
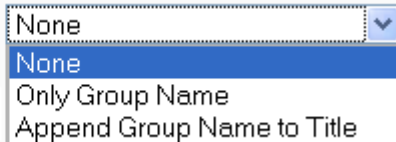


- Select a **Session Type**

	<ul style="list-style-type: none"> • Course – makes the session available to participants in the course • Private – allows the session creator to assign specific participants to the session • Group – enroll groups which are typically a subset of the larger body of students enrolled in the course • Grouping – a group of groups
---	---

- Select a **Custom Group Session Name**

Custom Group Session Name	
---------------------------	--

- Enter a **Description** for the session

- 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
 - **Disable** = Disable the ability to record 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. And choose to display the boundary time with the session details.

Prefix description with group name

Session begins 21 July 2010 18 00

Session ends 21 July 2010 19 00

Session recording ? Manual

Boundary time ? 15

Display boundary time

Grade attendance ? No grade

Common module settings * Show Advanced

Group mode ? No groups

Visible Show

ID number ?

Grade category Uncategorised

- Select a **Grade Attendance**. Selecting a grade attendance will allow moderators to give participants a grade for attending the session.
 - Select **Show** to make the meeting Visible to all
5. Click **Save and display**
 6. Click the **Edit Moderators for this session link** on the confirmation page.

Name: American History: The Colonial Period

Description:

Session begins: Tuesday, 27 July 2010, 03:00 PM

Session ends: Tuesday, 27 July 2010, 04:00 PM

[Edit moderators for this session](#)

[Add a preload file](#)

Recording is manually controlled

- **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.

Session Creator: Amanda Reed (amandareed)

1 existing moderator 3 available moderators

Rick Ruden (rickruden) ▲	Steve Schoen (steveschoen) ▲ Admin User (admin) Jannal Yeroschak (jannalyeroschak) ▲
Remove moderator(s) ->	<- Add moderator(s)

Note:

- If you set the session to **Private**, you will have the ability to **Edit participants for this session**.
- 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.