

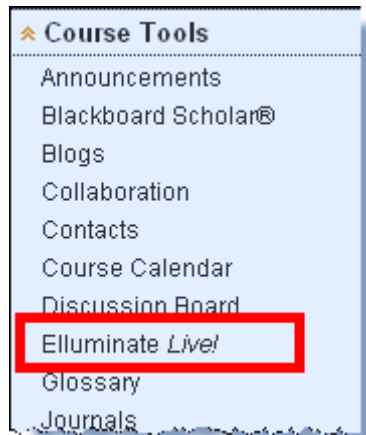


### Scheduling an Elluminate *Live!* Session in the Elluminate Bridge for Blackboard Quick Reference Guide

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 **Course Tools** from the **Course Management** section on the left side of the screen.



3. Click on **Elluminate *Live!***

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

#### Follow the steps for to create a session

1. **Name Your Session**
2. **Schedule** the session by entering the Start Date and End Date.
  - Click the “+” sign to expand the **Advanced Session Settings**
    - If the meeting is to repeat, check the **Repeat Session** box and indicate if it is **Daily** or **Weekly** and how many times it should repeat.
    - If desired, select **Reserve Seats**
    - 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.

3. Complete the **Session Access (Optional)** if desired
  - 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 **Session Password** if desired. The password is applied to recordings too.
4. **Session Moderators & Participants (Optional)** All participants enrolled in the course will be added to the Elluminate session. Click the “+” sign to the left of Select Moderators and Participants to expand the panel to alter the default setting.
  - 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.

5. Set the **Session Attributes (Optional)** Click the “+” sign to the left of **Session Attributes** to expand the panel.

- 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.

6. Click the “+” sign to the left of **Teleconferencing Instructions** to expand the panel. Complete the Teleconferencing fields if applicable.

7. 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.

**Elluminate Live! Send Email**

**1 Recipients**

\* To

Please ensure addresses are semi-colon delimited

**2 Email information**

From: nely@lluminate.com

\* Subject

Message

You have been invited to attend an online Elluminate meeting(s) 17th Century Asian History\_04090409 13:15 MDT  
The meeting(s) are scheduled for the following dates and times:

Meeting Link: [http://192.168.1.205/80/join\\_meeting.html?meetingId=1230787122043](http://192.168.1.205/80/join_meeting.html?meetingId=1230787122043)  
Add to Calendar: [http://192.168.1.205/80/join/build\\_calendar\\_event?meetingId=1230787122043](http://192.168.1.205/80/join/build_calendar_event?meetingId=1230787122043)  
Starts: 04/09/2009 13:15 MDT  
Ends: 04/09/2009 14:15 MDT

Enter your name at the login prompt.  
This meeting does not require a password to join. Please leave the password field blank.

**3. Submit**

\* Indicates a required field.

Cancel Submit

## Course Information

**Note:** Any session or recorded session can be added to your **Course Information** page. Select **Information** and then **More**, from the drop-down select **Add Elluminate Live!**. Find the Elluminate session or recording and click Add. Complete the desired information and click Submit.

**Information** ▾

Create Item Build ▾ Evaluate ▾ Collaborate ▾ More ▾

**More** ▾

> Add Elluminate Live!