



## Scheduling an Elluminate Live! Session in the Elluminate Bridge for Sakai

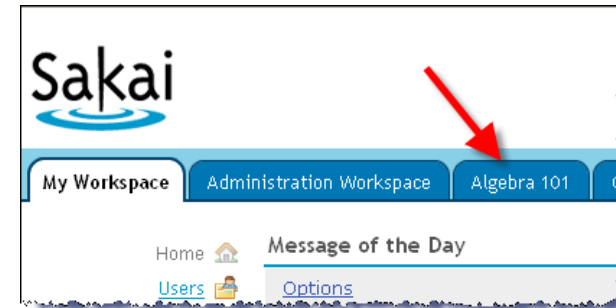
### Quick Reference Guide

The Elluminate Bridge for Sakai integrates Elluminate *Live!* with Sakai. Benefits include:

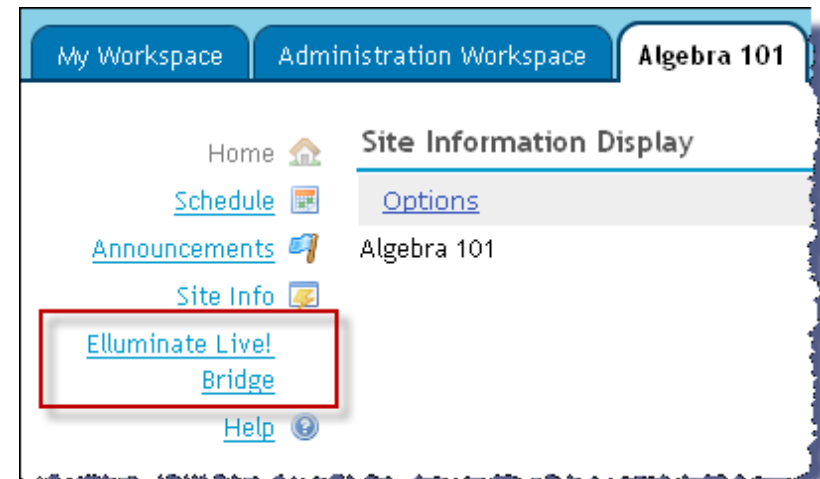
- Easy-to-use course management
- Affordable open-source alternative to proprietary or home-grown solutions
- Ability to move from pilot to production quickly and easily
- No deep development investment
- No infrastructure to maintain
- Includes Elluminate *Live!* Lite Office virtual classroom
- Option to integrate local services, like calendar and messaging, at campus level

### Schedule a Session

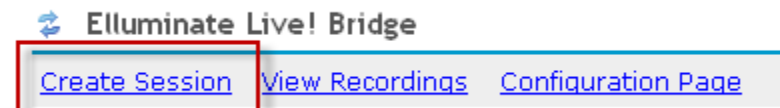
1. Log into **Sakai**
2. Find the site or course to which you wish to add an Elluminate session.



3. Click on the Elluminate *Live!* Bridge link to locate the Elluminate *Live!* sessions and recordings.



4. Click on **Create Session**



5. Complete Step 1 **Name Your Session**.
  - Enter a **Session Name**
  - Choose a **Session Access**:
    - **All Sites** – session will be available to users in all course

- **This Site** – session will be available only for users enrolled in the course for which you are adding the Elluminate session.

**1 Name Your Session**

\* **Session Name:**

\* **Session Access:**  All Sites  This Site

6. Complete Step 2 **Schedule Your Session**

- Select a **Start Date/End Date** and **Start Time/End Time**
- From **Occurs** choose: **Once, Daily, or Weekly**
- If Daily or Weekly is selected, indicate **Recurrence Count**
- Check **Yes** if you want to add the session to the **Site Calendar**
- Choose the desired **Boundary Time** which is the number of minutes prior to the published start time when the moderator and participants can enter the session.

**2 Schedule Your Session**

\* **Start Date:**  Format: MM/DD/YYYY    **Start Time:**  Format: HH:MM AM

\* **End Date:**  Format: MM/DD/YYYY    **End Time:**  Format: HH:MM AM

Occurs:     Recurrence Count:

Add to site calendar?  Yes

Boundary Time:  minutes

7. Complete Step 3 **Session Moderators & Participants (Optional)**

- All users enrolled in the course will be automatically enrolled in the Elluminate session
- Select **Restrict Participants** if you would like to limit access to the session to a subset of students enrolled in the course.

From the **Available Participant** window select the desired student(s) and then click the arrow to move them to the Moderator or Participant window.

- Select **All Moderators** to assign the moderator role to all participants.

**3 Session Moderators & Participants (Optional)**

Restrict Participants:

All Moderators:

**Available Participants**

- Jane Johnson (Student)
- Jennifer King (Instructor)
- John Smith (Student)
- Mark Harris (Teaching Assistant)
- Robert Miller (Student)
- Susan Green (Student)

**Moderator Role**

Sakai Administrator (Instructor)

**Participant Role**

8. Select **Session Attributes**

**4 Session Attributes (Optional)**

Recording Mode:

Simultaneous Talkers:

Supervised:

All Permissions:

Raise Hand on Entry:

- From **Recording Mode** choose Manual, Automatic, or Disabled.
  - From **Maximum Simultaneous Talkers**, choose up to 6 talkers.
  - Select **Supervised** if you want the Moderator to see all chat messages including private messages between participants.
  - Select **All Permissions** if you want participants to have all of the Elluminate *Live!* permissions upon entering the session.
  - Select **Raise Hand on Entry** if you want the Moderator to be notified by the raise hand indicator each time a new participant enters the session.
9. Complete Step 5 **Notes** (Optional)
- Notes can be added for the moderator and/or participants

**5 Notes (Optional)**

To Moderator:

To Participant: Same as Moderator

10. Click **Submit**
11. Review the **Session Confirmation**

**Session Confirmation Details**

[Exit To View Available Sessions](#)

Session Name: Algebra 101  
Access: This Site

Start Date: 04/21/2010 12:30 PM  
End Date: 04/21/2010 01:30 PM  
Boundary Time: 15 minutes  
Moderator Notes:  
Participant Notes:

Guest Link: invited to attend an online Elluminate meeting(s): Algebra 101. The meeting(s) are the following dates and times: Meeting Link: [http://192.168.1.74:80/sakai1/join\\_meeting.html?meetingId=1274906](http://192.168.1.74:80/sakai1/join_meeting.html?meetingId=1274906) Add to Calendar: [http://192.168.1.74:80/sakai1/build\\_calendar.event?meetingId=1274906](http://192.168.1.74:80/sakai1/build_calendar.event?meetingId=1274906)

Moderators: Sakai Administrator  
Participants: All Remaining Site Members

Occurs: Daily  
Recurrence Count: 2

12. Click **Exit To View Available Sessions** to return to the available sessions page.