

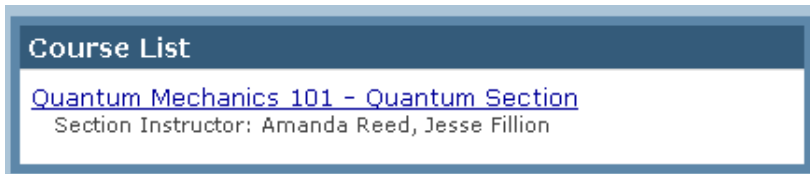


Scheduling an Elluminate *Live!* Session in the Elluminate Bridge v1.0 for Blackboard Learning System Vista and CE (SAS) Quick Reference Guide

The Elluminate Bridge v1.0 for Blackboard Learning System Vista and CE (SAS) 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. This guide is for customers who have integrated Elluminate's Session Administration System (SAS) with their Blackboard server.

Schedule a Session

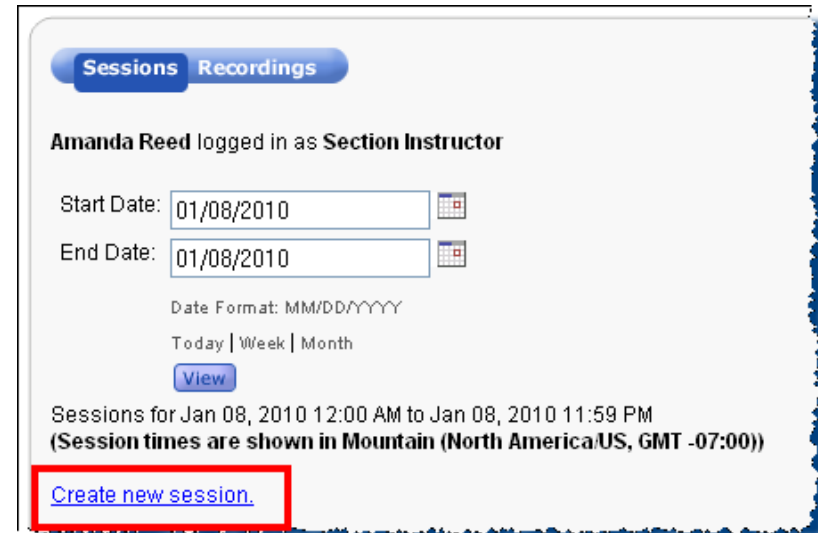
1. Log into your **Blackboard** server.
2. Select the course from the **Course List**.



3. Click on **Elluminate**.



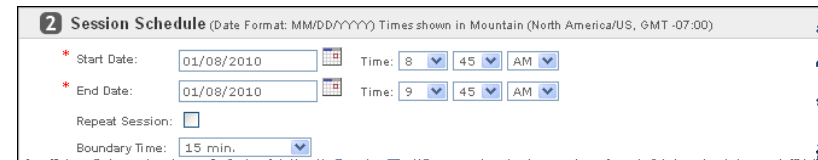
4. From the **Sessions** tab, choose **Create new session**.



5. Enter a **Session Name**.



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



- Enter a start date, end date and time.
- Select **Repeat Session** if desired. Choose **Daily or Weekly** and then select the number of times you wish to repeat the session.



- Select a **Boundary Time**. The boundary time determines how many minutes prior to the session start time can the moderator and participants enter the session.

7. Complete the **Classroom Session Attributes** fields.

3 Classroom Session Attributes

Recording Mode Type:

Maximum Simultaneous Talkers:

Must Be 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 Talkers**. The session will support up to 6 talkers.
- Check **Must Be Supervised** if you want the Moderator to view Private messages between Participants.
- Check **All Permissions** if you want participants to have all privileges when they enter the session. For example, microphone, chat, and whiteboard tools.
- Check **Raise Hand on Entry** if you want the moderator to receive notification when a participant enters the session.

8. Assign **Session Moderators and Participants**. By default all students enrolled in the course will be Participants in the Elluminate session. You may choose to restrict participants and/or to make all participants moderators.

4 Session Moderators & Participants

Restricted Session:

All Participants are Chair:

Available Invitees

Instructor One (ins1)
Student One (stu1)
Student Three (stu3)
Student Two (stu2)
Teaching Assistant One (ta1)

Selected Roles

Chair List

Blackboard Institution Admin (admin)

Non-Chair List

- 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.

9. Assign **Session Notes** if desired. Notes are for informational purposes only and are optional.

5 Session Notes

Chair Notes:

Same as Chair Notes:

Non-Chair Notes:

10. Click **Create**

6 Create

Click Create to finish. Click Cancel to quit.

11. Review **Session Details** confirmation. The confirmation includes a Guest Link that can be sent to anyone who will be invited to attend but is not enrolled in the Blackboard course. An example would be a guest lecturer.

Session Details

1 Session Details

Session Name: CLASS 1 INTRODUCTION
Start Time: Jan 11, 2010 08:45 AM
End Time: Jan 11, 2010 09:45 AM
Chair List: Amanda Reed
Chair Notes:
Non-Chair List: All remaining section members
Non-Chair Notes:
Guest Link: <https://sas.illuminate.com/m/jnlc?password=M.69482BD662485F31DCFA840C33D2C0>

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