

UNF Elluminate Training Agenda for CCB

Monday, October 5th, 10 am – 12 pm

I. Overview (15 minutes)

- ElluminateLive!
- Applications Discussion
- Resources Review
- Q & A

II. Blackboard Integration (20 minutes)

- Creating Sessions
- Online Office hours
- Creating a Virtual Office
- Group Options
- Copying Session Links

III. Content Management (25 minutes)

- Whiteboard Tools
- Create & Manage Whiteboards
- Load Images & Clip Art
- Load PowerPoint Content
- **PRACTICE TIME**

IV. Session Management (25 minutes)

- Recording Session
- Sending In-Session Invitations
- Manage Participants Window
- Manage Chat
- Manage Audio
- Breakout Rooms
- **PRACTICE TIME**

V. Additional Tools (25 minutes)

- Conduct a Poll
- Using File Transfer
- Use Application Sharing & Web Tour
- Load and Play Multimedia Content
- **PRACTICE TIME**

VI. What Else?

Elluminate Training, Part II

Date: Friday, November 13, 1:30 pm – 3:00 pm

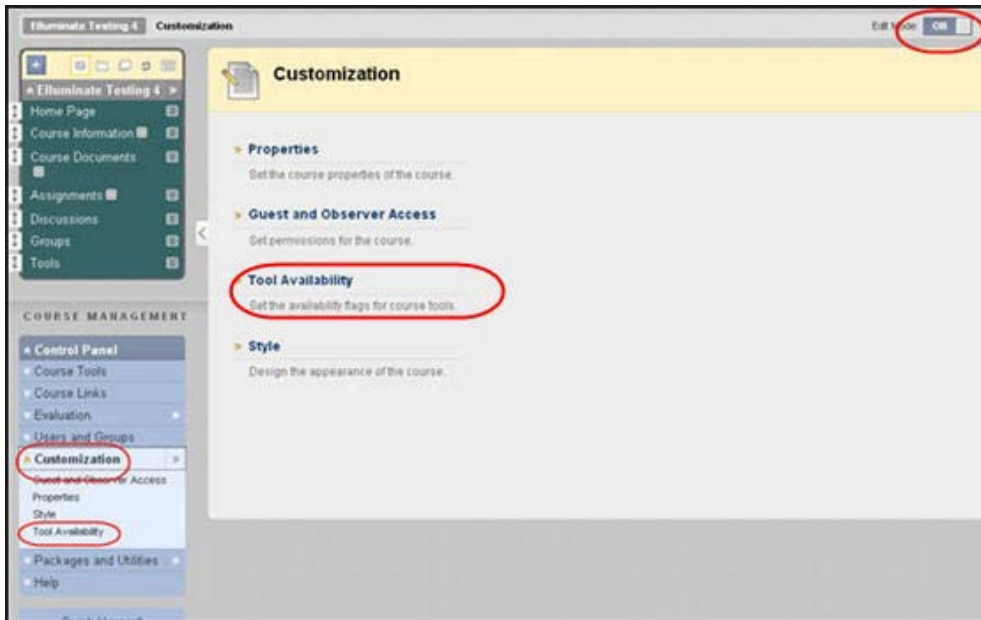
Location: Building 57 (College of Education), Room 2520

Participants learn about advanced features of Elluminate, including polling, application sharing, web tours, file transfer, multimedia content, and quizzes. Elluminate Plan! is also covered. Plan! is a standalone desktop application that enables the instructor to prepare the content of an Elluminate *Live!* session ahead of time and then automate the actions within a session. Best practices for online sessions are addressed throughout.

RSVP to cirtevents@unf.edu



The ElluminateLive! tool is unavailable by default in Blackboard courses. Before you can create sessions, you must make it available for use in your course by going to **Customization>Tool Availability**.



Make ElluminateLive! *and* the ElluminateLive! Scheduling Manager available in your course by checking the boxes, then hitting **Submit**.

Collaboration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Course Event Creation Tool	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CPS Connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Early Warning System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elluminate Live!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elluminate Live! Scheduling Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Glossary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



You should now be able to create ElluminateLive! Sessions via the Tools menu and add sessions to any content area in your course.

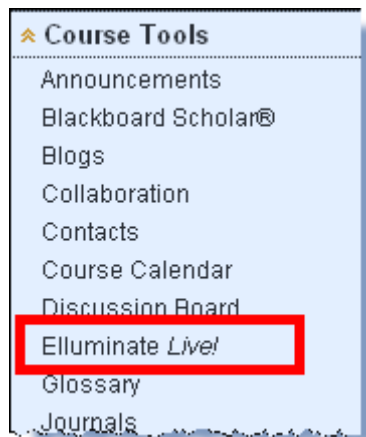


Scheduling an Elluminate *Live!* Session in the Elluminate Bridge for Blackboard Quick Reference Guide

The Elluminate Bridge for Blackboard enables an instructor to easily and seamlessly integrate an Elluminate *Live!* session into a course. 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 **Course Tools** from the **Course Management** section on the left side of the screen.



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

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

Follow the steps for to create a session

1. **Name Your Session**
2. **Schedule** the session by entering the Start Date and End Date.
 - Click the “+” sign to expand the **Advanced Session Settings**
 - If the meeting is to repeat, check the **Repeat Session** box and indicate if it is **Daily** or **Weekly** and how many times it should repeat.
 - If desired, select **Reserve Seats**
 - 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.

3. Complete the **Session Access (Optional)** if desired

- 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 **Session Password** if desired. The password is applied to recordings too.

4. **Session Moderators & Participants (Optional)** All participants enrolled in the course will be added to the Elluminate session. Click the “+” sign to the left of Select Moderators and Participants to expand the panel to alter the default setting.

- 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.

5. Set the **Session Attributes (Optional)** 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** if 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.

6. Click the “+” sign to the left of **Teleconferencing Instructions** to expand the panel. Complete the Teleconferencing fields if applicable.

7. 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.

Elluminate Live! Send Email

1 Recipients

★ To

Please ensure addresses are semi-colon delimited

2 Email information

From: nely@lluminate.com

★ Subject

Message

You have been invited to attend an online Elluminate meeting(s) 17th Century Asian History 2009/04/09 13:15:09. The meeting(s) are scheduled for the following dates and times:

Meeting Link: http://192.168.1.205/80/join_meeting.html?meetingId=1230787122043
Add to Calendar: http://192.168.1.205/80/join/build_calendar_event?meetingId=1230787122043
Starts: 04/09/2009 13:15 MDT
Ends: 04/09/2009 14:15 MDT

Enter your name at the login prompt.
This meeting does not require a password to join. Please leave the password field blank.

3. Submit

★ Indicates a required field.

Cancel Submit

Course Information

Note: Any session or recorded session can be added to any content area. Select **Add Elluminate Live!** from the More drop-down menu. Find the Elluminate session or recording and click Add. Complete the desired information and click Submit.

Information ▾

Create Item Build ▾ Evaluate ▾ Collaborate ▾ More ▾

More ▾

> Add Elluminate Live!