Scheduling an Elluminate Live! Session in Moodle

Quick Reference Guide

The Elluminate Bridge for Moodle enables an instructor to easily and seamlessly integrate an Elluminate Live! session into a Moodle course. Participants can launch a live session or a recorded session directly from their Moodle course.

Adding an Elluminate Session

1. Log into your Moodle Course.
2. Click the Turn editing on button.
3. Click the Add an activity... drop down menu and select Elluminate Live! Session.

4. Complete the Session Fields.
   - Enter an Activity Name
   - Select Yes/No from the Group Session
   - Append Group Name to Session Name – select this if you are using Groups to enroll groups of participants into the session and you want the name to show as part of the session
   - Enter a Description
Adding a new Elluminate Live! Session:

General

- 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.

This session will give students the opportunity to teaching assistants to review content that will be exam.

- Select a Grade Attendance. Selecting a grade attendance will allow moderators to give participants a grade for attending the session.
- Set the meeting to Private if you want manually assign participants to 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: Mid-term Review

Description: This session will give students the opportunity to meet with the professor and teaching assistants to review content that will be included in the mid-term exam.

Session begins: Friday, 5 February 2010, 10:00 AM
Session ends: Friday, 5 February 2010, 12:00 PM

- 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.

You will be able to enter this session 15 minutes before the formal start time to aid in preparation.

Recording is manually controlled

Session Creator: Admin User (admin)
1 existing moderator
1 available moderator

Ken Horemans (kenh)
Matthew Schmidt (melts)

- Indicates session creator and cannot be removed from the session.

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.