



## Scheduling an Elluminate *Live!* Session in Moodle

### Quick Reference Guide

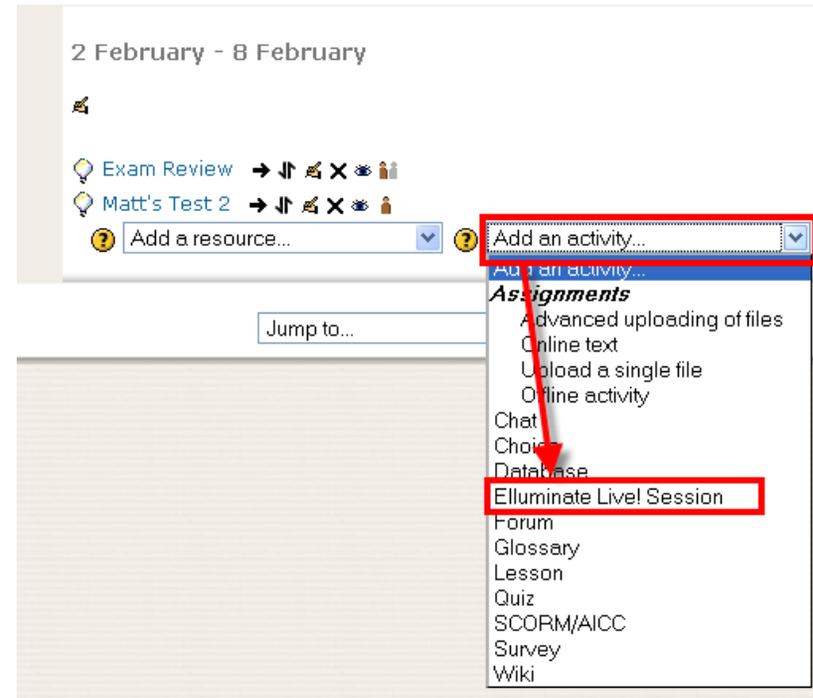
The Elluminate Bridge for Moodle enables an instructor to easily and seamlessly integrate an Elluminate *Live!* session into a Moodle course. Participants can launch a live session or a recorded session directly from their Moodle course.

### 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! Se

**General**

Activity Name\*

Group Session

Append Group Name

to Session Name

Description ?

Trebuchet  Lang

**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

[Edit moderators for this session](#)

[Add a preload file](#)

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

Recording is manually controlled

- **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.

Session Creator: Admin User (admin)

<p>1 existing moderator</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"> <p>Ken Horemans (kenh) ▲</p> </div> <p style="text-align: center;">Remove moderator(s) -&gt;</p>	<p>1 available moderator</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"> <p>Matthew Schmidt (matts) ▲</p> </div> <p style="text-align: center;">&lt;- Add moderator(s)</p>
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\* - 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.