



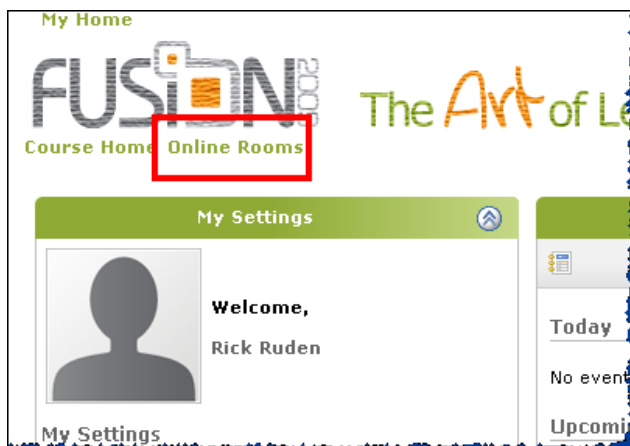
**Scheduling an Elluminate *Live!* Session in the  
Elluminate Bridge for Desire2Learn  
Quick Reference Guide**

**Schedule a Session**

1. Log into **the Desire2Learn Learning Environment**
2. Find the course to which you wish to add an Elluminate session.

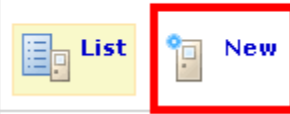


3. Click **Online Rooms** to create an Elluminate session.



4. Click **New** to setup the room.

**List Rooms**



5. Complete the **Session** properties.

- Enter a **Name**
- Select "Elluminate" from the **Type** drop down list
- Enter the **Date Availability: Start/End Date and Time**
- Select **Save** to add the session course.

6. Click on **Attendees (Optional)**.

Name	Role	Actions
Ruden, Rick	Moderator	[Add] [Edit] [Delete]

- a. To add existing D2L users, click **Add Internal Attendees**

**Add Internal Attendee - FIRST CLASS**

### Add Internal Attendees

View By:

Search For:   [Show Search Options](#)

Page: 1 of 2  10 per page

<input type="checkbox"/>	Name	Org Defined ID	Username	Role
<input type="checkbox"/>	Kaastra, Mike	dmk_instructor	mike.kaastra	IlluminateInstructor
<input type="checkbox"/>	Lee, Bill	dbl_learner	bill.lee	IlluminateLearner
<input type="checkbox"/>	Heiblum, Maurice	emh_learner	maurice.heiblum	IlluminateLearner
<input type="checkbox"/>	Martinez, Thomas	e_demo10	tmartinez	IlluminateLearner
<input type="checkbox"/>	Jackson, Richard	e_demo09	rjackson	IlluminateLearner
<input type="checkbox"/>	Garcia, Margaret	e_demo08	mgarcia	IlluminateLearner
<input type="checkbox"/>	Davis, Linda	e_demo07	ldavis	IlluminateLearner
<input type="checkbox"/>	Brown, John	e_demo06	jbrown	IlluminateLearner
<input type="checkbox"/>	Taylor, Jennifer	e_demo05	jtaylor	IlluminateLearner
<input type="checkbox"/>	Thomas, Elizabeth	e_demo04	ethomas	IlluminateLearner

Page: 1 of 2  10 per page

- To add guests (non D2L account holders), click **Add External Users**.

**Add External Attendee - FIRST CLASS**

### Add External Attendee

Please enter the email address of an attendee to add.

Email Address:   
(e.g. username@organization.com)

Default Role: Participant

- Select the desired **Action: change the role, send an email or delete**.

<input type="checkbox"/>	Name	Role	Actions
<input type="checkbox"/>	amandar@illuminate.com	Participant	<input type="button" value="✉"/> <input type="button" value="👤"/> <input type="button" value="🗑️"/>
<input type="checkbox"/>	Ruden, Rick	Moderator	<input type="button" value="✉"/> <input type="button" value="👤"/> <input type="button" value="🗑️"/>

- To view a recorded or archived Elluminate session click **Archives** from the **Online Rooms Areas** box.

**Online Rooms Area**

Rooms

Archives

Settings