



Scheduling an Elluminate *Live!* Session in Moodle

Quick Reference Guide

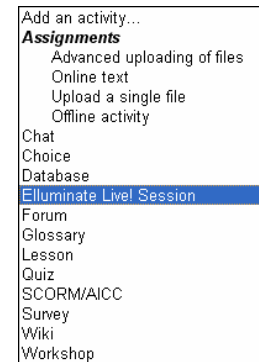
Elluminate Bridge for Moodle enables an instructor to easily and seamlessly integrate an Elluminate *Live!* session into a Moodle course. Participants can launch a live session or recorded session directly from their Moodle course.

Scheduling a Meeting

1. Log into your **Moodle Course**.
2. Click the **Turn editing on** button.

Turn editing on

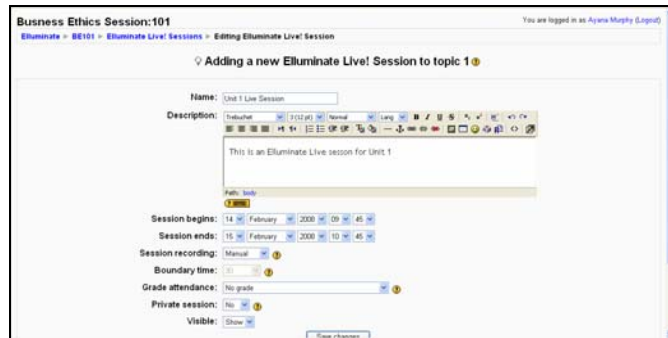
3. Click the **Add an activity...** drop down menu and select Elluminate *Live!* session.



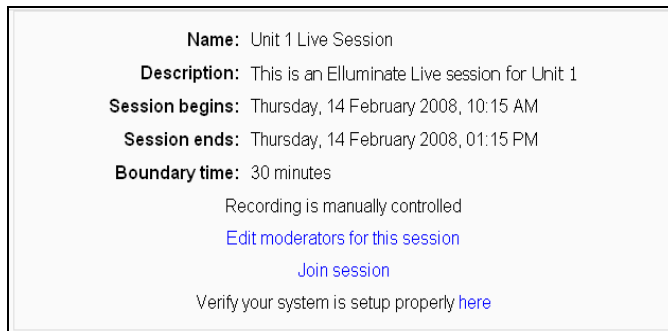
4. Complete the Session Fields.
 - Enter a **Session Name**
 - Enter a **Description**
 - Enter the **Start and End Date/Time**
 - Select a Session recording option
 - **Manual** = Moderator must start recording after entering the session
 - **Automatic** = Recording starts when either participant or moderator enters the session
 - 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.
 - Select a **Grade Attendance**. Selecting a grade attendance will allow moderators to give participants a grade for attending the session.
 - Set the meeting to **Private** if you want to prevent students from outside your course from attending.

- Select **Show** to make the meeting Visible to all

5. Click **Save changes**

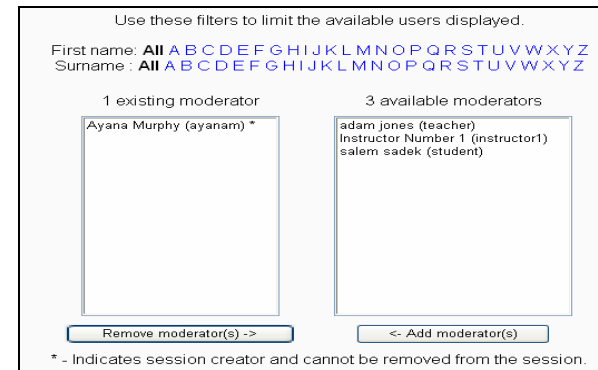


6. Click the **Edit Moderators for this session** link on the confirmation page.



- To **Add a Moderator**
 1. Select a moderator from the **Available moderator** list box.
 2. Click the **Add moderator** button.

- To **Remove a Moderator**
 1. Select a moderator from the **Existing moderator** list box.
 2. Click the **Remove moderator** button.



Note:

- A user must be added as a teacher to the course to be available as a moderator in the session.
- The session confirmation page allows moderators to edit the session. Moderators and participants can **Join the session, Verify your system is setup properly** and **Play recordings** from the session confirmation page.
- Session recordings can be accessed from the Elluminate *Live!* block or from the session confirmation page.