

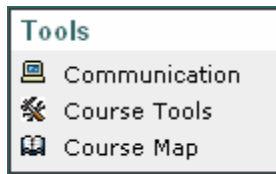


Scheduling an Elluminate *Live!* Session in Blackboard Quick Reference Guide

The Elluminate *Live!* Building Block enables an instructor to easily and seamlessly integrate an Elluminate *Live!* session into coursework. 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.

Schedule a Meeting

1. Log into your **Blackboard Course**.
2. Click on the **Communication** link on the left side of the screen.



3. Click on **Elluminate *Live!***



4. Click on **Create Elluminate *Live!* Session**



1 Name Your Session

Session Name: Math 101 2007/04/27 10:20:13 Maximum 64 characters

2 Schedule

Session Schedule

Start Date: Apr 27 2007 10:30 AM
End Date: Apr 27 2007 11:30 AM

Advanced Session Settings

Session Moderators & Participants (Optional)

5. Complete the **Basic Session Fields**.

- Enter a **Session Name**
- Enter the **Start and End Date/Time**

6. Click the “+” sign to the left of **Advanced Session Settings** to expand the panel.

- If the meeting is to repeat, check the **Repeat Session** box and indicate if it is **Daily** or **Monthly** and how many times it should repeat.
- 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.

Advanced Session Settings

Repeat Session

Set Boundary Time: 60 (minutes)

3 Session Access (Optional)

Session Type: Course Shared Public

Display on Elluminate *Live!* Manager Public Page

Session Password:

7. Complete the **Session Access Options** (If Applicable)

- Select Session Type
 - **Course** = Session only displayed in the current course
 - **Shared** = Session displayed in multiple selected courses
 - **Public** = Session displayed to all Blackboard users
- If you want the session to appear in the Elluminate *Live!* Manager outside of Blackboard, check the **Display on Elluminate *Live!* Manager Public Page** box.
- Enter a **Meeting Password** if desired. The password is applied to recordings too.

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

- 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.

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

- 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 **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.

- Click the “+” sign to the left of **Teleconferencing Instructions** to expand the panel.

- Complete the Teleconferencing fields if applicable.

- Click **Submit**

Email Invitations

To send an email invitation, select **Send Email**. Customize the email as desired. **Suggestion:** Send the email to yourself, and then use the Email feature of Blackboard to send the message to your class.

Note: Any session or recorded session can be added to your Course Content. Select Course Information and then Edit View, use the Drop-down box in the top right corner. Select Elluminate *Live!*, and then click on the Go button. Find the Elluminate session or recording and click Add. Complete the desired information and click Submit.

Unit Content