

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT

The Office of Educational Management Services staff will be conducting an informational session for districts which are subject to 2011-12 Contracts for Excellence requirements on August 23, 2011, from 12:30 p.m. – 2 p.m. via an online training session. See instructions below:

Training Session Link:

http://ellum2.nyit.edu:80/join_meeting.html?meetingId=1247623103438

Session sign-in begins at: 12:00 p.m.; August 23, 2011

Session will begin promptly at: 12:30 p.m.; August 23, 2011

The session will be conducted in the State Education Building Annex, Room 660, if district representatives would prefer to attend in person. As there is limited seating available, please contact Ruth Singer at rsinger@mail.nysed.gov to reserve a seat.

Required Prior to Using Elluminate Software: The first time you use the Elluminate program you may be prompted to download some software which may take anywhere from 2 to 20 minutes depending upon your Internet connection speed. A number of issues could occur so it is important to complete this step prior to the time of the online training. You can pre-configure your system with the required software by going to the support page located at: <http://www.elluminate.com/support>. This will ensure that you will be able to get into the session.

When you enter the training session:

To join the session, copy and paste the URL, Training Session Link, noted above, into your browser. Retyping the link may cause problems as there are underscores in the address which are difficult to see.

You should sign in as a "Guest". Enter your name and school district at the login prompt. No password is required (please leave blank).

Please make sure your computer speakers are on (not muted) in order to be able to hear the session. If you do not typically use your computer speakers, you will want to test this function prior to the session. You may ask questions during the session by typing in the "Chat" window. We will give directions for this function at the start of the session.

If you have any problems logging in the morning of the session, please call 518-473-2859. Thank you for joining us.