



Scheduling an Elluminate *Live!* Session in the Elluminate Bridge for Blackboard Quick Reference Guide

The Elluminate Bridge for Blackboard enables an instructor to easily and seamlessly integrate an Elluminate *Live!* session into a course. Participants can launch a live session or recorded session directly from the Blackboard Learning System for a great user experience every time—regardless of connection speed.

Schedule a Meeting

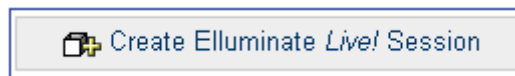
1. Log into your **Blackboard Course**.
2. Click on the **Communication** link on the left side of the screen.



3. Click on **Elluminate Live!**



4. Click on **Create Elluminate Live! Session**



1 Name Your Session

Session Name: Math 101 2007/04/27 10:20:13 Maximum 64 characters

2 Schedule

Session Schedule

Start Date	End Date
Apr 27 2007 10:30 AM	Apr 27 2007 11:30 AM

Advanced Session Settings

Session Moderators & Participants (Optional)

5. Complete the **Basic Session Fields**.

- Enter a **Session Name**
- Enter the **Start and End Date/Time**

6. Click the “+” sign to the left of **Advanced Session Settings** to expand the panel.

- If the meeting is to repeat, check the **Repeat Session** box and indicate if it is **Daily** or **Monthly** and how many times it should repeat.
- Select the desired **Boundary Time** from the drop down list. The boundary time determines how many minutes prior to a session start time participants and moderators can join.

Advanced Session Settings

Repeat Session

Set Boundary Time: 60 (minutes)

3 Session Access (Optional)

Session Type: Course Shared Public

Display on Elluminate Live! Manager Public Page

Session Password:

7. Complete the **Session Access Options** (If Applicable)

- Select Session Type
 - **Course** = Session only displayed in the current course
 - **Shared** = Session displayed in multiple selected courses
 - **Public** = Session displayed to all Blackboard users
- If you want the session to appear in the Elluminate *Live!* Manager outside of Blackboard, check the **Display on Elluminate Live! Manager Public Page** box.
- Enter a **Meeting Password** if desired. The password is applied to recordings too.

- Click the “+” sign to the left of **Select Moderators and Participants** to expand the panel.

4 Session Moderators & Participants (Optional)

Session Moderator

Select Moderators and Participants

Restrict Participants

All Moderators

Available Participants

Instructors

Teaching Assistants

Students

Amanda Reed
Craig McAdie
Derek Miao
Sales Demo
Student Elluminate
Valerie Schreiner

Selected Roles

Moderator Role

Elluminate Instructor

Participant Role

- Check **Restrict Participants** box to allow specific user to access the session. If not checked, all students can access the session.
- Check **All Moderators** box to make all students in the course moderators of the session.
- Use the **Arrows** in the middle of the box to select specific Moderators and/or Participants.

- Click the “+” sign to the left of **Session Attributes** to expand the panel.

5 Session Attributes (Optional)

Session Attributes

Recording Mode

Simultaneous Talkers

Supervised

All Permissions

Raise Hand on Entry

- Select **Recording Mode**
 - Manual** = Moderator activates recording
 - Automatic** = Recording starts when first person enters session
 - Disabled** = Session will not be recorded
- Select the number of **Simultaneous Takers**
- Check **Supervised** if you want the Moderator to view Private messages between Participants
- Check **All Permissions** to you want participants to have all privileges when they enter the session. For example, microphone, direct messaging, and whiteboard tools.
- Check **Raise Hand on Entry** if you want to hear a ding and see a flashing box when a participant enters the session.

- Click the “+” sign to the left of **Teleconferencing Instructions** to expand the panel.

- Complete the Teleconferencing fields if applicable.

- Click **Submit**

Email Invitations

To send an email invitation, select **Send Email**. Customize the email as desired. **Suggestion:** Send the email to yourself, and then use the Email feature of Blackboard to send the message to your class.

Note: Any session or recorded session can be added to your Course Content. Select Course Information and then Edit View, use the Drop-down box in the top right corner. Select Elluminate *Live!*, and then click on the Go button. Find the Elluminate session or recording and click Add. Complete the desired information and click Submit.

Unit Content

Item Folder External Link Course Link Test

Select: Elluminate Live! Go