Getting Started with Your Instructor Access License

The objective of this document is to provide an overview of your Moderator Access license and provide you with best practices and resources as you and your named moderators get started.

Overview of Your Named Moderator License

You’ve purchased Elluminate under Moderator Access licensing, a named-moderator model that enables specific users to create and host live classroom and meeting sessions with up to 100 participants. With access to the Session Administrator System (SAS), you can create accounts for your named moderators and also track usage.

Elluminate Session Administration System

Elluminate will set up your SAS account and provide you with Manager and Administrator access to your SAS account.

- With your Manager account, you can track usage by generating attendance reports. You can also track recording storage space for your overall organization and for each named moderator.

- With your Administrator account, you can create accounts for your named moderators allowing them to schedule their own sessions. Set up named moderator accounts as Supervisors in the SAS.

As a best practice, we recommend that you assign the Manager and Administrator role to one person or to the group that is responsible for the Elluminate implementation at your organization. By sharing the credentials, they can manage the same set of users and sessions/recordings.
Implementation Scenarios

There are typically two implementations of a Named Moderator license. They are explained below, and the first is more applicable to a smaller license where one person is able to manage all of the named moderator sessions.

Implementation #1
The Administrator does not create accounts for each named moderator but instead creates each named moderator with a meeting room for the duration of the year-long contract. The advantages to this are:

- The Administrator sets up Meetings for the named moderators. These sessions are open 24x7 and each named moderator can use their session at any time.
- The Administrator can have each named moderator set up quickly by sending three links to each named moderator: the link to join as the moderator, the link to join as a guest, and the link to a table of all recordings made in the session.
- Named moderators do not have to learn how to use the SAS to schedule their own sessions.

The challenges to this implementation are:

- This can be time consuming for the administrator to create a large number sessions if there are many named moderators licensed to use Elluminate.
- Each session can be customized to include preloads, specific settings and the Administrator will have to continue to make these changes for the named moderator.

Implementation #2
The Administrator creates Supervisor accounts for each named moderator, so that they can schedule their own sessions. The advantage to this are:

- The Administrator simply needs to create an account for each identified named moderator and no other work is needed.
- The Supervisor accounts can be created one at a time or using a batch upload process
- Each named moderator can then:
  - Choose to create a single session as a virtual office or individual short duration sessions
  - Customize settings and preloads for their sessions
  - Send customized email invitations through the SAS to their attendees or just distribute a guest link
  - Manage their recordings

The challenge to this implementation is that each named moderator will need to learn to use the SAS to schedule meetings.
Receiving Your Account Information
Elluminate will send your account details in a welcome email similar to the one below.

Congratulations on your purchase of a Instructor Access license of Elluminate Live! -- the leading Live eLearning and Collaboration software. The purpose of this email is to provide you with all the information you need to get started.

Access to Elluminate Live!
Our Session Administration System (SAS) provides the ability to create sessions for your (INSERT NUMBER) named moderators, manage your account and run usage reports. We have established an administrator account for you.

To log into your SAS system, please follow these instructions:

1. Go to http://www.elluminate.com/member.jsp
2. Your Manager Login is:
   - Username: XX
   - Password: XX
3. Your Administrator Login is:
   - Username: XX
   - Password: XX

*(Please note that the username and password is case sensitive)*

Next Steps:
1. With your Administrator account, you can create your named moderator accounts as Supervisors in the SAS. Be sure to include full information when you are setting up these accounts including name and email addresses. You will need to provide the account credentials to each of your moderators.
2. Once the accounts are ready, your named moderators can then log into the SAS and schedule their own Elluminate Live! sessions. Please remember to set the field for "Reserved seats" to 100 for each session.
3. With your Manager account above, you can run usage and attendance reports at any time.

Available Resources
Administrator Documentation: To learn more about the SAS, all of our resources are available online at http://www.elluminate.com/support/docs/sas/asp.jsp.
Training and Documentation: Live online training sessions, recorded training sessions and user guides for all users are available from http://www.elluminate.com/support/training/.
Technical Resources: Elluminate’s Support website at http://www.elluminate.com/support/ provides several technical resources for all of your users including a section for "First Time Users" which provides links to install the required software.
Creating Your Named Moderator Accounts

In Implementation #2, with the Administrator account you can create accounts for each of your named moderators. We recommend that you create Supervisor accounts for each of your named moderators. The supervisor is a role in the SAS and is ideal as they can create their own Elluminate Live! sessions as Meetings.

