

# Create Elluminate Live! Session in Blackboard

## Introduction

Elluminate is a webcasting tool that enables voice and text chat, whiteboard and application sharing, and even video if there is sufficient bandwidth. UNCG now has a campus license for Elluminate. Further, you can set up your own sessions as it is integrated into Blackboard 8.x via the Elluminate *Live!* Bridge. As well, you can access your recorded sessions within your course.

## Add Elluminate Live! tool to your course

You may need to add the Elluminate *Live!* tool in order for it to display under the Communication link in the course menu.

1. Go to the Control Panel of your course.
2. Under Course Options, click Manage Tools.
3. Click Building Block Tool Availability.
4. Check the box for Elluminate *Live!* Scheduling Manager.
5. Scroll down and click Submit.
6. In the Course Menu, click Communication.
7. Scroll down to check for the link to Elluminate *Live!*

## Create an Elluminate Live! session

1. In the Course Menu, click Communication.
2. Scroll down and click the link for Elluminate *Live!*
3. Click + Create Elluminate *Live!* Session.
4. Accept the Session Name or replace it with your own.
5. Set Session start and end date/times.



### Create Elluminate Live! Session



#### 1 Name Your Session

\* Session Name  Maximum 64 characters

#### 2 Schedule

##### Session Schedule

Start Date                      End Date

Aug	07	2009	<input checked="" type="checkbox"/>	Aug	07	2009	<input checked="" type="checkbox"/>
08	30	AM		09	30	AM	

##### + Advanced Session Settings

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

##### Session Moderators

##### + Select Moderators and Participants

#### 4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

Cancel

Submit

## Optional Settings

Click Advanced Session Settings. You will notice that there are added options under Advanced Session Settings as well as added options further down in the form.

### Create Illuminate Live! Session



#### 1 Name Your Session

\* **Session Name**  Maximum 64 characters

#### 2 Schedule

##### Session Schedule

Start Date

End Date

Aug 07 2009  Aug 07 2009   
08 30 AM 09 30 AM



#### Advanced Session Settings

**Repeat Session**

**Reserve Seats**

**Set Boundary Time**  (minutes)



#### 3 Session Access (Optional)

**Session Type**  Course  Shared  Public

**Session Password**

#### 4 Session Moderators & Participants (Optional)

**Session Moderator** Jane Harris

 **Select Moderators and Participants**



#### 5 Session Attributes (Optional)

 **Session Attributes**



#### 6 Teleconferencing Instructions (Optional)

 **Teleconferencing Instructions**

#### 7 Submit


Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

Cancel

Submit

## Advanced Session Settings

 **Advanced Session Settings**

**Repeat Session**

**Reserve Seats**

**Set Boundary Time**  (minutes)

- Repeat Session. Check the box and two drop down menus display. The first contains daily or weekly. The second contains 2-99 sessions for sessions per day or week. This option is good if there are going to be group sessions or you are going to use Elluminate *Live!* for office hours.
- Reserve Seats. Since UNCG has a campus license, it is not necessary to reserve seats.
- Set Boundary Time. If you wish the session to be open to participants ahead of time, you may set a boundary time. **Note:** If you set Recording to automatic, it will record the boundary time. You may not want this as part of your session archive.

## Session Access

**3 Session Access (Optional)**

**Session Type**  Course  Shared  Public

**Session Password**

- Under Session Access, choose to make the session available to
  - Course – course members only
  - Shared – select other courses whose members may participate
  - Public – anyone with the session URL may join the session.
  - You may set and require a password for entry.

## Select Moderators and Participants

### 4 Session Moderators & Participants (Optional)

#### Session Moderator

#### Select Moderators and Participants

Restrict Participants

All Moderators

Available Participants	Selected Roles
<b>Instructors</b> Charles Sugg Joann Strack Respondus Instructor	<b>Moderator Role</b> Jane Harris
<b>Teaching Assistants</b> Catherine Ennis	
<b>Students</b> Alison Williams Amanda Test-Student Jane Duff Kay Lovelace Nikolas Hunnicutt Pam Howe Test Student	<b>Participant Role</b>

- Click Restrict Participants to choose selected moderators and/or participants. Highlight the name(s) on the left and use the right-facing arrow(s) to select.
- Click All Moderators if you wish all (selected) participants to be moderators.
- Note: If you have chosen to share the session with more than one course, +Select Moderators and Participants changes to + Selected Courses. You may then select moderators and participants from the course you are in as well as any other course(s) you have chosen.

## Session Attributes

### 5 Session Attributes (Optional)



#### Session Attributes

Recording Mode	<input type="text" value="Manual"/>
Simultaneous Talkers	<input type="text" value="1"/>
Supervised	<input checked="" type="checkbox"/>
All Permissions	<input checked="" type="checkbox"/>
Raise Hand on Entry	<input type="checkbox"/>

- Recording mode has 3 settings.
  - Manual – a moderator enables recording within the session.
  - Automatic – recording starts when the session starts.  
*Note:* If you set Recording to automatic, it will record the boundary time. You may not want this as part of your session archive.
  - Disabled – there will be no recording function within the session.
- Simultaneous Talkers can be set to up to 6. This can also be set within a session. Note that when there are multiple microphones turned on, there may be distracting feedback.
- Supervised means that there are moderators. Note that moderators are able to view all private messages sent by other moderators *and* participants. It is a good idea to let participants know this.
- All Permissions means that participants will have all capabilities (voice, video, text, whiteboard, etc) by default. It is possible to turn these capabilities off within the session.
- Raise Hand on Entry means that a hand raise automatically occurs when a participant enters a session. This is useful for office hours.

## Teleconferencing Instructions

You can type in instructions that will display to moderators and/or participants when they enter the session.

6. Scroll down and click Submit.
7. Click the Send Email button to send an email announcement to participants.  
Note that, unlike the Blackboard email client, you must enter the email addresses of invitees. Be sure to separate addresses with semi-colons. You must enter a subject line as well. Scroll down and click Submit.



Tip: Copy the Elluminate *Live!* email message and send it out using regular Blackboard email rather than having to type in all the email addresses.

### ***Add Elluminate Live! Session to a Content Area***

It is also possible to create a new session within a content area. However, it is not possible to alter any of the settings above after you create a session this way. You can alter these settings under Communications/Elluminate Live!, however.

All sessions will display under Communications/Elluminate Live! as well as when enabled under any content area.

1. In the Control Panel, click a Content Area.
2. Click the drop down menu on the right beside +Select.
3. Choose Elluminate Live! and click Go.
4. Click Add next to the desired session.
5. Set any of the options desired and click Submit.