

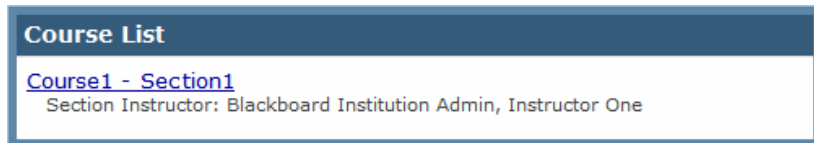


**Scheduling an Elluminate *Live!* Session in the
Elluminate Bridge for Blackboard CE/Vista
Quick Reference Guide**

The Elluminate Bridge for Blackboard CE/Vista 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 CE/Vista for a great user experience every time—regardless of connection speed.

Schedule a Session

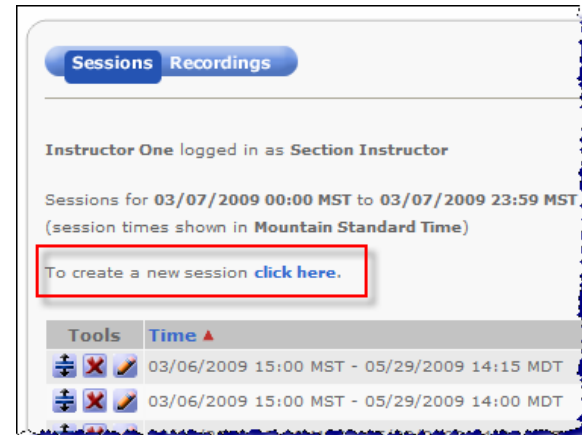
1. Log into your **Blackboard Course**.
2. Select the course from the **Course List**.



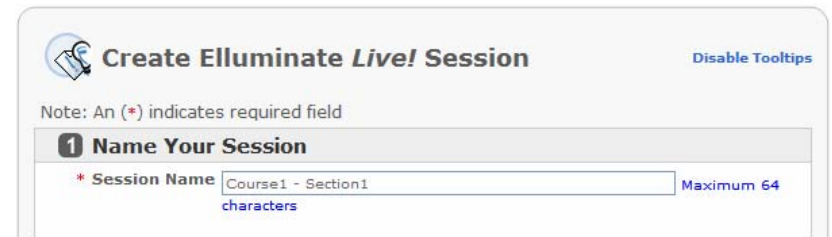
3. Click on **Elluminate**



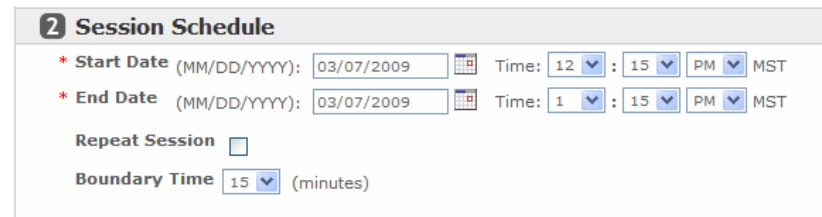
4. From the **Sessions** tab, choose **To create a new session click here**



5. Enter a **Session Name**



6. Complete the **Session Schedule** fields.



7. Click the “+” sign to the left of **Session Access** to expand the panel. Complete the fields if desired.

- **Session Type**
 - a. **Public** – the session will be available to all users
 - b. **Section** – the session will be available to users enrolled in the course
- **Display on Elluminate Live! Manger Public Page** – select this option to make the session available to users outside of your Blackboard environment.

- **Session Password** – Option to password protect a public session. The password is applied to recordings too.

3 Session Access (Optional)

Session Type Public Section

Display on Elluminate Live! Manager Public Page

Session Password

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

4 Session Moderators & Participants (Optional)

Restrict Participants

All Moderators

Available Participants

Instructors
Blackboard Institution Admin

Teaching Assistants
TA1 One
TA2 Two

Students
Guest1 One
Student1 One
Student2 Two
Student3 Three

Selected Roles

Moderators
Instructor One

Participants

- 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.

9. Click the “+” sign to the left of **Preloads** to load content into the session.
 - A single Elluminate Whiteboard (.wbd) file can be loaded.
 - Multiple multimedia files may be loaded by selecting **Add Preload**

5 Preloads (Optional)

New Whiteboard File

Whiteboard File

New Multimedia Files

Display Name

Multimedia File

Note: It may take several minutes to upload the preload files when the session is created or updated.

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

6 Session Attributes (Optional)

Recording Mode

Maximum 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 **Maximum 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.

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

12. From **Submit** click **Create**

8 Submit

Click **Create** to finish. Click **Cancel** to quit.