These accounts can be created in two ways from the Administrator account:

- One at a time from Utilities > Users. Here you can create the account by entering the user’s name, email address, password, etc.
- In bulk through an upload utility from Utilities > Users and from User Upload.
  - Create a CSV file where each row has information about the named moderator to include:
    - First name
    - Last name
    - Username (must be unique)
    - Password
    - Display name
    - Email address
  - As shown below, customize the upload fields in the SAS to match the same order of the fields as your CSV file (as shown below). Once the fields are defined, you can upload the CSV file you created.

Once the accounts are created, notify the named moderators of their credentials as the SAS does not send out notifications to users automatically. Your named moderators can now log in from https://sas.elluminate.com/member.jsp.

As the Administrator, you can manage user accounts by adding new accounts and deleting existing accounts as per your license agreement.
More information on the Users utility and how to upload users is available from http://www.elluminate.com/support/docs/sas/asp.jsp. Please refer to:

- “SAS Creating User Accounts”
- “SAS Upload and Download Utilities”

**How Your Named Moderators can Schedule Sessions**

With their Supervisor account, your named moderators can log into the SAS from https://sas.elluminate.com/member.jsp to schedule their own Elluminate Live! sessions. Each session must be created with a capacity of 100 as this is the maximum number of attendees in a session.

Named Moderators can create two types of Elluminate Live! sessions.

- **An open meeting room to use as a virtual office.** The advantages of creating an open meeting room are:
  - The session is always available, and the named moderator does not have to schedule a session each time.
  - The links to join the session is the same each time, allowing users to easily join as they can bookmark the session link.

- **Create individual sessions each time they are hosting an Elluminate Live! session.** Some users prefer scheduling a new Elluminate Live! session each time as:
  - They receive new links and can invite only certain users and ensure only they have the link to join.
  - The session is only open at the scheduled time.

Participants can join a session using a “guest link” where they identify themselves on a sign in page before launching into a session. This link can be distributed by email, posted on a web page or in the instructor’s course in their LMS.

Named moderators can create their Elluminate Live! session in two ways in the SAS.

- **From “Schedule a Meeting” in the Resources section on the “My Elluminate” tab.** This provides an easy to use HTML interface where the date/time of the session can be set, session settings can be defined, content can be preloaded, and users can be invited.

- **From Utilities > Meetings.** This provides the same functionality as above through a series of panels. This is also used to edit existing meetings and retrieving information about already scheduled sessions.
A sample scheduling page is shown below:

More information about creating Meetings is available from [http://www.elluminate.com/support/docs/sas/asp.jsp](http://www.elluminate.com/support/docs/sas/asp.jsp). Please refer to:

- “Scheduling a Meeting using SAS Quick Reference Guide”
- “SAS Creating Meetings - Using the Schedule a Meeting Feature”
- “SAS Creating Meetings”
- “Preloading Content Using the Schedule a Meeting Tool Quick Reference Guide”

If you decide to proceed with Implementation #1, your administrator can use the same resources above to schedule Meetings for the named moderators without creating Supervisor accounts for them.
Tracking Usage

From the Manager account, using Utilities > File Management, you are able to track how much storage space you are using and track the space taken by each supervisor. You can also use this utility to delete recordings as needed. Please note that recordings cannot be restored once they are deleted.

With your Manager account, you can view the activity in your account including what meetings are scheduled and the attendance in those sessions. From Reports > Comprehensive Reports, there are three reports which will be most relevant to your use of the SAS.

- The Running Session Report allows you to see which sessions are currently running.
- The Session Attendance Report allows you to view session attendance information over a specified time period.
- The Meeting Information Report allows you to view which sessions have been scheduled over a specified time period and the activity in the session.


Sample page for generating the Session Attendance Report

![Session Attendance Report Criteria](insert_image_url)