will be conducted using Elluminate Live. Elluminate Live is a real-time training and collaboration environment that is flexible and easy to use. It allows participants the ability to talk over the Internet, view presentations and much more. Many of you are already familiar with Elluminate as it has been used for previous workshops.

For first-time users of the Elluminate Live program, instructions for set-up, log-in and use of the system are provided in the pages following this memo.

All System Test Coordinators are invited to attend this session. In addition, you may invite other staff if you so desire. This Elluminate session will be recorded and available on the Elluminate web site for participants who are unable to attend.

Thank you for your help with this important part of the Georgia testing program. If you have any questions, please contact Dr. Paula Rufus at [prufus@doe.k12.ga.us](mailto:prufus@doe.k12.ga.us) or (404) 656-5975.

cc: System Superintendents  
Kathy Cox, State Superintendent of Schools  
Martha Reichrath, Ph.D., Deputy Superintendent for Standards, Instruction, and Assessment  
Christopher Domaleski, Ph.D., Associate Superintendent of Assessment and Accountability  
GNETS Testing Directors  
RESA Directors

## Illuminate Preparation and Instructions

### Preparation

A headset with a microphone is desirable. It is not required but for a participant to speak, a microphone is required (a boom mike should not be used). If you do not plan to use a headset, make certain you have audio capabilities (speakers) to listen to the conversation.

Ensure your audio is working correctly prior to your session. Use the Audio Wizard to test your microphone and speakers. (See On-line Orientation)

For training and set-up on Illuminate Live, *review the On-line Orientation or the Recorded Introduction before joining a session*. Information can be found at:

<http://www.illuminate.com/support>.

Java Web Start must be downloaded on your system. The above link will prompt you to download the software if required. If Java Web Start is already downloaded to your computer, you will see a large, green check mark that states, "Congratulations, you appear to have the required software to launch Illuminate Live".

An internet connection is required. Remember that running other applications on your computer can slow your connection to Illuminate Live.

Either a MAC or PC may be used.

You may want your Technology Coordinator to be involved in the set-up.

### In-Session

For a schedule of training dates/times, including entrance into a meeting, see:  
<http://illuminate.gavirtualschool.org/testing>

Be sure to join the session at least 5-10 minutes prior to start.

To join a session, the following information is required: Log In (your first and last name, ex. Paula Rufus; the log-in is case sensitive; the first initial in your first and last name must be uppercase and a space between the first and last name; also do not include apostrophes or hyphens in your name) and include your system or school. For example, a log-in might be Paula Rufus (DeKalb). If you are a System Test Coordinator, a password of gadoe is required.

Set your connection speed to the internet. (See On-line Orientation)

Use the Audio Wizard to test your microphone and speakers. (See On-line Orientation)

Remember to raise your hand when you have a question or comment. The moderator can only allow up to three people at a time to speak.

You may also use Direct Messaging to send messages/questions if you do not have a microphone.

The session will be recorded and available to participants who are unable to attend on the Elluminate web site.

### **Quick Step Guide**

**Step 1: Review the training modules and complete set-up. Go to:**

**<http://www.illuminate.com/support> and click on the **On-line Orientation and/or the Recorded Introduction**. This link will acquaint you with the site and the Elluminate tools. Also, if required, do not forget to download the Java Web Start. (See above, Preparation).**

**Step 2: Test your log-in by clicking on the link, <http://illuminate.gavirtualschool.org/testing>. Log in with your user name and system/school name (if you are a system test coordinator, the password gadoe is required). You should be able to view the meeting.**

**Step 3: On the day of the meeting click on the link, <http://illuminate.gavirtualschool.org/testing>. Log in with your user name and system/school name (if you are a system test coordinator, the password gadoe is required). You should be able to view the meeting. Click on the meeting link to join the meeting. You may join a meeting 15 minutes prior to the start time.**